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***“Specializing in Healthcare Education”***

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**2022**

**Program Catalog**

**CIE # 4704**

4401 Salisbury Rd. Suite #300

Jacksonville, FL 32216

(904) 296-1700

(888) 599-4479

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**[www.CAMSEN.edu](http://www.CAMSEN.edu)**

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# *Welcome!*

## ***History of Camsen Career Institute***

*Camsen Career Institute was opened in 2012 by Jeff Campbell. Jeff is a professional Firefighter/Paramedic who hopes to share his lifelong passion for helping people, with every student that attends Camsen Career Institute. The goal in opening this campus is to provide quality education at an affordable price. We have developed this campus with the working adult student in mind. Our success can only be measured by the success of each student who, not only attends our school, but also uses the education provided to advance their career opportunities. We strive to meet the needs of each student on a personal basis. At Camsen Career Institute, we want each student to feel that their particular goals are addressed and exceeded, not that they are just part of a class.*

*This catalog is available anytime at [www.Camsen.edu](http://www.Camsen.edu)*

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## 2021 Schedules

### Paramedic

Jan 11 <sup>th</sup>	C-Shift	9:00 am – 6:00 pm	P074
Jan 18 <sup>th</sup> /19 <sup>th</sup>	Tues/Wed	9:00 am – 6:00 pm	P075/076
Apr 4 <sup>th</sup>	B-Shift	9:00 am – 6:00 pm	P077
Jul 5 <sup>th</sup>	A-Shift	9:00 am – 6:00 pm	P078
Jul 28 <sup>th</sup> /29 <sup>th</sup>	Thur/Fri	9:00 am – 6:00 pm	P079/080
Oct 5 <sup>th</sup>	C- Shift	9:00 am – 6:00 pm	P081

### EMT

Jan 5 <sup>th</sup>	M,W,F Days	9:00 am – 6:00 pm	EMT058
Jan 26 <sup>th</sup>	M,W,Th Nights	6:00 pm – 10:00 pm	EMT059
Apr 27 <sup>th</sup>	M,W,F Days	9:00 am – 6:00 pm	EMT060
June 1 <sup>st</sup>	M,W,Th Nights	6:00 pm – 10:00 pm	EMT061
Aug 10 <sup>th</sup>	M,W,F Days	9:00 am – 6:00 pm	EMT062
Sept 7 <sup>th</sup>	M,W,Th Nights	6:00 pm – 10:00 pm	EMT063

### Continuing Education

Contact our admissions office for dates, times and courses offered for continuing education or on our website [www.criticalactions.net](http://www.criticalactions.net).

## *Mission Statement*

At Camsen Career Institute our mission is to successfully prepare our graduates for new career opportunities in the health care field. Our goals are simple:

- Offer our graduates career opportunities by providing a quality education based upon the requirements of perspective employers.
- Create a positive, creative and exciting environment that recognizes an individual's learning style and one that will meet their unique learning goals.
- Use diverse instructional methods to foster a desire to learn.
- Maintain a qualified staff dedicated to the professional development of the individual student.
- Use the latest methods of instruction by constantly training our faculty and staff through continuing education.
- To invoke a personal desire for each student to want to be a life-long learner and constantly meet expectations.

We believe that training and education is the foundation that a successful career will be built upon.

We will help develop this philosophy by:

- Believing that all students should be treated as individuals and will always be encouraged to develop to their potential.
- Acknowledge that education must be responsive to the needs of the industry that the student intends to enter or advance.
- Acknowledge that each student shares the responsibility for his or her own achievements and successes.
- Providing each individual with the tools needed to achieve their career goals.
- Including all faculty members in the decision process regarding development and changes in curriculums.

### *Why should you choose Camsen Career Institute?*

#### *We Specialize in Career Development*

Our instructors are lifelong learners and educators based in the fields of study. Our instructors are active or retired in the fields that they are instructing. They will use this knowledge to help the student gain personal insight into the particular aspects of the industry.

#### *Learn only what you need to succeed*

Whether you need a particular class or want to complete an entire program, Camsen Career Institute can help you achieve that goal. We offer introductory and advanced classes in many areas including; Paramedic and Emergency Medical Technician.

We also offer the following continuing educational classes:

- AHA – Basic Life Support
- AHA – Advanced Cardiac Life Support
- AHA – Pediatric Advanced Life Support
- NAEMT – Advanced Medical Life Support
- NAEMT – Pre-hospital Trauma Life Support

\*The Commission for Independent Education does not license these courses.

### ***Certification Exams***

If your program requires a national or local certification exam, our staff will help you prepare for the exam and we are also an authorized testing center for many certification exams.

### ***Flexibility***

We know that many of our student's are already employed and need the flexibility of different schedules. We provide many different schedules for each program. This allows you to fit educational advancement needs into your schedule. We offer both day and evening classes.

### ***Programs that are in demand***

We constantly research the needs of the job force to develop classes that are in demand. We work with employers to determine what qualities and education is being sought for potential employees. We also work with employers to determine what educational requirements the employer looks for in determining advancement in their companies.

### ***Technology***

We will be using today's current technology to assist the individual student to understand and comprehend the information that they need. We also use this technology to show how this will help them better interact with technology in the workplace.

### ***Mentoring***

We offer mentoring to the individual student at no additional cost to the student. Appointments can be made and the student will receive one-on-one instruction in any area that they may need better understanding. Once again, we understand that each individual has different learning styles and we will help each student comprehend and further develop what learning style is best for them.

## **CamKo Education, LLC**

**dba**

### **Camsen Career Institute**

Is registered in the State of Florida as a Corporation owned by:

Jeffrey A. Campbell

#### ***Administrative Staff***

Jeffrey A. Campbell – President/CEO/Program Director

Lynn Cosentino, M.D.– Medical Director

Amanda Campbell – Director of Admissions and Compliance

Eddie Crumpton – Director of Education

Barbara Smith – Student Services

#### ***Accreditation***

Camsen Career Institute is *Nationally Accredited* by:

***Accrediting Bureau of Health Education Schools (ABHES)***

7777 Leesburg Pike, Suite 314

N. Falls Church, VA 22043

Telephone: (703) 917-9503

Certificate # I-416

#### ***Licensure***

Camsen Career Institute is licensed by:

***Commission for Independent Education***

Florida Department of Education

Additional Information regarding this Institution may be obtained by contacting the

Commission at:

325 West Gaines Street, Suite 1414

Tallahassee, Florida 32399-0400

Telephone: (888) 224-6684

License Number #4704



## *Faculty*

### **Jeff Campbell, PMD**

President/CEO/Program Director/Full Time  
Associates in Science – EMS Management, Florida Medical Training Institute  
Associates in Science – Fire Science, Florida Medical Training Institute  
Paramedic Certificate – U.S. Navy

### **Lynn Cosentino, MD**

Medical Director  
Doctorate Degree, University of Florida

### **Amanda Campbell, RN, PMD**

Director of Admissions and Compliance  
Instructor – Faculty – Full Time  
Associates Degree – Nursing, Florida State College of Jacksonville  
Associates of Arts – Florida State College of Jacksonville  
Paramedic Certificate – Florida State College of Jacksonville

### **Eddie Crumpton, APRN, PMD**

Director of Education  
Instructor – Faculty – Part Time  
Masters Degree Advance Registered Nurse Practitioner, Jacksonville University  
Paramedic – U.S. Navy

### **James Bollenbacher, JD, PMD**

Instructor/Adjunct – Faculty – Part Time  
BA – Criminology – University of Pennsylvania  
JD – Juris Doctorate – Penn State Dickenson School of Law  
Paramedic – NREMT-P / State of FL PMD – Harper College

### **Cecil Hoskins, PMD**

Instructor – Faculty – Part Time  
Associate in Arts, Florida State College of Jacksonville  
Paramedic Certificate – Florida State College of Jacksonville

### **Nicole Clark, PMD**

Instructor – Faculty – Part Time  
Bachelors in Science – Public Safety and Emergency Management, St. Petersburg College  
Paramedic Certificate – First Coast Technical Center

### **Mel Weisblatt, PMD**

Instructor/Adjunct – Faculty – Part Time  
Bachelors of Science – Syracuse University  
Paramedic Certificate – Ohio Fire Academy

### **Tondi Colon, PMD**

Instructor/Adjunct – Faculty – Part Time  
Associates in Science – EMS Management, Florida State College of Jacksonville  
Paramedic Certificate – Florida State College of Jacksonville

**Kyle Smith, PMD**

Instructor/Adjunct – Faculty – Part Time  
AS – EMS Management, Columbia Southern University  
Paramedic Certificate – Camsen Career Institute

**Austin Gambill, PMD**

Instructor/ Adjunct – Faculty – Part Time  
Associates in Arts – University of North Florida  
Paramedic Certificate – Florida State College of Jacksonville

**Anna Gurley, PMD**

Instructor/Adjunct – Faculty – Part Time  
Associates in Science – EMS Management, Florida State College of Jacksonville  
Paramedic – Florida State College of Jacksonville

*Our Success Depends Upon Your Success!*

# *Campus Information & Institutional Policies*

## ***Description of Facilities***

Camsen Career Institute is located at 4401 Salisbury Rd, Suite 300. This 12,620 sq. ft. facility is conveniently located in the Southpoint Business District off of I95 and J. Turner Butler Blvd. providing easy access from anywhere in Jacksonville and surrounding areas.

Camsen Career Institute has a business office, admissions, student lounge and library. The student lounge provides vending machines, refrigerator, coffee, and microwave for students to use. The library provides computers with Internet access and up to date periodicals and publications. The campus also has wireless Internet throughout the school.

The campus has several classrooms and multiple specialized labs. Several containing Human Patient Simulators and manikins for life like training and scenarios. We have separate areas for Advanced Cardiac Life Support, Pediatric Advanced Life Support, Basic Life Support, IV/Blood Draw Simulations, packaging, treatment and care. Camsen Career Institute maintains membership with several professional organizations including the National Registry for EMTs, National Association for EMS Educators, Florida Fire Chief's Association and the National Center for Competency Testing.

## ***Family Educational Rights / Privacy Act***

The school retains student records permanently in hard copy or digital storage. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, these records are available to the student or former students to inspect, at their request. An appointment must be made for the student to review their records under the direct supervision of a school official. Information about the student will be provided to only potential employers and other academic institutions, following a written request from the student. A form will be provided for this purpose. Other parties may request student files through a court subpoena.

## ***Non-Discrimination Statement***

Camsen Career Institute does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

## ***Admission Requirements***

The Admissions Office is open Monday through Friday from 8:30 am till 5:00 pm, except for Holidays (see page 13). Student may visit the campus or make an appointment with the admissions department. The following criteria are the general requirements for all programs offered:

1. Proof High School Diploma or equivalent.

2. Be at least 18 years of age upon graduating from the program. Must have parental consent if less 18 years of age upon enrollment.
3. Completion of application, background check and drug screen.
4. Signed enrollment agreement.
5. Documentation of U.S. citizenship.
6. Proof of good physical condition.
7. Person applying for the Paramedic Program must have completed a valid State of Florida EMT program prior to start of class and **must be licensed by the State of Florida prior to the end of Phase I.**

General admissions requirements must be met for all programs. Refer to the particular program for any additional requirements. Any student meeting all requirements for application will be placed into class on a space-permitting basis, based on the date of application. Students may enroll any time up to the beginning of any new class. Enrollment after the start of class will be at the discretion of the Program Director.

**Specific requirements for some programs: (see program description)**

1. Proof of good physical condition by a licensed Physician.
2. Proof of MMR Vaccination, current TB Test, Hepatitis B Vaccine.
3. Completion of criminal background check and drug screen.

***Special Note***

Information in this catalog is accurate as of time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and academic calendar, or to make other changes deemed necessary or desirable, giving advance notice of change when ever possible. Students already enrolled will not be affected by tuition increases or changes.

***Accommodations for Students with Disabilities***

Camsen Career Institute is adequately equipped to meet the needs of handicapped students. Our facilities have designated parking spaces and ramps. Restrooms near the to classrooms are fitted with handicapped equipment.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, we affirm our commitment to insure equal educational opportunities to students with disabilities. We will make its facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical and/or psychological disabilities seeking accommodations must contact and provide documentation to the Student Services Coordinator at:

Camsen Career Institute  
4401 Salisbury Rd, Suite 300  
Jacksonville, FL 32216  
Direct: (904) 296-1700

Disability Documentation Requirements Students with disabilities who are requesting accommodations at the school must contact the Student Service Coordinator at Camsen and provide appropriate documentation.

### ***Deadline for Submission of Documentation***

It is the student's responsibility to contact the Student Services Coordinator at Camsen and request accommodations. Documentation must be provided at least 60 days before the anticipated class start date to allow adequate time for accommodations to be arranged. The Student Services Coordinator will notify both the student and the Program Director in writing as to their eligibility for accommodations.

### ***Auxiliary Aids / Academic Adjustments***

Camsen Career Institute must be notified of any student and the student that needs an academic adjustment that includes an auxiliary aid, should work with the school to identify the most appropriate and effective aid. An auxiliary aid might include taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairment, readers for students with visual impairment, classroom equipment adapted for use by students with manual impairments, and other similar services. The request for the auxiliary aid should also be accompanied by supporting diagnostic test results and the school will work with each student to select the most appropriate aid for their situation. Adjustments may also be made to academic requirements as are necessary to ensure equal educational opportunity, but the school will not lower or waive essential requirements of the program.

### ***Grievance Procedure/Conflict Resolution***

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Chief Operating Officer within ten (10) days. A hearing will be scheduled within seven (7) business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position.

### ***Health and Safety Policy***

Camsen Career Institute complies with requirements and regulations of state and local building codes, the Board of Health and Fire Departments.

### ***Weapons Policy***

Guns, knives, or any instrument considered as a possible weapon are not permitted on the premises of Camsen Career Institute. Violation of this policy constitutes grounds for termination.

### ***Adverse Weather and Emergency Closing Policy***

All times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. If such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When the decision to close

Camsen Career Institute is made AFTER the workday has begun, employees will receive official notification from the School Director and students will be informed appropriately.

### ***Holiday Schedules***

The school will observe the following Holidays and remain closed:

**New Years Day:** January 1<sup>st</sup>  
18<sup>th</sup>

**Martin Luther King, Jr. Day:** Jan

**Memorial Day:** May 31<sup>st</sup>

**Independence Day:** July 4<sup>th</sup>

**Labor Day:** September 6<sup>th</sup>

**Veteran's Day:** Nov 11<sup>th</sup>

**Thanksgiving Break:** Nov 25<sup>th</sup>–26<sup>th</sup>

**Christmas Day:** Dec 25<sup>th</sup>

### ***Emergency Evacuation Plan Policy***

In case of FIRE or any other DISASTER, please listen to the School Director or School Personnel in charge for instructions.

All instructors oversee their class. Follow the EVACUATION FLOW CHART to evacuate the building IMMEDIATELY in an organized and orderly manner.

- DO NOT take time to gather books or other belongings. The instructor of each class is the EVACUATION COORDINATOR and shall maintain their class clam.
- The EVACUATION COORDINATOR for the main office is the School Official in charge.
- DO NOT TRY TO EXTINGUISH the FIRE.
- The EVACUATION COORDINATOR or other School Official will handle contacting the appropriate fire and rescue departments.
- In case of a SECURITY PROBLEM, listen to the School Director or other school official for security instructions. In all instances, you must remain calm. The Security Person will coordinate with JSO the proper actions necessary to assure Student and School Personnel Safety.

Camsen Career Institute has this Emergency Evacuation posted on in each classroom and in conspicuous places for the view of all employees, students and visitors.

### ***Anti-Hazing Policy***

The imposition or exercise of any conduct for initiation into any organization that willfully or recklessly endangers the physical or mental health of any person is prohibited. Violation of this policy will result in disciplinary actions against the violator, which may include termination from Camsen Career Institute.

### ***Drug and Alcohol Policy***

While on campus premises, no student or employee of Camsen Career Institute will use or be under the influence of alcohol or other drugs/medications except those prescribed by a physician. In addition, illegal drugs and medications shall not be possessed, used, sold or distributed. Violation of this policy constitutes grounds for termination. Violators will be prosecuted.

## ***Campus Security System***

Camsen Career Institute has a security system implemented with surveillance cameras; the building has a security guard Company that monitors the parking area of the campus. All criminal activities occurring on campus must be reported to the office of the CEO. The institution's annual crime/security report will provide a paper copy or via email of the annual crime/security report.

Camsen Career Institute strives to maintain a safe and secure atmosphere for every student and visitor to our campus. Camsen fosters an environment where diversity is celebrated, and where persons of all races, creeds, sexual orientations, religions and nationalities are made welcome.

The safety, security and rights of students and employees are of critical importance.

Camsen Career Institute maintains a log of all crimes committed and reported on its local campus. The crime log is available for public inspection during regular business hours at the C.E.O.'s office. Camsen Career Institute will provide timely warning to the campus community concerning the occurrence of any crime that is reported to campus or local police and that is a threat to students or employees.

## ***Crime Reports/Statistics***

All criminal activities occurring on campus must be reported to the office of the campus Chief Executive Officer.

The institution will provide a paper copy of the annual crime/security report.

Camsen Career Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Note: To search for registered sex offenders, please visit:

<http://offender.fdle.state.fl.us>

## ***Criminal Background History***

Effective July 1, 2009, pursuant to Section 456.0635, Florida Statutes, health care review boards shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been convicted or plead guilty or nolo contendere, regardless of adjudication, to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application, terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent 5 years) or terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years). The Florida nursing or allied health licensure or certification application requires disclosure of any criminal history and the disposition of all cases prior to board review. Being convicted of, or having entered a plea of guilty or nolo

contendere to, any of the listed felonies in Florida Statute 456.0635 or termination for cause from the statutorily-described Medicaid programs will preclude an applicant from obtaining a nursing or allied health license or certification in the state of Florida. Entry and acceptance into the nursing or allied health program does not guarantee licensure or certification in the State of Florida.

Most clinical agencies require students to undergo drug screen and criminal background checks prior to placement in the agencies for clinical experiences. Students whose drug screening and criminal background checks are deemed unsatisfactory may be denied access to clinical experiences by the clinical agencies. Failure to qualify for and meet clinical requirements at clinical sites may prevent completion of the program. Withdrawal from the program may be necessary if students cannot be placed for clinical experiences.

Some practice settings may have additional requirements including health insurance, a volunteer application, references, fingerprinting and background check, drug testing, and/or an interview prior to the start of the clinical experience. The additional requirements are the responsibility of the student, including expenses.

Additionally, it is the student's responsibility to have all paperwork completed by the programs published deadline.

### ***HIPPA Requirements***

All students, staff and faculty participating in externship experiences in a healthcare setting must comply with The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Violation of externship affiliate agency HIPAA policies may result in course failure and program dismissal.



# ***PROGRAM POLICIES & PROCEDURES***

## ***Curriculum***

Program curricula shall be continuously evaluated based on outcomes, needs of the community and requirements of licensure and certification agencies as appropriate. The faculty is responsible for revising courses and curriculum based on outcomes and requirements. The faculty and Institution reserve the right to modify the degree plan, curriculum and/or courses at any time during enrollment.

## ***Course Syllabus***

Faculties are required to revise and publish a syllabus for each course by the first day of class. The syllabus may be revised throughout the course in order to assist the students in meeting established Student Learning Outcomes. In the event a revision to the originally published syllabus is necessary, the faculty shall seek guidance from the Program Director and Director of Education prior to publication of the revised syllabus. In the event of a change, communication will be sent to all students and faculty associated with the course.

## ***Credit Hour Definition***

Each semester credit hour is defined as 15 clock hours of lecture (1 semester credit), 30 clock hours of lab (1 semester credit) and 45 clock hours of externship (1 semester credit).

## ***Clock to Credit Hour Conversion***

One semester credit hour is defined as:

Classroom / Lecture	15 hours
Laboratory	30 hours
Externship / Clinical Simulation	45 hours

## ***Clock Hour of Instruction***

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period. Student and faculty will take appropriate breaks throughout instruction.

For Career Source and Vocational Rehab purposes, programs are also expressed in clock hours. A "class hour" is equivalent to 50 minutes.

## ***Student Handbook***

Each Program issues an electronic version of the Student Handbook during orientation. Students, faculty and staff are accountable for the information contained within the Student Handbook. A lack of knowledge of information, policies and procedures outlined within the Student Handbook does not release the student from progressive discipline, up to and including dismissal from the program and Institution. Published information, policies and procedures

located within the current student handbook supersede the Institution Catalog and shall be considered the final ruling. Revisions may be made to the Student Handbook throughout enrollment. The student is responsible for knowledge of changes and adhering to the revised and/or new policies and procedures published in the Student Handbook.

### ***Faculty Evaluation***

Students will have the opportunity to evaluate faculty for each course taken. Results are used to continuously improve performance and outcomes.

### ***Attendance Policy***

Students are responsible for the material covered in all scheduled classes. These include: lectures, reading assignments, practical sessions, testing sessions, clinical, and field internships. Subject material cannot always be written as notes during classes, therefore it is very important to attend each session. Students will be responsible for all the content contained in the required textbooks and workbooks even if they are not covered in class. Students are expected to attend all scheduled classes, labs, and externships. Students who are excessively absent may be withdrawn from their course or program of enrollment. Students are to notify faculty of their absentee in email prior to the start of class. Program specific attendance policy and procedures may be found in the student handbooks.

### ***Grading Policy and Procedures***

Students are required to maintain a minimum GPA as specified per program. This information can be found within the specific program student handbook.

### ***Missed Exams – Absences***

When a student has an excused absence on the day of an exam, the student will be permitted to take the exam the next following class day. The student is responsible for any lecture material presented during the time he/she is taking the make-up exam. If the student has an unexcused absence, he/she will receive a zero for that exam; including midterm and final; above grading policy will then apply. Any student who arrives over 30 minutes late to class on exam day and is determined as unexcused will not be allowed to score higher than 80 for that particular exam.

### ***EMT & Paramedic Grading System***

The Paramedic Program will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.)

<b><i>Grade</i></b>	<b><i>Interpretation</i></b>	<b><i>Points</i></b>	<b><i>Percentage</i></b>	<b><i>Included in CGPA</i></b>	<b><i>Included in Hours Earned</i></b>	<b><i>Included in Hrs Attempted</i></b>	<b><i>Included in MTF</i></b>
<b>A</b>	Excellent	4.0	90% – 100%	Yes	Yes	Yes	Yes
<b>B</b>	Above Average	3.0	80% – 89%	Yes	Yes	Yes	Yes
<b>C</b>	Average	2.0	70% – 79%*	Yes	Yes	Yes	Yes
<b>F</b>	Failing	0	69% or below	Yes	Yes	Yes	Yes
<b>W</b>	Withdrawal	0	–	No	No	Yes	Yes
<b>D</b>	Dismissed	0	–	No	No	No	No
<b>TC</b>	Transfer Credit	0	–	No	Yes	Yes	Yes

\*Minimum GPA for EMT and Paramedic is 75%.

### ***Exam and Course Schedules***

Exam and course schedules vary, depending on program and class time slot chosen by the student during registration. Please refer to course syllabus and policy and procedures for your specific program.

### ***Transfer of Credits Earned***

Transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits.

### ***Course Numbering***

The course numbering system is designed to give the student a listing of each course offered. Course titles are shortened and reflect the first letters of the program in an abbreviated form. The numbers used in association with the course letters gives the student a breakdown of the different sections of each program.

# Veterans Services

*For those who qualify*

## ***Veterans Chapter 31 and Chapter 33 – Assessment of Late Fees***

In accordance with Title 38 US Code 3679 subsection (e), Camsen Career Institute adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Camsen Career Institute will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce the VA Certificate of Eligibility (COE) or Form 28-1905 before the first day of class;
- Submit a request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## ***Veterans' Standards of Academic Progress***

Students receiving VA educational benefits (VA students) must maintain a minimum grade point average (GPA). Minimum for each program outlined in chart below. A VA student whose GPA falls below minimum requirement will be placed on academic probation for a maximum of 3 weeks. If a VA student's GPA is still below minimum requirement at the end of the 3 weeks probation, the student's VA educational benefits will be terminated. A VA Student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified 30 days has elapsed and after attaining a minimum GPA.

<i>Grade</i>	<i>Interpretation</i>	<i>Points</i>	<i>Percentage</i>	<i>Included in CGPA</i>	<i>Included in Hours Earned</i>	<i>Included in Hrs Attempted</i>	<i>Included in MTF</i>
<b>A</b>	Excellent	4.0	90% – 100%	Yes	Yes	Yes	Yes
<b>B</b>	Above Average	3.0	80% – 89%	Yes	Yes	Yes	Yes
<b>C</b>	Average	2.0	70% – 79%*	Yes	Yes	Yes	Yes
<b>F</b>	Failing	0	69% or below	Yes	Yes	Yes	Yes
<b>W</b>	Withdrawal	0	–	No	No	Yes	Yes
<b>D</b>	Dismissed	0	–	No	No	No	No
<b>TC</b>	Transfer Credit	0	–	No	Yes	Yes	Yes

*\*Minimum GPA for EMT and Paramedic is 75%.*

## ***Veterans' Refund Policy***

The Refund policy for Veterans is the same as School Refund policy, as outlined in this catalog on page 25.

### ***Veterans' Transfer of Credits***

The Veterans' Administration benefit recipient has the responsibility to report all previous education and training to Camsen Career Institute. Camsen Career Institute will evaluate such and grant appropriate credit, with training time and tuition reduced proportionally, with the veteran student and Veterans' Administration so notified.

Veteran students must report all previous education and training. The school will evaluate such and grant appropriate credit, with training time and tuition reduced proportionately, and with the VA and student so notified.

### ***Veterans' Attendance Policy***

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students' file. Early departures, class cut, tardiness, etc., for any portion of an hour will be counted as a full hour of absence. Students exceeding 20% total absences in a calendar month **WILL BE TERMINATED FROM THEIR VA BENEFITS** for unsatisfactory attendance.

### ***Military Leave***

If Mandatory deployment occurs, the student will be placed on Military Leave status upon submitting copies of orders to student services; this will be handled on a case-by-case basis. The student must return to Camsen Career Institute within 180 days from point of discharge in order to be eligible for reinstatement. After 180 days, the student forfeits their current student status. As a result, he/she will be required to re-submit all enrollment documentation with no consideration of completed hours from previous course. In addition, student may be subject to registration and application fees. The standard refund policy applies to all students who fail to return to Camsen Career Institute within the 180-day grace period. While the student is on a Military Leave, the school will notify the Veterans Affairs of such leave.

# *Student Services*

## ***Program Cancellation***

The school reserves the right to cancel class at any time up to three days prior to the class start date. In the event a class is canceled, the student will receive a full refund.

## ***Transfer of previous students***

Transfer into an existing program from another institution will be at the discretion of the program director. The program from which the student is transferring must be equivalent in content. Minimum of 25% of program must be obtained at Camsen Career Institute. A transcript of completed hours and tasks from the previous program must accompany the students transfer request. (Consideration of credit from other institutions accredited by agencies recognized by the United States Department of Education (USDOE) or Council for Higher Education Accreditation (CHEA)). No credit will be awarded for Advanced Placement courses, this includes credits awarded at previous institutions for AP courses. Additionally, experiential learning is not recognized at Camsen, and will not be eligible for transfer.

## ***Transfer of Credits Earned***

Transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits.

## ***Student Insurance***

Camsen Career Institute carries liability insurance on all students. This coverage is only valid while conducting student activities. This is limited to class hours, clinical hours, and any other specifically required activity assigned by the instructor. This does not include travel to and from the above noted. All matters in reference to the liability insurance ne dot be communicated to the student's primary instructor and will be referred to the President/CEO. Personal medical insurance is the responsibility of the individual student.

## ***Student Transcripts***

Student transcripts are available upon request only if the student is in good financial standing with Camsen and/or there are not pending legal matters between the student and Camsen. In the event of legal matters between t he student and Camsen, the student may request the transcripts through the Camsen Career Institute designated attorney.

## ***Student Tutoring and Academic Advising***

Camsen Career Institute clinical educators and faculty are committed to student success. Both individual and group tutoring are available upon request. Faculty office hours are posted and available upon scheduled request. Faculty will meet with students on a regular basis to counsel students on progress and performance.

## *Career Advising*

Clinical Educators and Faculty are available to advise student about the various employment opportunities available to them. EMS and Allied Health related publications; websites, list serves and local and regional employment opportunities are provided to the students as they become available, and also upon student request.

Instructors are also available to provide individual assistance on how to improve employment success by assisting the student with interview strategies, resume critique, or simply on how to gain field experience as a volunteer EMS/Fire crew member. Faculty focus on guiding the student step by step through the NCCT, National Registry and State of Florida credentialing process that is necessary for employment in each field. Camsen Career Institute Faculty is committed to providing all the necessary guidance in order for our students to successfully obtain employment in the field. Ultimately the responsibility lies with the student and Camsen Career Institute cannot guarantee employment or placement in their field of study.

## *Code of Conduct*

Students are required to adhere to all of the rules and regulations of the campus. Students are expected to behave in a professional manner that reflects that of the workplace environment and to be courteous to instructors, staff and other students. Students are to adhere to the dress code and maintain neat and professional appearance. Students are not to use offensive or vulgar language at any time.

Students are to use the campus computers for official school business only. Students are not to use the computers to download software or conduct any personal business. No inappropriate language or pictures are to be displayed. The use of the school Internet is not to be used for the download of any software unless the instructor gives permission. The use of the schools Internet for any behavior deemed inappropriate will result in the revocation of the privilege including potential dismissal from the program. Students will be held financially responsible for any property damaged or destroyed. Any intentional defacing, damaging or destruction of school property will result in immediate dismissal from the program.

The campus is a drug free facility and adheres to the Drug Free Workplace Act of 1988. No tobacco products are allowed in the campus. A designated area for smoking is provided outside the campus.

Camsen Career Institute has a **zero tolerance** drug and alcohol policy. All students will receive Drug and Alcohol testing prior to attending any externship. Failure of the initial testing will result in the student retaking the test within two weeks of initial screening. A positive result on the second screening will result in immediate dismissal from the program. The cost of the second screening will be solely a responsibility of the student. Students will also be subject to random drug and/or alcohol screening or anytime that Camsen Career Institute staff deems it necessary. The cost of this screening will be solely upon the school. Any student who refuses a drug and/or alcohol screening will be dismissed from the program.

## *Conditions for Dismissal*

Any conduct that reflects negatively on Camsen Career Institute can result in discipline, up to expulsion from the program. Students will adhere to any confidentiality agreements

relating to persons within or outside the campus. Any violations of the policies of the school will result in a meeting with the administrators of the campus. This meeting will determine what disciplinary actions are carried out. Some examples of infractions, which will result in disciplinary action, are:

- Dishonesty
- Cheating in any form
- Vulgarity during class, clinical, field internship, or towards Camsen staff
- Disruptive behavior in class, clinical or field internships
- Harassment, horseplay, fighting or aggressive behavior toward instructors, staff or fellow students
- Inappropriate "attire" worn for clinical or wearing Camsen name tag other than during class, clinical internships
- Any breach of patient confidentiality; giving out patient information, copying trip reports or hospital records
- Falsification of any information provided by the student on the admission application, records or evaluations
- Violations of absence/tardiness policies.
- Failure to meet minimum scholastic, clinical internship requirements as outlined in policies
- Reporting late or leaving a class, lab or clinical internship early without permission of instructors, preceptors or course coordinator.
- Theft of Camsen Career Institute, Hospital, EMS, Fire Department or Ambulance property.
- Unprofessional conduct or derogatory language of any kind toward agencies will not be tolerated.
- Behavior indicating drug or alcohol abuse will lead to the student's immediate dismissal from the program
- Any weapon or item deemed as a weapon brought to class or clinical
- A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with the rules and policies established by the institution as outlined in the catalog and the enrollment agreement.
- Inability to satisfactorily complete a theory course or clinical rotations.
- At any time during any payment period if the school evaluates the student and is not going to meet SAP, the school can decide to dismiss the student.

All students are required to abide by established operating policies of the hospital or agency with whom they are affiliating. Negligence or willful violation of established hospital policy will also constitute grounds for dismissal.

Prior to actual dismissal, the Director or designee will inform the student of the unacceptable behavior and/or unsatisfactory performance in writing.

A written advisement and guidance report will be completed and placed in the student's file.

The student may file a complaint or grievance regarding a suspension or dismissal within 72 hours to the President/CEO, see complaint procedure section below. The decision of



this meeting will be final. If the student is reinstated, the time missed will be made up at the discretion of the instructor. The student will be under a probationary period, not to exceed 3 weeks, after reinstatement.

### ***Disciplinary Counseling***

All counseling session between students and faculty will result in a counseling form. The form will address specific actions and corrective actions to be taken. A copy of the signed form will be provided to the student and a copy placed into the students' personal file. Any grievance deemed necessary by the student shall be in writing to the Campus Director. If the meeting between the Campus/Program Director and the student remains unsatisfactory a meeting between the student and the President/CEO will be scheduled. Any dispute that remains unresolved can be taken to the Commission for Independent Education through a grievance procedure. CIE contact information is located on page 8.

### ***Complaint Procedure***

Camsen Career Institute and its' staff believes it is important to address the issues raised by complaints because they allow us to rectify any faults or shortcomings that exist within Camsen. Any individual can raise a complaint about any aspect of Camsen Career Institute services and have their complaint dealt with in a speedy, fair, thorough and confidential manner. Wherever possible a solution will be found that is satisfactory to all connected with the complaint. Many issues can be resolved at the point at which they arise with the staff member concerned. Your concerns will be taken seriously, and most can be resolved quickly at this point. However, if the student remains unsatisfied with the response or is unable to discuss the issue directly with the individual concerned, he/she may collect and complete a complaint form. Complaint forms can be found in the Student Services Office.

### ***Counseling & Grievances***

The Lead Instructor and/or Program Director/Administrator shall counsel any student who violates course policies. A counseling form, which includes the problem, corrective actions and student's comments, will be completed and signed by the director and student. A copy will be given to the student and the original will be placed in the student's personal file.

### ***Student Rights***

Students may challenge their records for the purpose of correcting or deleting any of the contents on the grounds that the records are inaccurate. The challenges must be made in writing with the reason for the requested change stated fully.

**Note:** Under no circumstances is the school bound by law to change any factual information, nor will the school alter or remove any factual information.

### ***Financial Aid***

Camsen Career Institute provides several options for payment, including in-house financing. We have agreements with several banks to provide the student with financing options. Contact our Admissions Department for specific programs available. The campus accepts Visa, MasterCard, Discover and American Express. At this time we currently do not participate in any Federal assistance program.

## ***Tuition Payment and Collections Policy***

Camsen Career Institute currently is on a cash basis payment only. We do not participate in Federal Financial Aid programs. Camsen offers in-house financing with monthly payments due by the 1<sup>st</sup> of each month. A late fee of \$35 will be assessed every 10 days the monthly payment is in default. Suspension from class may be enforced if account not kept current. At this time Camsen Career Institute does not use any 3<sup>rd</sup> party collection agencies. Account must be current in order to receive diploma.

### ***Drop/Add Period***

Students can drop or add courses without financial penalty for the first two weeks of the start of a new course they are enrolled in.

### ***Cancellations and Refund Policy***

Camsen Career Institute has designed the following cancellation and refund policy according to the fair consumer practices. Should a student's enrollment be terminated or cancelled for any reason all refunds will be made according to the following refund policy.

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by dismissal/termination from the program.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels with three (3) business days after signing the enrollment agreements and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid, with the exception of the application fee (not to exceed \$150.00)
4. Students who officially terminate their enrollment within the drop/add period will receive 100% refund of tuition paid. Supplies, books, uniforms or equipment can only be returned prior to the first day of class if unused.
5. Students who terminate their enrollment or they have been dismissed after the drop/add period will be charged 100% of tuition and fees for that course.
6. Refunds will be made within 30 days after date of withdrawal or cancellation notification and receipt of refund request form.
  - a. *Date of withdrawal is determined by the following:*
    - *Date cancellation notification was received.*
    - *On the 6<sup>th</sup> class day, after 5 consecutive absences or program activity without any prior notification or communication from the student.*

## *Standard of Satisfactory Academic Progress*

A Diploma will be issued with-in 14 days of gradation or once all requirements of that program have been met by the student.

All certificate/diploma-seeking students of Camsen Career Institute must meet the following standards in order to continue their academic pursuits. The Standards of Satisfactory Academic Progress (SAP) is measured by using qualitative and quantitative standards.

Qualitative progress is measured by Rate of Progress:

- A student must successfully complete 95% of all clock hours attempted for each course.
- Any credits transferred in from another institution will be used to calculate Rate of Progress but not towards CGPA: credits attempted and completed

### ❖ **Maximum Time Frame Requirement**

Students must complete the program within 150% of the normal program length in weeks of instruction. For example, a student completing an EMT Program requiring 300 clock hours and 13 weeks, may attempt an additional 150 clock hours to complete but must complete the program by 19 ½ weeks. Another example, a student completing a shift based Paramedic Program requiring 1100 hours and approximately 38 weeks of training, may attempt an additional 550 clock hours to meet requirements but the program but must be completed by the end of the 57<sup>th</sup> week or 150% of the normal program length.

Quantitative progress will be measured by using the Cumulative Grade Point Average (CGPA).

- Students must maintain a minimum CGPA of 2.0, for EMT and Paramedic 2.0 minimum is 75%

Grades are decided on the scale outlined in this table:

<i>Grade</i>	<i>Interpretation</i>	<i>Points</i>	<i>Percentage</i>	<i>Included in CGPA</i>	<i>Included in Hours Earned</i>	<i>Included in Hrs Attempted</i>	<i>Included in MTF</i>
<b>A</b>	Excellent	4.0	90% – 100%	Yes	Yes	Yes	Yes
<b>B</b>	Above Average	3.0	80% – 89%	Yes	Yes	Yes	Yes
<b>C</b>	Average	2.0	70% – 79%*	Yes	Yes	Yes	Yes
<b>F</b>	Failing	0	69% or below	Yes	Yes	Yes	Yes
<b>W</b>	Withdrawal	0	–	No	No	Yes	Yes
<b>D</b>	Dismissed	0	–	No	No	No	No
<b>TC</b>	Transfer Credit	0	–	No	Yes	Yes	Yes

*\*Minimum GPA for EMT and Paramedic is 75%.*

The Standards of Satisfactory Academic Progress and Rate of Progress are evaluated per chart below. If a student is not meeting SAP then they will be notified in writing using the ***Academic Progress Notifications***. Students can request their average at any time from their lead instructor or any member of the administrative staff.

<i>Program</i>	<i>Evaluation Check Point</i>	<i>Minimum GPA</i>	<i>Minimum Completion of Clock Hours</i>
<b>EMT</b>	Every 4 weeks / 48 class hrs <sup>1</sup>	75% or 2.0	95% (8 hrs total that can be missed)
<b>Paramedic</b>	Every 12 weeks / 115 class hrs <sup>2</sup>	75% or 2.0	95% (18 hrs total that can be missed)

<sup>1</sup> By the end of the 13 week EMT Program all 176 hours of didactic/lab and 124 hours of externship must be completed

<sup>2</sup> By the end of the 38 week or 58 week Paramedic Program all 690 hours of didactic/lab hrs and 410 hrs of externship must be completed

## ***ACADEMIC PROGRESS NOTIFICATIONS***

### **❖ Good Standing**

Students who are meeting all of the Standards of Satisfactory Academic Progress, and are not in a period of “Warning”, “Probation”, and “Dismissal” or have “Withdrawn” are considered to be in good standing and no additional enrollment, advising, or academic counseling requirements are specified.

### **❖ Academic Warning**

Students who have been in “Good Standing” but now fail any cognitive or psychomotor exam with a grade of less than 70% (75% for EMT and Paramedic courses), the student will receive an academic warning from the instructor with information on any remediation and/or grade recovery available. Students that are placed on “Warning” are strongly encouraged to meet with their program director to develop a plan for academic success. A “Warning” is intended to alert students to a current deficiency in their academic progress. Continued lack of progress will ultimately lead to “Probation” or “Failure”.

### **❖ Academic Probation**

Students must maintain a minimum course average of 70%. Course average requirement for EMT and Paramedic courses is a 75%. Course average includes all coursework receiving a letter grade (including remedial coursework) a student has taken while at Camsen Career Institute. Camsen’s course average does not include grades from transfer coursework.

Students who were previously placed on “Warning” but have not improved since their last SAP evaluation are placed on “Probation”. Students on “Probation” are counseled and an ***academic plan for improvement*** and success is implemented.

### **❖ Academic Improvement Plan**

Once placed on probation, an Academic Improvement Plan will be implemented. The Academic Improvement Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan may be designed by the Lead Instructor or Program Director and must be approved by the Director of Education. The plan must be communicated to the student in writing and will be regularly evaluated and refined as internal and external developments warrant. The maximum time period an individual Academic Improvement Plan will be implemented is three weeks. While on an Academic Improvement Plan, the student is required to attend tutoring sessions with the Lead Instructor or Program Director. If the student is improving in accordance with written academic plan the status of “Probation” will be removed. If it is determined that the student is not improving based on the written academic plan, the student will be considered an academic “Dismissal” and will need to reenroll in the next available/equivalent program.

### **❖ Academic Dismissal**

Students that are on academic “Probation” and fail to meet the conditions and time frame set forth for removal of probation status will be dismissed from the program. Academic

dismissal requires involvement from the lead Instructor, Program Director, President/CEO and if needed the Medical Director.

#### ❖ **Course Withdrawal**

When a student withdraws from an enrolled course Student Services shall denote the reason in the student's file by completing a drop form. Student Services will process a refund request per the published guidelines.

- Students that withdraw from the course are not issued a diploma; certificate of completion and attendance for the hours completed prior to the date of withdrawal will not be transferable or available on the student transcript.
- Students that withdraw from the course are not eligible for the corresponding credentialing exams.

#### ❖ **Course Dismissal**

Students that have been progressively disciplined for Academic or Behavioral based issues may be dismissed from the course.

- Students that have been dismissed from the course are not issued a diploma; certificate of completion and attendance for the hours completed prior to the date of withdrawal will not be transferable or available on the student transcript.
- Students that have been dismissed from the course are not eligible for the corresponding credentialing exams.
- Students that do not complete a course within the maximum time frame may reapply to a future course; however, the student must begin course work as a new student and repeat all course content. Prior learning or previously completed course work is not transferrable to future classes.
- Students that are dismissed from the program are not eligible for a refund.

#### ❖ **Leave of Absence**

Camsen Career Institute does not allow any leave of absence. In the event a student cannot complete the program within the originally scheduled amount of time, they will receive an academic dismissal for that course/program. Only under special circumstances, other than GPA or attendance, a student may be given a specific time frame to complete the course/program requirements. This allotted timeframe is not to exceed 150% the total length of the program. In the event that this is not accomplished the student must reenroll in the next available/equivalent program.

### ***APPEALS TO REGAIN ELIGIBILITY IN COURSE / PROGRAM***

Students may appeal ineligible SAP status by following the School's appeal process.

#### ❖ **The Appeal Process**

When a student feels he/she has been treated unfairly or otherwise wishes a review of an action that has been taken, both the student and faculty bear the responsibility to openly and honestly communicate. In order to facilitate this process, the following procedure should be initiated within five (5) school days:

- **Step One:** The student will submit a written request for an appointment with the instructor or individual involved in the situation and a summary of the situation, which will include all pertinent facts. The student, by appointment, confers with that instructor or individual. If the problem is not resolved, Step Two shall be initiated within three (3) school days.
- **Step Two:** The student bears responsibility for bringing the grievance to the attention of the Faculty Curriculum Committee through his/her Instructor or the Program Director.

The request for a hearing and reason should be in writing and submitted to Faculty Curriculum Committee within three (3) school days after meeting with instructor or individual involved. If the instructor or individual involved in the grievance is a member of the Faculty Curriculum Committee, the Program Director will appoint another faculty member to replace that person for the scheduled hearing.

1. The Curriculum Committee Chairman will notify the student of the hearing date within two (2) school days of the submission of the request.
2. The student may have one (1) person (parent, friend, or significant person other than an attorney) present during the grievance. This individual may **not** address the panel, speak on behalf of the student, question witnesses or otherwise participate in the hearing.
3. The instructor(s) or individual(s) involved may be present at the hearing.
4. Following the hearing, the Curriculum Committee Chairman will notify the student of the decision in writing within two (2) school days.
5. If the student is not satisfied with the decision or does not receive a response within two (2) days, Step Three may be initiated.

- **Step Three:** The student requests in writing an appointment with the Director of Education or his designee. The student, by appointment, confers with the Director of Education or his designee. The decision of the Director of Education or his designee is **final**.

- ❖ If the student is granted reinstatement, attendance will be made up at the discretion of the lead instructor.
  - **Maximum Time Frame** – The Student must not exceed maximum time frame for the program, which is 150% of the normal program schedule.
- ❖ Upon reinstatement students will be placed on a “probation” status not to exceed 3 weeks. At the end of the 3 week period, a SAP review will be conducted. If the student meets minimum SAP requirements then they will be taken off of probation and placed in “good standing”.
- ❖ SAP Appeals DO NOT guarantee approval. Students are encouraged to complete a SAP Appeal, however with the understanding that there is no guarantee of approval.

## PARAMEDIC PROGRAM

The Paramedic Program is broken in to 2 Phases with Capstone Field Externship to be completed on an ALS Transport unit near the end of Phase II. Below is a description of the phases and the cost associated with each of them.

### PM100 PARAMEDIC PHASE I: 421 Clock Hours

#### COURSE OBJECTIVES:

This course will prepare the prospective student to fulfill the requirements of the highest level of Pre-hospital Provider riding an *Advanced Life Support* transport and non-transport unit or assist with patient care in an Emergency Room setting. Upon successful completion of the program, of which this course is included, the student will receive a diploma.

#### COURSE DESCRIPTION:

This residential course includes online, classroom, lab, hospital and field activities. The vast majority of this course is administered via class and lab activities. There are some required online assignments (i.e. homework and pretests) that will be completed, submitted, and recorded on the *JBLearning* online learning platform associated with the *Emergency Care in the Streets* textbook. The hours granted for these assignments are included in the required program hours and are **not** optional. This course starts the Paramedic program and ends at the Mid-Term. This course includes an introduction into the program, Anatomy and Physiology, Respiratory and Cardiac Emergencies and Care, Pharmacology, and Medication Administration. This course also includes 4 hours of mandatory HIV/AIDS Awareness training.

Students will also begin Clinical and Field externship during Phase I. Each student will be required to complete a minimum of 75 hours of Field externship on an ALS transport unit and a minimum of 12 hours of Clinical internship in a hospital.

#### PREREQUISITES:

Students seeking admission to this course have to complete the Emergency Medical Technician program prior to the start of this class. Students can start this course but will not be allowed to take the course Final Exam ("Midterm Exam") unless they have successfully obtained their **Florida EMT License**. ***This must be done prior to the end of Phase I.*** Additionally, students must maintain certification in *BLS for the Healthcare Provider* by the American Heart Association or equivalent. Students must also meet all admission requirements as set forth in the Program Catalog.

#### PROGRAM COST: PM100 Paramedic Phase I

Application Fee:	\$ 50.00 (non-refundable)
Tuition:	\$ 2066.73
Books & Fees:	\$ 738.00
Uniforms/Testing Fees:	\$ 232.00
Lab Fee:	\$ 175.00

**TOTAL: \$ 3261.73**

## **PM101 PARAMEDIC PHASE II: 604 clock hours**

### **COURSE OBJECTIVE:**

This course will prepare the prospective student to fulfill the requirements of the highest level of Pre-hospital Provider riding an *Advanced Life Support* transport and non-transport unit or assist with patient care in an Emergency Room setting. Upon successful completion of the program, of which this course is included, the student will receive a diploma.

### **COURSE DESCRIPTION:**

This residential course includes online, classroom, lab, hospital, and field activities. The vast majority of this course is administered via class and lab activities. There are some required online assignments (i.e. homework and pretests) that will be completed, submitted, and recorded on the *JBLearning* online learning platform associated with the *Emergency Care in the Streets* textbook. The hours granted for these assignments are included in the required program hours and are **not** optional. This course starts at the conclusion of PM100 when the student successfully passes the "Mid Term" exam. This course includes trauma care, Obstetrics, Pediatric, Geriatric care and Patients with Special Challenges. This course also covers EMS Operations, MCI, Terrorism, Hazardous Materials, the National Incident Management System and a comprehensive review of the program.

Students will continue to gain hands on experience by completing 200 hours of Field externship on an ALS transport unit and 60 hours of Clinical internship in a hospital.

### **PREREQUISITES:**

Students must successfully complete PM100 prior to starting this class and must be currently licensed in the State of FL as an EMT. This class cannot be attended while completing PM100. