

Admissions Requirements:

To be eligible for enrollment in the Paramedic Program, applicants must:

- Be 18 years of age or older
- Possess a high school diploma or equivalent (see acceptable documentation below)
- Current, unrestricted Nationally Registered EMT and/or Arizona state EMT
- Current AHA BLS Provider card
- Current Arizona Department of Public Safety Fingerprint Clearance Card
- Successful background check
- Successful 10-panel drug test
- Successful Interview with Program Director or his/her designee
- Required Immunizations/tests (Requirements for both Unitek Paramedic and Clinical partners)
 - Immunizations and Tests:
 1. Varicella, Measles, Mumps, Rubella, Hepatitis B series, or signature by student on a waiver declining the series.
 2. Influenza ('Exempted Status' can be requested, please talk to your advisor prior to application for information.)
 3. COVID-19 and current series of boosters ('Exempted Status' can be requested, please talk to your advisor prior to application for information.)
 4. Negative Tuberculosis skin test.
 5. Proof of a recent negative result of an IGRA test (QuantiFERON, T-Spot) OR current Mantoux Method PPD 2-step process.
 6. All Paramedic students will be required to have personal health insurance before they can begin their clinical and field rotations.

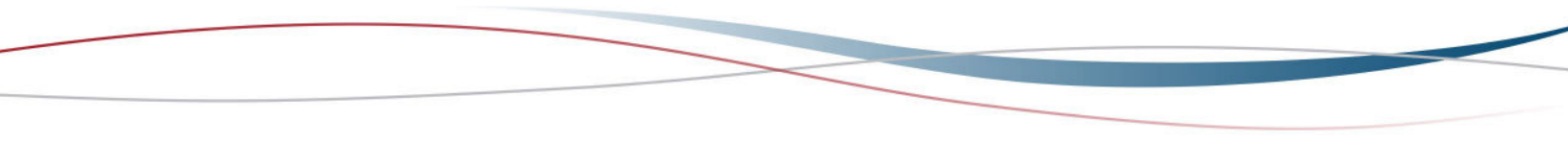
Proof of High School Completion

Applicants must provide proof of high school completion or higher education prior to enrollment.

Acceptable forms of documentation include:

- A copy of a U.S. high school diploma or official transcript from a:
 - State-approved school
 - U.S. Department of Education-recognized institution
- A General Educational Development (G.E.D.) certificate
- A certificate of homeschooling completion from a recognized state-approved or U.S. Department of Education-approved program
- An Associate's, Bachelor's, or Master's degree or transcript from a U.S. Department of Education-accredited college or university
- For foreign education, an evaluation of equivalency by a recognized credential evaluation agency

(Approved agencies list: ctc.ca.gov/credentials/leaflets/cl635.pdf)



1. **Current, unrestricted Nationally Registered EMT and/or Arizona state EMT AND Current AHA BLS Provider card.**

2. **Required Technical Standards and Functional Job Description:**

To successfully complete the Paramedic program, students must demonstrate competencies in the following areas:

Psychomotor Skills

- **Coordination:** Perform precise movements and handle medical equipment accurately.
- **Manual Dexterity:** Use hands effectively for procedures such as CPR, injections, and tool manipulation.
- **Reaction Time:** Respond quickly and appropriately in emergency situations.
- **Physical Endurance:** The ability to continue to last, despite fatigue, stress, or other adverse conditions.
- **Stamina:** Maintain physical activity over extended periods, often in stressful environments.
- **Resilience:** Recover effectively from physical exertion and stress.
- **Adaptability:** Adjust to varying physical demands throughout the workday.

Strength and Mobility

- **Physical Strength:** Lift, carry, and move patients and equipment safely.
- **Flexibility:** Bend, stretch, and move easily in diverse emergency settings.
- **Balance:** Maintain stability while handling patients or working in dynamic environments.

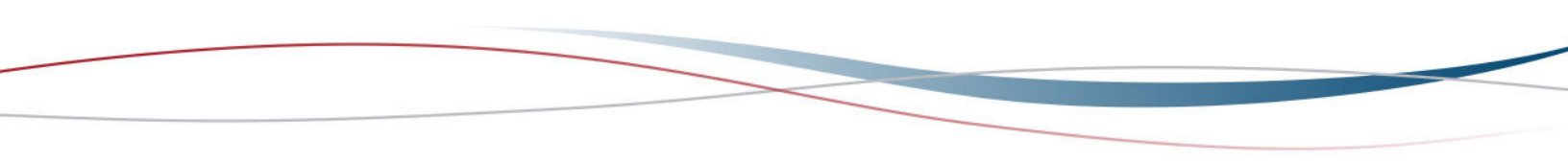
Observation and Sensory-Motor Skills

- **Attention to Detail:** Detect subtle changes in patient condition or environmental hazards.
- **Visual Acuity:** Accurately assess skin color, vital signs, and potential threats—often in low-light or high-stress conditions.
- **Hearing Sensitivity:** Identify important sounds such as abnormal breathing or communication through radios and phones amidst background noise.

Intrapersonal and Communication Skills

- **Self-Awareness:** Recognize personal limits and emotional states.
- **Self-Regulation:** Control emotional reactions during high-pressure scenarios.
- **Empathy:** Relate to and support patients with compassion and understanding.

Emotional Stability

- **Stress Management:** Remain composed and make sound decisions under stress.
 - **Emotional Resilience:** Cope with exposure to traumatic or emotionally difficult events.
 - **Patience:** Interact calmly with patients who may be uncooperative or distressed.
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Analytical and Critical Thinking

- **Problem-Solving:** Evaluate situations and implement effective solutions quickly.
- **Decision-Making:** Make informed judgments based on clinical evidence and observations.
- **Situational Awareness:** Assess surroundings and conditions to act appropriately and ensure safety.

These attributes are essential for safe, competent, and compassionate practice in emergency medical services.

5. Academic Standards

Academic Standards and Passing Requirements

In compliance with Arizona Department of Health Services (AZDHS) Regulation R9-25-304, Unitek Paramedic holds students to rigorous academic standards, requiring that they exceed the state minimums.

To successfully complete the Paramedic Program, students must:

- Achieve a **minimum passing score of 80% on all assignments**, including quizzes, skills test, midterm tests, and the final examination.
- Pass each assessment within:
 - **3 attempts for quizzes**
 - **2 attempts for each Skill Test, No more than 3 failures on first attempts per testing session.**
 - **2 attempts for midterm and final exams**

Students must also complete **all program hours**, patient contacts, demonstrate **mastery of psychomotor skills**, fulfill the **clinical simulation requirements**, and be **verified by the Program Director and Medical Director** to graduate and receive a **Completion Certificate**.

Quizzes and Advising Sessions

Students scoring **below 79.5%** on any quiz will be required to attend a **mandatory Advising Session**.

Advising Session Process

- Conducted by the Program Director or assigned Instructor(s) on the same day or by the following business day.
- Includes a review of the deficient areas and up to 30 minutes of tutoring.
- Following the session, the student may re-take the quiz.

Quiz Re-Take Policy

- If the student scores below 70% on the re-take, they will be dismissed from the program and will not receive a Completion Certificate.
- If the student scores 80% or higher, the higher score will be recorded, and the student may continue in the program.

Examinations**Midterm Exam**

- Students must pass the Midterm Exam with a minimum score of 80% within 2 attempts.
- Students with a cumulative GPA of 79.5% or lower will be placed on Academic Probation.
- These students must attend an Academic Advising Session but may continue in the program without interruption.

Academic Probation Policy

- A student placed on Academic Probation will be restored to good standing upon earning satisfactory scores (80% or higher) on two subsequent quizzes.

Final Exam

- Students must pass the Final Exam with a minimum score of 80% within 2 attempts.

To successfully complete the Paramedic Program and receive a Completion Certificate, a student must meet all of the following:

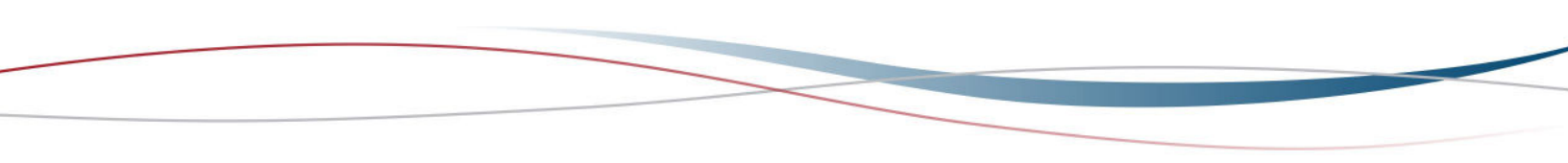
- Pass the Final Exam (80% or higher)
- Maintain a cumulative GPA of 80% or above
- Successfully complete all documented patient contacts required
- Demonstrate proficiency in all required psychomotor skills
- Demonstrate appropriate affective behavior

Probation Policy

Students may be placed on probation by the instructor and/or Program Director for reasons related to academics, attendance, or violations of program policies. Probation serves as a formal warning and provides the student with a defined opportunity to improve performance or correct behavior.

1. Academic Probation

A student will be placed on Academic Probation if their cumulative GPA (cGPA) falls below 80% at any point during the program.



- The student will be notified in writing and must attend an advising session with the Instructor and/or Program Director.
- The student will be informed of the probationary period, which outlines the timeframe within which they must raise their cGPA to the required 80%.
- If the student fails to meet the 80% cGPA requirement by the end of the probationary period, or if their performance falls to a level where it becomes mathematically impossible to recover by the final exam, the student will be dismissed from the program.

6. Financial Disclosures

Program Costs

Below is a breakdown of tuition and fees for each Unitek Paramedic course offering:

Unitek Paramedic Program

Fee Type	Amount
Registration Fee*	[\$]
Courseware**	[\$]
Tuition	[\$]
Total Charges	[\$]
Uniform (Optional – Purchased from online store)	[\$]

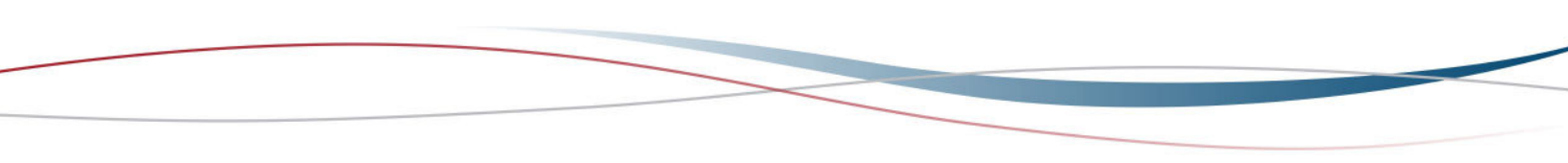
Important Notes

- **The Registration Fee is refundable only within three (3) business days of signing the Enrollment Agreement, excluding weekends and federal/state holidays. See the Refund Policy section for full details.*
- ***Courseware and Uniform fees are non-refundable once used.*

Unitek Paramedic does not provide on-campus housing and therefore does not charge any fees related to room, board, or living expenses.

Discounts

Unitek Paramedic offers tuition discounts to eligible individuals and organizations for the Paramedic Program and select on-site training programs.



Eligibility & Discount Amounts:

Discount Type	Eligibility Criteria	Discount Amount
Government & Military	- State or federal employees with valid ID - Veterans with valid DD214	Contact Admissions
Group/Organization Rate	- Organizations enrolling 5 or more members in the Paramedic Program within 12 months	Contact Admissions
Unitek EMT Alumni Discount	- Students who previously completed the EMT Program at Unitek EMT and are enrolling in the Paramedic Course.	Contact Admissions

All discounts must be requested prior to enrollment and cannot be applied retroactively.

For more information or to determine eligibility, please contact the Admissions Department.

Unitek Paramedic is committed to providing transparency regarding student rights and financial responsibilities. The following outlines the policy governing cancellations and related refunds.

Withdrawal and Refund Policies

Unitek Paramedic is committed to ensuring transparency and fairness in its refund procedures for students who withdraw or are terminated from a program.

Refund Policy Overview:

- Students who cancel on or before the first day of the program are entitled to a full refund of all monies paid, minus the:
 - \$200 Registration Fee
 - Fees for books and supplies (see full Refund and Cancellation Policy for details)

Reschedule Policy

Students are permitted to reschedule their start date up to two (2) times under their original enrollment agreement.

- If a student fails to begin the program after the third reschedule, they must reapply for admission.
- Reapplication will require compliance with all current admissions requirements, including applicable tuition and fees at the time of re-enrollment.

Refunds to Third Parties

If any portion of a student's tuition was paid by a loan provider, sponsor, or third-party payer, any applicable refund will be returned directly to that lender, third party, or to the appropriate state or federal agency that guaranteed or reinsured the loan, as required by law.

A student is considered withdrawn from the program when, after the program has begun, they submit a written notice of withdrawal. This notice may be submitted by:

- Email: dsenese@unitek.com
- Postal Mail or Hand Delivery:

*Unitek Paramedic
1150 S. Priest Dr
Tempe, AZ 85284*

The withdrawal notice does not need to follow a specific format. Any written communication indicating the students' intent to withdraw and their last expected day of attendance will be accepted as official.

A student may be terminated from the program for any of the following reasons:

- Failure to maintain Satisfactory Academic Progress
- Violation of school policies or applicable regulations
- Absences exceeding the limits defined in the Attendance Policy
- Failure to attend the first full day of the Paramedic Program
- Failure to meet financial obligations to the school

Refund Timeline

Refunds due to withdrawal or termination (after the cancellation period) will be processed and issued within 30 calendar days from the official withdrawal or termination date.

Pro Rata Refund Policy

Students who withdraw or are terminated after the cancellation period and after classes have begun may be eligible for a pro-rated refund of tuition only (not including fees). Refunds are based on the percentage of clock hours attempted, calculated from the start of the program to the student's last day of attendance.

% of Clock Hours Attempted	Tuition Refund Amount
10% or less	90% refund

% of Clock Hours Attempted	Tuition Refund Amount
More than 10% to 20%	80% refund
More than 20% to 30%	70% refund
More than 30% to 40%	60% refund
More than 40% to 50%	50% refund
More than 50%	No refund required

Calculation Method:

The percentage of clock hours attempted is determined by dividing the total number of hours completed from the start of the program to the last recorded day of attendance, by the total number of clock hours in the program.

Non-Refundable Charges

All pro-rated refunds are subject to the following deductions:

- \$200 non-refundable registration fee
- Courseware and supplies that have been accessed, used, or opened (e.g., redeemed eTextbook codes or worn uniforms)

General Cancellation Terms**1. Three-Day Cancellation Window:**

Applicants who provide written notice of cancellation within three (3) business days (excluding Saturdays, Sundays, and federal/state holidays) after signing the Enrollment Agreement are entitled to a 100% refund of all monies paid.

- The refund will be issued within 30 calendar days of receiving the notice.

2. Cancellation After Three Days (Before Program Start):

Applicants who cancel after the three-day window but prior to the program start date are entitled to a refund of all monies paid, minus the \$200 non-refundable registration fee.

Paramedic Program Cancellation**1. Cancellation Within First 3 Days of Program Start:**

Students who begin the program and cancel within day 1 of the start of the program are eligible for a refund of all monies paid, **less the \$200 registration fee and less the cost of any used or redeemed books, courseware, or supplies.**

2. Definition of Enrollment:

"Enrollment" refers to the date the Enrollment Agreement is signed by both the applicant and the school.

3. **Withdrawal After Cancellation Period:**

Students may withdraw from the program at any time after the initial cancellation period and may be eligible for a pro rata refund in accordance with the school's Refund Policy.

Cancellation Process

- Cancellation becomes effective upon receipt of written notice by the school.
- Notice may be submitted via email, postal mail, or in person to the campus address.
- If submitted by mail, the postmark date is considered the official cancellation date.

Note: The cancellation notice does not require a specific format. Any communication clearly indicating that the student wishes to cancel enrollment will be considered valid.

Non-Response Cancellation

To ensure clarity of intent:

- Approximately two weeks prior to the scheduled start date, the school sends a confirmation email to all enrolled students.
- If a student fails to respond by the 11th calendar day before the scheduled start date, the school reserves the right to cancel the enrollment.

In such cases, the student will be refunded **all monies paid, minus:**

- the \$200 non-refundable registration fee, and
- \$250 for courseware if the student has already redeemed the digital textbook access code.

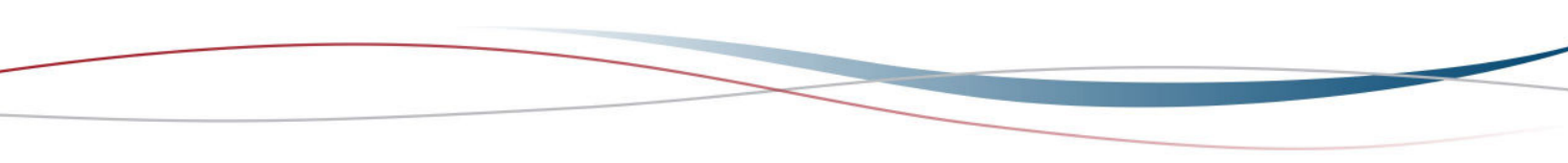
These students may re-enroll in a future program start date upon availability.

No Show Policy

A student will be deemed a "No Show" and terminated from the program if they fail to attend any portion of Day 1 of their scheduled course without proper notification and an approved plan to make up missed hours. This policy applies to all programs offered at Unitek Paramedic, including the EMT Certificate Programs and Continuing Education Courses.

No Show Criteria by Program

A student will be considered a "No Show" if:

- They do not attend any part of Day 1, and
 - They fail to notify the school by 12:00 PM (noon) on Day 1 with a valid reason for the absence, and
 - They do not arrange an acceptable, approved plan with the Program Director or Instructor to make up the missed hours.
 - They do not arrange an acceptable, approved plan to make up the missed hours.
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Consequences of No-Show Status

- Students who are deemed “No Show” will be immediately terminated from the program.
- Such students will be eligible for a partial refund, consisting of:
 - A refund of all monies paid minus:
 - The \$200 non-refundable registration fee
 - The \$250 courseware fee, if the student has redeemed their e-textbook access code
- These students may reapply and enroll in a future program start date, subject to availability and current admission requirements.

Leave of Absence (LOA) Policy

Due to the condensed nature of the six (6) month Paramedic Program, Unitek does not permit students to take a Leave of Absence (LOA) during the course. Students must plan to attend and complete the program within the scheduled timeframe.

Re-Enrollment Policy

Students who withdraw from the Paramedic Program and wish to return at a later date must:

- Contact the Program Director to confirm their intended date of return.
- Obtain approval from the Program Director to ensure academic continuity and appropriate placement within the program.

1. Program Policies and Academic Calendar 2026**Phase I: Didactic & Laboratory**

Focus: Anatomy, Physiology, Pharmacology, and Airway Management.

- **08/03/2026:** Program Orientation & **myClinicalExchange** Training
- **08/03/2026:** First Day of Instruction (Didactic Block 1)
- **09/14/2026:** Midterm Examination (Didactic)
- **07/20/2026: Deadline:** All student paperwork, forms, immunizations, drug test, etc., turned in and approved.

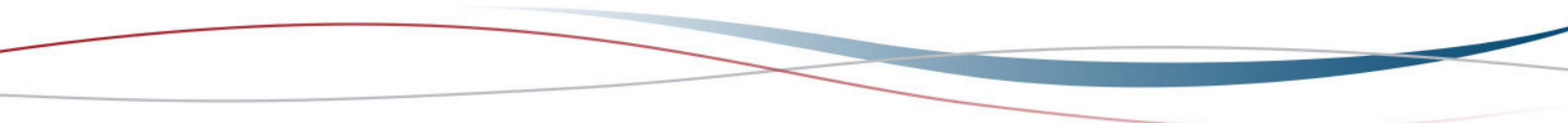
Phase II: Clinical Rotations (Hospital-Based)

Focus: ER, ICU, Labor & Delivery, and Behavioral Health units at Arizona partner hospitals.

- **11/24/2026:** Clinical Phase Kick-off / Mandatory Pre-Clinical Briefing
- **11/25/2026:** Start of Hospital Rotations (Scheduling via **myClinicalExchange**)
- **12/14/2026:** Progress Review: 50% of Clinical Hours Completion Deadline
- **12/31/2026:** Final Clinical Shift & Performance Evaluation Sign-off

Phase III: Field Internship (Vehiculars) including Capstone (Team Lead)

Focus: Lead Paramedic roles on ALS Ambulances.



- **11/24/2026:** Field Internship Orientation
- **01/01/2027:** Start of Field Internship
- **01/25/2027:** Final Summative Practical Skills Examination (Psychomotor)

Program Completion & Graduation

- **11/24/2026:** Final Program Comprehensive Written Exam
- **01/30/2027:** Graduation Ceremony & Certification of Completion
- **01/30/2027:** Eligibility Date for **NREMT** Cognitive Testing

Student Grievance Procedure

Students must submit grievances within 3 months of the incident(s) giving rise to the complaint. Complaints submitted after this period may be addressed at the discretion of the Program Director or his/her designee.

To file a grievance:

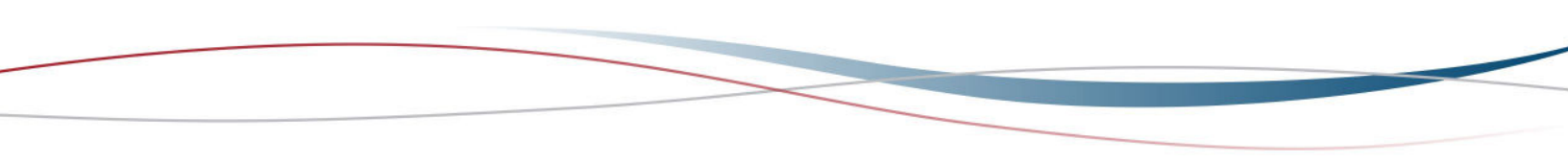
Attempt to resolve the issue informally with the instructor or relevant staff member. If unresolved, submit the grievance in writing to the Program Director (Danny Senese) or designee. The Program Director/designee will investigate and respond within five (5) business days. If the grievance remains unresolved, the student may file a complaint with the Arizona State Board for Private Postsecondary Education.

Contact Information for the State Board:

1740 W. Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: 602-542-5709
Website: <http://ppse.az.gov>

English as a Second Language

Unitek Paramedic does **not** offer English as a Second Language (ESL) instruction. All courses are conducted in English, and students must demonstrate proficiency in reading, writing, and understanding English prior to enrollment. International students are welcome to apply; however, visa services are **not** provided, and the institution does not sponsor or verify student visa status.



Appeals Process

Any student who feels an internal investigation into any incident or issue came to an unjust or untruthful conclusion may appeal that decision. The student must submit his/her appeal in writing within twenty-four (24) hours following the conclusion of the investigation. This may be sent as an email.

Student Work Policy

Unitek Paramedic does not place any direct restraint of student's ability to work; however work cannot interfere with any aspect of the Paramedic Program. No work-related absences, tardiness, or overt fatigue will be excused.

Published Outcomes

Outcomes of Paramedic Cohorts will be published after each Cohort, in accordance with state and accreditation guidelines. Unitek Paramedic does not have any data to share as we are preparing for our first Cohort in August, 2026.

Faculty Grievance

Any faculty grievance is taken seriously and will be investigated by the Program Director. If it is found that any part(s) of the Code of Conduct has been violated in any way, the Sr. Director of Operations will be informed immediately. The findings of the investigation and management decisions will be made known to all affected parties. If the Program Director is an involved party of the grievance, an arbitrary Program Director or his/her designee will be responsible for the investigation. It is the hope of Unitek EMT & Paramedic that grievances can be resolved at the lowest level possible needed to find resolution. If any party feels the grievance was not handled appropriately, the faculty member(s) may file a complaint with the Arizona State Board for Private Postsecondary Education.

Contact Information for the State Board:

1740 W. Adams Street, Suite 3008

Phoenix, AZ 85007

Phone: 602-542-5709 Website: <http://ppse.az.gov>

Faculty Recruitment

Unitek Paramedic Program Director will continuously monitor programmatic needs. Regular assessment tools will be used to gauge current practices and assess for adjustments to staffing. Unitek Paramedic Program will hire new Instructors on an "as-needed" basis and consider retention and training of current employees.

Safeguard Policies

This document outlines the policies and procedures established to safeguard the health and safety of patients, students, faculty, and other participants in the Paramedic Program. These policies are designed to comply with **Standard V.C. (Fair Practices – Student Health and Safety)** of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

1. Patient Safety and Rights

To ensure the highest standard of care and protection for patients during clinical and field rotations:

- **Supervision:** Students must be supervised by a qualified preceptor at all times when providing patient care.
- **Scope of Practice:** Students may only perform skills and interventions for which they have received instruction and demonstrated competency in the laboratory setting.
- **Confidentiality (HIPAA):** All patient information is strictly confidential. Students must follow HIPAA guidelines and are prohibited from sharing identifiable patient data in any forum, including social media.
- **Professional Conduct:** Students must maintain a professional appearance and demeanor, following the program's dress code and hygiene standards to ensure a safe and respectful environment for patients.

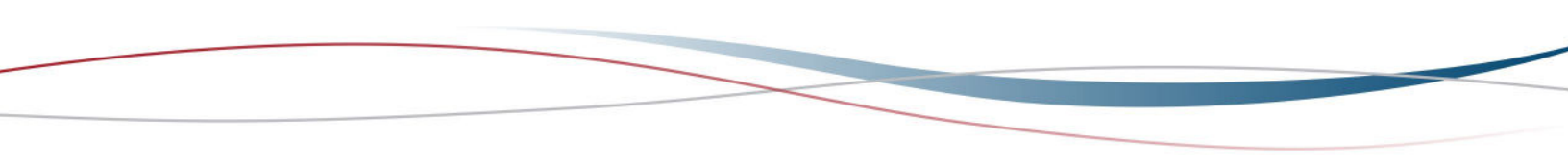
2. Student Health and Safety

The program is committed to protecting students from occupational hazards and ensuring their well-being:

- **Infection Control and Immunizations:** Students must maintain current immunizations and undergo screening for communicable diseases as required by the program and clinical affiliates.
- **Personal Protective Equipment (PPE):** Students are required to use appropriate PPE (e.g., gloves, masks, eyewear) during all patient contacts and lab activities. A respirator fit test (e.g., N95) is required prior to clinical placement.
- **Exposure Protocol:** In the event of an accidental exposure to blood or body fluids, students must immediately follow the program's written exposure plan, which includes reporting to the instructor/preceptor and seeking medical evaluation.
- **Physical Requirements:** Students must meet the functional job descriptions for a paramedic, including the ability to lift, carry, and move patients safely.
- **Safety in the Field:** Students are prohibited from operating emergency vehicles, flying on provider helicopters, or participating in fire-related activities during their rotations.

3. Faculty and Participant Safety

To maintain a safe learning environment for faculty, staff, and simulated patients:



- **Laboratory Safety:** Proper student-to-instructor ratios (recommended at 6:1) will be maintained during lab sessions to ensure safe supervision of high-risk skills.
- **Equipment Maintenance:** All training equipment, including stretchers and monitors, must be inspected regularly to ensure safe operation.
- **Zero Tolerance for Harassment:** The program maintains a zero-tolerance policy regarding harassment, bullying, or discrimination of any participant.

4. Professional Liability

- **Insurance Coverage:** The sponsoring institution provides professional liability insurance for students and faculty while engaged in authorized program activities.
- **Incident Reporting:** Any injury or safety incident involving a student, faculty member, or patient must be documented using the Program Incident Report form within 24 hours.

Student Services

Tutoring Assistance

Students may request tutoring support at any time. Instructors will provide one-on-one assistance based on availability, without interfering with scheduled class instruction. Students are encouraged to seek support early to improve academic performance.

Employment Assistance

In accordance with current laws and regulations, Unitek Paramedic does not guarantee employment or offer formal job placement services. While instructors and staff may provide general guidance or answer questions related to the EMS field, students are ultimately responsible for their own job search and career development.

Note: No school may legally guarantee employment as a condition of enrollment.

2. Clinical Requirements:

Clinical Assignment Policy

1. Overview & Purpose

To ensure high-quality patient care and student safety, all paramedic students must complete a minimum number of clinical hours (typically 500+ hours in Arizona) across diverse hospital departments. Students will practice advanced psychomotor skills under direct supervision by approved preceptors.

2. myClinicalExchange (mCE) Requirements

All students must maintain an active account on myClinicalExchange to manage their clinical journey.

- **Onboarding & Compliance:** Students must complete all hospital-specific requirements through mCE before any rotation begins.

- **Scheduling:** All rotations must be scheduled via mCE. Students are strictly prohibited from "cold-calling" hospitals or preceptors directly to request shifts.
- **Documentation:** Students must use the mCE platform to track their rotation progress, manage compliance documents, and link external screening reports if required.

3. Eligibility & Prerequisites

Before entering the clinical phase, students must meet these Arizona-specific standards:

- **Academic:** Maintain a minimum cumulative grade (often 80%) in all didactic and lab portions of the program.
- **Certifications:** Possess a current Arizona EMT certification and a valid American Heart Association (AHA) BLS Provider card.
- **Medical Clearances:** Provide proof of immunizations (MMR, Varicella, Tdap, Hep B, TB test, and annual flu shot) and pass a 10-panel drug screen and federal background check.

4. Clinical Site Conduct

- **Attendance:** Clinical assignments are fixed. Students must attend 100% of scheduled shifts and notify the Program Coordinator and site preceptor immediately of any emergency absences.
- **Professional Appearance:** Students must wear the approved program uniform (clean, wrinkle-free) and a visible school ID. Male students must be clean-shaven; tattoos may need to be covered in specific departments like Labor & Delivery.
- **Patient Selection:** Students cannot be selective about patient assignments and must accept all patients assigned by their preceptor to meet competency requirements.

5. Evaluation & Documentation

- **Daily Evaluations:** Before leaving a clinical site, students must ensure their preceptor completes a daily evaluation (often through Platinum Planner or mCE) and sign off on the shift hours.
 - **Integrity:** Falsification of any clinical documentation or hours will result in immediate dismissal from the program.
- 