



# EMT Program

## Student Handbook

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## Introduction:

Welcome to Cataldo Ambulance Service, Inc (“CAS”)’s Emergency Medical Technician (“EMT”) initial training program! Since 1977, CAS has distinguished itself as a leader in providing emergency medical services to the greater Boston area. As the needs of the community and the patient change, we continue meet or exceed the needs of our customers.

For over 40 years, we have been making great strides in developing strong, long-term relationships with our customers. Our ability to meet the changing needs the customer has enabled us to establish and maintain relationships that are unrivaled in our industry.

## Mission Statement:

*“The CAS EMT Program exists to provide our students an exceptional education through clinical excellence; and in doing so fortify the professional pre-hospital care to the citizens we serve in the Commonwealth of Massachusetts”*

## Goals and Objectives:

*To prepare competent entry-level EMTs in the cognitive, psychomotor, and affective learning domains. Graduates will be eligible to sit for certification examinations at their respective level.*

**Cognitive Objective:** Upon successful completion of this program, the student will demonstrate a working knowledge of clinical information and related topics, relevant to the practice of pre-hospital emergency medical technician.

**Psychomotor Objective:** Upon successful completion of the program, the student will demonstrate an ability to competently and proficiently perform all EMT level skills.

**Affective Learning Domain Objective:** Upon successful completion of this program, the student will demonstrate attitudes and behaviors consistent with the ethics and professionalism expected of Emergency Medical Technicians.

## Pre-Course Information, Expectations, and Requirements

- **CPR Certification** - CPR certification is NOT a prerequisite of the program. Students that currently hold a CPR card are NOT exempt from completing the CPR program as part of this course.
- **General Health** - All students should be in good physical and mental health, free from disease and chemical addiction or abuse. Any student found to be under the influence of narcotics, chemicals, drugs, or alcohol attending class, student riding or in lab will be terminated from the program.
- **Physical Demand**- This class involves movement of other students acting as patients. This is a requirement for successful completion of the program and for continued performance in the field. You must be physically fit and must be

able to move freely, bend and lift appropriately to complete the class. If you have a physical disability that would preclude this, you may continue in the program with the understanding that you MAY NOT meet the requirements to pass the class.

- **Previous Experience** - No prior experience or training is required of the course applicant.
- **State Certification Examination Requirements** - In order to be eligible for the State EMT certification examination, the applicant must:
  - Be able to read, understand and communicate in English
  - Be 18 years of age
  - Be free from any physical or mental disability or disease which might impair his/her ability to function as an EMT.
  - Have the ability to provide emergency care within the scope of the EMT training and responsibilities.
  - Have successfully completed a state approved EMT-Basic course

**Discrimination** - The CAS EMT Education Program is an equal opportunity education program. Students shall not be discriminated against with regard to disability, age, race, color, creed, sex, sexual preference, veteran status, or national origin.

**Age** - Students must be 18 years of age in order to take the EMT state examination, however students may attend class prior to their 18<sup>th</sup> birthday with the understanding that they have two years from course completion to meet certification requirements. Any program student under the age of 18 must have parental permission to attend the program.

All students must understand that attendance and successful completion of the CAS's EMT program does NOT certify the individual as an Emergency Medical Technician nor does it guarantee success in successfully completing the State certification written and practical skills evaluations.

CAS's Accredited Training Institution ("ATI") teaches students that are at many different points in their life, have different life experiences and professional goals. No matter where you are in your life the Instructional staff is here to assist you in achieving your EMT education goal.

Welcome!

## GENERAL COURSE POLICIES

### ATI Director Open Door Policy

- A member of CAS's management team is tasked to function as the ATI program director. The program director will maintain an open door policy for any student in the program. While this individual may not routinely be at the site where your classes are held the director is accessible via phone, text, and email.
- The intention of the open door policy is provide an avenue for a student to bring issues or concerns to the attention of the ATI Director that cannot be resolved by the course instructor or other members of the instructional staff.

