



Unitek

EMT

SCHOOL CATALOG

(applies to Chandler, AZ location only)

California headquarters:
4580 Auto Mall Parkway
Fremont, CA 94538

Arizona training center:
585 N. Juniper Drive, Suite 140
Chandler, AZ 85226

www.unitekemt.com
888-825-6273
emtbootcampadmin@unitek.com

Effective Dates: January 1, 2018 – December 31, 2018

This catalog applies only to Unitek EMT's training, policies, and facilities in Arizona.

Conditionally licensed by the Arizona State Board for Private Postsecondary Education
www.azppse.gov

Table of Contents

INTRODUCTION	3
MANAGEMENT & FACULTY	3
FACILITIES	3
PROGRAMS / COURSES OFFERED	3
Emergency Medical Technician	3
Daily Program Sequence	5
PROGRAM / COURSE COSTS	7
Payments	7
Discounts	7
REFUND POLICY	7
Cancellation	7
Withdrawal & Termination	8
Discontinuation	8
Postponement of Start Date	9
Non-Refundable Items	9
ADMISSIONS POLICIES	9
Specific Requirements:	9
Entrance Exam Retakes and Timelines	10
Proof of High School Completion	10
Criminal Background Checks:	10
Non-discrimination Policy	10
Students With Disabilities	10
English as a Second Language	11
Immunizations	11
STUDENT SERVICES	12
ATTENDANCE POLICY	12
LEAVE OF ABSENCE POLICY	12
CLASS SCHEDULE	12
STUDENT RECORDS / TRANSCRIPTS	12
ACADEMIC POLICIES	13
GRADING	13
SATISFACTORY ACADEMIC PROGRESS (SAP)	13
PROBATION	14
STUDENT GRIEVANCE PROCEDURE	15
STUDENT CODE OF CONDUCT	16

INTRODUCTION

Thank you for choosing Unitek EMT for your EMT training needs! To derive the maximum benefits from your experience at Unitek EMT, it is important that you become familiar with the information presented in this catalog. The policies and procedures in the catalog apply to all students whose tuition is sponsored by themselves or any government organization other than their employer. Catalogs are available to students and prospective students and may be downloaded from the school's website. Within 10 days from the date of a catalog revision, the revised catalog is submitted to the State Board.

MANAGEMENT & FACULTY

- Janis Paulson - CEO and Board Member
- Jessica Gonzalez – EMT Program Director
- Dr. Walter Simmons – Medical Director
- Amit Singh – Operations Manager

Unitek EMT is one of several education entities under common ownership of Unitek Learning, LLC:

- **UNITEK EMT** provides short Emergency Medicine certification & training courses to individuals, businesses and government agencies, and is not accredited by an accrediting agency recognized by the U.S. Department of Education
- **UNITEK COLLEGE** provides accredited long-term education up to the Bachelors Degree level, and is accredited by an accrediting agency recognized by the U.S. Department of Education

FACILITIES

Unitek EMT in Chandler, AZ is conveniently located with access to I-10, 101 and 202 Freeways and approximately 20 minutes from Phoenix Sky Harbor International Airport. The campus is within close proximity to numerous restaurants and retail. Classes are held at 585 N Juniper Drive, Suite 140, Chandler 85226. The facility has one large dedicated classroom, a break room, administrative and clerical areas.

PROGRAMS / COURSES OFFERED

Emergency Medical Technician

Certificate Program; 140 clock hours

Occupational Objective:

Upon successful completion of the program, students receive a Certificate of Completion and are eligible to sit for the National Registry of Emergency Medical Technicians (NREMT®) written/cognitive examination. This examination is a requirement for certification as an Emergency Medical Technician in some states, including California & Arizona. Passing the NREMT examination prepares students for work as Emergency Medical Technicians (SOC code 29-2041) and for continuing medical and paramedic education. The successful completion of an Emergency Medical Technician Program is also required to work on an ambulance and is required by some fire, police, and public safety departments.

