



# Unitek

## EMT

### 2019 SCHOOL CATALOG

(applies to Fremont, CA location only)

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[www.UnitekEMT.com](http://www.UnitekEMT.com)

4580 Auto Mall Parkway  
Fremont, CA 94538  
888-825-6273

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

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## **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. All policies in this catalog apply to individual consumers paying for themselves to enroll in the EMT Program at Unitek EMT in Fremont, CA. Policies applying to enrollments with tuition paid by a student's employer, or to enrollments in continuing education courses, are found in those corresponding enrollment agreements and may differ from the policies in this catalog. Catalogs are available to students and prospective students and may be downloaded from the school's website.

Unitek EMT is one of several education entities under the Unitek Learning family of schools:

- **UNITEK EMT** provides short certification & training courses for individuals and corporations, 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 Bachelor's Degree level, and is accredited by an accrediting agency recognized by the U.S. Department of Education.

## **FACILITY**

Unitek EMT in Fremont is conveniently located with easy access from several freeways and public transportation. Classes are held at 4580 Auto Mall Parkway, Fremont, CA 94538. The facility has one large classroom, a break room, administrative and clerical areas.

## **EDUCATIONAL PHILOSOPHY—MISSION STATEMENT**

Unitek EMT believes in fostering educational excellence to meet the workforce development needs of the community. We take pride in helping our students build confidence and expertise in their chosen fields. To offer students the training and skills that will lead to successful employment, Unitek EMT will:

- Continually evaluate and update educational courses
- Provide modern facilities and training equipment
- Select qualified teachers

## **STATEMENT OF NON-DISCRIMINATION**

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, sexual orientation, age, veteran status, marital status, sexual orientation, political beliefs or disability.

## **GOVERNING BODY**

Unitek EMT is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is in compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## **SCHOOL OFFICIALS**

Janis Paulson - Chief Executive Officer and School President

## **DESCRIPTION OF FACULTY**

Program Director and Lead Instructor: Marcus Bond

- California Paramedic, Coastal Valleys EMS Paramedic, Coastal Valleys EMS Preceptor/Five caller, North Coast EMS Paramedic
- ACLS/PALS/ITLS/BLS CPR
- 9 years in Emergency Services
- Previously: EMT, Volunteer Firefighter EMT, IFT Paramedic, Paramedic, Paramedic Field training Officer/Preceptor

## **EMERGENCY MEDICAL TECHNICIAN PROGRAM**

### *OVERVIEW*

The Emergency Medical Technician (EMT) program prepares students to successfully pass the National Registry of Emergency Medical Technicians (NREMT®) written/cognitive examination (a requirement for certification as an Emergency Medical Technician in California) so that graduates may pursue a career as an Emergency Medical Technician (SOC code 29-2041). The NREMT® is an examination and registration service that is accepted by most states in lieu of their own examination process. 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 your local Pearson VUE Professional testing centers worldwide. 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 California EMS Agencies may have additional requirements to become authorized to practice as an Emergency Medical Technician, including county scope of practice completion, additional processing fees and criminal background checks. Please check with your state EMS office for specific requirements and details.

The program is taught using a combination of classroom lecture, practical skills laboratory, and clinical experience 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 and the regulatory requirements established by the State of California, Title 22, Division 9, Chapter 2, Article 3. Students must demonstrate mastery of both written and practical material to successfully complete the EMT program.

### *LAB*

The Emergency Medical Technician (EMT) Program classroom and laboratory are combined at 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 60 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 airway management. Our advanced emergency simulations help students practice skills for real life traumatic injuries and mass casualty incidents. In addition to the basic training we have an emphasis on lots of hands on with real world equipment.

**PROGRAM OUTCOMES & CORRESPONDING OCCUPATIONS**

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. Passing the NREMT examination prepares students for work as Emergency Medical Technicians 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.

