



AMERICAN EMT ACADEMY
EMERGENCY MEDICAL TECHNICIAN (EMT)
(COURSE CATALOG)
Full-Time, Part-Time, and Hybrid Courses
SCHOOL CODE 81740018

(800) 477-6193 Option 1 or (657) 248-7337

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SOC Code 29-2042

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Catalog Effective Date:

This catalog is effective for all courses commencing from January 1st, 2026, through December 31st, 2026. The catalog is updated annually or as needed with changes in policy and procedures.

The catalog is provided to all registered students via DocuSign through their respective email addresses.

Mission Statement:

The goal of our program at American EMT Academy is to provide affordable training to enthusiastic individuals who are interested in working in the field of Emergency Medical Technician (EMT). Our program focuses on entry-level training for those with or without any medical background. This course is designed to train individuals who wish to become an EMT. The purpose of this course is to prepare the student to meet industry standards, become an EMT, and then begin working in the field as an EMT. Upon successfully completing this program, the student will have a basic understanding in the field of Emergency Medicine as it pertains to a certified EMT.

The program consists of a total of 170 hours, which includes classroom instruction and hands-on training, taught by a state certified EMT or higher. During that time, the student will receive classroom instruction via lectures, tests, videos, handouts, and homework assignments. The student will also receive hands-on training on the individual skills required by the NREMT and county standards, taught by a certified EMT or higher, including any supplies needed for practical training.

At the end of their training, students will be given a final exam and to successfully complete the course will need a passing score of at least 80%. Before being sent to training on an ambulance or in an emergency room, the student will be able to properly identify emergency situations and respond appropriately. Following their training, the student will be expected to safely perform skills per industry standards (National Registry).

Upon completion of the program, the student will receive a certificate of completion and skills verification form. Completion of the course will make the student eligible to sit for the national registry exam. American EMT Academy sufficiently supports the instructional needs of the student to pass the course, fulfills all current state requirements to become licensed as an EMT, and the student will be eligible to sit for the national registry exam for Emergency Medical Technician.

This program fulfills ICEMA's requirements, and the students will be eligible to sit for the National Registry for Emergency Medical Technicians.

American EMT Academy is a private institution and is approved to operate by the Bureau of Private Postsecondary Education. Approval of operating means compliance with state standards as set forth in the CEC and 5, CCR.

Distance Learning Obligation, Refunds and Cancellations:

American EMT Academy does offer a distance educational program. You will have 365 days to access the 41 chapters online. Once the online materials have been completed, you will then be assigned to our Rancho Cucamonga, Ca facility to complete the in-person portion of the class (which will be 6 weekend days from 8am to 5pm. Saturdays and Sundays). You must attend all 6 days, you must have completed up to chapter 35 along with the quizzes, turned in all required paperwork, and completed the 2 12-hour shift ride along with 10 patient contacts to receive the certificates of completion and the skills verification forms.

Once the admission paperwork and initial payment have been made, you will receive the access code and online materials within 48 hours of admission. All lessons and materials shall be transmitted to the student once the initial deposit has been made. A request for all materials must be made in writing. American EMT Academy will remain obligated to provide the other educational services it agreed to provide. Any refunds will be minus the Administration Fee of \$250, the access code of \$250, and any day's student participated in the online class up to the email withdrawal point. If you access JBLearning and decide this program is not for you, said fees still apply to you.

The student has the right to cancel the enrollment agreement and receive a refund of the following fees. Any refunds will be minus the Administration Fee of \$250, the access code of \$250, and any day's student participated in the online class up to the email withdrawal point. If you access JBLearning and decide this program is not for you, said fees still apply to you. Cancellation is effective on the date written notice of cancellation is received. A refund shall be made pursuant to section 71750 of the regulations.

Occupation This Program Teaches:

Upon completion of this program, the student will receive a certificate of completion and will be eligible to take the national registry exam for EMT basics. After passing the national registry exam, the student is eligible for certification through the State of California as an Emergency Medical Technician. The typical starting yearly wages for Emergency Medical Technicians are around \$43,000 per year (refer to salary.com)

Facilities and Equipment to Meet This Goal:

Upon successful enrollment, the student will be provided with a copy of the EMT textbook (at a cost of \$175) and study materials. In addition, the student will receive handouts on the day of instruction regarding any topic. For practical training, we have two backboards, two straps, two KED, various splints, triangle bandages, triage tags, ten nonrebreathers, two O2 tanks, two O2 regulators, ten nasal cannulas, a gurney, two OB mannequins, three airway mannequins, and approximately twenty blood pressure cuffs with twenty stethoscopes. We have several videos designed to teach students how to identify emergency situations as well as PowerPoint instruction and practice dummies.

All books, study material and the course curriculum have been approved by ICEMA (Inland Counties Emergency Medical Agency) and is sufficient to support the instructional needs of the student to pass the course and be eligible to sit for the national registry exam for Emergency Medical Technician.

All equipment used at American EMT Academy is solely owned by American EMT Academy.

The students will be educated by a certified Emergency Medical Technician or higher with a current California license and at least five years' experience for the didactic and practical portions of the program.

All supplies used for practice will be provided to the student and are included in the fee of the program. It is required that the students show up and participate during the practical training portion of the program so that when they attend clinical training, they will be able to begin training at a basic level on their first day. Failure to do so may result in termination of the program.

The classroom portion of the program consists of a total of 146 hours of instruction provided by a certified Emergency Medical Technician or higher. During this time, the student will receive instruction via lectures, a state approved EMT training book, tests, videos, handouts, and homework assignments. Upon successful completion of the program with at least an 80% passing grade on the final exam, the student then may begin their clinical experience. The student must complete 24 hours of clinical experience, with 10 patient contacts.

Upon successful completion of both the final test with a grade of 80% or better and completion of clinical training, the student will receive a certificate of completion and will be eligible to take the national exam for Emergency Medical Technician. American EMT Academy fulfills ICEMA's requirements for certification as an EMT and upon completion of the program, the student will be eligible to sit for the national registry exam for EMT.

Classes for the American EMT Academy are located at 780 E. Foothill Blvd., Suite 8, Upland, CA 91786, 1100 E. Orangethorpe Ave., Suite 195, Anaheim, CA 91730, and 345 S. Woods St., Los Angeles, Ca 90022.