Certification:

The NREMT Examination consists of two components: the written/cognitive examination and the practical psychomotor skills examination. The practical psychomotor skills examination is conducted on the last day of the program. The NREMT® EMT cognitive exam is a computer adaptive test (CAT) and is available at Pearson VUE Professional testing centers worldwide. A voucher for taking the exam one time is included as part of the EMT Program. The school does not pay for the cost of taking the exam more than once. Passed portions of the exam (both cognitive and psychomotor) remain valid for a twelve (12) month

period. Once successfully completing the NREMT written/cognitive examination, students will qualify to apply for State certification. NREMT EMT Certification is valid for 2 years.

Upon successfully passing the NREMT® examination and registration process, you may submit an application to your local county/state Emergency Medical Services Authority. Local EMS Agencies may have additional requirements to become authorized to practice as an Emergency Medical Technician, including regional scope-of-practice completion, additional processing fees and/or additional criminal background checks. Please check with your state's EMS office for specific requirements and details.

Education Delivery Modes

The program is taught in an intensive “boot camp” style, consisting of 10 hours of instruction per day for 14 days, with lecture, lab and hands-on skills practice each day. This structure is designed to simulate the intense pace of work that can be expected on the job as an EMT.

Instructional delivery includes a combination of classroom lecture, practical skills labs, and simulated clinical experiences to accomplish the cognitive, psychomotor and affective learning objectives in accordance with the National Highway and Transportation Safety Administration Education Standards - Emergency Medical Technician curriculum. Students must demonstrate mastery of both written and practical material to successfully complete the EMT program. An online exam prep system is also used to prepare students to pass the National Registry EMT (NREMT) exam.

The classroom and laboratory are combined in the same facility to ensure easy accessibility to a variety of training environments - from responding to a home, business or wilderness environment we train for it all at a realistic training location. The classroom has the ability to accommodate a maximum of 24 students with each student having access to audio and visual components. The skill scenarios are designed to meet our desired training objectives and simulate both urban and rural settings. Equipment includes advanced airway heads which are utilized to teach intubation and airway management. Our advanced emergency simulations help students practice skills for real life traumatic injuries and mass casualty incidents.

Learning Materials

- Textbook: “Emergency Care”, 13th Edition, by Limmer & O’Keefe, Pearson Publishing
- Online NREMT Exam Preparation: Platinum EMS - NREMT Test Preparation System

Classroom Equipment

Unitek EMT provides the following equipment for classroom & lab training, as required by the Arizona Department of Health Services. ARS 13-2702(a)(2), r-9-25-301 (b)(3)(4):

Bag-Valve-Mask Flow restricted oxygen powered ventilation device, Oral Airways, Nasal Airways, Suction Units, Suction Catheters, Oxygen Tank Regulator, Non-rebreather mask, Nasal Cannula, Exam Gloves, Stethoscope, Blood Pressure Cuffs, Penlight, Tube of Oral Glucose, Epinephrine auto-injector for training purposes, Handheld inhaler for training purposes, Defibrillator manikins, Automated External Defibrillator, NTG Training Bottle, Activated Charcoal, Sterile Dressings, Bandages, Splints, Pneumatic anti-shock garment, Triangular bandage, Stick or Rod Air Splints, Eye Protection, Blanket, Universal Dressing, Occlusive Dressing, Roller Bandage, 4x4 Gauze Pads, Burn Sheets, Sterile Water or Saline.

Daily Program Sequence

The EMT Program consists of a single course due to the overlap and repetition of some curriculum elements across the entire program. Academic topics are not delivered as isolated courses within the program, but are taught and reinforced through multiple days and teaching modalities. The table below shows the instruction delivered on each of the 14 days of the program.