**HOURS**

The EMT Program consists of 220 instructional hours (including online and on-ground instruction), inclusive of didactic instruction, labs, and clinical experiences. The on-line portion of the program must be completed prior to attending the on-ground portion. While taking the on-line portion of the program, students are encouraged to interact with their instructors regularly. Online quizzes and assignments are graded upon completion. Unitek offers FEMA coursework as a co-requisite for the on ground portion of the class in an effort to expedite student placement upon completion of the course. Most local counties require these FEMA courses in order to gain local accreditation.

**TUITION**

Registration Fee:	\$250.00 **
Courseware:	\$250.00 **
Uniform:	\$100.00
NREMT Fees:	\$80.00
Live Scan:	\$65.00
Training Cost:	\$3,560.00
Total Tuition	\$4,305.00

\*\* Minimum Charges Due Upon Enrollment - \$500.00

**PROGRAM OUTLINE**

<b>ONLINE</b>	Introduction to Emergency Medical Care; the Well-Being of the EMT; Lifting and moving patients Medical Terminology; Anatomy and Physiology; Highway Safety and Vehicle Extrication; EMS response to Terrorism; Incident command
<b>Boot Camp DAY 1</b>	Crew resource management/Appreciative Inquiry; The Well-being of the EMT/Intro to EMS; Documentation and Communication; Medical, Legal, and Ethical Issues; Lifting and moving patients (Lab); PPE Drill/Lifting and moving practice
<b>Boot Camp DAY 2</b>	Scene size up; Primary & Secondary assessments; Cardiac Emergencies; Scenario design/Response; Skills labs
<b>Boot Camp DAY 3</b>	Ventilation, Perfusion and Shock / Pathophysiology; Respiration and Artificial Ventilation; Airway Management; Respiratory Emergencies; Vital Signs and Monitoring Devices; Sills Labs
<b>Boot Camp DAY 4</b>	Diabetic Emergencies and Altered Mental Status; Allergic Reaction; General Pharmacology; Poisoning and Overdose Emergencies; Behavioral and Psychiatric Emergencies and Suicide; Skills Labs
<b>Boot Camp DAY 5</b>	Abdominal Emergencies; Hematologic and Renal Emergencies; Soft-Tissue Trauma; Bleeding and Shock; Environmental emergencies; Skills Labs
<b>Boot Camp DAY 6</b>	Chest and Abdominal Trauma; Musculoskeletal Trauma; Trauma to the Head, Neck, and Spine; Multisystem Trauma; Skills Labs

<i>Boot Camp DAY 7</i>	Midterm Exam; HAZMAT/CBRNE/ICS; Trauma Lanes
<i>Boot Camp DAY 8</i>	TECC/Triage; MCI Drill/Active Shooter drill; Test taking workshop
<i>Boot Camp DAYS 9-11</i>	Clinical Instruction
<i>Boot Camp DAY 12</i>	Pediatrics; OB/GYN; Simulation Lab; Patients with special challenges; Geriatrics; NREMT skills practice
<i>Boot Camp DAY 13</i>	Final Review; Final Exam; HEMS/ALS/BLS interface; NREMT Skills Prep
<i>Boot Camp DAY 14</i>	NREMT Psychomotor Testing

#### STATE CERTIFICATION REQUIREMENTS

California law requires all Emergency Medical Technicians to be state certified EMS professionals, as do other EMS agencies such as fire departments and public health agencies. “Emergency Medical Technician,” “EMT-1,” or “EMT-Basic” indicate a person who has successfully completed an approved EMT Program, passed all required examinations, and been certified by an EMT certifying authority.

\*\*Unitek EMT’s EMT Program is approved under the local authority of Alameda County EMS Agency for the State of California. Once NREMT certification is achieved, to work as an EMT, local certification must be obtained through the local EMS agency or State EMS agency, both of which issue an EMT certification card. California Certification is valid for two years from the date of issue and is recognized statewide.

To obtain EMT certification one must pass a state-approved EMT Program and then, within 2 years, successfully complete the NREMT practical skills/written exam and apply for certification under a local EMS agency. To apply for the National Registry Examination, the individual must be 18 years of age or older, be a graduate (within the last 2 years) of an approved EMT-Basic education Program, truthfully complete the Licensing Action and Felony statements on the application, submit a current approved CPR/AED credential for the Healthcare Provider and other requested documentation if necessary. For all local California EMS agencies, EMT certification is obtain through completing a county EMT Initial Application, and submission of the following items: a valid EMT Program Completion Certificate, Government issued Photo Identification , a copy of Live Scan Request Form including FBI & DOJ, approved CPR/AED Certification Card, NREMT® Certificate/Card, application fees and other requested documentation if necessary.

#### ITEMS THAT MAY AFFECT LICENSING OR REGISTRATION ELIGIBILITY TO REVIEW

- I. **Identified Mental or Physical disability:** It is strongly recommended that you read and understand the NREMT® Disability Accommodations Policy and take any actions prior to enrollment. [http://www.nremt.org/about/policy\\_accommodations.asp](http://www.nremt.org/about/policy_accommodations.asp) Maintaining mental health and physical fitness is a requirement in the healthcare profession. Any prospective student who has a known medical or physical disability should inform their Admissions Representative. An interview with the program director will be scheduled to help determine the best options. The program director will be able to help the student assess their disability to identify whether the disability will affect the student’s ability to perform the training and job duties. The program director will inform a prospective student of any disability related limitations they will face in attempting to complete their program requirements and successfully gain employment.

- II. **Criminal Records:** The National Registry of Emergency Medical Technicians (NREMT) has a Felony Conviction Policy. If you have a felony, it is strongly recommended that you read and understand the policy and take any necessary actions on your part. The Felony Conviction Policy can be read here: [http://www.nremt.org/about/policy\\_felony.asp](http://www.nremt.org/about/policy_felony.asp) Any prospective student with a criminal background must understand that it may prevent them from obtaining a license in their chosen field. When a criminal background must be fully investigated, it may take up to one year or longer in order to obtain a decision from the licensing board. Any student with a criminal background should check with the licensing board for specific information on their standings on various criminal background situations.

**NREMT RECERTIFICATION**

In order to maintain certification an individual must recertify every two years. Since recertification fees, processes and requirements can vary from state to state, students are urged to check with their State’s Emergency Medical organization(s). NREMT requires a total of 72 hours of education including:

1. Completion of an approved 24 hour DOT National Standard EMT-Basic / EMT Refresher AND Completion of 48 hours of additional continuing EMS related education as outlined below & complete additional EMS Related Continuing Education 48 hours of the following :
  - A maximum number of 24 hours can be applied from any one topic area
  - A maximum of 16 hours can be applied from each of the following Programs: AMLS AMLS BTLS NALS PEPP PHTLS PPC
  - A maximum number of 12 hours can be applied from each of the following Programs:
    - Teaching CPR
    - Emergency Driving
    - Dispatch Training
  - A maximum number of 24 hours of CECBEMS approved Distributive Education can be applied to continuing education requirements.

**REFRESHER COURSES**

TOPICS	HOURS REQUIRED
<b>Preparatory</b>	1 hour
<b>Airway</b>	2 hours
<b>OB, Infants, Children</b>	2 hours
<b>Patient Assessment</b>	3 hours
<b>Medical/Behavior</b>	4 hours
<b>Trauma</b>	4 hours
<b>Elective</b>	8 hour
<b>Total</b>	<b>24 hours</b>

**ADMISSIONS POLICIES**

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-ground are not allowed. All applicants must be 18 years of age or older by the class start date and have proof of high school diploma or equivalent. Any student under age 18 must have a parent’s or guardian’s approval. Once an applicant has submitted a complete Enrollment Agreement, 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 award credit for previous education / training taken at other institutions, and does not award credit for prior experiential learning.

### Smartphones

Unitek EMT utilizes an electronic attendance tracking system for on-ground training which requires that students use a smartphone to log their attendance. All applicants to the EMT Program must agree to maintain possession of a personal smartphone while enrolled in any on-ground training Unitek EMT.

### 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. Such proof can be given as:

- Copy of a US High School Diploma or transcript demonstrating such achievement from a State approved or US Department of Education approved school or from a foreign school evaluated for equivalency by an approved agency. A list of approved agencies can be found at: [www.ctc.ca.gov/credentials/leaflets/cl635.pdf](http://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 copy of transcript demonstrating such degree from a US Department of Education Accredited school

### *PAYMENT METHODS & LOANS*

Payment methods that are currently accepted are: cash, check, credit card, wire transfer or private loans. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds. Unitek EMT does not participate in Federal or State Student Financial Aid programs, and does not offer payment plans, tuition assistance, loans or financial aid.

### STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.



To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

#### *EVALAUTION OF CREDITS FROM PREVIOUS EDUCATION OR EXPERIENCE*

Unitek EMT does not accept credits from previous education or training, and does not award credit for prior experiential learning.

#### *NOTICE CONCERNING TRANSFERABILITY OF CREDITS*

The transferability of credits you earn at Unitek EMT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the EMT Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your program work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer to determine if your Unitek EMT certificate will transfer.

#### *TRANSFER OR ARTICULATION AGREEMENTS*

Unitek EMT has not entered into any transfer or articulation agreements with any other educational facility, college or university.

### Physical Conditions

The program in which a student enrolls may be physically demanding. Students are expected to participate in all program components, including lecture, lab, and clinical sessions. Failure to do so may result in being dropped from the program. If a student has a physical condition that could reasonably prevent his or her participation in all program activities (e.g. pregnancy, chronic pain) at time of enrollment or during the program, the student must provide a note of release from a licensed physician, licensed physician’s assistant or nurse practitioner as a condition to enroll & participate in the program without restrictions. In the event such a physical condition causes an interruption in the student’s attendance, the school will require a similar note of release to return to school. A Leave of Absence (LOA) may be granted pursuant to a student’s written request & eligibility for a leave; however, the LOA must be approved by the school prior to the leave.

Applicants concerned about the physical requirements of a program are encouraged to speak with their Admissions Advisor or a Program Director. Examples of possible program requirements are:

- one (1) to four (4) hours of intermittent sitting
- four (4) hours of intermittent standing
- three (3) hours of intermittent walking in an average eight (8) hour day
- occasional running 20-30 minutes per day
- Squatting, bending, kneeling, reaching, & twisting are frequently required fifty percent (50%) of the time along with an occasional need for ladder climbing, exposure to changes in temperature & humidity; exposure to dust, fumes, or gasses
- Frequent lifting/carrying of twenty-five (25) to seventy-five (75) pounds
- Pushing/pulling up to one hundred (100) pounds

### ADMINISTRATIVE AND ACADEMIC POLICIES

#### Grading - EMT Program

Graded items include twelve (12) quizzes, one (1) final exam, one (1) midterm exam, one (1) final exam and a participation grade (which is based on attendance, adherence to student requirements and policies, attitude, homework completion and involvement in didactic, skills and clinical training).

TERM 1 On-line	GRADED ITEM	CUMULATIVE GRADE COMPONENTS
	3 Quizzes	30% of total grade
	Term 1 Final Exam	50% of total grade
	Participation	20% of total grade

TERM 2	GRADED ITEM	CUMULATIVE GRADE COMPONENTS
	Term 1	20% of total grade
	6 Quizzes	20% of total grade
	Term 2 Final Exam	50% of total grade
Participation	10% of total grade	

TERM 3	GRADED ITEM	CUMULATIVE GRADE COMPONENTS
	Term 2	25% of total grade
	3 Quizzes	10% of total grade
	Program Final Exam	35% of total grade
Participation	10% of total grade	

The cumulative grade required for successful completion of the program (the “final passing grade”) is 80% or higher and successful completion of Skills testing. Upon successful completion, a Certificate of Completion will be awarded.

Grading Scale:

CUMULATIVE AVG OF DAILY SCORES	GRADE
80% or higher	Pass
Under 80%	Fail

#### APPEAL PROCESS

Students have the right to appeal the final grade in writing to the Instructor or Program Director. Appeals are limited to situations in which the student believes the grade resulted from a calculation error, demonstrable bias, gross negligence, or misapplication of stated criteria.

#### DISTANCE EDUCATION

A student enrolled in distance education courses may expect approximately 14 days to elapse between the school’s receipt of the student’s completed lessons or projects and the school’s sending (by mail or email) its response or evaluation.

#### ACADEMIC PROBATION

Because the EMT program is only 14 days long, with more than 9 hours of instruction per day on average, Unitek EMT does not put students on probation or suspension during the program.

#### ATTENDANCE POLICY

- A student absent a total of 12 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.

#### LEAVE OF ABSENCE POLICY

Because the on-ground portions of our programs are so short (14 days or less), Unitek EMT does not allow students to take a “Leave of Absence” (LOA). Any hours missed during the on-ground training count towards the attendance policy and there are no “excused absences” of any kind. 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 to ensure academic continuity in the program.

#### STUDENT GRIEVANCE PROCEDURE

Unitek EMT takes student satisfaction very seriously as we are always endeavor to have the EMT student receive a quality academic experience. In the unlikely event that a student brings forth a grievance the following will apply.

Definition: A grievance is a claim by a student that there has been a displeasure, complaint, violation, misinterpretation or an inequitable application of an existing policy, rule or regulation of the EMT Program, its instructors, administration and of facilities.

All students are encouraged to notify their Program Director in writing of any displeasure with the program. An appeal and/or a formal grievance are two ways that students can request a formal change to an official decision of the Institution. Whenever possible the submission of an appeal or grievance will be dealt with confidentially. In addition, all investigations will be undertaken impartially with no reprisals of any kind being undertaken by any member of the School for the submission of an appeal or grievance.

The steps involved with resolving a student concern are to first initiate an informal appeal, followed by a formal grievance if the issue remains unresolved. It is a requirement of Unitek EMT that a student exhaust the appeal process in its entirety prior to submitting a formal grievance in order to allow for an appropriate resolution to be reached. Further, if an appeal or grievance is not submitted within ten (10) business days of the event causing the appeal or grievance, then the initial decision of the school will stand.

### **Step 1: Informal Appeal**

The Informal Appeal process allows students to identify a concern and have it addressed expeditiously without the need for the issue to go to the Grievance Committee.

1. Students will meet with the instructor, if appropriate
2. The instructor will contact the Program Director in writing
3. If there is no resolution, the student may file an Informal Appeal
4. For an Informal Appeal, the student must complete and submit a written statement outlining the sources of the grievance with as much detail as possible.
5. The student will meet with the EMT Program Director or other designee to discuss the Informal Appeal
6. If there is still no resolution, the student may file a Formal Grievance.

### **Step 2: Formal Grievance**

The Grievance Committee works to find equitable and reasonable solutions supported by evidence.

1. For a Formal Grievance, the student must complete and submit the grievance in writing.
2. The Grievance Committee, composed of faculty, Program Director and Program Medical Director, will convene to review the student's grievance.
3. The Committee will evaluate the grievance based on the following
  - a. the written appeal and supporting documentation
  - b. the student's academic performance & attendance
  - c. the impact of any significant non-academic issues
  - d. an interview with the student, if she/he desires to present her/his case to the Committee
  - e. all documentation provided by the student
4. If the student feels that due process was not followed by the Grievance Committee, she/he may request a review by following the same formal grievance procedure with the General Manager, whose decision will be final.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### **QUESTIONS:**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov) or toll free at (888) 970-7589 or by fax (916) 263-1897.

#### **STUDENT RECORD & TRANSCRIPTS RETRIEVAL**

Unitek EMT will maintain a copy of the student record for a minimum period of five years. A Transcript for each student that shows the student's name, address, course(s), hours, grades, and completion date will be maintained permanently. Additional transcripts can be ordered for a fee by students as needed.

#### **ADMINISTRATIVE WITHDRAWAL, DISMISSAL AND SUSPENSION:**

A student can be administratively withdrawn from a course for the following reasons:

- Failure to comply with school policies, rules and regulations

- Absences or tardiness that exceeds the days allowed in the attendance policy
- Dishonesty including, but not limited to theft, cheating on tests 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 by Unitek EMT and indicate that the student cannot successfully complete the course
- Automatic termination from the course will result from three (3) consecutive scheduled class days of absence.
- A student who does not return as scheduled from a leave of absence will be terminated from Unitek EMT.

### REINSTATEMENT POLICY

Students who have been terminated or who have voluntarily withdrawn may apply for reinstatement. Students who withdrew or were dismissed from a course for unsatisfactory performance are permitted only one opportunity for re-admission. Re-Entry must be no later than 3 months; otherwise student must start at the beginning of the course. Any other Re-Admission is based on availability of space and recommendation of the faculty.

### CANCELLATION AND REFUND POLICY

#### STUDENT'S RIGHT TO CANCEL

1. Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later, less the \$250 registration fee. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 99 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. In addition to the 7-day refund policy above, all monies paid by an applicant, *including* the registration fee, will be refunded if the notice of cancellation is received within three (3) days after signing an enrollment agreement and making an initial payment.
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: 4580 Auto Mall Parkway, Fremont, CA 94538. This can be done by mail or by hand delivery.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund all monies owed to the student, less any deduction for equipment, books, and supplies not returned in good condition, within 45 days after the notice of cancellation is received.

#### WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 99 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 99 percent of the period

of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive scheduled class days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive scheduled class days.

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. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

#### **LIKENESS, IMAGE & VOICE AUTHORIZATION**

Student understands, as a student of Unitek EMT, ("Unitek"), their name, likeness (photo), and or comments may be used by Unitek for commercial use including training documents and or videos and various advertising media after a student completes their course. Unitek has the right to use and distribute these productions at its sole discretion. Students do not receive any compensation for Unitek's use and distribution of any advertising documents, training videos and or audio recordings containing the student's likeness, image, or voice, such as any royalties, license fees, or otherwise. All Unitek training documents and various advertising media, in which a student appears, are copyrighted by Unitek. Students have no intellectual property rights over these productions, including any copyright, trademark, or any other ownership or proprietary rights. Unitek EMT has the right to use and distribute these productions at its sole discretion.

#### **COPYRIGHT POLICY**

Unitek EMT recognizes the Copyright Act of 1976, which grants authors, publishers, and creators control over the copying, distribution, and performance of their original works. The School desires students and faculty to have access to materials and software, but does not condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading material that you do not have the right to possess or distribute and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited.

Unitek EMT prohibits violations of copyright, license restrictions, and authorial integrity. Distributing or receiving materials protected by copyright without permission of the copyright owner may be a violation of federal or state law and/or School policy. Violations may be grounds for sanctions or termination and may be subject to civil or criminal penalties. Civil remedies can include an award of monetary damages,

including substantial statutory damages per work infringed, or actual damages, and of equipment used to produce the copies.

It is the responsibility of those reproducing materials to make sure the reproduction is consistent with US Copyright law. Unitek EMT reserves the right to suspend or terminate network access to any campus user that violates this policy and Network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **STUDENT SERVICES**

### **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.

### **PLACEMENT STATISTICS**

Unitek EMT does not guarantee employment for students after graduation and does not provide placement assistance.

### **TUTORING**

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

### **DORMITORY & HOUSING**

Unitek EMT does not have any Dormitory facilities under its control. In Fremont rooms can be rented for approximately \$600 per month with one bedroom apartments renting for approximately \$1,100. Students taking short term courses who would like to travel to Fremont should ask for information on special rates that have been negotiated with a local hotel for our students. Unitek EMT takes no responsibility for assuring a student secures a place to stay while in training on campus.

### **DISABLED STUDENTS**

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 school director 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 EMT students read and understand the NREMT Disability Accommodations Policy and take appropriate actions as needed. [http://www.nremt.org/about/policy\\_accommodations.asp](http://www.nremt.org/about/policy_accommodations.asp)

### SCHOOL HOURS & CALENDAR

The school's normal business hours are 8am-5pm. Class schedules vary and are identified in each program description. Each course has its own set start and end dates. Please see each programs individual description for the program days and length. Ask an Account Manager for information regarding upcoming course start dates.

### 2019 HOLIDAYS

New Year's Day	Tues, January 1
Martin Luther King	Mon, January 21
Independence Day	Thur July 4
Thanksgiving	Thur Nov. 28 & Fri 29
Winter Break	Mon December 23 through Tues Dec 31

### LIBRARY

Unitek EMT has computers and internet access for students to access the online Alameda County Library (<http://www.aclibrary.org/>) or the online library resources provided in the EMT program curriculum. Computers with internet access are available to students on each day of the EMT program. The Fremont Main library is located 4 miles from Unitek EMT's main campus at 2400 Stevenson Blvd, Fremont, CA 94538.

### COMPLETION REQUIREMENTS

To be eligible for completion, students must:

- Complete courses with a passing grade within the required timeframe
- Have no outstanding financial obligations to Unitek EMT

### STUDENT CODE OF CONDUCT

Each student is honor bound 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. Violation of the Honor Code is grounds for dismissal. All reports shall be submitted in writing, signed and dated by the student. Submission of a false report shall be grounds for dismissal.

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

- Verbal and physical altercations
- Lying, cheating, plagiarism
- Sexual harassment
- 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 a clinical facility.

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. Certain activities are not considered appropriate to a campus, and are prohibited by the administration of Unitek EMT. No smoking or eating is permitted in classrooms, halls or labs. Drinking or being in possession of weapons, or being under the influence of alcoholic beverages or controlled substances on Unitek EMT campuses is prohibited. A student may be suspended from training 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.

### **DRESS CODE**

Students are expected to dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or withdrawal from school. Students are considered to be on campus while on school property, including parking and social areas.

#### *EMT PROGRAM DRESS CODE*

Students will be issued Unitek polo shirt(s) on the first day of class and will be required to wear these shirts in the classroom and skills lab setting. Students should reserve a new polo shirt specifically for the clinical rotation day.

Pants need to be black or dark blue EMS style cargo pants, BDU style pants, or Dickeys style work pants. EMS style cargo pants will be required for the clinical setting. A black EMS or Tactical belt is highly advised. Footwear consisting of black mid ankle boots with a black sole is required. Steel toed boots are recommended. Sandals, flip-flops, high heel footwear or tennis shoes are not acceptable. Students will also need a watch with a second hand to take vital signs.

Failure to comply with the Dress Code may result in being dismissed from class with the student being marked absent for the day.

### **WEATHER EMERGENCIES**

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire course.

### **CLOTHING AND PERSONAL PROPERTY**

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

### **GENERAL STANDARDS & SAFETY**

Safety from accidents is the responsibility of everyone. We strive for a safe environment for students, employees and visitors to the campus and encourage you to comply with all safety standards:

- Smoking is restricted to the designated outside areas;
- Food, drink and their containers are restricted to the designated break areas;
- Lab equipment is used only with instructor knowledge and supervision; and
- Parking is limited to designated areas, with the expectation that students will follow the rules of safe, courteous driving.

If you are injured, are aware of injury to another student, or are aware of a safety hazard on campus, this information should be reported to your instructor immediately.

### **SUBSTANCE ABUSE**

Unitek EMT maintains policies and standards regarding substance abuse as a way to prevent, identify and respond to their impact on your education; to reduce absenteeism and tardiness; to improve productivity; to reduce the occurrence of accident or injury and to maintain compliance with the Drug Free Schools and Communities Act of 1989. Students who violate the standards in this handbook are subject to immediate termination from their course.

### **CRIME ON CAMPUS**

In the event that you are a victim of crime on campus, it should be reported immediately to the Program Director. In the event that a student is accused or suspected of committing a crime on campus, Unitek EMT will cooperate in full with the appropriate law enforcement agency and will impose the appropriate sanction, up to and including termination, in the event that the student is determined to have violated the standards of professional conduct as established by Unitek EMT.

### **SEXUAL HARRASSMENT**

Unitek EMT provides a school and working environment free from all forms of harassment, including sexual harassment. Unitek EMT also maintains an environment in which all students and employees model this behavior and are treated with dignity and respect. Any individual(s) connected with Unitek who have complaints of sexual harassment should report such conduct to Instructor/Program Director, Business Manager and/or School Director. Anyone who is found, after appropriate investigation, to have engaged in sexual harassment of another will be subject to discipline, up to and including dismissal, depending on the circumstances.

Sexual harassment may include, but is not limited to:

- 1) Sending suggestive or obscene letters, notes, invitations; making derogatory comments, slurs, jokes, epithets, assaults; touching, impeding or blocking movement; leering, gesturing, displaying sexually suggestive objects, pictures or cartoons;
- 2) Continuing to express sexual interest after being informed that the interest is unwelcome;
- 3) Implying or withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed; within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a recommendation or college application will be denied;
- 4) Engaging in coercive sexual behavior to control, influence, or affect the career, salary, and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades and/or learning environment of a student;
- 5) Engaging in offering favors of educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification etc., in exchange for sexual favors.

### **BREAK TIME**

Unitek EMT encourages students to take designated breaks during the course schedule. Instructors will implement and supervise all break periods during classroom training hours. During break time, students need to abide by both California State and Unitek EMT Rules and Regulations, which include, but are not limited to the following requirements:

- No smoking in private, public and or government buildings, to include, but not limited to restrooms, stairways, entrance ways or hallways.
- Smoking is permitted only in outside designated smoking areas.
- Students may use cell phones only during breaks. In class, all personal electronic devices must be off.
- Students must return to class promptly after break.
- Students are not permitted to return with food or drinks. Students are not permitted to take breaks in stairway, hallways, offices and/or classrooms.
- Students are not permitted to have visitors without prior approval by managing staff and/or instructor.

Failure to comply with these rules and regulation may result in disciplinary actions.

#### **PROFESSIONAL LIABILITY**

Unitek EMT provides professional liability insurance for each EMT student during periods of clinical training. The student assumes these responsibilities:

- Perform all skills as trained;
- Perform only those skills for which the student received training; and
- Perform skills only under the direction of the appropriate extern or clinical supervisor.

#### **HEALTH STATUS NOTIFICATION**

Students are responsible for notifying their Instructor of any medical condition that may affect their ability to participate in class.

#### **POLICY AND PROGRAM CHANGES**

Unitek EMT reserves the right to make changes in organizational structure, catalog, policy and procedures as circumstances dictate. Unitek EMT reserves the right to make changes in equipment and materials and modify curriculum as approved by regulatory agencies. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. The policies and procedures in the catalog apply to all students whose tuition is sponsored by them or any government organization other than their employer.

Unitek EMT updates the catalog at least once per year. The catalog is reviewed by the school for any updates or changes prior to publishing. Unitek EMT reserves the right to change the content and terms and conditions in this catalog at any time without prior notice. A current version of the catalog can be found on the school's website.

#### **STATEMENT REGARDING BANKRUPTCY**

Unitek EMT does not have a pending petition in bankruptcy and is not operating as a debtor in possession. Unitek EMT has not filed a petition of bankruptcy within the preceding five years, nor had a petition in bankruptcy filed against it within the preceding five years, that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)