

Be-A-Medic.com



College of Emergency Services WA School Catalog – 2010

Vancouver, Washington Campus

(Revised: January 1, 2010)



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National College of Technical Instruction

College of Emergency Services

11606 NE 66th Circle, Suite 104, Vancouver, Washington 98662
(971) 236-9231 Fax (503) 653-9239 Toll Free (888) 609-6284

Lawson E. Stuart, RN,MBA,MICP
President, Chief Executive Officer

29 Years, Prehospital Emergency Care
24 Years, EMS Education
24 Years, EMS Administration

Karin Gasch, BA
Secretary

This school is an affiliated unit of a business corporation authorized by the State of Oregon to offer and confer the academic degrees described herein following a determination that states academic standards will be satisfied under OAR 583-030.

Inquires concerning the standards or school compliance may be directed to the Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Eugene, Oregon 97401.

David Schappe, BA,EMT-P
Manager/Program Director

12 Years, Prehospital Care
24 Years, EMS & Education
7 Years, EMS Administration

Marc Houston, DO
Associate Medical Director

6 Years, Prehospital Care
6 Years, EMS & Education
9 Years, Emergency Medicine

Mary Burghgraef
Business Manager

20 Years, Business Administration
5 Years, EMS Educational Administration
20 Years, Healthcare Management

National College of Technical Instruction

(established in 1988) is owned and operated by American Medical Response, Inc., and is the managing affiliate of the
College of Emergency Services Washington
(established in 1995)

MISSION STATEMENT

NCTI/CES is dedicated to the delivery of high-quality education in the field of Emergency Medical Services (EMS). Its staff and faculty partner with students to achieve academic success. Programs are designed to prepare students to function as qualified entry-level healthcare professionals, providing the cognitive, psychomotor and affective skills necessary to successfully qualify for standardized certification and Certification examinations for EMS personnel throughout the United States.

LOCATION / FACILITIES



NCTI/CES's Vancouver, WA campus is located at 11606 NE 66th Circle, Suite 104, near the I-205 – Highway 500/503 Interchange, just 15 minutes North of the Portland International Airport.

Ample free parking is available for students and customers. All course instruction for the Paramedic, EMT-Intermediate, EMT-Basic, A&P and 911 Dispatch Programs are held on-site at NCTI/CES (above location).

The instructional facilities consist of 1 large classroom (capacity of 42 students), breakout classrooms for psychomotor skill practice, physical & on-line library resources, 1 student learning station (computer access), and staff administrative offices in an 2,460 square foot complex. Full audio-visual equipment capabilities are available and used by instructors in all courses. NCTI/CES also has a full array of modern, state-of-the-art, EMS equipment for skill practice.

There are designated break areas available on-site for students to relax between classes. Cafe & refreshment services are available nearby, within 15 minutes of the campus.

All NCTI/CES facilities meet the fire and life safety standards as outlined in the 1989

Uniform Fire Code, as well as local jurisdictional requirements.

OPERATING SCHEDULE

NCTI/CES's administrative offices are open Monday through Friday from 8:30 a.m. to 4:30 p.m. Staff and/or faculty members are available to answer questions and process enrollments.

Courses are scheduled from 9:00 a.m. to 10:00 p.m., Monday - Friday, and Saturdays 9:00 - 6:00. Depending on the class schedule, instruction may be all day, part of the day, or evenings, and many include Saturday sessions. Generally, instructors are available on weekdays. However, if you have questions or problems with your classes or schedule, please contact the Business Office or Registration Office at (971) 236-9231. NCTI/CES has voice mail capability for after-hours messages.

NCTI/CES observes the following holidays (no courses conducted and the administrative offices are closed): New Years Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, and Christmas Day. Courses are not usually scheduled between Christmas and New Year's Day.

APPROVAL DISCLOSURE STATEMENT

The College of Emergency Services, as operated by the National College of Technical Instruction (NCTI), 11606 NE 66th Circle, Suite 104, Vancouver, WA 98662, is licensed under Chapter 28C.10 RCW. This means the institution complies with minimum standards established under applicable law for the operation of EMS and paramedic occupational instructional programs and the granting of academic credit and degrees. It does not however imply any endorsement or



recommendation by the state. Approval must be renewed periodically as required and is subject to continuing review. Approved are the following courses:

**EMERGENCY MEDICAL TECHNICIAN -
PARAMEDIC (1,244 Hours)**

**EMERGENCY MEDICAL TECHNICIAN –
BASIC (144 Hours)**

Instruction is in compliance with facility occupancy level accommodating up to 106 students at any one time. The maximum number of EMT-Basic students admitted to any program (in Oregon) is 38; maximum number of students admitted to any EMT-Paramedic course is 38; maximum number of students admitted to any A&P course is 30; maximum number of students admitted to any EMS Pharmacology course is 38;

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements. This school's programs currently do not qualify for federal student financial aid, though from time to time other private sponsorship or scholarship programs are available from EMS employers, including NCTI's parent organization – American Medical Response. In some locations, grant funding is periodically available to qualified individuals to pay for or assist with tuition and/or fees.

Students with complaints should communicate verbally or in writing to any instructor, administrator, admissions personnel, or counselor. Formal complaints submitted in writing will receive a written response from the Institute Director, within 21 business days of the institution receiving the complaint. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the

student's rights or remedies.

Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 – 10th Ave. SW
Post Office Box 43105
Olympia, Washington 98504
Web: www.wtb.wa.gov
Phone: (360) 753-5662
E-Mail Address: wtecb@wtb.wa.gov

"All information in the content of this school catalog is deemed current and correct as of the date of revision, and is so certified."

Lawson E. Stuart, RN,MBA,MICP
President, Executive Director

REGULATORY OVERSIGHT

The Emergency Medical Services approving authority for NCTI/CES in the State of Washington is the Washington State Department of Health, EMS & Trauma Prevention, Olympia, WA.
(www.doh.wa.gov/hsqa/emstrauma)

ASSOCIATION MEMBERSHIP

The National College of Technical Instruction, College of Emergency Services is an institutional member and proud corporate sponsor of the National Association of Emergency Medical Services Educators (NAEMSE) – the only nationwide professional association dedicated to advancing the quality of EMS educational programs.

ACCREDITATION

NCTI/CES operates Emergency Medical Technician – Paramedic courses in Washington state that are programmatically accredited by the Commission on



Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street
Clearwater, Florida 33756
(727) 210-2350 / Fax (727) 210-2354
www.caahep.org

Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP)

4101 West Green Oaks Blvd., Ste. 305-599
Arlington, Texas 76016
(817) 330-0080 / Fax (817) 330-0089
www.coaemsp.org

NCTI/CES, at its Oregon degree-granting campus only, is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) – a national accrediting agency recognized by the U.S. Department of Education.

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314N
Falls Church, Virginia 22043
(703) 917-9503 / Fax (703) 917-4109
www.abhes.org

DISCRIMINATION

NCTI/CES, its staff and instructors do not discriminate on the basis of race, ethnicity, gender, sexual preference or disability. Discrimination or acts of discrimination on the part of any student will not be tolerated.

STUDENT CONDUCT

At the discretion of the school administration, a student may be dismissed from school for any of the following:

- Serious incident or repeated incident of an intoxicated or drugged state of

behavior

- Possession of drugs or alcohol upon school premises
- Possession of weapons upon school premises
- Behavior creating a safety hazard to other persons at school
- Dishonesty pertaining to investigations, documentation, examinations, quizzes or testing events
- Disobedient or disrespectful behavior to other students, administrators, or faculty members
- Serious disruption of the class and failure to modify behavior when requested
- Falsification of documents
- Any other stated or determined infraction of conduct.

STUDENT DRESS CODE

Paramedic Program - Students are responsible for purchasing uniforms for the program. A uniform specification sheet will be provided with the student enrollment agreement once accepted into the program. If the uniform is ordered from an NCTI/CES-recommended supplier, the cost usually does not exceed \$200.

EMT – Intermediate, EMT – Basic and 911 Dispatch students are required to wear the uniform shirt provided on the first day of class. Students should attend class in appropriate dress as required by the instructor. Students must wear shirts and shoes at all times, and may not wear T-shirts containing offensive or objectionable pictures or words.

CERTIFICATES OF COMPLETION

Upon satisfactory completion of all phases of the training course, including such testing as may be required by the institution, a certificate or course completion will be issued in the



name of the student, bearing the official name and insignia of the institution where the course was completed. All tuition and fees must be paid in full in order to receive completion certificates.

This certificate serves only as evidence that all aspects of training set forth by the institution have been completed. It is not intended or implied that the certificate of course completion in any way licenses the student to perform the prescribed skills.

Courses of training which prepare the student for professional Certification or certification will be labeled as such in the school catalog.

ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

NCTI/CES paramedic programs are structured in affiliation with the College of Emergency Services (in Oregon), conferring the *Associate of Applied Science (A.A.S.) degree in Emergency Medical Technology*. This degree is available to all graduates of any NCTI paramedic program upon satisfaction of all requirements totaling 62 semester credit-hours (SCH's), 15 of which must qualify as general education. Within the general education credits, 6 SCH of English Composition are required. (fully approved)

ASSOCIATE OF SCIENCE DEGREE (A.S.)

NCTI/CES paramedic programs are structured in affiliation with the College of Emergency Services (Oregon), conferring the *Associate of Science (A.S.) degree in Emergency Medical Technology*. This degree is available to all graduates of any NCTI paramedic program upon satisfaction of all requirements totaling 74 semester credit-hours (SCH's), 24 of which must qualify as general education. Within the general education credits, 6 SCH of English

Composition are required. (provisionally approved)

The A.S. degree option requires additional math and science credits, compared to the A.A.S. degree option. Some states may have restrictions against the issuance of the A.A.S. or A.S. degrees based on completion of paramedic training completed in their state of residence. Students are encouraged to speak with NCTI/CES administrative personnel about any such restrictions that may exist prior to enrolling with the expectation of obtaining a degree.

NOTE TO STUDENT CONSIDERING EMPLOYMENT IN OREGON: Enrolling students should be aware that the Oregon Dept. of Health Services, Office of EMS & Trauma, currently requires new paramedic graduates to also have an associate degree in order to be eligible for paramedic certification in Oregon. Students who have already completed an approved associate degree before entering the paramedic program may qualify by just obtaining the NCTI/CES paramedic course completion certificate. Students who do not have an associate degree upon entering the NCTI/CES paramedic program may obtain one through NCTI's affiliation with the College of Emergency Services in Portland, OR by transferring their completed credits in and/or through on-line courses to complete the degree requirements.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."



PLACEMENT ASSISTANCE

While NCTI/CES does not have a full-time, dedicated Placement Officer and does not represent itself as such, it does offer active employment placement assistance. The Program Director, the instructors and the staff are available at any time to provide information on jobs available in the area. It is also important to note that graduation from NCTI/CES courses will be looked upon favorably in job applications and interviews with American Medical Response – NCTI's parent organization. However, no expressed or implied guarantee of placement is made by NCTI/CES or any of its representatives .

STUDENT SERVICES

Counseling: Students are encouraged to seek the counseling services of any instructor, or the Institute Director at any time. Counseling issues may include anything that impedes the student's success or potential success in the program. The Institute Director is also available for answering generalized questions about potential success in the program and is also available to answer generalized questions about potential employment and / or employers in the EMS industry.

STUDY PRACTICES

NCTI/CES acknowledges the fact the programs offered are extremely challenging academic undertakings. Students need to dedicate many hours on a routine basis to study time outside the classroom (Typical expectation is two hours of homework for every one hour of classroom time). Students are invited to utilize the building facility for study purposes at any time (normal business hours) space is available (this includes the library, the skills break out rooms, simulators as scheduled, and the classrooms if they are vacant). Students are also encouraged to group together for study purposes, which often facilitate semi-structured study time and present an opportunity to challenge and be challenged by fellow students. Equipment / supplies are available for practice outside the

normal labs if an NCTI/CES instructor is present throughout the practice session.

RECORDS RETENTION

Enrollees are advised and cautioned that this educational institution maintains most student records for only a (5) five-year period (state law however requires this educational institution to maintain transcripts for 50 years). These records are maintained at the nearby administrative location: 9800 S.E. McBrod Avenue, Suite 200, Milwaukie, OR 97222. In accordance with all applicable rights, rules, regulations and policies, students are allowed access to view their records upon request with appropriate prior notice. Students may request copies of their records at any time within that five year period. A copy or records fee may apply.

ENGLISH AS A SECOND LANGUAGE

National College of Technical Instruction does not provide instruction for English as a Second Language (ESL). All courses and programs are instructed in English-only.

SPECIAL NEEDS

National College of Technical Instruction, College of Emergency Services will provide reasonable and appropriate accommodations for students with documented disabilities. In accordance with the Americans with Disabilities Act (ADA), it is the student's responsibility to notify NCTI/CES, in writing, of any diagnosed disabilities along with the appropriately prescribed accommodations requested. This documentation must be provided at the time of enrollment and at least 15 business days prior to the first day of the program or course.



CREDIT EQUIVALENT

All credits issued by the National College of Technical Instruction / College of Emergency Services are semester credit hours (SCH), equated as follows:

Clock-Hours	Semester Credit Hours	Quarter Credit Hours
15 clock-hours of lecture	1.0 SCH	1.5 QCH
30 clock-hours of laboratory	1.0 SCH	1.5 QCH
45 clock-hours of clinical or internship	1.0 SCH	1.5 QCH

ACADEMIC CALENDAR

National College of Technical Instruction publishes its full academic calendar on-line. It is available at all times for reference on the worldwide web at: www.ncti-online.com

Courses are scheduled from 9:00 a.m. to 10:00 p.m., Monday - Friday, and Saturdays 9:00 - 6:00. Depending on the class schedule, instruction may be all day, part of the day, or evenings, and many include Saturday sessions. Generally, instructors are available on weekdays. However, if you have questions or problems with your classes or schedule, please contact the Business Office or Registration Office at (971) 236-9231. NCTI/CES has voice mail capability for after-hours messages.

NCTI/CES observes the following holidays (no courses conducted and the administrative offices are closed): New Years Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, and Christmas Day. Courses are not usually scheduled between Christmas and New Year's Day.

(See insert for listing of current course offerings)



EMERGENCY MEDICAL TECHNICIAN – BASIC (EMT- B) (Oregon Only)

Instructional Faculty

Instructional faculty members employed by NCTI/CES are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI/CES selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI/CES programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Course Syllabus

EMT-Basic Program

HS110 (Tue. 6:00 pm-10:00 pm; Sa 9:00 am-6:00 pm)

Instructor: Jennifer Andrews, EMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led. (Observational rotations also arranged in both the in-hospital and pre-hospital care settings.)

Program/Course Description:

This program fulfills all of the training requirements set forth by the U.S. Department of Transportation (DOT), National Standard Curriculum and the State of Oregon for Emergency Medical Technician – Basics (EMT - B). The EMT – Basic program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step toward certification as an Emergency Medical Technician – Basic in the State of Oregon. This certification can lead to employment in a wide range of entry-level job opportunities, to include: Ambulance Technician, Firefighter, Emergency Room Technician, private industry EMT, special functions standby EMT (i.e. concerts, sporting events, state and county fairs, etc.) and others.

Program/Course Objectives:

The objective of the Emergency Medical Technician – Basic program is to provide graduates with the skills and knowledge that will enable them to qualify for National Registry certification at the Emergency Medical Technician – Basic level. Students will receive comprehensive education covering all cognitive and affective areas of EMT practice and will be trained to perform all associated EMT procedures in a safe, competent and consistent manner. This program will enable graduates to fulfill an entry-level, Basic Life Support, care-assisting type role within an organized Emergency Medical Services system. Graduation from this program will render individuals qualified to fill a variety of BLS-level positions, such as fire department first responder or ambulance driver/assistant.

EMT-B Terminal Program Objectives – Upon completion of the EMT-Basic program, the student will be able to:

1. Apply theoretical knowledge of Advanced Life Support in emergency medical situations.
2. Apply practical Advanced Life Support skills in emergency medical situations.
3. Collaborate with the client and the health care system in the provision of advanced emergency care to clients.
4. Model characteristics of professionalism within the pre-hospital healthcare arena.

Credit/Clock Hours Awarded:

This program/course encompasses 144 clock hours, meeting on 2, 4-hour evenings and 1, 4-hour Saturday session per week for 10 weeks and clinical observations arranged over 4 weeks for an elapsed 16 weeks. Upon successful completion, students will be awarded 6 semester credit hours.

Prerequisites / Co-requisites:

No course prerequisites; No course co-requisites – but students must present proof of a high school diploma (GED or DD-214 form also acceptable), and a current CPR card (American Heart Association Healthcare Provider or equivalent).

Resources / Materials:

Limmer, Daniel, et al, *Emergency Care*, 11th edition, September 2008

Elling, Robert, *Pocket Reference for BLS Providers*, 3rd edition, September 2006

Required: Personal protective equipment, pocket mask with one-way valve, oxygen port and filter, stethoscope, writing utensils.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple-choice, true/false and essay-type questions; Participation and rated performance in practical skill demonstration labs employing case-based instructional methods and scenario-based patient situations utilizing nationally standardized criteria and guidelines (i.e., NREMT-B). Student performance on the NCTI/CES comprehensive written and practical skill examinations; Clinical experience final evaluation; Graduate performance on the NREMT-Basic



computer adaptive test (CAT); Graduate performance on the NREMT-Basic practical skills examination.

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%

Grading Scale:

Completion of the EMT-B program at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA).
2. Completion of the course FINAL exam with a minimum grade of 75%.
3. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass / Fail" basis.
4. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Satisfactory Academic Progress

Students failing to maintain satisfactory academic progress will be notified and placed on academic probation. If the situation is not resolved through improvement, the student may be dismissed from the program in accordance with NCTI/CES policy.

Schedule of Training

NCTI/CES begins new Emergency Medical Technician – Basic courses at the Milwaukie, OR campus at the beginning of each semester.

Didactic Phase – Scheduled as one, 4-hour instructional evening per week (Tue. 6:00 pm to 10:00 pm) and one 8-hour session on Saturday (9:00 am to 6:00 pm), for 12 weeks.

Hospital Clinical Phase – (Assigned during weeks 13-16) Scheduled according to hospital availability, and typically consists of 1 to 2, pre-scheduled shifts totaling 12 hours, arranged after the didactic phase is complete. Students must be available for flexible scheduling possibilities during this portion of the program.

Field Internship Phase – (Assigned during weeks 13-16) Scheduled according to ALS provider agency availability, and typically consists of 1 to 2, pre-scheduled shifts totaling 12 hours, arranged after the didactic phase is complete. Students must be available for any scheduling possibilities during this portion of the program.

Condition for Re-Enrollment

Re-enrollment for re-entrance will be approved only after evidence is shown to the Institute Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 132 of the 144 hours of classroom time during the Didactic phase of training. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence), however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Program Director with input from the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absence and tardiness will



be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 12 hours of didactic classroom time will be dropped from the program.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicants must also have a current CPR card prior to the first day of class.

Desirable Qualifications

General knowledge of anatomy & physiology, first aid, and the ability to handle stressful situations; Desire to help people during medical emergencies; Interest /ability to devote time and attention to academic studies.

Prior experience as a volunteer or association with an ambulance or fire service provider agency is preferred, but not required.

How & When to Register

Visit the business office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.) or go on-line to www.ncti-online.com to register and reserve space in the next available class. Class size is limited to 42 students per class and enrollment is offered to interested and qualified candidates on a first-come, first-served basis. Applicants must submit a complete application packet prior to the first class session. Contact the Registration Office during regular business hours to obtain a registration form and enrollment agreement.

Course Charges & Fees

Registration Fee (not refunded)	\$55.00
Tuition Costs	\$850.00
Insurance	\$50.00
Lab Fees	\$40.00
*Textbooks (estimated)	\$120.00

*Drug Screen	\$40.00
*Testing	\$210.00
*Background Check	\$50.00
Uniforms	N/C
TOTAL	\$1,415
(* = Paid to entities other than NCTI/CES)	

VA Benefits

This program at the National College of Technical Instruction (NCTI) 9800 SE McBrod Ave., Suite 200, Milwaukie, OR 97222, is approved to train eligible veterans for the Emergency Medical Technician – Basic (EMT-B) program. Contact our Business Office for filing assistance. Refer to the VA catalog addendum and the Veterans Policy Statement at the end of this section for more information on VA benefits if you are a veteran.

Tuition Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a signed and dated copy of the "Notice of Cancellation" or any other written and signed to the Business Manager, National College of Technical Instruction, 9800 SE McBrod Avenue, #200, Milwaukie, OR 97222. The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 30 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through midnight of the fifth (5th) class day and receive a full refund of all monies paid, less registration and textbooks fees. Equipment, supplies,



materials, etc. (if distributed by NCTI/CES) must be returned if in new and usable condition.

NCTI/CES does not grant credit for prior experiential learning.

Materials

Once purchased and opened, texts and other materials are the property of the student.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements, the refund shall be in the amount the student paid, less hours of instruction, equipment, books, insurance, supplies and material charges owed. The refund policy and examples of how it is applied can be found in the enrollment agreement.

Granting of Credit

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact* area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI/CES will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI/CES does not offer advanced placement for entry into occupational or degree programs.

Challenging the EMT – Basic Course

State law allows provisions for certain individuals to challenge the EMT-Basic course. To be eligible, challenge candidates must possess current certification or certification as one of the following:

- MD, RN, PA, EMT-P or a member of the Armed Forces with training comparable to USDOT standards for EMT-Basics

Candidates meeting the above criteria may request a course challenge, which will consist of the following:

- Successful completion of the NCTI/CES EMT-Basic written final exam with a minimum score of 75%
- Successful completion of the NCTI/CES EMT-Basic skills exam with a rating of "Pass" in all areas.

Course completion certificates provided upon successful completion will state "BY CHALLENGE" on the face of the certificate. The individual may then elect to take the National Registry exam or pursue certification through the State of Oregon.

Recertification Training

Recertification of EMT – Basics in the State of Oregon requires 24 hours of Continuing Education and a recertification fee every two



years (the National Registry requires 72 hours nationally). NCTI/CES offers numerous courses applicable for portions of those hours required for recertification. NCTI/CES also provides complete refresher training programs (in certain locations) for National Registry renewal.

National Registry Exam

After receiving a course completion certificate from an approved EMT-Basic program in Oregon, an individual must take and pass the National Registry exam for EMT-Basics. NCTI/CES administers this exam for any qualified candidate multiple times each year (in certain locations). Skills labs in the didactic training are designed to prepare the students for successful completion of the skills portion of this exam and NCTI/CES typically offers a National Registry Prep Course to assist candidates in preparing for the computer adaptive test (CAT) which has replaced the NREMT written exam.

EMT – Basic Certification

Final EMT-Basic certification in the State of Washington is through the Department of Health, EMS & Trauma Prevention, headquartered in Olympia, WA.

Final EMT-Basic certification in the State of Oregon is through the Department of Human Services, EMS & Trauma division, headquartered in Portland, OR.

Adverse Impact Disclosures

Participation in assigned and required clinical rotations during training, as well as obtaining certification as an EMT-Basic or EMT-Paramedic in the States of both Washington and Oregon after program completion is also contingent upon successfully passing a drug screen and background check near the time of assignment or application for certification. Students considering enrollment in an EMT-

Basic or EMT-Paramedic training program are encouraged to contact the State of Washington, Department of Health, EMS & Trauma Prevention or the State of Oregon, Department of Human Services, EMS & Trauma division prior to enrolling at NCTI/CES, in order to become familiar with rules pertaining to prior criminal convictions, prior related licensure/certification revocations, illegal drug use or other factors that may ultimately render the individual ineligible for clinical assignment or state certification. These matters must be discussed directly between the student and state officials to ensure the most current and applicable information is obtained. While NCTI faculty and staff attempt to alert enrolling students to some of the more commonly known issues that may preclude assignment or certification, the information should not be solely relied upon but should be verified directly with the appropriate state official.



HUMAN ANATOMY & PHYSIOLOGY

Instructional Faculty

Instructional faculty members employed by NCTI/CES are properly-qualified by professional EMS communications experience and additional education relating to instructional methodologies. NCTI/CES selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI/CES programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Course Syllabi

Anatomy & Physiology I

BIO135 (M & W 6:00 pm-10:00 pm; Sa 10:00 am-5:30 pm)

Instructor: Christine S. Broby, BS, MA, NREMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

First half-semester of a full-semester sequence dealing with the structure and function of the human body and mechanisms for maintaining homeostasis within it. Includes the study of body organization, basic chemistry, cell structure, and the integumentary, skeletal, muscular and nervous systems (including special senses). The material is presented in a practical and comprehensive manner. The focus of the course is on the need-to-know facts that must be understood in order to pursue paramedic training or any healthcare career or related education in the field of science. Completion of this course satisfies the prerequisite A&P requirement for enrollment in Paramedic 101 and by itself satisfies the A&P requirement for the Associate of Applied Sciences (AAS) degree in Emergency Medical Technology.

Course Objectives:

Given the information from lectures, readings, assignments and laboratory exercises & experiments, the student will be able to:

1. Understand the scope of studies in anatomy and physiology and be able to use and understand descriptive anatomical and directional terminology.
2. Explain the basic concept of homeostasis and how homeostatic mechanisms apply to body systems.
3. Identify cellular structures and explain their respective functions.
4. Describe the basic tissues of the body and their location and explain their functions.
5. Identify and describe the major gross and microscopic anatomical components of the integumentary system and describe the functions of the system.
6. Identify and describe the major gross and microscopic anatomical components of the skeletal system and explain their functional roles in osteogenesis, repair, and body movement.
7. Identify and describe the major gross and microscopic anatomical components of the muscular system and explain their functional roles in body movement, maintenance of posture, and heat production.
8. Identify and describe the major gross and microscopic anatomical components of the nervous system and explain their functional roles in communication, control, and integration.
9. Identify and describe the major gross and microscopic anatomical components of the eye and ear and explain their functional roles in vision, hearing and equilibrium.

Credit/Clock Hours Awarded:

This course encompasses 98 clock hours, meeting on 2, 4-hour evenings and 1, 7-hour Saturday session per week over an elapsed 8 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 4 semester credit hours.

Prerequisites / Co-requisites:

No Prerequisites. Co-requisites include Medical Terminology 101. Students must present proof of a high school diploma (GED or DD-214 form also acceptable).

Resources / Materials:

Garrett, Lori K., *Get Ready for A & P*, August 2006

Marieb, Elaine, *Human Anatomy & Physiology*, 8th edition, January 2008

Marieb, Elaine, *Human Anatomy & Physiology Laboratory Manual CAT*, 9th edition, February 2008

Marieb, Elaine, *Anatomy & Physiology Coloring Workbook*, 9th edition, January 2008

Required: Writing utensils, colored pens, pencils or markers.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Completion of homework assignments; Active participation in lecture discussions and laboratory sessions.



Weighting

<u>Lecture</u>	70%
Quizzes / Homework / Assignments	25%
Midterm Exam	25%
Final Exam	50%
<u>Lab</u>	30%
Quizzes / Homework / Assignments	25%
Midterm Exam	25%
Final Exam	50%

Grading Scale:

Completion of the Anatomy & Physiology course at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in laboratory sessions and successful completion of all SKILLS exams, rated on a "Pass / Fail" basis.
3. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Anatomy & Physiology II

BIO236 (M & W 6:00 pm-10:00 pm; Sa 10:00 am-5:30 pm)

Instructor: Christine S. Broby, BS, MA, NREMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

Second half-semester continuation of the study of the structure and function of the human body and the mechanisms for maintaining homeostasis within it. The endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, as well as the concepts of development, metabolism, fluid and electrolyte balance, and acid-base balance are included. The material is presented in a practical and comprehensive manner. The focus of the course is on developing a deeper and more comprehensive understanding of facts that must be understood in order to pursue paramedic training or any healthcare career or related education in the field of science. Completion of this course (together with its prerequisite – A&P 101) satisfies the A&P requirement for the Associate of Science (AS) degree in Emergency Medical Technology.

Course Objectives:

Given the information from lectures, readings, assignments and laboratory exercises & experiments, the student will be able to:

1. Identify and describe the major gross and microscopic anatomical components of the endocrine system and explain the functional roles of their respective hormones in communication, control, and integration.
2. Identify and describe the major gross and microscopic anatomical components of the cardiovascular system and explain their functional roles in transport and hemodynamics.
3. Identify and describe the major gross and microscopic anatomical components of the lymphatic system and explain their functional roles in fluid dynamics and immunity.
4. Identify and describe the major gross and microscopic anatomical components of the respiratory system and explain their functional roles in breathing/ventilation and in the processes of external and internal respiration.
5. Identify and describe the major gross and microscopic anatomical components of the digestive system and explain their functional roles in digestion, absorption, excretion and elimination.
6. Explain the functional relationship among cellular, tissue and organ level metabolism, the role nutrition plays in metabolism, and the mechanisms by which metabolic rate is regulated in the body.
7. Identify and describe the physiology of the homeostatic mechanisms that control fluid/electrolyte and acid/base balance.
8. Identify and describe the major gross and microscopic anatomical components of the reproductive system and explain their functional roles in reproduction and inheritance.

Credit/Clock Hours Awarded:

This course encompasses 98 clock hours, meeting on 2, 4-hour evenings and 1, 7-hour Saturday session per week over an elapsed 8 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 4 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Human Anatomy & Physiology I (i.e., A&P 101; minimum of 4 semester credit hours). Co-requisites include Medical Terminology 101. Students must present proof of a high school diploma (GED or DD-214 form also acceptable).

Resources / Materials:

Garrett, Lori K., *Get Ready for A & P*, August 2006

Marieb, Elaine, *Human Anatomy & Physiology*, 8th edition, January 2008

Marieb, Elaine, *Human Anatomy & Physiology Laboratory Manual CAT*, 9th edition, February 2008

Marieb, Elaine, *Anatomy & Physiology Coloring Workbook*, 9th edition, January 2008

Required: Writing utensils, colored pens, pencils or markers.



Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Completion of homework assignments; Active participation in lecture discussions and laboratory sessions.

Weighting

<u>Lecture</u>	<u>70%</u>
Quizzes / Homework / Assignments	25%
Midterm Exam	25%
Final Exam	50%
<u>Lab</u>	<u>30%</u>
Quizzes / Homework / Assignments	25%
Midterm Exam	25%
Final Exam	50%

Grading Scale:

Completion of the Anatomy & Physiology course at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in laboratory sessions and successful completion of all SKILLS exams, rated on a "Pass / Fail" basis.
3. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

Satisfactory Academic Progress

Students failing to maintain satisfactory academic progress will be notified and placed on academic probation. If the situation is not resolved through improvement, the student may be dismissed from the program in accordance with NCTI/CES policy.

Schedule of Training

NCTI/CES begins new Human Anatomy & Physiology I courses at the Vancouver, WA and/or Milwaukie, OR campuses at the beginning of each semester. Human Anatomy & Physiology II courses typically begin at the half-way point in the semester.

Scheduled as two, 4-hour instructional evenings per week and one 7-hour session on Saturday, for approximately 8 weeks, per course (i.e., A&P I and A&P II)

Condition for Re-Enrollment

Re-enrollment for re-entrance will be approved only after evidence is shown to the Institute Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 80 of the 98 clock-hours of classroom time during the course. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence), however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Program Director with input from the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 18 hours of classroom time will be dropped from the course.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Successful completion of Anatomy



& Physiology I, or equivalent, is a prerequisite to enrollment in Anatomy & Physiology II.

Desirable Qualifications

General interest in anatomy & physiology, biology or the health sciences; Interest /ability to devote time and attention to academic studies. Prior experience in any healthcare related setting is preferred, but not required.

How & When to Register

Visit the business office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.) or go on-line to www.ncti-online.com to register and reserve space in the next available class. Class size is limited to 24 students per class and enrollment is offered to interested and qualified candidates on a first-come, first-served basis. Applicants must submit a complete application packet prior to the first class session. Contact the Registration Office during regular business hours to obtain a registration form and enrollment agreement.

Course Charges & Fees

Registration Fee (not refunded)	\$55.00
Tuition Costs – A&P I	\$660.00
Tuition Costs – A&P II	\$660.00
Insurance	\$25.00
Lab Fees	\$75.00
*Textbooks (estimated)	\$360.00
TOTAL (Both Courses)	\$1,835
<i>(* = Paid to entities other than NCTI/CES)</i>	

Tuition Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a signed and dated copy of the "Notice of Cancellation" or any other written and signed to the Business Manager, National College of Technical Instruction, 9800 SE McBrod Avenue, #200, Milwaukie, OR 97222. The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 30 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through midnight of the fifth (5th) class day and receive a full refund of all monies paid, less registration and textbooks fees. Equipment, supplies, materials, etc. (if distributed by NCTI/CES) must be returned if in new and usable condition.

Materials

Once purchased and opened, texts and other materials are the property of the student.

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements, the refund shall be in the amount the student paid, less hours of instruction, equipment, books, insurance, supplies and material charges owed. The refund policy and examples of how it is applied can be found in the enrollment agreement.

Granting of Credit

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact* area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit



may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI/CES will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI/CES does not offer advanced placement for entry into occupational or degree programs.

NCTI/CES does not grant credit for prior experiential learning.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."



EMS PHARMACOLOGY

Instructional Faculty

Instructional faculty members employed by NCTI/CES are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI/CES selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI/CES programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Course Syllabus

EMS Pharmacology

HS242 (Tue. 6:00 pm-8:00 pm)

Instructor: David W. Schappe, BA, NREMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

EMS Pharmacology 242 is offered concurrent with Semester A (HS171) of the EMT-Paramedic program and covers: the history of pharmacology, terminology, pharmacokinetics, pharmacodynamics, and a review of the physiology of body systems. Once the general concepts are introduced the systems and medications are covered. This includes the autonomic nervous system, somatic nervous system, renal and cardiovascular systems, respiratory system, endocrine system, central nervous system, chemotherapeutics and alternative treatment options.

Course Objective:

The objective of EMS Pharmacology 242 is to provide students with an in-depth knowledge of medications, their uses and effects on the human organism. Upon successful completion of HS242 the student will possess the necessary knowledge to utilize both prehospital and emergency medications in EMT-172. The scope of the medications covered in this course exceeds the basic and expanded scope of practice for nationally registered paramedics throughout the United States.

Credit/Clock Hours Awarded:

This course encompasses 32 clock hours, meeting on 1, 2-hour class session per week over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 2 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Human Anatomy & Physiology I (minimum of 4 semester credit hours). No co-requisites, but students must present proof of a high school diploma (GED or DD-214 form also acceptable).

Resources / Materials:

Richard A. Harvey, et al, Illustrated *Review: Pharmacology – North American Edition*, 4th edition, July 2008

Bledsoe, Bryan, et al, *Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008

NCTI/CES Course handouts, as distributed.

Required: calculator, writing utensils.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions and class participation.

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments /Class Participation	25%

Grading Scale:

Completion of the EMS Pharmacology 242 course at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in class discussions.
3. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F



Satisfactory Academic Progress

Students failing to maintain satisfactory academic progress will be notified and placed on academic probation. If the situation is not resolved through improvement, the student may be dismissed from the program in accordance with NCTI/CES policy.

Schedule of Training

NCTI/CES begins new EMS Pharmacology courses at the Vancouver, WA and/or Milwaukie, OR campus at the beginning of the semester running concurrent with "Semester A" of the EMT-P program.

Condition for Re-Enrollment

Re-enrollment for re-entrance will be approved only after evidence is shown to the Institute Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 28 of the 32 hours of classroom time. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence), however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Institute Director with input from the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absence and tardiness will be recorded at each class and the instructor

will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 4 hours of classroom time will be dropped from the course.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicants must also provide evidence of completion of a 4 semester credit hour course in Anatomy & Physiology prior to the first day of class.

Desirable Qualifications

Sound working knowledge of anatomy & physiology and the desire to better understand pharmacology as it relates to the prehospital provision of Emergency Medical Services; Interest /ability to devote time and attention to academic studies.

How & When to Register

Visit the business office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.) or go on-line to www.ncti-online.com to register and reserve space in the next available class. Class size is limited to 24 students per class and enrollment is offered to interested and qualified candidates on a first-come, first-served basis. Applicants must submit a complete application packet prior to the first class session. Contact the Registration Office during regular business hours to obtain a registration form and enrollment agreement.

Course Charges & Fees

Registration Fee (not refunded)	\$55.00
Tuition Costs	\$330.00
Insurance	\$25.00
*Textbooks (estimated)	\$75.00
TOTAL	\$485
(* = Paid to entities other than NCTI/CES)	



Tuition Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a signed and dated copy of the "Notice of Cancellation" or any other written and signed to the Business Manager, National College of Technical Instruction, 9800 SE McBrod Avenue, #200, Milwaukie, OR 97222. The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 30 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through midnight of the fifth (5th) class day and receive a full refund of all monies paid, less registration and textbooks fees. Equipment, supplies, materials, etc. (if distributed by NCTI/CES) must be returned if in new and usable condition.

Materials

Once purchased and opened, texts and other materials are the property of the student.

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements, the refund shall be in the amount the student paid, less hours of instruction, equipment, books, insurance, supplies and material charges owed. The refund policy and examples of how it is applied can be found in the enrollment agreement.

Granting of Credit

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact* area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI/CES will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI/CES does not offer advanced placement for entry into occupational or degree programs.

NCTI/CES does not grant credit for prior experiential learning.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."



EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC (EMT-P)

Instructional Faculty

Instructional faculty members employed by NCTI/CES are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI/CES selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds toward student success. Certain NCTI/CES programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

Program Description

This program fulfills all of the training requirements set forth by the U.S. Department of Transportation (DOT), National Standard Curriculum and the State of Washington for Emergency Medical Technician Paramedics (EMT - P). The paramedic program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step toward certification as a paramedic in the State of Washington. This certification can lead to employment in a wide range of job opportunities, to include: Ambulance Paramedic, Firefighter Paramedic, Emergency Room Technician, private industry paramedic, special functions standby paramedic (i.e. concerts, sporting events, state and county fairs, etc.) and others.

Program Objectives

The objective of the Emergency Medical Technician – Paramedic program is to provide graduates with the skills and knowledge that will enable them to qualify for National Registry certification at the Emergency Medical Technician – Paramedic level. Students will receive comprehensive education covering all cognitive and affective areas of paramedic practice and will be trained to perform all associated paramedic procedures in a safe, competent and consistent manner. This program will enable graduates to promote from entry-level, Basic Life Support, care-assisting type role within an organized Emergency Medical Services system to Advanced Life Support, care-directing type role. Graduation from this program will render individuals qualified to fill a variety of ALS-level positions, such as fire department or ambulance paramedic.

EMT-P Terminal Program Objectives – Upon completion of the EMT-Paramedic program, the student will be able to:

1. Apply theoretical knowledge of Basic Life Support in emergency medical situations.
2. Apply practical Basic Life Support skills in emergency medical situations.
3. Collaborate with the client and the health care system in the provision of basic emergency care to clients.

Model characteristics of professionalism within the pre-hospital healthcare arena

Course Descriptions

In combination, the NCTI/CES paramedic courses fulfill all of the training requirements set forth by the U.S. Department of Transportation (DOT), National Standard Curriculum and the State of Washington for Emergency Medical Technician Paramedics (EMT - P). The paramedic program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored



exam in non-National Registry states), the final step toward certification as a paramedic in the State of Washington. This certification can lead to employment in a wide range of job opportunities, to include: Ambulance Paramedic, Firefighter Paramedic, Emergency Room Technician, private industry paramedic, special functions standby paramedic (i.e. concerts, sporting events, state and county fairs, etc.) and others.

The program consists of four component parts described as follows:

Course Syllabi

SEMESTER A – Paramedic 171 (HS171):

Meets: (M & Th 9:00 am-6:00 pm)

Instructor: David A. Schappe, BA, EMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

Paramedic 171 is offered during Semester A of the EMT-Paramedic program and covers EMS History & Systems; Basic Pharmacology; Introduction to EMS; Medical-Legal Aspects; Cellular Anatomy & Physiology; Basic Pathology; Medication Administration; Intravenous Access; Therapeutic Communications; Life Span Development; The Respiratory System; Airway Assessment & Management; Patient History; Physical Examination; Scene Assessment; Vital Signs; Clinical Decision Making; Critical Thinking; EMS Documentation; Trauma Assessment & Management; Wounds & Injuries; Bandaging & Splinting; Spinal Trauma Pathophysiology; Dissection Labs; Prehospital Trauma Life Support; Cardiovascular System; Cardiac Assessment & Management; ECG Interpretation.

Course Objective:

The objective of Paramedic 171 is to provide students with the first-half of the didactic phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of Paramedic 171, the student will successfully pass all written and skills testing required in preparation for advancement to eligibility for enrollment in Paramedic 172.

Credit/Clock Hours Awarded:

This course encompasses 232 clock hours, meeting on 2, 8-hour days per week over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 11 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Human Anatomy & Physiology I (minimum of 4 semester credit hours). No co-requisites, but students must present proof of a high school diploma (GED or DD-214 form also acceptable), a current Emergency Medical Technician – Basic or Intermediate certificate and a current CPR card (American Heart Association Healthcare Provider or equivalent).

Resources / Materials:

Bledsoe, Bryan, et al, *Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008

Bledsoe, Bryan, et al, *Workbook for Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008

S.D. Foust, *Easy 4-Step Method to Drug Calculations*, February 2004

Richard A. Harvey, et al, *Illustrated Review: Pharmacology – North American Edition*, 4th edition, July 2008

O. John Ma, et al, *Emergency Medicine: Just the Facts*, 2nd edition, May 2004

Dale Dubin, *Rapid Interpretation of EKG's*, 6th edition, October 2000

Thomas B. Garcia, et al, *Introduction to 12-Lead ECG: The Art of Interpretation*, 1st edition, April 2002

Gail Walraven, *Basic Arrhythmias*, 6th edition, June 2005

American Heart Association, *Advanced Cardiac Life Support Provider Manual 2006*, August 2006

American Heart Association, *Emergency Cardiac Care Handbook 2008*, August 2008

American Heart Association, *Pediatric Advanced Life Support Provider Manual 2006*, August 2006

American Academy of Pediatrics, *Pediatric Education for Prehospital Professionals*, 2nd edition, June 2006

Daniel Limmer, et al, *Advanced Medical Life Support*, 3rd edition, August 2006

National Assn of EMTs, *Prehospital Trauma Life Support*, 6th edition, August 2006

Required: Personal protective equipment, stethoscope, writing utensils.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Participation and rated performance in practical skill demonstration labs employing case-based instructional methods and scenario-based patient situations utilizing nationally standardized criteria and guidelines (i.e., ACLS, PALS, PEPP, AMLS, ITLS, PHTLS, NREMT-P).

Weighting	
Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%



Grading Scale:

Completion of the EMT-P program at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass / Fail" basis.
3. Active participation in and successful completion of ACLS, PALS, PEPP, AMLS and BTLs, according to the pre-set guidelines of the course.
4. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

SEMESTER B – Paramedic 172 (HS172):

Meets: (M & Th 9:00 am-6:00 pm)

Instructor: David A. Schappe, BA, EMT-P

Methods: This course is a residential program with scheduled, in-person class sessions that are directly instructor-led.

Course Description:

Paramedic 172 is offered during Semester B of the EMT-Paramedic program and covers Advanced Cardiac Life Support; 12-Lead ECG; Acute Myocardial Infarction; The Nervous System; Altered Mental Status; Stroke; The Endocrine System; Medical Assessment & Management; The Immune System; Allergies & Anaphylaxis; The Gastrointestinal System; GI Pathology; Toxicology & Substance Abuse; Hematology; Environmental Emergencies; Infectious Disease Assessment & Management; Psychiatric & Behavioral Disorders; Advanced Medical Life Support; OB/GYN Emergencies; Neonatology; Pediatric Emergencies; SIDS; Child Abuse & Neglect; Pediatric Emergencies for Prehospital Professionals; Pediatric Advanced Life Support; Geriatric Emergencies; Developmental Disabilities; Chronic Illness; Ambulance Operations; Medical Incident Command System; Mass-Casualty Incidents; Hazardous Materials; Triage; Air Operations; Review & Testing.

Course Objective:

The objective of Paramedic 172 is to provide students with the second-half of the didactic phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of the Paramedic 172, the student will successfully pass all written and skills testing required in preparation for advancement to eligibility for enrollment in Paramedic 273.

Credit/Clock Hours Awarded:

This course encompasses 232 clock hours, meeting on 2, 8-hour days per week over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 11 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Paramedic 171.

Resources / Materials:

Bledsoe, Bryan, et al, *Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008

Bledsoe, Bryan, et al, *Workbook for Paramedic Care: Principles & Practice*, Vol. 1-5, 3rd edition, May 2008

S.D. Foust, *Easy 4-Step Method to Drug Calculations*, February 2004

Richard A. Harvey, et al, *Illustrated Review: Pharmacology – North American Edition*, 4th edition, July 2008

O. John Ma, et al, *Emergency Medicine: Just the Facts*, 2nd edition, May 2004

Dale Dubin, *Rapid Interpretation of EKG's*, 6th edition, October 2000

Thomas B. Garcia, et al, *Introduction to 12-Lead ECG: The Art of Interpretation*, 1st edition, April 2002

Gail Walraven, *Basic Arrhythmias*, 6th edition, June 2005

American Heart Association, *Advanced Cardiac Life Support Provider Manual 2006*, August 2006

American Heart Association, *Emergency Cardiac Care Handbook 2008*, August 2008

American Heart Association, *Pediatric Advanced Life Support Provider Manual 2006*, August 2006

American Academy of Pediatrics, *Pediatric Education for Prehospital Professionals*, 2nd edition, June 2006

Daniel Limmer, et al, *Advanced Medical Life Support*, 3rd edition, August 2006

National Assn of EMTs, *Prehospital Trauma Life Support*, 6th edition, August 2006

Required: Personal protective equipment, stethoscope, writing utensils.

Evaluation Methods:

Methods of evaluation include: Written quizzes and section examinations employing multiple choice, true/false and essay-type questions; Participation and rated performance in practical skill demonstration labs employing case-based instructional methods and scenario-based patient situations utilizing nationally standardized criteria and guidelines (i.e., ACLS, PALS, PEPP, AMLS, ITLS, PHTLS, NREMT-P); Student performance on the NCTI/CES comprehensive written and practical skill examinations.

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%



Grading Scale:

Completion of the EMT-P program at NCTI/CES is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 75%.
2. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass / Fail" basis.
3. Active participation in and successful completion of ACLS, PALS, PEPP, AMLS and BTLS, according to the pre-set guidelines of the course.
4. Compliance with all attendance requirements.

Grading

Excellent	93% - 100%	A
Above Average	83% - 92%	B
Average	75% - 82%	C
Unsatisfactory	< 75%	F

SEMESTER C – Paramedic 273 (HS273)

Meets: (Days & hours vary; clinical & field shifts as assigned)

Instructor: David A. Schappe, BA, EMT-P and assigned clinical preceptor(s).

Methods: This course is an assigned clinical internship placement conducted primarily in an acute care hospital setting and on an ambulance vehicle assigned to emergency responses.

Course Description:

Paramedic 273 is offered during Semester C of the EMT-Paramedic program and takes place primarily in the hospital (240 hours minimum) under the supervision of a clinical preceptor: safely administer medications; perform endotracheal intubation; gain venous access; effectively ventilate a patient; perform a comprehensive assessment on any age patient; on obstetric patients; on trauma patients; on medical patients, including cardiac, respiratory and neurology patients; on psychiatric patients; Perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain; dyspnea / respiratory distress, including pediatric and adult patients; patients with syncope; patients with abdominal complaints; patients with altered mental status. The final 150 hours of Paramedic 273 are completed on an emergency ambulance under the supervision of a paramedic preceptor performing the same skills listed above in accordance with established rating criteria.

Course Objective:

The objective of Paramedic 273 is to provide students with the required 240 hours comprising the hospital clinical phase and the first 25% (approx.) of the required 540 hours comprising the field internship phase of an approved program of Emergency Medical Technician – Paramedic training. Upon

completion of the Paramedic 273, the student will have successfully completed all competencies required for the hospital clinical phase in preparation for advancement to eligibility to commence the field internship phase; the student will also have completed approximately the first 25% of the hours and competencies required for the field internship phase in preparation for advancement to eligibility for enrollment in Paramedic 274.

Credit/Clock Hours Awarded:

This course encompasses 390 clock hours conducted in various clinical hospital and prehospital settings on an assigned, individual schedule often matched to the availability of clinical rotations and preceptors. Schedules may include any combination of 8-, 10-, 12- or 24-hours shifts, depending upon assignment over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 8 semester credit hours.

Prerequisites / Co-requisites:

Prerequisites include Paramedic 172.

Resources / Materials:

NCTI, *NCTI/CES Clinical Manual*, April 2009

NCTI, *NCTI/CES Field Internship Manual*, April 2009

Required: Personal protective equipment, stethoscope, writing utensils, clinical & field student uniforms.

Evaluation Methods:

Methods of evaluation include: Hospital clinical phase daily performance evaluations; Hospital Clinical Close-Out evaluation; Field Internship phase daily and major performance evaluations.

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%

Grading Scale:

Completion of Paramedic 273 is subject to the following PASS-FAIL criteria:

1. Attendance at all clinical and field shifts in accordance with college policy.
2. Active participation and professional interaction with all hospital clinical and field preceptors, personnel and staff.
3. Documentation of successful completion of all required clinical competencies in the NCTI/CES Clinical Manual.
4. Documentation of all clinical competencies in FISDAP on-line system within 72 hours of shift completion.
5. Completion and submission of the NCTI/CES Clinical Manual and all associated forms.
6. Documentation of a successful Clinical Close-Out meeting with program faculty.
7. Satisfactory academic progress with the field internship in-progress.



Grading	
<u>Safe, Competent & Consistent</u> as defined in the NCTI/CES rating criteria.	PASS
<u>Unsafe, Incompetent, or Inconsistent</u> as defined in the NCTI/CES rating criteria.	FAIL

recommended for program graduation by course completion certificate.

Prerequisites / Co-requisites:

Prerequisites include Paramedic 273.

Resources / Materials:

NCTI, NCTI/CES Clinical Manual, April 2009

NCTI, NCTI/CES Field Internship Manual, April 2009

Required: Personal protective equipment, stethoscope, writing utensils, clinical & field student uniforms.

Evaluation Methods:

Methods of evaluation include: Field Internship phase daily and major performance evaluations.

SEMESTER D – Paramedic 274 (HS274)

Meets: (Days & hours vary; clinical & field shifts as assigned)

Instructor: David A. Schappe, BA, EMT-P and assigned paramedic preceptor(s).

Methods: This course is an assigned clinical internship placement conducted primarily on an ambulance vehicle assigned to emergency responses.

Course Description:

Paramedic 274 is offered during Semester D of the EMT-Paramedic program and takes place primarily in an emergency ambulance under the supervision of a paramedic: safely administer medications; perform endotracheal intubation; gain venous access; effectively ventilate a patient; perform a comprehensive assessment on any age patient; on obstetric patients; on trauma patients; on medical patients, including cardiac, respiratory and neurology patients; on psychiatric patients; Perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain; dyspnea/respiratory distress, including pediatric and adult patients; patients with syncope; patients with abdominal complaints; patients with altered mental status. All skills listed above must be completed in accordance with established rating criteria.

Course Objective:

The objective of Paramedic 274 is to provide students with the remaining portion of the required 540 hours comprising the field internship phase of an approved program of Emergency Medical Technician – Paramedic training. Upon completion of the Paramedic 274, the student will have successfully completed all competencies required for the field internship phase and all EMT-Paramedic program requirements in preparation for graduation and eligibility for local, state or national licensure/certification examinations.

Credit/Clock Hours Awarded:

This course encompasses 390 clock hours conducted in various prehospital settings on an assigned, individual schedule often matched to the availability of internships and paramedic preceptors. Schedules may include any combination of 8-, 10-, 12- or 24-hours shifts, depending upon assignment over an elapsed 16 weeks (holiday schedule can extend elapsed semester time). Upon successful completion, students will be awarded 8 semester credit hours and will be

Weighting

Major or Section Exams	50%
Quizzes	25%
Assignments	20%
Workbook	5%

Grading Scale:

Completion of Paramedic 274 is subject to the following PASS-FAIL criteria:

1. Attendance at all field shifts in accordance with college policy.
2. Active participation and professional interaction with all field preceptors, personnel and staff.
3. Documentation of successful completion of all required field competencies in the NCTI/CES Field Internship Manual.
4. Documentation of all field competencies in FSDAP on-line system within 72 hours of shift completion.
5. Completion and submission of the NCTI/CES Field Internship Manual and all associated forms.
6. Documentation of a successful Field Completion review with program faculty.

Grading	
<u>Safe, Competent & Consistent</u> as defined in the NCTI/CES rating criteria.	PASS
<u>Unsafe, Incompetent, or Inconsistent</u> as defined in the NCTI/CES rating criteria.	FAIL

Schedule of Training

NCTI/CES begins a new paramedic program at the Vancouver, WA campus approximately every 7 months.



Didactic Phase – Scheduled as two (2), eight (8) hour instructional days per week (M-Th; 9:00 am to 6:00 pm).

Hospital Clinical Phase – Scheduled according to hospital availability, and typically consists of 2-3 days per week, pre-scheduled 8, 10 or 12-hour shifts, for a period of 8-12 weeks. Students must be available for any scheduling possibilities during this portion of the program.

Field Internship Phase – Scheduled according to ALS provider agency availability, and typically consists of 2-3 days per week, pre-scheduled 8, 10, 12 or 24-hour shifts, for a period of 16-20 weeks. Students must be available for any scheduling possibilities during this portion of the program.

General Education Phase – (Optional: If students are pursuing the associate's degree path) No pre-scheduled classes, but courses are available on-line through a variety of sources and recognized testing agencies and can be completed concurrently or after completion of the paramedic training program.

Satisfactory Academic Progress

Students failing to maintain satisfactory academic progress will be notified and placed on academic probation. If the situation is not resolved through improvement, the student may be dismissed from the program in accordance with NCTI/CES policy.

Condition for Re-Enrollment

Re-enrollment for re-entrance will be approved only after evidence is shown to the Institute Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified, or are unlikely to reoccur.

Attendance Expectations

Students must attend at least 448 of the 472 hours of classroom time during the Didactic

phase of training. Students will be assigned make-up work for all classroom hours missed (usually in the form of written essays on the topics missed during the absence), however make-up work will not be accepted or counted as hours of class attendance.

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than 5 minutes tardy will be docked one hour of class attendance.

Leave of Absence requests will be considered and such requests may be granted to students at the discretion of the Institute Director with input from the Primary Instructor.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and at the time that a student misses more than 24 hours of didactic classroom time will be dropped from the program.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicant must also have an EMT-Basic or EMT-Intermediate certification that is either current or has expired less than 12 months prior to the start date of the program, and must have a current CPR card. Students who are accepted into the program must have proof of completing and passing an approved Anatomy and Physiology course within the past five (5) years prior to the first day of class.

Desirable Qualifications

Prior experience as an EMT-Basic or EMT-Intermediate with an ambulance or fire service provider agency is preferred, but not required.

How & When to Apply

NCTI/CES conducts entrance exams several times each year for each paramedic program.



Entrance exams are held approximately four to five (4-5) months prior to the program start date. NCTI/CES accepts 38 students and lists 18 alternates for each program. Applicants must submit a complete application packet prior to the exam dates. Contact the Registration Office during regular business hours to request an application, or refer to our website at: www.ncti-online.com.

Course Charges & Fees

Registration Fee (not refunded)	\$150.00
Tuition Costs <ul style="list-style-type: none">• Paramedic 171• Paramedic 172• Paramedic 273• Paramedic 273	\$9,240.00
Insurance	\$395.00
Equipment Usage	\$850.00
FISDAP Software	\$75.00
*Textbooks (estimated)	\$1,228.00
*Uniforms	\$250.00
*Background Check	\$80.00
*Drug Screen	\$40.00
TOTAL (All 4 Courses)	\$12,308
(* = Paid to entities other than NCTI/CES)	

There may also be a fee of approximately \$600 - \$1,000 that must be paid to most ALS provider agencies for the field internship portion of the training. These fees are usually paid by the agency to the approved field preceptors that supervise that phase of the training.

Additional Course Fees & Texts

Students are responsible for purchasing required uniforms and textbooks for this paramedic program. A list of uniforms and textbooks will be provided with the student enrollment agreement once accepted into the program. Textbooks ordered through the

NCTI/CES Bookstore at www.ncti-online.com, usually do not exceed \$1,250.00.

Uniforms, if purchased through an NCTI/CES-suggested provider, usually do not exceed \$200.00.

VA Benefits

This program at the National College of Technical Instruction (NCTI) 11606 NE 66th Circle, Suite 104, Vancouver, WA 98662, is **NOT YET** approved to train eligible veterans for the Emergency Medical Technician – Basic (EMT-B) program. Contact our Business Office for filing assistance. At a future date when NCTI/CES anticipates obtaining VA approval, students may refer to the VA catalog addendum and the Veterans Policy Statement at the end of this section for more information on VA benefits if you are a veteran.

Tuition Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. Fees are to be paid as per the requirements of the agreement and prior to the first day of class.

Cancellation

A student may terminate enrollment by presenting in person or by mailing a signed and dated copy of the "Notice of Cancellation" or any other written and signed to the Business Manager, National College of Technical Instruction, 9800 SE McBrod Avenue #200, Milwaukie, OR 97222. The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 30 days of cancellation.

Refunds & Refund Period

An enrollee may cancel enrollment up through midnight of the fifth (5th) class day after the first class day and receive a full refund of all monies paid. Equipment, supplies, materials,



etc. (if distributed by NCTI/CES) must be returned if in new and usable condition.

NCTI/CES does not grant credit for prior experiential learning.

Materials

Once purchased and opened, curriculum CD's, texts and other materials are the property of the student.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations."

Course Withdrawal

If a student withdraws prior to completion of the course per state requirements, the refund shall be in the amount the student paid, less hours of instruction, equipment, books, insurance, supplies and material charges owed. The refund policy and examples of how it is applied can be found in the enrollment agreement.

Granting of Credit

Upon enrollment, the student will be asked to list any previous education, training, or experience in the *exact* area of training for which they are enrolled. If it is recent enough, sufficiently thorough and relevant, and if it can be demonstrated that all required content has been taught and tested, appropriate credit may be allowed at the sole discretion of the school administration. The course length may be shortened, however no fee adjustment will be made since course credit is being granted. The student's records will document any such action taken.

NCTI/CES will consider accepting applicable transfer credits from other institutions accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). With only rare exceptions (i.e., already licensed physician or other health care professional with comparable educational background), NCTI/CES does not offer advanced placement for entry into occupational or degree programs.

Certification Training

Re-certification of Paramedics in the State of Washington requires 72 hours of Continuing Education and a recertification fee every two years (the National Registry also requires 72 hours nationally). NCTI/CES offers numerous courses applicable for portions of those hours required for re-certification, including Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pediatric Education for Pre-hospital Paramedics (PEPP), Advanced Medical Life Support (AMLS), Prehospital Trauma Life Support (PHTLS) and Pre-hospital Case Reviews. Continuing Education Certificates are provided upon successful completion of these courses. NCTI/CES also provides complete refresher training programs (in certain locations) for National Registry renewal.

National Registry Exam

After receiving a course completion certificate from an approved paramedic program in Washington, an individual must take and pass the National Registry exam for paramedics. NCTI/CES administers this exam for any qualified candidate multiple times each year (in certain locations). Skills labs in the didactic training are designed to prepare the students for successful completion of the skills portion of this exam and NCTI/CES typically offers a National Registry Prep Course to assist candidates in preparing for the computer adaptive test (CAT) which has replaced the NREMT written exam.



Paramedic Certification

Final paramedic certification in the State of Washington is through the State Department of Health, EMS & Trauma Prevention, headquartered in Olympia, WA.

Adverse Impact Disclosures

Participation in assigned and required clinical rotations during training, as well as obtaining certification as an EMT-Basic or EMT-Paramedic in the State of Washington after program completion is also contingent upon successfully passing a drug screen and background check near the time of assignment or application for certification. Students considering enrollment in an EMT-Basic or EMT-Paramedic training program are encouraged to contact the State of Washington, Department of Health, EMS & Trauma Prevention prior to enrolling at NCTI/CES, in order to become familiar with rules pertaining to prior criminal convictions, prior related licensure/certification revocations, illegal drug use or other factors that may ultimately render the individual ineligible for clinical assignment or state certification. These matters must be discussed directly between the student and state officials to ensure the most current and applicable information is obtained. While NCTI faculty and staff attempt to alert enrolling students to some of the more commonly known issues that may preclude assignment or certification, the information should not be solely relied upon but should be verified directly with the appropriate state official.



VETERANS POLICY STATEMENT

1. Evaluation of previous education / training [CFR § 21.4254(c)(4)]

This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the VA and student accordingly.

2. Standards of Progress [CFR § 21.4254(b)(6)]

- a. Maintaining a minimum test score average of 75% throughout the course to continue with the EMT program. Any student who does not maintain this minimum average will be placed on academic probation until the next major exam. If the overall test average does not increase to 75% upon completion of the next major exam, the student will be dismissed from the program without exception. There will be no opportunity to retest on any quiz or major exam. No student is permitted to be on academic probation more than once during the didactic phase of the program.
- b. If a student misses a quiz or major exam due to absence from the class, a make-up quiz or major exam will be given within three calendar days (72 hours) of the student's return to class. The student will only be allowed this single make-up opportunity. The instructor will schedule the test location and time. The student must accommodate this schedule or receive a 0% on the make-up test. The makeup test will not be given during regular class time or during any scheduled class break.
- c. The make-up quiz or major exam will consist of different test items although the items will be of a similar format and will cover the same subject matter in similar proportions. The level of difficulty and the number of test items will be the same on the make-up test.
- d. A student will only be allowed to miss two quizzes and one major exam during the course of the didactic phase of training. If a student misses a third quiz or a second major exam, they will be dismissed from the program without exception.
- e. Successful completion of the final written comprehensive exam with a minimum score of 75% is required. There will be no opportunity to retake final exams. No student will be admitted late to a final exam. There will be no exception to this requirement.
- f. If a student misses the final exam due to absence, there will be no make up exam offered, except in cases of the following life-altering events:
 1. Serious, debilitating personal illness or injury
 2. Death of an immediate family member
 3. Receiving documented CISM services in the 24 hours prior to the exam or activation to provide CISM services the day of the exam
 4. Active military, military reserve, or national guard obligations, and
 5. Mandatory activation for an Office of Emergency Services strike team

In the event of one of these situations, the student must present the appropriate verifying documentation with a cover letter to the Primary Instructor. The cover letter must provide explanation of the



circumstances, including the NCTI/CES staff that the student contacted by phone (e.g., Primary Instructor, the Educational Assistant, etc.), the student's current contact information and an approximate date when the student expects to be available to take the final exam.

This notification must be provided in advance, with the exception of personal illness or injury in which case the documentation is due within 72 hours of the final exam. Any deviation from this requirement will eliminate the student's opportunity to take the final exam.

- g. Successful completion of the final skills exam and oral exam, which will be rated Pass/Fail. There will be no retest or make-up test opportunities and no student will be admitted late for these practical exams under any circumstances.
- h. Any student who fails the final oral exam will be permitted one opportunity to meet with the Program's Institute Director and/or Medical Director for a second oral exam. The examination administered by the Director(s) will be comprehensive and considered the final opportunity to complete the oral exam requirement. The Director(s) decision cannot be challenged and will be considered the ultimate authority in this situation.
- i. (For the EMT-Paramedic Program only) Successful completion of ACLS, PALS, PEPP, AMLS and PHTLS or BTLS. There will be no opportunity to retake or make up these courses within the didactic portion of the paramedic program. There will also be no opportunity to take any of these courses outside of this didactic program. Course completion cards or certificates from previous courses will not be honored as equivalent to the requirement to attend these courses within the didactic portion of the paramedic program.

Completion of the entire Emergency Medical Technician Program, and receiving a course completion certificate, also depends on the following:

- a. Successful completion of the clinical portion (if any) of the training program, including the minimum hours required by the state for training in the hospital setting, with satisfactory completion of all required skills and satisfactory completion of a final clinical evaluation by a hospital Preceptor, is required for each student. Each student must also successfully complete a clinical review with a school representative prior to proceeding to field internship.

The clinical portion of training must be completed within 3 months of the start of the clinical rotation (for the EMT-Paramedic Program only). Every reasonable effort will be made by the staff at NCTI/CES to accommodate the requests of each student for preferred clinical placement locations and schedules. Students may not personally solicit Clinical Hospitals or specific Preceptors due to the complex political, organizational and legal issues involved in establishing clinical internship opportunities.

Due to the complexity of this scheduling and the effort expended by the participating hospitals to provide these clinical internships, a student may not refuse or reject a clinical placement or assignment. Failure to report to the clinical location and designated Preceptor on the assigned dates and times twice will result in immediate dismissal from the program.

- b. (For the EMT-Paramedic Program only) Successful completion of the field internship portion (if any) of the training program, including the minimum supervised field hours required by the state, and (if applicable) the minimum advanced life support patient contacts (defined as advanced life support interventions) on a transporting unit, and achieving ratings of "3" or better in all categories on the final major evaluation that is completed by the field Preceptor, is a requirement for each student in the program.

Every reasonable effort will be made by the staff at NCTI/CES to accommodate the requests of each



student for preferred field internship locations and schedules.

Due to the complexity of scheduling and competition for field internships with ALS provider agencies, a student may not refuse or reject a field internship placement or assignment. Failure to report to the field shift and designated Preceptor on the assigned dates and times twice will result in immediate dismissal from the program.

(For the EMT-Paramedic Program only) The MAXIMUM number of hours allowed by NCTI/CES for field internship is 540 hours. The field internship portion of training must be completed within 6 months of the student's first shift date in their field internship. Requests for exception to these requirements due to extreme hardship must be submitted in writing to the Primary Paramedic Instructor. Students are advised that the VA will only provide benefits for the minimum hours required.

- c. The only excused absence from a clinical or field internship will be for the following life-altering events:
1. Serious, debilitating personal illness or injury;
 2. Death of an immediate family member;
 3. Receiving CISM services in the 24 hours prior to the shift or activation to provide CISM services the day of the shift;
 4. Active Military, Military Reserve or National Guard obligations; and
 5. Mandatory activation for an Office of Emergency Services strike team.

In the event of one of these situations, the student must present the appropriate verifying documentation with a cover letter to the NCTI/CES Primary Instructor. The cover letter must detail the shifts that will be missed or that have been missed, who the student contacted by phone (e.g., Primary Instructors, the Educational Assistant, the hospital or field Preceptor, the Internship Office, etc.), current contact information for the student and an approximate date when the student expects to contact NCTI/CES to determine how they will resume the internship.

This notification must be provided in advance, with the exception of personal illness or injury in which case the documentation is due within 72 hours of the first missed shift. Any deviation from this requirement will result in immediate dismissal from the program.

93% - 100%	= A
83% - 92%	= B
75% - 82%	= C
74% and below	= F

3. Refund Policy for Non-Accredited Courses [CFR § 21.4255]

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

Note: The maximum non-refundable registration fee allowed by the VA is \$10.00 for non-accredited schools.

4. Maximum Class Sizes:



Paramedic: Maximum 24 - 48 Students (varied; facility & location specific)

ASSOCIATE OF APPLIED SCIENCE – DEGREE FORMAT

NCTI / College of Emergency Services – Emergency Medical Technology Degree

one calendar year				38.0 Total
Semester A	Semester B	Semester C	Semester D	
Paramedic 171	Paramedic 172	Paramedic 273	Paramedic 274	
16 weeks 232 hours (11 SCH) 2 days/wk	16 weeks 232 hours (11 SCH) 2 days/wk	16 weeks 390 hours (8 SCH) 3 days/wk	16 weeks 390 hours (8 SCH) 3 days/wk	
NCTI / CES Paramedic Program - Course Completion Certificate				
		(240 hours - Hospital 150 hours - Field)	(390 hours – Field)	
(1 Lecture / Lab SCH = 15 / 30 Hrs)		Paramedic Training – In-Person Component		(1 Clinical SCH = 45 Hrs)

General Education – In-Person, On-Line or Credit Transfer Component

EMT-Basic (Cert. Program) - 6 SCH	English Composition - 6 SCH ●
Anatomy & Physiology I - 4 SCH ●	Intro to PC's - 2 SCH ●
Medical Terminology - 3 SCH	Intro to Psychology - 3 SCH ●

24.0 Total

AAS

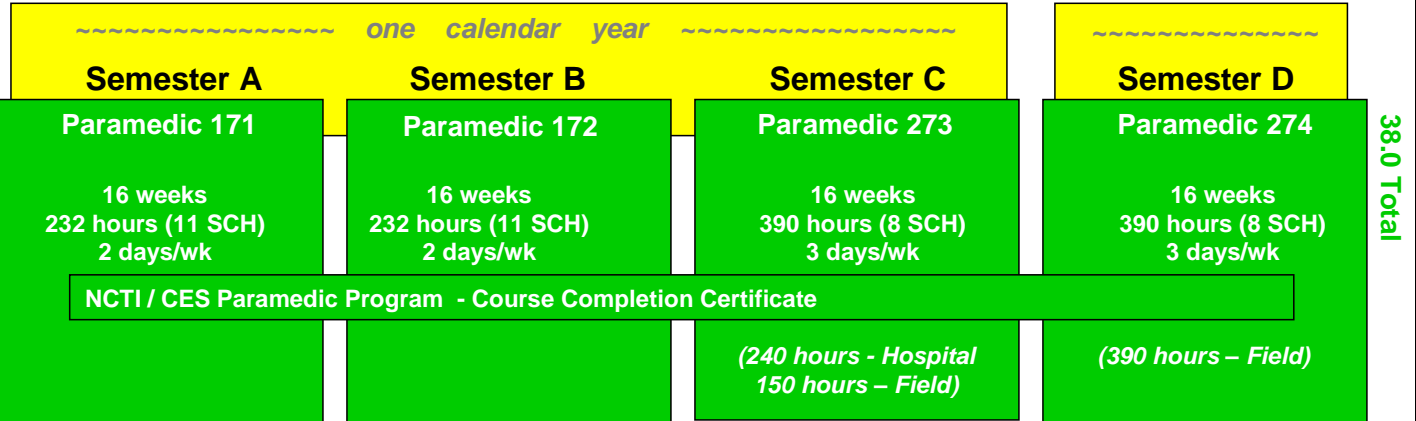
■ = Pre-requisite ■ = Required for Degree ● = Gen. Ed.

Summary:
EMT-P = 38 SCH
General Ed = 15 SCH
Other = 9 SCH
Total AAS Degree = 62 SCH



ASSOCIATE OF SCIENCE – DEGREE FORMAT

NCTI / College of Emergency Services – Emergency Medical Technology Degree



(1 Lecture / Lab SCH = 15 / 30 Hrs)

Paramedic Training – In-Person Component

(1 Clinical SCH = 45 Hrs)

General Education – On-Line or Credit Transfer Component

EMT-Basic (Cert. Program) - 6 SCH	English Composition - 6 SCH
Anatomy & Physiology I - 4 SCH	Intro to PC's - 2 SCH
Anatomy & Physiology II - 4 SCH	Intro to Psychology - 3 SCH
General Elective - 3 SCH	EMS Pharmacology - 2 SCH
Medical Terminology - 3 SCH	Mathematic Equivalent - 3 SCH

36.0 Total

AS

■ = Pre-requisite ■ = Required for Degree ● = Gen. Ed.

Summary:
EMT-P = 38 SCH
General Ed = 24 SCH
Other = 12 SCH
Total AS Degree = 74 SCH



ADMINISTRATIVE STAFF & INSTRUCTIONAL FACULTY

LEAD FACULTY / ADMIN STAFF (Full-Time)

<p style="text-align: center;">David Schappe, BA, EMT-P (Graduate of the State University of New York at Stonybrook) Program Director / Primary Paramedic Instructor NCTI/CES Northwest</p>	<p style="text-align: center;">Kevin Pappin, EMT-B (Course Completion: EMT-Basic, Clackamas Community College) Educational Assistant NCTI/CES Northwest</p>
<p style="text-align: center;">Christine Broby, BS, MA, NREMT-P (Graduate of the University of Texas at Tyler) Primary Paramedic Instructor NCTI/CES Northwest</p>	<p style="text-align: center;">Jennifer Otter, AA, AAS, EMT-P (Graduate of the NCTI/College of Emergency Services) Educational Assistant NCTI/CES Northwest</p>

ASSISTING / ADJUNCT FACULTY (Part-Time)

Name	Education/Degrees	Academic Institution
Jennifer Andrews, EMT-P	AAS-Paramedicine; BS in progress	Chemeketa Community College; University of Phoenix
Irina Bubnova, EMT-P	AAS-Fire, AAS-EMS	Chemeketa Community College;
Dan Cheatham, EMT-B	AAS-Fire, AAS in progress	Portland Community College; NCTI/College of Emergency Services
Stuart Chung, EMT-P	AAS-EMS	Oregon Health Science University / OIT
Adam Cox, EMT-P	AAS-Paramedicine	Umpqua Community College
Damon Frutos, EMT-P	AA, AAS, BA	Bellevue Community College; NCTI/College of Emergency Services; Trinity Lutheran College
Nicole Gibbs, EMT-B	AAS-Fire, AAS-Paramedicine	Portland Community College; NCTI/College of Emergency Services
Lionel Marx, EMT-P	AAS-Emergency Medical Technology; BA-International Studies/Spanish; Master of Int'l Management	NCTI/College of Emergency Services; Willamette University; Thunderbird – American Graduate School of International Management
Geoffrey Mathia, EMT-B	AAS-EMS in progress	NCTI/College of Emergency Services;
Jennifer Otter, EMT-P	AA, AAS-EMS	Clackamas Community College; NCTI/College of Emergency Services;
Lori Richmond, EMT-P	EMT-Paramedic Certificate	Riverside School of Health Occupations
Ken Schey, EMT-P	AAS, EMT-Paramedic Certificate	College of Lake County (IL); Northwest Medical Training
Robert Sims, EMT-P	AAS-Paramedicine	Barton County Community College (KS)
Andrew Thomas, EMT-P	AAS-Paramedicine; BS	Oregon Health Science University / OIT; University of Rochester (NY)
Mandy Trimmer, EMT-P	AAS-EMS	NCTI/College of Emergency Services
Andrew Wheeler, EMT-P	AAS, AAS	Clackamas Community College



This school is licensed under Chapter 28C.10 RCW.
Inquiries or complaints regarding this private vocational school may be made to the:

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Post Office Box 43105
Olympia, Washington 98504
Web: wtb.wa.gov
Phone: (360) 753-5662
E-Mail Address: wtecb@wtb.wa.gov