Day	Textbook Chapter	Topic	Knowledge / Skills	Assessment
1	1	Intro to EMT	Equipment Orientation / Kits Bags / Gurneys	Quiz 1
	2	Well Being of EMT	PPE, Handwashing, Glove Removal	
	3	Lifting and Moving	Gurney Operations Load/Unload, Patient movement	
2	4	Med Legal	Mock Court, Documentation workshop	Quiz 2
	5	Medical Terminology	Round Robin Assessment	
	6	Anatomy and Physiology	Cardiac Arrest Simulation	
3	7	Ventilation Perfusion Shock	FROPVD Ventilation / Mouth to Mask / BVM	Quiz 3
	8	Life Span Development	Lifting Technique continued / Stair Chair / Stokes / Scoop	
	9	Airway Management	Airway Maneuvers/ OPA/NPA/Suctioning	
4	10	Respiration and Artificial Ventilation	Oxygen Administration/ Bottle Usage/ Regulator	Quiz 4
	11	Scene Size Up	Scene Safety	
	12	Primary Size Up	Lifeless Patient Assessment/ Patient with a Pulse	
5	13	Vital Signs	Vital Sign Drills	Quiz 5
	14	Secondary Survey	Secondary Focused Assessment	
	15	Communication	Lego Drill / Communication Drill / Radio Usage	
6	16	General Pharmacology	Pharmacology Court	Quiz 6
	17	Respiratory Emergencies	Asthma Scenario/COPD Scenario/CHF Scenario/ CPAP	
	18	Cardiac Emergencies	Angina/AMI Medical Scenario / ACS	
7	19	Diabetic Emergencies	ALOC Medical Patient / Glucometer	Quiz 7
	20	Allergic Reaction	Anaphylaxis, Allergy / Epi Pen	
	21	Poison and Overdose Emergency	Charcoal / Overdose/ Naloxone	Quiz 8
	Ch 1-20	MIDTERM	Midterm Skills Examinations	Midterm

Day	Textbook Chapter	Topics	Knowledge & Skills Taught	Assessment
8	22	Abdominal Emergencies	Cholecystitis/ Jaundice / Acute Abdomen Patient	
	23	Behavioral and Psychiatric Emergency	Use of restraints/ the combative patient/ EMS Safety	
	24	Hematologic Emergencies	Simulated Clinical Contact Patients 1-10	Quiz 9
9	25	Bleeding Wounds and Shock	Tourniquet Workshop / SWAT/SOFT/CAT/Hemostatic	
	26	Soft Tissue Injuries	Rule of nine burn calculations / Burn Management	
	27	Chest and Abdominal Trauma	Tension Pneumothorax management	Quiz 10
10	28	Musculoskeletal Trauma	Splinting, sling and swathe, half back	
	29	Trauma to head neck and spine	C-Spine / SMR	
	30	Multisystem Trauma	Traction Devices / KED	Quiz 11
11	31	Environmental Emergencies	Hyper vs Hypothermia management	
	32	Obstetric and Gynecological Emergencies	Child Birth/ Delivery/ Status Epilepticus	
	33	Pediatric Emergencies	Croup/Epiglottitis/ Pedi Trauma	Quiz 12
12	34	Geriatric Emergencies	Medical Calls	
	35	Special Need Patients	ALS-BLS Skills Lab	
13	36	EMS Operations	MCI Training / Trauma Lanes	Quiz 13
	37	Vehicle Extrication	Auto Extrication- C-Spine Board	
	38	EMS Response to terrorism	FEMA ICS 100, 200, IS-3 AWR 160	
14	Ch 1-38	Final Review and Examination	National Registry Psychomotor Skills Examination	Final Exam

Complementary Meals

Complementary meals are provided by Unitek EMT during the Program which may not accommodate all dietary restrictions, food allergies and intolerances. Students must use their own discretion regarding whether to consume any particular food items. Unitek EMT assumes no liability for adverse reactions to foods consumed, or items one may come in contact with while eating any complementary meals.

PROGRAM / COURSE COSTS

Emergency Medical Technician	
Registration Fee:	\$ 200.00 *
Courseware:	\$ 250.00 **
Uniform:	\$ 100.00 **
Training Fee:	\$3,755.00
Total Charges	\$4,305.00

* Refundable only within 3 days (excluding Saturday, Sunday and federal and state holidays) of signing Enrollment Agreement. See Refund Policy for details.