780 E. Foothill Blvd., Suite 8, Upland, CA 91786 location also serves as the Administrative Office. Fulltime classes are Monday, Tuesday, Thursday, and Friday from 9 a.m. to 5 p.m., Parttime classes are Monday-Thursday 6p.m. to 10p.m., and Hybrid in person classes are 3 consecutive weekends Saturdays and Sundays from 8 a.m. to 5 p.m. The size of the office space is approx. 2500 square feet, which includes an administrative office with sufficient audio/visual equipment to meet

educational needs. The seating capacity is limited to 60 students. The Program Director's office is located at 780 E. Foothill Blvd., Suite 5, Upland, CA 91786, and he may be reached at this location when needed after making prior arrangements by the student. There is also a small library located within the administrative office in the Upland EMT Office. Restrooms: There are 3 restrooms – to be used for both men and women.

Student Services

Housing:

American EMT Academy does not have transportation or housing/dormitory services under its control. If you desire to stay within a motel near Rancho Cucamonga close to the school, there are several motels available. However, we do not help in finding housing and it is solely the responsibility of the student in doing so. Listed below are examples of housing:

1. Surestay Plus by Best Western Upland/Ontario North: 1191 E. Foothill Blvd., Upland, CA, 91786; Direct (909) 949-4880 or Toll Free (800) 780-7234. Contact hotel for pricing.
2. Super 8 by Wyndham Upland Ontario, Ca: 1282 W. 7th St., Upland, Ca 91786: Toll Free (877) 504-5942. Contact Hotel for pricing.

Library:

American EMT Academy has a library which is accessible to both staff and students. The library contains EMT-related books and periodicals available for student use, which serve as a resource for their educational needs. American EMT Academy subscribes to several EMT-related magazines and periodicals to keep students and staff current on any EMT trends. We also have more than 20 instructional and educational videos available. Students may either review all videos and library material within the school or check them out for review and study at home.

There is a library in the vicinity of the school in the Upland area:

1. Upland Public Library: 450 N. Euclid, Upland, CA 91786 (909) 931-4200.

Previous education and training:

If the student wishes to challenge the theory portion of the class, they must bring in proof of content for previous training to be evaluated for similar content and coverage of topics. The training must have come from a recognized training course, approved by ICEMA and the Bureau for Private Postsecondary Education. If they meet the criteria, they will be given the final exam and must pass with at least 80%. If the student wishes to challenge the practical portion of the program, they need to bring documentation where they trained to be considered. In addition, they must, without assistance, completely pass all skill requirements.

Job placement:

American EMT Academy does not provide job placement assistance. But we do work with several ambulance companies which offer program graduates opportunities as well as tuition reimbursement upon completion of the program. Program participants must actively apply for employment with these companies to take advantage of any benefits that will be afforded to them.

Classes are conducted in English:

All instruction and tests given will be done in English. The student should expect that any state approved national exam will also be given in English. All students entering the program should be able speak, read, and write in English. All students will be given an entrance exam prior to being admitted into the program and must pass with an 80% or they will not be allowed to register for the class.

American EMT Academy **does not** instruct classes and or translate any materials in any language other than English.

Accreditation

American EMT Academy is not accredited by an accrediting agency. When the student finishes the course, they will be eligible to sit for the licensing exam and when licensed will be able to work throughout the state of California as an EMT. The student will not be eligible for federal financial aid programs.

Requirements for admission:

To be eligible for enrollment in our EMT course, you do not need to have any previous medical experience. You may enroll in the EMT course at any time, even if you have not yet met the medical requirements. Proof of completing the medical requirements will be required at the start of the course.

The following are the minimum eligibility requirements you must meet before you start the course:

1. Age requirement: You may enter the program at 17 ½, 6 months prior to your 18th Birthday, however, you will not be eligible to take the National Exam and or certify as an EMT in the State of California, until you reach the age of 18.
 2. Prior to class beginning, you must be actively enrolled in a BLS Course through American Heart Association Basic Life Support for Healthcare Providers (BLS certification must be maintained current throughout the EMT course).
 3. Medical Requirements: In addition to meeting the student eligibility requirements, if you enroll into the EMT course, you are required to complete and submit copies of the following medical and insurance records by the first day of the course:
 - DOT Physical Examination: A current Department of Transportation physical examination (conducted within the last 12 months prior to the beginning of the course), signed by a physician, that specifies that you have no physical limitations for participating in the classroom or clinical components of the course.
 - Furnish proof of the following immunizations: Hepatitis B vaccine/immunity: A Hepatitis-B vaccine (start of a 3 shot series or signed refusal form) Proof of Hepatitis-B vaccine, 3-shot series, positive Hepatitis-B titer, OR a signed Immunization Refusal Form (myvaccinerecord.cdph.gov to obtain vaccination records).
 - Measles-Mumps-Rubella (MMR): Proof of MMR vaccine or a positive MMR titer.
 - Tuberculosis: A negative TB skin test within six months of the beginning of the course. If you previously had a positive reaction to the skin test, please submit documentation of a negative chest x-ray. □
 - Varicella: A varicella vaccination (or proof of immunization or a positive varicella titer). Copy of health insurance card. You must maintain private health insurance or worker's compensation insurance for the clinical/ride-along portion of the program and furnish proof of insurance. You are responsible for all payment for medical care related to exposure/injuries/illnesses.
1. Documentation will be required such as a copy of certificate/degree and/or transcripts for state/national exams.
 2. A form of photo identification (such as a driver's license or passport).
 3. Must be able to read, speak, and understand English.
 4. A legal U.S. resident (social security card, a working visa or a "green card"). American EMT Academy only accepts students who can show documentation proving citizenship or legally within the country. We do not vouch for any student's status or associated charges.
 5. Passed the entrance exam with 80%.
 6. Please note that you may or may not be asked whether you have had any criminal or drug convictions. Conviction of a crime does not automatically mean that a student is ineligible for the course. American EMT Academy does not accept the ability to benefit exam.

Requirements for Licensure:

To be certified as an EMT, you will be required by your local EMS Agency to undergo a background investigation, successfully complete a certified EMT training course, and take the National Registry of EMTs NREMT computer adaptive test, along with meeting the other application stipulations as set forth for California.