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### Financial Obligations and Information:

All financial obligations (tuition, class make-up fees, examination fees etc.) must be met in order to be eligible to pass the course and take the state written and practical examinations. Payment is made at the time of registration. The current tuition is listed on our web site.

Employees of CAS and students receiving scholarships from a specific entity must contact the Program Director for registration.

Fire Fighters from member departments *may* receive a promotional rate. Please contact your department's training officer for more information.

### The tuition includes:

- All instruction, except individual make up classes
- The text book including on-line access for homework and practice testing
- Uniform

### The tuition does NOT include:

- NREMT Fees - Including Testing
- Registration as an EMT in any state including Massachusetts
- Class make up fees

- State Practical Testing Fees
- 

#### Student Cancellations and Refunds:

Seats in the EMT program are limited and classes tend to fill up rapidly. To ensure that seats are available to all students who wish to take the EMT program the following is the refund schedule:

- 14 calendar days prior to start of the class - Full refund minus a 3% processing fee
- Less than 7 calendar days before class and prior to the first meeting of class - 75% refund minus a 3% processing fee
- After the first meeting of class and prior to the second meeting- 50% refund minus a 3% processing fee
- After second meeting of class - No refund.

Notification of cancellation must be done in writing by email to [trainingcenter@cataldoambulance.com](mailto:trainingcenter@cataldoambulance.com)

#### No show policy:

Students who have registered for the class and have paid for the class who do not contact the program director to cancel their registration, and do not show up for class, are considered to have cancelled after the second class meeting, and no refunds will be issued.

#### Repeat/retaking of the EMT class:

If a student wishes to retake the EMT program because they failed to meet the requirements of the program in any or all of the academic, psychomotor or affective learning domain categories they may, at the discretion of the program director, repeat the class at a discount of 50% of the following offering of the program. This discount is only valid for up to a year from the state date of the course the student.

Any student who elects to repeat the class must meet all of the program requirements such as but not limited to, attendance at ALL classes, academic, psychomotor and affective learning requirements and all tests, homework assignments and quizzes. Each EMT class is a separate class, therefore all course work, quizzes, exam, psychomotor testing and must be completed for each class separately. Course work from a previously taken course cannot be used to meet the requirements of the new course.

CAS recognizes that students may have life changing events after they have registered for or started their EMT education. The EMT program is willing to work with you to assist you to achieve your goal of an EMT education. Therefore if a student is voluntarily withdrawing from the program, they also may retake the class with a 50% discount of the following course fee's (valid for a year from the course start date the student withdrew from).

To request to be able to restart (from the beginning), the EMT program after a voluntary withdrawal, the student must send a letter to the Program Director via email discussing the following:

- Why the student had could not attend or complete the EMT program. (You are not required to reveal personal medical information).
- Why you believe that you will be able to complete the program now.
- That you acknowledge that you must take the ENTIRE EMT program. All previous course work can NOT be counted towards a second attempt.
- That you understand that you are financially responsible for all current costs of the program prior to the program, with the 50% discount.

Students who are removed from the program for meeting the dismissal grounds listed in later sections are NOT eligible for remittance, refund, or future discount.

#### Examination Fees:

Cognitive exam and certification fees are established by organizations other than CAS and are independent of any fees for the class. It can range from \$70-90 for an attempt at the cognitive exam, and \$100-200 for certification registration.

The State application fee is not part of the course cost and is not included in the course fees.

#### Cancellation of an EMT Program by Cataldo Ambulance Service:

CAS reserves the right to cancel courses in case of insufficient participant numbers, or for other reasons beyond our control. In these cases all tuition paid will be refunded.

#### Individual Class Day Cancellation:

CAS rarely cancels classes, however should a class be cancelled, it will be rescheduled and attendance is mandatory.

Inclement weather: For daytime classes or classes based at a high school cancellation of school in the town will result in the EMT program being cancelled. Do NOT assume that cancellation of day-time classes results in the cancellation of evening classes.

The Lead Instructor/Coordinator (“I/C”) will be in contact to cancel evening classes due to inclement weather. If you are not notified that the class is canceled then your attendance is expected. Remember 100% attendance is mandatory!