** Non-refundable if used.

Payments

Unitek EMT has no residential facilities, so it charges no fees related to living expenses. Students are required to pay \$450.00 of the tuition balance at the time of enrollment, which includes a \$200 registration fee and \$250 courseware fee. These fees are non-refundable except as explained in the Refund Policy section below.

All fees owed by a student after completing enrollment in the EMT Program are due in full prior to the student's scheduled first day of on-campus instruction in the program. Unitek EMT does not have any predetermined Institutional Payment Plans, so the payment of these fees need not take any particular sequence or schedule other than being due in total before the student's scheduled first day of on-campus instruction in the program.

Payment methods that are currently accepted are: cash, check, credit card, wire transfer or private loans. Unitek EMT does not participate in Federal or State Student Financial Aid programs, and does not offer institutional student loans.

Discounts

Unitek EMT offers tuition discounts to State and Federal government employees, and to employees of businesses, based on the criteria described below. These discounts may only be applied to enrollments in the EMT Program with 2-week Boot Camp, or to qualifying instruction delivered on-site at the qualifying organization. Please contact the Admissions Department for more information. Details:

- A discount of 10% off the training fee is available to state and federal employees with current, valid government employment ID cards.
- Discounts based on volume of enrollments may also be available for any established organization which enrolls more than five (5) of its members in the EMT Program during any 12-month period.

REFUND POLICY

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

Cancellation

Cancellation occurs when a student provides written notice of cancellation by email to emtbootcampadmin@unitek.com or by post mail or hand delivery to Unitek EMT at: 585 N. Juniper Drive, Suite 140, Chandler, AZ 85226. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

- An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.
- A applicant who cancels more than three days (excluding Saturday, Sunday and federal and state holidays) after signing an enrollment agreement but prior to starting the program is entitled to a refund of all monies paid less the \$200 registration fee.

Withdrawal & Termination

A student shall be deemed to have withdrawn when, after the commencement of classes, the student provides written notice of withdrawal by email to emtbootcampadmin@unitek.com or by post mail or hand delivery to Unitek EMT at: 585 N. Juniper Drive, Suite 140, Chandler, AZ 85226. The written notice of withdrawal need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to attend the program and indicates the expected last date of attendance.

A student shall be terminated when any of the following occurs:

- failure to maintain satisfactory academic progress (see policy on Satisfactory Academic Progress)
- failure to abide by the school’s policies and applicable regulations
- absences in excess of the maximum set forth by the school’s attendance policy
- failure to meet financial obligations to the school

Refunds due to withdrawal or termination after the cancellation period will be issued within 30 days of the date of the withdrawal or termination date.

A student who is terminated or withdraws from the school after the cancellation period and after the commencement of classes will receive a pro-rated refund as described below. The pro-rated paid tuition refund amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance, by the total number of clock hours in the program. The pro-rated refund will be less the registration fee of \$200.00 and less any deduction for non-refundable items as described below.

Discontinuation

In the event that Unitek EMT discontinues a program (i.e. shuts down / stops offering a program and stops enrolling students in future start dates for the program) a full refund of all monies paid will be given to students who have enrolled but not started in the discontinued program. If the discontinuation occurs

while students are attending the program, such that those students are prevented from completing the program, then the affected students will be offered full refunds of all monies paid.

Postponement of Start Date

The start dates of the EMT Program are subject to change, and Unitek EMT reserves the right to postpone the start of a program. Such postponement, whether initiated by the school or the student, requires a new written agreement signed by the student and the school which specifies:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. An agreed-upon new start date, and the deadline beyond which the start date will not be postponed. (The maximum postponement of a start date is 90 days).

In such cases, affected students will be notified in writing by email and offered the opportunity to consent to new start dates. If the training does not begin on the new scheduled start date, or a student fails to attend by the new start date set forth in the agreement, the student will be entitled to a refund of all prepaid tuition and fees within 30 days of the new start date set forth in the agreement, less any deduction for non-refundable items as described below.

In the event that Unitek EMT ceases to offer a program, a full refund of all monies paid will be given to students who have enrolled but not started in the discontinued program.

Non-Refundable Items

All unused courseware and uniforms are subject to inspection and eligible for refund. Only unworn and unwashed uniforms issued by Unitek EMT will be accepted. Items returned to Unitek EMT in any of the following conditions are not eligible for refunds:

- Any item not purchased from Unitek EMT
- Any item that appears used, tampered, customized, or altered in any way
- Curriculum access codes which have been used to access curriculum

ADMISSIONS POLICIES

The school follows an open enrollment system. Prospective students may enroll at any time prior to the start date of their scheduled on-ground training. Enrollments into programs or courses which have already started on campus are not allowed. Once an applicant has submitted a complete Enrollment Agreement with all required documents, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the school are refunded.

Unitek EMT does not admit students based on an “ability to benefit” test, does not accept credits from previous education at other institutions, and does not award credit for prior experiential learning.

Specific Requirements:

In order to complete enrollment into the EMT Program, an applicant must:

- be 18 years of age or older
- have a high school diploma or proof of equivalent education (see examples described later in this section)
- have a current criminal background check deemed “negative” or “clear” (the school pays for only one criminal background check for admissions purposes; student is responsible for the costs of any additional background checks)

- achieve a score of at least 250 on the entrance exam (Wonderlic Basic Skills Verbal test) to demonstrate reading ability equivalent to the 9th grade or higher
- documented proof of freedom from infectious diseases (see Immunizations later in this section)
- sign the Student Code of Conduct (see the final section of this catalog)

Entrance Exam Retakes and Timelines

- 1) An applicant failing the first attempt may retake the exam on the same day (within 24 hours).
- 2) An applicant failing the second attempt may retake the exam beginning 48 hours from the second attempt.
- 3) An applicant failing the third attempt may retake the exam beginning 72 hours from the third attempt.
- 4) After four (4) unsuccessful attempts, an applicant may re-apply to the school after 3 months from the fourth attempt.
- 5) An entrance exam attempted after 3 months from the previous attempt will be treated as a new “first attempt” such that the retake policy will apply from step 1 again

Proof of High School Completion

Applicants must provide proof of completion of education at the High School level or higher prior to completing their enrollment and starting a training program at Unitek EMT. Proof of such education can be given as:

- Copy of a US High School Diploma or official transcript from a State approved or US Department of Education approved school or from a foreign school evaluated for equivalency by an approved agency listed here: www.ctc.ca.gov/credentials/leaflets/cl635.pdf
- Copy of a G.E.D. certificate
- Copy of Homeschooling completion certificate from a State approved or US Department of Education approved program
- Copy of an Associate’s, Bachelors, or Master’s Degree or Transcript from a US Department of Education Accredited school

Criminal Background Checks:

A criminal background may prevent someone from obtaining licensure or employment. If a criminal background must be investigated in order to have a final determination, it may take up to one year or longer to obtain a decision from the relevant agencies. Applicants with a criminal background should check with the Program Director and the relevant agencies for advice on various criminal background situations. If a student’s educational progress is interrupted, a new criminal background check (at the student’s expense) will be required upon returning to the program. After graduation, students may be subject to additional background checks, and possibly drug screening, by an employer.

Non-discrimination Policy

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of or be subject to discrimination under, any program or activity sponsored by or conducted by Unitek EMT on the basis of race, color, national origin, religion, sex, age, veteran status, marital status, sexual orientation, political beliefs or disability.

Students With Disabilities

Students with disabilities must meet Course Objectives without major or unreasonable accommodation to the school or practicum setting. An applicant would be considered ineligible to participate when

his/her physical, emotional and or intellectual disability prohibits the student from achieving the knowledge and or manipulative skills required and/or creates a potential hazard to students or staff. Disabled students should make arrangements to meet with the Program Director or General Manager prior to the start of class to review facilities and required accommodations (including a description of any special accommodations offered to facilitate enrollment and training).

It is strongly recommended that applicants read and understand the NREMT Disability Accommodations Policy and take appropriate actions as needed: www.nremt.org/about/policy_accommodations.asp

English as a Second Language

Unitek EMT does not provide English as a second language of instruction. All courses at Unitek EMT are taught in English and all students must be able to read, write and understand English prior to enrollment. Unitek EMT does admit students from countries other than the United States; however, visa services are not provided and the institution will not vouch for student status.

Immunizations

A copy of this documentation of freedom from infectious diseases must be completed in order to enroll in the EMT Program:

In compliance with AZDPH r9-25-304 A d iv All requirements must be current in order for participation in the Unitek EMT Program. Unitek EMT has to ensure the safety of staff members, faculty, fellow students and the general public and ensure all students are safe and free from infectious diseases. Therefore all students are required to demonstrate proof of immunization for the following:

- Hepatitis B
- MMR (measles, mumps and rubella)
- Varicella
- Tuberculosis (PPD) test / Negative Chest X Ray dated within six months of program attendance

Date of last TB Test _____

I ACKNOWLEDGE THAT I HAVE READ AND UNDERTSAND THE ABOVE GUIDELINES AND TERMS I UNDERSTAND FAILURE TO PROVIDE THE ABOVE LISTED VACCINATION WILL RESULT IN DENIAL OF ACCEPTANCE OF PROGRAM

STUDENT SIGNATURE _____

PRINTED NAME _____

DATE _____

STUDENT SERVICES

TUTORING: A student can request tutoring assistance at any time from their instructor.

EMPLOYMENT ASSISTANCE: Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. Unitek EMT does not offer employment assistance to graduates, and does not guarantee employment for graduates.

ATTENDANCE POLICY

- A student absent a total of 10 or more hours during the program will be withdrawn.
- A student not present at the beginning of class for 3 or more class days will be withdrawn.

Any hours missed during the on-ground training count towards the attendance policy and there are no “excused absences” of any kind.

LEAVE OF ABSENCE POLICY

Because the EMT Program is so short (14 days), Unitek EMT does not allow students to take a “Leave of Absence” (LOA).

RE-ENROLLMENT

If a student withdraws from the program and wishes to return at a later date, the student must confirm the date of return with the Program Director and receive the Program Director’s approval, to ensure academic continuity in the program.

CLASS SCHEDULE

The school’s normal business hours are 8am-5pm, and on-ground instruction may occur from 8am – 8pm. Start dates are scheduled throughout the year, at least once per month. Unitek EMT does not operate on a quarter/semester system. Schedules are subject to change based on demand or other factors, please contact the school for the current schedule of start dates.

On-ground classes are not held on the following holidays:

- New Year’s Eve & New Year’s Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve & Christmas Day

STUDENT RECORDS/TRANSCRIPTS

Unitek EMT will maintain all student academic and financial records in a secure and safe manner in perpetuity. A transcript for each student showing the student’s name, address, course(s), hours, grades, and completion date will also be maintained permanently. The first copy of an official transcript will be provided to a student at no charge. Additional transcripts can be ordered for a fee.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations.

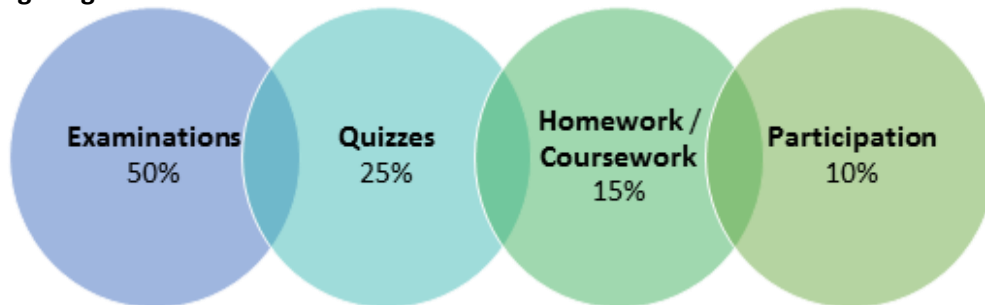
ACADEMIC POLICIES

GRADING

Successful completion of the EMT Program consists of:

1. Successful completion of Didactic component
 - a. Pass = cumulative GPA of at least 80% upon completion of final exam
 - b. Fail = cumulative GPA below 80%
2. Successful completion of Clinical Experience
 - a. 10 documented patient contacts wherein a patient assessment and other required EMT skills are performed and evaluated by an authorized clinical proctor.
3. Successful completion of Skills/lab and Program Hours
 - a. Minimum attendance of 130 hours (per Arizona EMS Regulations) out of the total 140 program hours (i.e. absence of not more than 10 hours total during the program)
 - b. Successful completion of Skills examination

Didactic Weighting:



SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is based on the cumulative GPA (cGPA), which is measured for each student on the 3rd, 6th, 9th and 12th days of the 14-day EMT Program. Students with a cGPA of 80% or greater are deemed to be maintaining SAP.

Unitek EMT Students must achieve the following in order to successfully complete the EMT program in compliance with AZDPH Regulations R9-25-304. Unitek EMT insists that students not only meet the minimum state passage rates for examinations but exceed them. Therefore, Unitek EMT requires students to achieve a 80% minimum passing score on all assignments, which includes quizzes, test and the final examination. Students must pass assignments in no more than three attempts.

Maintaining Satisfactory Academic Performance (SAP) is required for a student to remain enrolled in the program and to graduate. To maintain SAP, a student must meet the following criteria:

Quizzes

Please refer to the *Course Grading Scale* and *Didactic Weighting* portion of this syllabus for the percentage of your grade that will come from your quizzes. Students scoring below 79.5 % on any quiz will be required to attend an Advising Session as follows:

Advising Session: The Program Director or assigned Instructor(s) will conduct an advising session immediately following the end of class day or by the following business day. The Program Director or assigned Instructor(s) will identify and review with the student the unsatisfactory performance on the most recent Quiz, and will conduct up to 30 minutes of tutoring and review on the area(s) of deficiency.

Quiz re-takes: After review & tutoring, the student will be eligible to re-take the Quiz. If the student scores below 70%, he/she will be terminated from the Program. Such students will not receive a Completion Certificate. If the student scores 80% or higher upon completion of the retake, the higher score will be recorded and will be allowed to continue the program the following day.

Examinations

MID-TERM EXAM: Upon completion of the Midterm Examination, students with a cumulative grade of 79.5% or lower will be placed on academic probation and required to attend an academic advising session with the Program Director or assigned Instructor, since a cumulative grade of 80% or higher is required to graduate. There is no program interruption for these students; an Advising Session will be required.

A student on Academic Probation shall be restored to good academic standing if during the period the student is on Academic Probation, (s) he earns a satisfactory grade on two subsequent quizzes.

Students with a cumulative grade below SAP threshold upon completion of the Midterm Examination will fail and be terminated from the Program. Such students will not receive a Completion Certificate.

FINAL EXAM: Students with 10 patient contact records of clinical experience, successful completion of psychomotor skills examination and a cumulative grade of 80% or higher upon completion, will pass the program and receive a Completion Certificate.

PROBATION

Students may be placed on probation by the Instructor and/or Program Director for academic, attendance, or other policy reasons as follows:

Academic Probation: If a student's cGPA is measured to be less than 80%, the student will be notified that he/she has been placed on academic probation and will receive advising from the Instructor and/or Program Director, including notification of the probationary period (the timeframe within which the student must achieve the minimum cGPA necessary to pass the program). Students will be terminated from the program if they have not regained SAP status by the end of the probationary period, or if their cGPA during the probationary period falls to a point from which it is impossible to achieve an 80% cGPA after the final exam (which is required to graduate).

Attendance Probation: Any student returning to class after a total absence of more than 5 hours and less than 10 hours will be placed on Attendance Probation. Students placed on probation will receive advising from the Instructor and/or Program Director, including notification of the remaining hours of absence allowed before termination.

Policy Probation: Any student deemed by the Program Director to be in violation of the school's policies or other applicable regulations may be terminated or placed on Policy Probation at the discretion of the Program Director, after reviewing the nature of the violation(s). Students placed on probation will receive advising from the Instructor and/or Program Director, including notification of the probationary period and criteria for coming off of probation.

STUDENT GRIEVANCE PROCEDURE

A grievance must be submitted within 3 months from the date of the first event alleging to have initiated or contributed to the grievance. Grievances submitted beyond the above-mentioned 3 month timeframe may be addressed at the discretion of the Program Director or School Administrator.

Any student wishing to discuss a grievance with the Institution shall follow these steps:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If this is unsuccessful, the Student shall proceed to the written grievance procedure below.
2. Student may state the grievance in writing to the Program Director (Chris Seymour) or so someone he designates (the designee). The Program Director or designee shall have up to five (5) business days in which to investigate and address the grievance.
3. Should the Program Director or designee fail to address or unacceptably address the grievance, the Student may file a complaint with the Arizona State Board for Private Postsecondary Education. The Student must contact the State Board for further details.

If the Student's grievance cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board Address is:

1740 W. Adams Street, Suite 3008
Phoenix, Arizona 85007
602-542-5709
Website: www.azppse.gov

STUDENT CODE OF CONDUCT

There is a generally accepted definition of professional student conduct: behavior that reflects favorably on the student, Unitek EMT, and the healthcare profession for which the student is training. Examples of unprofessional conduct include, but are not limited to:

- Verbal and physical altercations
- Lying, cheating, plagiarism, including the use of electronic resources during a test
- Sexual harassment to the instructor, faculty or fellow students
- Vulgar and offensive language or actions
- Threats of violence
- Possession of weapons, illegal drugs, or being under the influence of alcohol or illegal drugs
- Any action that violates state or federal law or is a violation of policy in an extern or clinical facility.
- Student who displays poor affective domain, poor customer service to real or simulated patients or disrespect to an instructor
- Class disruptions that are detrimental to other student success by an interruption of student learning

Causes for suspension or expulsion from the program:

A student can be administratively withdrawn for any form of unsatisfactory conduct including but not limited to compliance with AZDPH r9-25-302 D c iv and :

- Any form of unsatisfactory conduct
- Student who displays poor affective domain, poor customer service to real or simulated patients or disrespect to an instructor or class mates
- Class disruptions that are detrimental to other student success by an interruption of student learning
- Class disruptions that are detrimental to other student success by an interruption of student learning
- Failure to comply with school policies, rules and regulations
- Excessive absences or tardiness
- Dishonesty including, but not limited to theft, cheating or any misrepresentation on documents
- Possession or abuse of alcoholic beverages, narcotics, or any degree of intoxication on the premises of the campus, or conviction of a misdemeanor involving either participation in, or being present at gambling activities on campus
- Nonpayment of tuition and fees
- Behavior that jeopardizes or potentially jeopardizes anyone's health or safety
- If their academic performance is below the standards set forth by Unitek EMT and indicate that the student cannot successfully complete the course
- A student who does not return as scheduled from a leave of absence will be terminated from Unitek EMT.
- Use of tobacco on any part of campus,
- Drinking or being in possession of weapons, or being under the influence of alcoholic beverages or controlled substances on Unitek EMT campuses

Additionally, each student is required to report to school officials the possession, use, sale or other distribution of weapons, alcoholic beverages, or controlled substances by such student or another student on Unitek EMT campus, except as allowed under a valid prescription is grounds for dismissal.

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational purposes of Unitek EMT. A student may be suspended or removed from the program in order to allow Unitek EMT to conduct an investigation, or to cooperate in the investigation conducted by law enforcement or other agencies if unprofessional or illegal behavior is suspected.

Unitek EMT will be the sole judge of the quality of evidence revealed during the investigation, and the sole judge of what constitutes unprofessional conduct. A student who is determined by Unitek EMT to have violated the standards of professional conduct will be terminated.

STUDENT NAME PRINTED

STUDENT SIGNATURE

DATE

A signed copy of this Code of Conduct document shall be maintained as a permanent part of the student's file.