Successfully completing the American EMT Academy Training Program's EMT Course qualifies you to take the National Registry certifying exam for EMTs. If you pass the exam, you are then eligible for state and national certification.

The San Bernardino County EMT certification requirements: Locally, the certifying process for EMTs in the State of California is completed through the Inland County Emergency Medical Services Agency. Fee information and applications for certification in San Bernardino County will be distributed in class and are available for download online at www.icema.com.

Certification and Recertification:

Certification as an EMT is valid for two years throughout the State of California. Each certification card indicates an expiration date. It is the responsibility of the "practicing" EMT to recertify before this two-year period has ended. To recertify, students must successfully complete a prescribed refresher course or obtain 24 hours of approved continuing education units (CEUs) for the EMT. Also, a student may gain their own CEU's and apply for a skill's only testing course which will meet recertifying requirements.

Should the EMT fail to recertify before the expiration date, a two-year grace period is extended for recertification, with additional requirements based upon the length of the elapsed time. During this two-year period, an EMT may NOT work as an EMT until the recertification process is completed. Should the two years lapse without successful recertification, the EMT must take the entire primary training program again.

Any questions regarding certification and background checks in San Bernardino County should be directed to ICEMA.

Background Checks:

While it is not required to complete the EMT course and pass the NREMT exam, the local certifying agency for EMTs and most employers hiring EMTs will require a background investigation to determine if an applicant has a criminal history. In addition to background checks, employers generally seek applicants that successfully complete a D.O.T. physical to be an ambulance driver, have a clean drug test before being hired, and a good driving record.

In California, background investigation often consists of an electronic fingerprint database search (Live Scan). Conviction of a crime does not automatically mean that a student is ineligible for certification. Typically, any felony conviction within the last seven years or any conviction for driving under the influence (DUI) may potentially disqualify an applicant from certification and/or employment. Failure to disclose the required information may result in refusal of certification due to falsification. Questions related to this process should be directed to ICEMA.

Emergency Medical Technician Examinations:

There is currently one exam available for EMT certification: The National Registry Exam which can be located at WWW.NREMT.ORG. The cost of the test is \$104.00 payable directly on the WWW.NREMT.ORG website and is solely the students' responsibility. For any questions that cannot be answered by viewing their website, the customer service number is (614) 888-4484.

Attendance Policy:

All students must meet the minimum number of hours based on state protocols. If any student fails to meet the minimum requirements of 146 classroom hours, they will be put into the next class at a **cost of \$500**. A refund will not be issued. Due to the speed at which the class progresses and the tests that must be passed, it is advised that students not miss days. One missed test can be made up. Any other missed tests and the student will receive a zero for those tests. A student may not miss the final exam.

It is important for the student to arrive at class on time and ready for instruction. Tardiness is disruptive to the other students as well as the instructor and will not be tolerated. Arriving to class later than ten minutes is considered tardy. The first offense

will be a verbal warning. The second offense will result in a written warning with/without suspension. The third offense will result in an automatic suspension. A fourth offense will lead to a possible termination of their program. In addition, students will be expected to come to class as scheduled unless there is a valid excuse (death in family, sickness, family emergency). Any disciplinary action will be at the discretion of the school.

Probation, Drop Out, Re-admittance, Leave of Absence and/or Suspension:

Students may be placed on suspension or dropped from the program as appropriate for any of the following reasons:

1. Nonpayment of fees for services rendered, as provided by law.
2. Non-attendance, excessive tardiness, excessive absences. All students are required to attend the required number of hours for the course they are attending. Excessive absences are defined as missing more than two days of class. If a student misses more than two classes, they will be removed from the program and must restart the program with the following class. Excessive tardiness is defined as missing more than five hours due to tardiness or leaving early from class without prior arrangements to make up the time.
3. Unacceptable behavior which endangers others (students, patients, clinical staff, school instructors) will result in the student being dropped if not corrected (based on severity, a first offense may result in removal or being dropped from the program).
4. Cheating: If a student is caught cheating, lying, providing falsified information, or providing care that is outside their scope of practice, they will be removed from class and issued a prorated refund if they are under 60% completion of the class (Please see refund policy page 7 of Catalog). They will not be allowed to take any other course with American EMT Academy Training Program.
5. Academic Standards: If a student fails to pass their required tests, then they will be removed from the course. They will be allowed to join the next class for a **fee of \$500**.

The student may be given probation for a period following disciplinary action for a period as determined by the director here at American EMT Academy. During that time, any further inappropriate action by the student can be cause for dismissal from the program, as determined by the director. If the student is suspended, the student will not be permitted to continue the program until the situation is corrected. American EMT Academy will review each situation on a case-by-case basis.

Re-admittance is handled on a case-by-case situation, dependent upon the reason for leaving. The discretion upon readmittance will be determined by the director of American EMT Academy on a case-by-case basis.

In cases where a student requests a leave of absence, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave to begin and end. The student will be considered withdrawn from the program if they do not return on the scheduled day from their leave of absence. The students upon their return will be placed in the next class based on the leave needed.

Academic Standards:

The full-time program is 6 weeks long, 4 days per week from 9am to 5pm. The part time program is 10 weeks long, 4 days per week from 6pm to 10pm. The Online/Hybrid program is 52 weeks long, including the 24-hour externship. The online classroom portion is 3 consecutive weekends (6 days) on Saturdays and Sundays from 8am to 5pm. The student will be given a series of tests (excluding the final test). An 80% score is considered passing for each test. Each test will be reviewed after scoring the results with the class and feedback will be given regarding wrongly answered questions. Students are advised to study **at least two to six hours** per subject, and they are expected to maintain an 80% average. Any student who does not achieve an 80% will be referred to the program director for academic review. At that time, an attempt to ascertain the cause of the poor scores will ensue.

Afterwards, a plan will be drawn up with the director and the student in ways to improve their scores. If the student continues to fall below 80% average without showing any noticeable improvement, they could be subject to suspension and/or dismissal from the program, at the director's discretion.