Operational Issues: Cataldo Ambulance is an operating 911 service for many communities. Cataldo Ambulance reserves the right to cancel a class for unusual operational needs such as disasters.

### Grievance Policy:

Students that feel they have been unfairly treated or believe they have a grievance they may file a grievance using the following steps:

1. Inform the lead instructor at the program, in writing in addition to verbally on the day/night of the occurrence or when you have a grievance
2. The lead instructor will take action, in consultation with other members of the ATI including the program director or other members of the CAS’s Management Team as appropriate. Note: if the grievance involves the lead instructor contact the program director in writing in addition to verbally on the day/night of the occurrence or when you have a grievance.

## ACADEMIC POLICES

### Attendance, Tardiness and Absentee Makeup:

All students are expected to be on time and attend all classes. This is a requirement of the program and expected by the Office of Emergency Medical Services.

**ALL MISSED CLASSES MUST BE MADE UP.** It is the student's responsibility to make up all missed classes by making arrangement with the lead instructor. We will require completion of a make-up assignment (to be determined by the lead instructor) to make-up the class time missed. If a student misses a lab day they will be required to schedule a makeup day to meet with an instructor and pay all fees.

“Early is ON-TIME, and on-time is LATE” - Students arriving more than fifteen minutes after the scheduled class start time are considered tardy.

- Student may be tardy 3 times, without additional assignments required.
- After 3 documented tardies, the student will be require to complete additional course work and meet with the lead instructor to discuss how to cease the habit.

If, in an emergency, you cannot be present for a class, you must contact the lead instructor and at the very least leave your name, phone number with a brief reason for your absence. If you fail to notify us prior to the absence you will not be allowed to make up any exam or quiz given that day and it will be recorded as a zero.

Please treat this EMT program as you would a job. You must call if you are going to miss a class or be late. All material missed as a result of an absence or tardiness must be made up within 3 class days. It is in your best interest to notify the instructor as far in advance of your anticipated absence so arrangements can be made to make up the missed materials. Excessive tardiness or absenteeism will result in the student's termination from the program. In general, it is VERY difficult to make up more than three missed classes particular if any of the missed classes are at the end of the program. YOU are responsible for the makeup sessions! Because of this, students are allowed to miss ONLY (3) classes before being failed from the program and all (3) classes must be made up to achieve 100% attendance. This must be done prior to being allowed to sit for the state exam.

The student may make up the missed material with an approved instructor coordinator and will be charged a fee of \$35.00 per hour if the make - up requires an instructor to be present. A no-show fee of \$75 will be charged if the student misses any scheduled makeup session.

### Textbooks:

The textbook for this program is the American Academy of Orthopedic Surgeons (AAOS), most recent edition (provided). The replacement cost will be at the current cost to the program +10% handling fees. As of 2017 the cost of the book is greater than \$230. In the event that you lose or damage your textbook, it will be your responsibility to replace it. No textbook substitutions will be allowed.

A “used” text book will likely not have the website/internet access integral to the program.

### Internet Access:

Access to the internet is required for the course. Each student textbook has an online access code. This code is designed to provide additional support and information to the student. Using the code in combination with internet access will increase your chance for successful completion of this program.

### Academic Counseling:

If you drop below an acceptable grade point average you will be notified by the lead instructor. Such notifications should not be ignored as there is little time to correct such problems. You and the lead instructor will meet so that the instructor can assist you with improving your grade point average. This assistance may come in different forms:

- Additional reading from the text
- Additional review of material through the text book vendor website
- Additional homework
- Scheduled review with program staff

We will give you the information and training you need to successfully complete the program and gain your certification, but the responsibility for successful completion is yours.

### Grading Policy:

Students are responsible for all lectures, textbook assignments, and demonstration materials. Exams and quizzes are based on materials from the textbook, lectures and handouts. Students acknowledge that all relevant material may not be covered during classroom time and that they will be held responsible for all material in this program. Lectures are considered review, clarification and enhancement of the material in the text. However, students understand that information given by the classroom instructor will supersede any other materials.

The testing schedule consists of:

- Midterm exam
- Periodic quizzes
- Final Practical Exam

- Final Written Exam

The minimum grade percentage to be eligible to pass the program is 70% which based on a formula of quiz grades, homework and exams.

Written Exams:

The midterm exam is reviewed during the program. Specific questions are not discussed, but general topics of the exam are reviewed and discussed to assist the student in their future studying. The final exam is NOT reviewed. The two exams represent the large portion of your final grade. Preparation for both exams is paramount to achieving a passing grade for the program. No student will be allowed to copy, reproduce, take notes of specific questions or leave the building with any document related to reviewing a specific exam. Any student found doing so will be terminated from the program.

Quizzes:

Note that prior content is “fair game” for inclusion in quizzes. There will be quizzes given at random throughout the EMT program. Quizzes may take place AT ANY TIME. All quiz material will have been covered in a previous lesson. The minimum passing grade for all quizzes is 70%. If a quiz is missed due to tardiness without adequate justification (the lead instructor will make the final determination as to what is justifiable), the score is recorded as zero.

Other than the first day of class, there could be a quiz every day of the class. Moreover, additional quizzes can be presented AT ANY TIME at the sole discretion of the instructor. It is the educational philosophy of this program that the more questions the students see, the more prepared they will be for the exam and the greater their depth of their knowledge. Every quiz and test (except the final) will be reviewed by the instructor in class. This is where the clarification and increase in retention of knowledge takes place. Although some of the discussions can get quite spirited, the final adjudication of the answers will be at the sole discretion of the instructor.

You may retake 1 quiz. All retakes must be successfully accomplished by the next class session. Successful retake grades will be recorded at a 70%. A passing grade on quizzes and exams is 70%. However, if your exam/quiz grades are below 75% at any time, there is a significant possibility that you will not successfully pass the class. Unsuccessful retakes will be recorded at whatever percentage the student achieves.

Psychomotor Exams:

For successful completion of the practical exam you will take a course psychomotor exam. The final psychomotor exam mirrors that of same exam conducted by the Office of Emergency Medical Services.

Guidelines as to appropriate skills management will be distributed to the student during the program and are based on observed behaviors and are as objective as possible. You will be told why you did not succeed in any area. The grading rules for the final psychomotor exam are as follows:

- If you should fail 1 station the day of the course psychomotor final exam, that station will be retested that day.
- If you fail a station a second time or more than one station the same day, you will receive remediation and a retest date.
- You will be allowed 1 attempt to attain a passing score.
- If you fail a station (s) a second time after you have received remediation then you will have failed the program.

Practical skill are as important (some say more important) as the didactic learning in an EMT program. Generally, our students find that this is the most challenging part of the course.

Students may, by appointment only, come in and use equipment to practice skills at the discretion of the lead instructor. These sessions may or may not be self-guided. Equipment may be used in the training center only, and may not be removed.

#### Field Observation:

Observation time is an opportunity for students to learn directly during clinical contact with a patient as an observer. Observation time is not graded.

- ***A student may NOT assist or perform skills in the ambulance even if the staff might request them to do so.***
- ***Students may not lift or carry or assist in carrying a patient under any circumstances.***
- ***Under no circumstances are students to operate any vehicles belonging to Cataldo or Atlantic Ambulance, Fire Departments or other organizations.***

Students are required to provide proof of health insurance, immunization records, and flu shot prior to field observation.

#### Academic Dishonesty:

Academic dishonesty consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in any course, laboratory, or other academic exercise or function which includes plagiarism and cheating.

Plagiarism is defined as:

- The practice of taking someone else's work or ideas and passing them off as one's own.

- An example of plagiarism is submitting a homework assignments completed by others whether only part of the assignment was completed by others or the whole assignment.

Cheating is defined as:

- Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.
- Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
- Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.

As an educational institution Cataldo Ambulance Service has a ZERO tolerance policy related to plagiarism and cheating.

#### [Academic Accommodations for Examination Due to Physical Disability:](#)

The Commonwealth of Massachusetts's Office of EMS generally does not grant candidates accommodations due to physical disability, as the DOT/NHTSA Job Function Analysis clearly describes the physical abilities an EMT must possess to be successful in a career in the field.

CAS students who would not be considered able to accomplish the physical requirements of the position will be permitted to take the course (as long as recommendations concerning student safety can be addressed and managed throughout the course) but will be ineligible for clinical and/or field components of the program. This will make them ineligible for participation in the certification exam process.

## Professional Behavior Expectations and Polices

### Grounds for Dismissal:

CAS 's EMT students are expected to conduct themselves in accordance with the high ethical standards of health care professionals. Program graduates will assume responsibility for the health and welfare of the public as certified health care practitioners. Because of this responsibility, students are expected to demonstrate levels of competence and patterns of behavior deserving of the public trust with which they will be vested.

While not a comprehensive list please note some examples of unacceptable conduct which will result in failure of the course with NO option to retake the course:

- Falsification or misuse of hospital records, permits, or documents. Included in this is disclosure of patient information that violates federal HIPPA guidelines.
- Exhibiting behavior which is disruptive to the learning process or to the academic or community environment.
- Criminal conduct during any program sanctioned educational activity.
- Harassment or hazing.
- Unauthorized entry to or use of CAS facilities, including buildings and grounds.
- Violation of a fellow student, patient, instructional staff or anyone else's civil rights while engaged in activities treated to the EMT Program.
- Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein.
- Cheating or plagiarism in any form
- Violation of

Cataldo Ambulance Service, in its sole discretion, may dismiss a student from the EMT program whose behavior is not consistent with the expectations set forth in this student handbook.

### Anti-Harassment Policy:

In the course of carrying out their obligations to the school, no student or member of the instructional staff has the right to demean any individual because of gender/sex, or to require any such person to listen or participate in sexual or prejudicial discussions of any sort (including sexual jokes), which are unwelcome or offensive to that individual. Likewise no student or member of the instructional staff will demean any person due to religious, race or ethnic background or due to disability. Under the law, this type of rude behavior is considered to be unlawful "harassment." All forms of harassment are forbidden.

The program has a ZERO tolerance policy related to harassment. Violations of this policy are taken very seriously by the Program Leadership.

### Smoking Policy:

Smoking is prohibited within the classrooms and laboratory areas. Smoking is limited to designated smoking areas during breaks. For courses held at satellite locations students will adhere to those agencies policies.

### No Alcohol Policy:

The drinking or possession of alcoholic beverages in the class area, CAS's bases or in affiliated facilities is prohibited. Students who violate this rule are subject to immediate suspension pending assessment of termination procedures. Attending any CAS educational offerings while under the influence of alcohol or drugs is prohibited. If you are suspected of being under the influence of alcohol or drugs, you will be dismissed immediately from class or your clinical observation time. Inappropriate behavior of any kind chemically induced or other, will result in your dismissal from the program. Student behavior that threatens and/or endangers the psychological or physical safety of a patient, ambulance staff member or instructor will result in immediate dismissal from the Program.

### Drug Free Policy:

CAS, as a health-care organization, embraces the spirit of the public law that requires schools to provide a drug-free school and workplace. The organization will abide by this state and federal mandate. CAS, and therefore this program, has a no-tolerance drug policy. Any student who is found to be using or possessing illegal drugs (as defined by the Uniform Controlled Substance Act of the Commonwealth of Massachusetts) while on CAS property, or vehicles, while attending any program sanctioned events or trainings will be subject to dismissal from the program. This policy includes any outside conduct when representing CAS such as hospital observation time. This is also in accordance with certification regulations from the Commonwealth of Massachusetts' Office of EMS.

**EXCEPTION:** Students taking medications prescribed by a physician, which may impede their ability to perform skills or which may cause them to appear under the influence of drugs may attend class, supervised by their instructor. It is mandatory that the program director be made aware of any such prescribed medications prior to class the start of class.

### No Weapons Policy:

CAS's EMT program does not permit any students or instructors to possess any firearms or other weapons on company property. Work tools such as multi-pliers, Leatherman™, Gerber™ tools etc., are exempt from this policy. We can conceive of no reason why a student/instructor would need a firearm in class therefore; the first violation of this rule will result in immediate removal from the class. Sworn Law Enforcement officers are expected to secure firearms in accordance with their departments polices and are

not permitted to carry or possess a weapon while in class. This policy is inclusive of stun guns or similar weapons.

### Lecture Conduct:

During a presentation common courtesy is expected. The students are expected to arrive on time and not delay the presentation by reason of tardiness. There will generally be a break during the lecture. If you have to leave the room for a bathroom break, please return quickly. Students must come to each session prepared for class, including but not limited to, materials for note taking, textbooks, and skill sheets.

### Electronics:

CAS recognizes that students have other events in their lives outside of the classroom and the student may need to communicate with their family. Cellular phones, including texting and other forms of electronic communications are common place in today's society. However, in the class room and in lab sessions they can be distracting or even disruptive. Please put all electronic devices on silent/vibrate mode so they shall not be heard or answered during the class except in the cases or emergency. If there is an emergent need to answer a cellular phone which is on vibrate, you must excuse yourself from the classroom and take the call outside.

You would not want the EMT caring for your loved one taking calls, texting or communicating electronically with someone else. It is disrespectful and rude. Please consider this during class. Not providing the instructors of your class with your full attention interferes with your learning, those around you, demonstrates unprofessional behavior and is disrespectful.

### Classroom Dress Code:

All students will, at many points in the program, be moving about on the floor as either a patient or as an EMT. The students will be assessing and treating each other and will be in various positions.

Your clothing and shoes will have an impact on your performance and the operation of the class. Therefore, the following guidelines will be observed or you will be asked to leave for the day and you will be marked as absent:

- Clothing that is offensive, torn, dirty, bares the midriff, tank-tops, or loose fitting that could expose part of your body are not allowed.
- Shorts of a length that are not revealing are permitted in summer time classes. May 15<sup>th</sup> to September 15<sup>th</sup>.
  - Skirts or dresses are not ever permitted
- The class schedule is subject to change including additional lab sessions, therefore do not expect that a class maybe solely lecture or lab. Therefore always dress with he expectation that the class maybe a lab.
- Uniforms may be provided for class and clinical/ambulance time and are expected to be worn during class or activities related to class. You may not wear the uniform outside of class or CAS activities.

- Open-toed shoes, flip-flops or sandals will not be allowed.
- Black shoes or boots are preferred.
- Members of Fire Departments may wear their department prescribed uniforms, but must be presentable. T-shirts are not permitted.

#### Dress Code for Field or Clinical Observations:

- Program provided uniforms or alternatively department issue uniforms are required. The lead instructor will specify the expectations.
- Under no circumstances is a student to report for their field rotation in jeans, shorts, sneakers, high heels, open toed shoes, or any other attire which is not professional.

Professional provider appearance is very important to most patients and we value this concept. Should any student violate the dress code they will be dismissed from the clinical field time.

## Certification Examination and Process

In general, all students must successfully complete the course requirements to be eligible to take a state psychomotor (practical) exam and cognitive (written) exam:

- Completed and turned in all course requirements including any makeup or homework assignments.
- Successfully pass the cognitive portion of the program
- Successfully pass the psychomotor exam
- Acceptable evaluations in the affective learning domain
- Meet all financial obligations of the program

### Practical Examination for Massachusetts Certification:

Students will receive a detailed description of the state-approved EMT psychomotor examination. The CAS EMT Program will provide a site for the state-approved psychomotor examination to all students seeking certification. (The Program may offer the practical examination to non-students for a fee). Students must successfully complete the course following the requirements listed previously in this document.

### National Registry of Emergency Medical Technicians

Prior to the conclusion of the CAS EMT program, each candidate will be required to create an individual account on the NREMT.org website and designate CAS as their training site. The program will provide candidates a copy of the NREMT publication “What you need to know about national EMS certification to assist your certification process.” In order to become a nationally registered emergency medical technician you will need to successfully complete two examinations:

- Cognitive Examination (Knowledge) administered by the NREMT; and
- A state-approved psychomotor Examination (Practical Skills).

The program director will acknowledge that your course was completed successfully at the end of the course typically within three business days. The successful course completion acknowledgement can only be done if the candidate has an account created and application submitted on the NREMT website. This acknowledgement will allow the candidate to receive an authorization to test at a designated testing center and sit for the cognitive examination as soon as it can be scheduled. Please review all of the testing center requirements carefully to ensure that you are not turned away at the testing center and possibly forfeiting your examination fee.

A state-approved psychomotor examination will be scheduled by CAS. It is advisable to take the psychomotor examination with your class. When the psychomotor examination results are received the program director will acknowledge successful psychomotor examination completion through the NREMT website on your application. If you were unsuccessful in passing the psychomotor examination the program director will assist you in scheduling a retest (cost of retests are not included in the course

fees). Students have two years from course completion to achieve NREMT certification. Within those two years, each exam is valid for a year. The cognitive exam must be retaken if expired, but the psychomotor exam can be refreshed by a skills verification done at CAS with the lead instructor.

### Massachusetts Certification:

The first and primary prerequisite is successful completion of the EMT Training Program, and then students must obtain NREMT certification. Students can then utilize MDPH's online licensing platform - eLicensing - or submit a paper application. Students are encouraged to use the online application, as the processing time is faster and more convenient. Instructions on the process can be found on <http://mass.gov/dph/oems> under the certification page.

It is important to note, that just because you hold NREMT certification, does not mean you hold state certification. Each student **MUST** apply separately to each state they wish to work in to receive a license to practice.

The instructor coordinator for each class will review the current policies and procedures for cognitive and practical testing. All students are encouraged to visit the OEMS website as well to review the current requirements for testing and fees.

### Students that do NOT have a US Social Security Number

EMTs students that do not have a US Social Security Number can test; however, additional steps are necessary.

National Registry of EMTs (NREMT): Consult with the National Registry of EMTs websites for the most up to date procedure for testing. Typically the NREMT assigns a 'pseudo' SS number. **DO NOT USE** this pseudo number anywhere except with the NREMT. **Do NOT use it for Massachusetts testing or application.**

Massachusetts: Students should complete a form available on the OEMS website to become certified. **MDPH/OEMS FORM 200-60**

### Summary:

We hope that you find your time in this program to be useful, rewarding, challenging and fun.

It is incumbent upon you to be proactive in the class and practical sessions to make the most of this opportunity.

We welcome you and look forward to working with you in the upcoming years.

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# Emergency Medical Technician-Basic Initial Training Program Student Information

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Sex: M F no answer e-mail \_\_\_\_\_

Phones: Cell (\_\_\_\_\_) \_\_\_\_\_ Other (\_\_\_\_\_) \_\_\_\_\_

If a Firefighter, your department: \_\_\_\_\_

Do you have any previous medical education (CPR, First Aid, EMT, Etc.)?  
\_\_\_\_\_

Please give your reason(s) for taking this course (work related, qualify for work, pre-med, etc.)  
\_\_\_\_\_

Do you have any physical problems which may impair your ability to participate in this program (back problems, lifting restrictions, restrictions from strenuous activity,  
\_\_\_\_\_

If you have any learning disabilities, please speak to the primary instructor in private. We can work together to try to improve your learning experience in this course.

My signature below acknowledges that I have received a copy of the student handbook and have had an opportunity to ask questions concerning any matters not fully understood by me prior to signing. I agree to abide by the rules and guidelines set forth in the student handbook and policies and procedures. In the event that I sustain any injuries or sickness as a direct result of my participation in any aspect of this EMT training program, I hereby agree to hold harmless the instructors, staff, Cataldo Ambulance Service, any field or clinical rotation sites and any of its employers, affiliates and/or parent companies.

Print Student Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_