The final test will have 180 questions and for the student to pass, you must answer (80%) correctly. If the student fails the final exam, they must wait at least two days before they may retake the final exam. If the student fails the final exam a second time, they will be given the option to reenter the program after paying **\$500.00** to retake the course. If the student, after retaking the course again fails, the final test along with the retake exam will no longer be allowed to take the final exam again nor will they be allowed to reenter the program.

Program Fee:

The total estimated charge of the program is **\$2000.**

1. Tuition (classroom instruction only): _____. (hand-outs and other materials needed for class are included with tuition). Included in the cost of tuition: **Equipment Use-Lab Supplies and Kits, Other learning media, Other special Personal Protective Equipment, Tutoring.**
2. Non-Refundable Administrative: **\$250.00.** (non-refundable once enrolled into the program)
3. Hybrid Access Code to JBLearning: **\$250.00** (non-refundable once access has been granted to the learning materials) –If Applicable.
4. Student Tuition Recovery Fund Fee: **\$0.00** (non-refundable)
5. Miscellaneous Expenses: **\$75+/- _____**: **\$175** Book (Emergency Care and Transportation of the Sick and Injured), **\$70** DOT Physical, **\$70** BLS Course, **\$65** TB Test, **\$69** Live Scan, **\$275** Estimated Uniform Costs,

Payment may be made in cash, check, or credit card/debit card (there is a convenience fee associated with all credit/debit card transactions). Upon the complete discretion and approval of the clinical director, the amount deposited, and the total cost of the program may be arranged with the student. American EMT Academy does not participate in any state or federally backed financial assistance or any other form of financial aid. If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. Please note that this institution does not participate in any federal or state financial aid programs.

Refund/Tuition Reimbursement Policy: A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or on the seventh (7) day after enrollment, whichever is later. In addition, you have the right to cancel or withdrawal from the class at any point you like. If you do so before you reach 60% of the class, a refund will be issued based on the daily charge for the program total institutional charge, divided by the number of days in the program, multiplied by the number of days students attended, or was scheduled to attend, prior to withdrawal. Any refunds will be minus the Administration Fee of \$250, the access code of \$250 (If applicable), and any day's student participated in the in-person or online class up to the email withdrawal point. If you access JBLearning and decide this program is not for you, said fees still apply to you.

The total due cannot exceed the amount the student has paid. If any materials have been damaged, there will be a charge for those items along with the administrative fee. The refund fees will be calculated by the amount owed for the program divided by the number of days in the program, multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

The amount of the refund will depend upon all nonrefundable fee's services, such as Administrative Fee's. If the student has made prior arrangements for a deposit for future services such as BLS training but has not received such services, all money will be refunded to the student for services not rendered. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may act against the student, including garnishing an income take refund; and
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

All refunds will be paid within 45 days of withdrawing from the program. The student must submit in writing all requests for withdrawing from the program and present the request to staff member from American EMT Academy Training Program. You must submit in writing if you want to cancel training; you cannot cancel by telephone. An applicant that failed the midterm will receive a prorated refund if they do not want to attend a class in the future.

If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Initial _____: **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

The date by which the student must exercise his or her right to cancel or withdraw:

(7 days from date signed) _____ If after paying the entire _____ for the Program and the student has failed the final exam, the student will be refunded any money paid for extra services but had not received, such as BLS Training, etc. All refunds will be paid within 30 days of withdrawing from the program. The student must submit in writing all requests for withdraw from the program and present the request to the educational director. You must submit in writing if you want to cancel training; you cannot cancel by telephone. Student termination from the program or abandonment (not showing up for classes) for 3 days from the program are also considered mandatory withdrawing from the program and are subject to the above-mentioned refund table. An applicant rejected by the school is entitled to a refund of all monies paid. If the student obtains a loan, 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 money not paid from federal financial aid funds.

Student Tuition Recovery Fund (STRF): “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, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 263-1897 or (888) 3707589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because 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 more than 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.

Retention of Student Records:

Chris Siska (Program Director) Phone Number (909) 996-9906, Email: chris@cprnmore.com or Dana Murphy (Administrative Coordinator) Phone Number (909) 994-7330, Email: americanemtacademy@gmail.com will be the custodians of records for American EMT Academy. The administrative office is located at 780 E. Foothill Blvd., Suite 8, Upland, Ca 91786

American EMT Academy shall maintain all records required as required by law.

American EMT Academy will permanently retain a transcript and all administrative and financial documents as required and maintain them for a period of 5 years from the student's date of completion or withdrawal.

American EMT Academy will maintain records relating to federal financial aid if/when federal financial aid is accepted.

All records are considered current for three years following a student's completion or withdrawal. All records will be stored on paper in a locked file cabinet and or climate-controlled room with a lock. This will serve to make sure that the records will be able to be reproduced with all documents without loss of information or legibility. The academic and financial files for each student will be kept together in 1 file.

For a record that is current, American EMT Academy will maintain functioning devices such as high-quality printers and flash drives/computers, that can immediately reproduce exact, legible printed copies of stored records. The devices shall be

stored in American EMT Academy's corporate office at 780 E. Foothill Blvd., Suite 8, Upland, CA 91786 where the files for a record that is no longer current, American EMT Academy shall be able to reproduce exact, legible printed copies within two (5) business days.

American EMT Academy has personnel scheduled to be present at all times during normal business hours of 9am to 4pm who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and any person authorized to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institutions equipment and material to make copies at a rate not exceed thirty-five cents (\$0.35) per page.

A 2nd set of academic and financial records will be kept on a flash drive with password protection. This flash drive will be kept in a fire-resistant cabinet and be protected by lock and key in our corporate offices.

All records that American EMT Academy is required to maintain shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

Physical Assault/Sexual Assault/Sexual Abuse/Sexual Harassment Policy:

American EMT Academy has a strict no-tolerance policy regarding physical assault, sexual assault, sexual abuse, and sexual harassment. Any suspected cases will be reviewed by the clinical director which may result in the possible suspension or termination of any student or staff member who has been found to have violated this policy. If you feel you have been a victim of an assault or harassment, immediately contact either a teacher or the clinical director to report the incident. If the situation warrants police intervention, the proper authorities will be notified for an investigation.

Code of Conduct:

Students are expected to observe all school rules and regulations as well as mutually respect all students and staff members. Failure to observe any of the school rules or regulations, or failure to show mutual respect to others could lead to suspension and/or expulsion, at the discretion of the clinical director. Each student will be expected to dress appropriately to class. The student will not be allowed to class with half-shirts, tank tops, or any other clothing which may be distracting or disruptive to other students. This will be up to the discretion of both the teaching staff and the clinical director. Students will be expected to wear long pants held up with a belt and a collared shirt while attending class. During the clinical portion of training, the students will wear a white polo shirt, Dickies-style work pants or Cargo Tactical pants, Black Boots, Black Belt, and a Working Analog Watch. During all parts of the course, students will wear closed-toe shoes with heels. No sandals, high heels, or tennis shoes will be allowed.

Confidentiality Agreement:

Upon enrollment, the student is expected to observe confidentiality of the entire curriculum used here at American EMT Academy. In addition, the student understands that it is their legal obligation to observe the confidentiality of all patient information that they may receive during their education and training. Finally, the student agrees to maintain the confidentiality of any personal, privileged, or proprietary information regarding American EMT Academy and its affiliate training facilities received during their education and training. By enrolling here, the student agrees to abide by this confidentiality agreement to the letter and intent of this agreement.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at American EMT Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework 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 may seek to transfer after attending American EMT Academy to determine if your certificate will transfer. This institution has not entered into an articulation or transfer agreement with any other college or university.

Notice of Student Rights/Grievance Procedure:

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.

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the firstclass session, or on the seventh day after enrollment, whichever is later (refer to the **Refund/Tuition Reimbursement Policy on page 7 for details**); for any questions regarding a refund, contact a school official for details. If the school closes before you graduate or complete the course instruction, you may be entitled to a refund (refer to the **Student Tuition Recovery**

Fund on pages 8-9 for details as well as for contact information); for any questions, contact a school official for details.

Any complaint lodged by a student, employee, or independent contractor must either be brought to the attention of an instructor or the clinical director verbally or they may prefer to fill out a complaint form found in the office of the clinical director. Any complaints brought to the attention of the director will not result in any reprisals or threats. It is presumed that anyone lodging a complaint is doing so in good faith. The school will take all the necessary steps to keep confidential both the identity of the person making the complaint as well as the complaint. Once the complaint has been lodged by someone, the clinical director will investigate the complaint. The clinical director has ten working days after receiving the complaint to find resolution of the complaint with the individual who filed the complaint. They will then be informed of the findings and any actions if any taken by American EMT Academy Training Program. If the complaint is rejected, the reason for the rejection will be provided in writing.

The student, employee, or independent contractor's participation in the complaint procedure and the disposition of the complaint will not waive or limit any of their rights or remedies.

If, however they feel the complaint has not been addressed to their satisfaction or they have questions that cannot be answered by the staff at American EMT Academy, and or a student has questions regarding this catalog that have not been satisfactorily answered by the institution may be directed to "The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling toll free (888) 370-7589 or via website www.osar.bppe.ca.gov.

Disclaimer:

American EMT Academy has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition with the preceding five years, or has not 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). In addition, American EMT Academy does not take any credits from other schools, colleges, or universities for transfer. The education you receive here may or may not be transferable to another educational center; it is strictly up to their discretion whether to accept the education received here as transferable. Note that all instruction will be English.

Beginning and Ending Dates:

The start date and scheduled completion date of the class will be from _____ to _____. The beginning is defined as the first day of class. The scheduled completion date is defined as when the student takes the final exam.

Faculty:

Chris Siska, EMT: Mr. Siska has been trained as a CPR instructor through CPR Success with three 8-hour instructor courses and has been monitored as an instructor three times for a total of 12 hours. Additionally, he has taken 16 hours of training as a CPR instructor through CPR Success (located in Montclair, CA) with 8 hours of instructor monitoring. As a CPR instructor with over five and a half years' experience, Mr. Siska has trained over 10,000 people in how to perform CPR. Mr. Siska also has ten years' experience as an EMT-B in the State of California and previously worked as a firefighter for the County of Riverside.

- EMT-Basic (Los Angeles County) (State of CA) E017889, expires 03/31/2027. • AHA CPR Instructor (Always CPR) 10102093129, expires 04/2027

Leslie Davis EMT-P: Leslie is a long time EMT/PARAMEDIC with AMR in Redlands. She graduated from Victor Valley College Paramedics program and has been a CPR instructor since 2015.

Samantha Thompson EMT-B: Samantha has been an EMT since 2001 with AMR Riverside. She is an FTO and travels to Natural Disasters as part of an emergency response team.

Jacob Medina Fire fighter/Paramedic: Jacob is currently a probationary fire fighter with Ontario fire Department and has been an EMT since 2013.

Nancy Siska, RN: Ms. Siska has worked for the past 20 years as a Registered Nurse, both in and out of hospitals and nursing homes, and as a home health nurse. For the past ten years, she has worked for Big Bear Valley Hospital as an RN and currently serves as Head of Nursing there.

Other instructors that meet the minimum requirements may be added later.

Dana Murphy: Registrar and Records Keeper for **ALL** locations.

Alicia Ulloa: Administrative Assistant at 1100 E. Orangethorpe Ave., Suite 195, Anaheim, CA

Description of program

The EMT program is designed to prepare a student for a career in Emergency Medicine. This course will cover 11 skills including cardiac arrest, medical and trauma assessment, use of a KED and long back board, use of traction splints and various other splints, bleeding control and emergency childbirth. The course is taught in a classroom setting and will use power point, videos, and lectures along with demonstrations to help enhance the students' knowledge and abilities. The course requires a minimum of 146 hours of classroom time along with a minimum of (2) 12-hour ambulance ride along or clinical sessions with an approved ambulance or hospital. A student must also have a total of 10 patient contacts during their clinical sessions.

To earn a course completion certificate, the student must pass all skills and exams with an 80% or better.

The program was created using the "AAOS Emergency care and transportation of the sick and injured 12th edition" textbook and is approved by the Department of Transportation and Inland Counties Emergency Management Authority.

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.

GOOD LUCK AND WELCOME TO American EMT Academy's EMT COURSE

I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name: _____

Student Signature: _____

School Official: _____

School Official Signature: _____

Date: _____

Social Security Number or Student Number: _____



AMERICAN EMT ACADEMY
EMERGENCY MEDICAL TECHNICIAN (EMT)
(COURSE CATALOG)

Full-Time, Part-Time, and Hybrid Courses

SCHOOL CODE 81740018

(800) 477-6193 Option 1 or (657) 248-7337

780 E. Foothill Blvd., Suite 8, Upland Ca, 91786

1100 E. Orangethorpe Ave., Suite 195, Anaheim, CA, 92802

345 S. Woods St., Los Angeles, CA 90022

www.americanemtacademy.com

email: americanemtacademy@gmail.com

SOC Code 29-2042

On-Time Completion Rates (Graduation Rates) Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	318	153	153	100.00%
2024	364	312	312	100.00%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the field	Placement Rate % Employment in the field
2023	218	153	153	0	0
2024	364	312	312	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. [Administrative Office: 780 E. Foothill Blvd, Upland, CA 91786.](#)

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Gainfully Employed Categories (Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed In the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2023	0	0	0
2024	0	0	0

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2023	0	0	0
2024	0	0	0

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	0	0
2024	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field Who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2023	0	0
2024	0	0

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

License Examination Passing Rates (Includes data for the two calendar years prior to reporting)

Calendar year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2023	153	153	100	53	65.00%
2024	364	312	264	64	85.00%

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (includes data for the two calendar years prior to reporting)**Annual salary and wages reported for graduates employed in the field.**

Calendar year	Graduates Available for Employment		Graduates Employed in Field	\$20,0 01 - \$25,0 00	\$35,0 01 - \$40,0 00	\$40,001 - \$45,000	\$45,0 01 - \$50,0 00	No Salary Information Reported
2023	153	0	0	0	0	0	0	0
2024	364	0	0	0	0	0	0	0

A list of sources used to substitute salary disclosures is available from the school. [Administrative Office – 8429 White Oak Ave. #111/112, Rancho Cucamonga, CA 91730.](#)

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

The fact sheet is filed with the Bureau for Private Post-Secondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post-Secondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regardless this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name Print: _____

Student Signature: _____

School Official: _____

School Official Signature: _____

Student Date: _____ School Official Date: _____

Social Security Number or Student Number: _____

STUDENT ENROLLMENT AGREEMENT
 American EMT Academy
 EMERGENCY MEDICAL TECHNICIAN COURSE (SOC 29-2042)
 Toll-Free Number: (800) 477-6193 Option 1 or (657) 248-7337
 780 E. Foothill Blvd., Suite 8, Upland, CA 91786
 1100 E. Orangethorpe Ave., Suite 195, Anaheim, CA 92802
 345 S. Woods St., Los Angeles, CA 90022
 Website: www.americanemtacademy.com Email: americanemtacademy@gmail.com
EMERGENCY MEDICAL TECHNICIAN COURSE
Program Length: 170 Classroom/Practical Training Hours
 SOC Code 29-2042

Student Name: _____

Address: _____

Telephone Numbers: Home: _____ Cellphone: _____

Email: _____ Social Security Number: _____

Emergency Contact: _____ Relationship: _____

Telephone Number: _____

Location Where Instruction Will Be Provided: Under this agreement, the student will be taught at 780 E. Foothill Blvd., Suite 8, Upland, ca 91786, 1100 E. Orangethorpe Ave., Suite 195, Anaheim, CA 92802, 345 S. Woods St., Los Angeles, CA 90022. American EMT Academy does offer a distance educational program.

Period Covered by the Enrollment Agreement: The period covered by the Enrollment Agreement will be

from _____ to _____.

Program start date and scheduled completion date: The period covered by the Enrollment Agreement will be

from _____ to _____.

Total Tuition Fees:

The total estimated charge of the program is **\$2000.00.**

1. Tuition (classroom instruction only): \$_____. (hand-outs and other materials needed for class are included with tuition). Included in the cost of tuition: **Equipment Use-Lab Supplies and Kits, Learning Media, Special Personal Protective Equipment, and Tutoring.**
2. Non-Refundable Administrative and Registration Fees: **\$250.00.** (non-refundable once enrolled into the program).
3. Hybrid Students upon withdrawal from the class will be charged **\$250.00** for the access code as we can no longer use said code. – If applicable.
4. Miscellaneous Expenses: **\$75+/-**: **\$175** Book (Emergency Care and Transportation of the Sick and Injured), **\$70** DOT Physical, **\$70** BLS Course, **\$65** TB Test, **\$69** Live Scan, **\$275** Estimated Uniform Costs,

There are no other charges paid to an entity other than American EMT Academy that is required for participation in the education program.

Payment may be made in cash, check, or credit card. Upon the complete discretion and approval of the clinical director, the amount deposited, and the total cost of the program may be arranged with the student.

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE NOTE PROMISSORY.

Classes are conducted in English:

All instruction and tests given will be done in English. The student should expect that any state approved national exam will also be given in English. All students entering the program should be able speak, read, and write in English. All students will be given an entrance exam prior to being admitted into the program and must pass with an 80% or they will not be allowed to register for the class.

American EMT Academy **does not** instruct classes and or translate any materials in any language other than English.

Refund/Tuition Reimbursement Policy: A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or on the seventh (7) day after enrollment, whichever is later. In addition, you have the right to cancel or withdrawal from the class at any point you like. If you do so before you reach 60% of the class, a refund will be issued based on the daily charge for the program total institutional charge, divided by the number of days in the program, multiplied by the number of days students attended, or was scheduled to attend, prior to withdrawal. Any refunds will be minus the Administration Fee of **\$250**, the access code of **\$250** (If applicable), and any day's student participated in the in-person or online class up to the email withdrawal point. If you access JBLearning and decide this program is not for you, said fees still apply to you.

The total due cannot exceed the amount the student has paid. If any materials have been damaged, there will be a charge for those items along with the administrative fee. The fees refunded will be calculated by the amount owed for the program divided by the number of days in the program, multiplied by the number of days students attended, or was scheduled to attend, prior to withdrawal.

The amount of the refund will depend upon all nonrefundable fee's services, such as Administrative Fee's. If the student has made prior arrangements for a deposit for future services such as BLS training but has not received such

services, all money will be refunded to the student for services not rendered. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, both the following may occur:

3. The federal or state government or a loan guarantee agency may act against the student, including garnishing an income take refund; and
4. The student may not be eligible for any other government assistance at another institution until the loan is repaid.

All refunds will be paid within 45 days of withdrawing from the program. The student must submit in writing all requests for withdrawing from the program and present the request to staff member from American EMT Academy Training Program. You must submit in writing if you want to cancel training; you cannot cancel by telephone. An applicant that failed the midterm will receive a prorated refund if they do not want to attend a class in the future.

If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Initial _____: **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

The date by which the student must exercise his or her right to cancel or withdraw (7 days from class start date):

_____ If after paying the entire _____ for the Program and the student has failed the final exam, the student will be refunded any money paid for extra services but had not received, such as BLS Training, etc. All refunds will be paid within 30 days of withdrawing from the program. The student must submit in writing all requests for withdraw from the program and present the request to the educational director. You must submit in writing if you want to cancel training; you cannot cancel by telephone. Student termination from the program or abandonment (not showing up for classes) for 3 days from the program are also considered mandatory withdrawing from the program and are subject to the above-mentioned refund table. An application rejected by the school is entitled to a refund of all monies paid. If the student obtains a loan, 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 money not paid from federal financial aid funds.

Distance Learning Obligation, Refunds and Cancellations:

American EMT Academy does offer a distance educational program. You will have 365 days to access the 41 chapters online. Once the online materials have been completed, you will then be assigned to our Upland facility at 780 E. Foothill Blvd., Suite 8, Upland, CA 91786 to complete the in-person portion of the class (which will be 3 consecutive weekends, 6 weekend days from 8am to 5pm). You must attend all 6 days, have completed up to chapter 35 along with quizzes, turn in all required paperwork, complete the 2 12-hour shift ride along with 10 patient contacts to receive the certificates of completion and the skills verification forms.

Once the admission paperwork and initial payment have been made, you will receive the access code and online materials within 48 hours of admission. All lessons and materials shall be transmitted to the student once the initial deposit is made. A request for all materials must be made in writing. American EMT Academy will remain obligated to provide the other educational services it agreed to provide.

The student has the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. A refund shall be made pursuant to section 71750 of the regulations. If the first lessons and materials were sent before an effective cancellation notice was received, a refund shall be made within 30 days after the student's return of the materials.

Initial _____ : **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

Student Tuition Recovery Fund (STRF) (NON-REFUNDABLE): "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, 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, (916) 263-1897 or (888) 370-7589.

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

1. The institution, 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 more than 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.

Distance Learning:

Currently American EMT Academy does offer an online/Hybrid EMT course.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR

INSTITUTION: The transferability of credits you earn at American EMT Academy Training Program is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn (Emergency Medical Technician 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework 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 may seek to transfer after attending American EMT Academy to determine if your certificate will transfer.

Other Charges:

There are no charges to be paid to any outside agencies for you to participate in this program.

Initial _____: Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Initial _____: I certify that I have received the Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial _____ : 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 website www.bppe.ca.gov.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 2631897.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE PERIOD OF ATTENDANCE: \$ _____

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$ _____

DO NOT SIGN THIS AGREEMENT BEFORE YOU HAVE READ BOTH SIDES OR IF IT CONTAINS ANY BLANK SPACES. THIS AGREEMENT AND THE SCHOOL CATALOG CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE STUDENT AND THE SCHOOL. ONCE SIGNED BY THE STUDENT AND ACCEPTED BY AMERICAN EMT ACADEMY TRAINING PROGRAM, THIS AGREEMENT IS LEGALLY BINDING. I UNDERSTAND THAT THIS IS LEGALLY BINDING CONTRACT. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTAND, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.

Name of student: _____

Signature of Student: _____ Date: _____

School Representative: _____

Signature: _____ Date: _____



AMERICAN EMT ACADEMY

8429 White Oak Avenue Suite 111, Rancho Cucamonga, CA 91730

1100 E. Orangethorpe Ave., Suite 195, Anaheim, CA 92802

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Website: www.americanemtacademy.com

Email: www.americanemtacademy@gmail.com

SOC Code 29-2042

Policies and Procedures

Requirements for admission:

To be eligible for enrollment into our EMT course, you do not need to have any previous medical experience. You may enroll in the EMT course at any time, even if you have not yet met the medical requirements. Proof of completing the medical requirements will be required by the start of the course.

The following are the minimum eligibility requirements you must meet before you start the course:

1. Age requirement: You must be at least 18 years of age to be eligible to certify as an EMT in California. If you are not yet 18 years old, you may enroll in the course six months prior to your 18th birthday with the understanding that your certificate of course completion will be withheld until the age requirement is met. If you are under the age of 17½, you may still take the course; however, you will not be eligible for certification as an EMT in the State of California.
2. You must submit proof of having a current American Heart Association Basic Life Support for Healthcare Providers (BLS certification must be maintained current throughout the EMT course) or an American Red Cross Basic Life Support.
3. Medical Requirements: In addition to meeting the student eligibility requirements, if you enroll in the EMT course, you are required to complete and submit copies of the following medical and insurance records by the first day of the course:
 - DOT Physical Examination: A current Department of Transportation physical examination (conducted within the last 12 months prior to the beginning of the course), signed by a DOT certified physician, that specifies that you have no physical limitations for participating in the classroom or clinical components of the course.
 - Furnish proof of the following immunizations: Hepatitis B vaccine/immunity: A Hepatitis-B vaccine (start of a 3 shot series or signed refusal form) Proof of Hepatitis-B vaccine, 3-shot series, positive Hepatitis-B titer, OR a signed Immunization Refusal Form.

- Measles-Mumps-Rubella (MMR): Proof of MMR vaccine or a positive MMR titer.
 - Tuberculosis: A negative TB skin test within six months of the beginning of the course. If you previously had a positive reaction to the skin test, please submit documentation of a negative chest x-ray.
 - Varicella: A varicella vaccination (or proof of immunization or a positive varicella titer). Copy of health insurance card. You must maintain private health insurance or worker's compensation insurance for the clinical/ridealong portion of the program and furnish proof of insurance. You are responsible for all payment for medical care related to exposure/injuries/illnesses.
1. Documentation will be required such as a copy of certificate/degree and/or transcripts for state/national exams.
 2. A valid form of photo identification (such as a driver's license or passport).
 3. Must be able to read, speak, and understand English.
 4. A legal U.S. resident (social security card, passport, or real ID). American EMT Academy only accepts students who can show documentation proving citizenship or that they are legally within the country. We do not vouch for any student's status or associated changes.
 5. Pass the entrance exam with 80%.
 6. Please note that you may or may not be asked whether you have had any criminal or drug convictions. Conviction of a crime does not automatically mean that a student is ineligible for the course. American EMT Academy does not accept the ability to benefit exam.

Attendance Policy:

All students must meet the minimum number of hours based on state protocols. If any student fails to meet the minimum requirements of 174 classroom hours, they will be put into the next class at a **cost of \$500**. A refund will not be issued. Due to the speed at which the class progresses and the tests that must be passed, it is advised that students not miss days. One missed test can be made up. Any other missed tests and the student take a zero for those tests. A student may not miss the final exam.

It is important for students to arrive to class on time and be ready for instruction. Tardiness is disruptive to the other students as well as the instructor and will not be tolerated. Arriving to class later than ten minutes is considered tardy. The first offense will be a verbal warning. The second offense will result in a written warning with/without suspension. The third offense will result in an automatic suspension. A fourth offense will lead to a possible termination of their program. In addition, students will be expected to come to class as scheduled unless there is a valid excuse (death in family, sickness, family emergency). Any disciplinary action will be at the discretion of the school.

Probation, Drop Out, Re-admittance, Leave of Absence and/or Suspension:

Students may be placed on suspension or dropped from the program as appropriate for any of the following reasons:

1. Nonpayment of fees for services rendered, as provided by law.
2. Nonattendance, excessive tardiness, excessive absences. All students are required to attend the required number of hours for the course they are attending. Excessive absences are defined as missing more than two days of class. If a student misses more than two classes, they will be removed from the program and must start the program over with the next class. Excessive tardiness is defined as missing more than five hours due to tardiness or leaving early from class without prior arrangements to make up the time.
3. Unacceptable behavior which endangers others (students, patients, clinical staff, school instructors) will result in the student being dropped if not corrected (based on severity, a first offense may result in removal or being dropped from the program).
4. Cheating: If a student is caught cheating, lying, providing falsified information, or providing care that is outside their scope of practice, they will be removed from class and issued a prorated refund if they are under 60% completion of the class (Please see refund policy page 7 of Catalog). They will not be allowed to take any other course with American EMT Academy Training Program.
5. Academic Standards: If a student fails to pass their required tests, then they will be removed from the course. They will be allowed to join the next class for a **fee of \$500**.

The student may be given probation for a period following disciplinary action for a period as determined by the director here at American EMT Academy. During that time, any further inappropriate action by the student can be cause for dismissal from the program, as determined by the director. If the student is suspended, the student will not be permitted to continue the program until the situation is corrected. American EMT Academy will review each situation on a case-by-case basis.

Re-admittance is handled on a case-by-case situation, dependent upon the reason for leaving. The discretion upon re-admittance will be determined by the director of American EMT Academy on a case-by-case basis.

In cases where a student requests a leave of absence, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave to begin and end. The student will be considered withdrawn from the program if they do not return on the scheduled day from their leave of absence. The student upon their return will be placed in the next class based on the leave needed.

Academic Standards:

The full-time program is 6 weeks long, the part-time program is 10-weeks long, and the hybrid program is 52 weeks long (There's no penalty for completing the modules sooner). The online classroom portion is 3 consecutive weekends on Saturdays and Sundays from 8am to 5pm. There will be test at the end of each chapter, so please make sure you are logged into the correct classroom, which is **THE INSTRUCTOR LEAD COURSE**. Students are advised to study **at least two to six hours** per subject, and they are expected to maintain an 80% average. Any

student who does not achieve an 80% will be referred to the program director for academic review.

A plan will be drawn up between the director and the student on ways to improve. If the students continue to fall below an 80% average without showing any noticeable improvement, they could be subject to suspension and/or dismissal from the program, at the director's discretion.

The final exam will have 180 questions and the student needs 80% to pass. If the student fails the final exam, they'll have 2 weeks to retest at a cost of **\$100**. You will get a second chance to retest at **\$100**. If the student fails the final exam a second time, they will be given the option to reenter the program after paying **\$500** to retake the course. If the student retakes the course again and doesn't pass the final exam the first time, the student will not be allowed to take the class again.

Physical Assault/Sexual Assault/Sexual Abuse/Sexual Harassment Policy:

American EMT Academy has a strict no-tolerance policy regarding physical assault, sexual assault, sexual abuse, and sexual harassment. Any suspected cases will be reviewed by the clinical director which may result in the possible suspension or termination of any student or staff member who has been found to have violated this policy. If you feel you have been a victim of an assault or harassment, immediately contact either a teacher or the clinical director to report the incident. If the situation warrants police intervention, the proper authorities will be notified for an investigation.

Pictures and Videos:

If you choose not to have your picture taken or to be video recorder, you have that right.

_____ I choose not to be video recorded or to appear in any photographs.

_____ You have my permission to video record me and to take photographs.

Code of Conduct:

Students are expected to observe all school rules and regulations as well as mutually respect all students and staff members. Failure to observe any of the school rules or regulations, or failure to show mutual respect to others could lead to suspension and/or expulsion, at the discretion of the clinical director. Each student will be expected to dress appropriately to class. The student will not be allowed to class with half-shirts, tank tops, or any other clothing which may be distracting or disruptive to other students. This will be up to the discretion of both the teaching staff and the clinical director. Students will be expected to wear long pants held up with a belt and a collared shirt while attending class. During the clinical portion of training, the students will wear a white polo shirt and Dickies-style work pants. During all parts of the course, students will wear closed-toe shoes with heels. No sandals or heels will be allowed.

By signing below, you acknowledge receipt of the policies and procedures which are outlined in your student contract. Please let your administrator know if you would like a copy of this form.

PRINT NAME OF STUDENT:

DATE:

SIGNATURE OF STUDENT:

PRINT NAME OF REPRESENTATIVE:

DATE:

SIGNATURE OF REPRESENTATIVE: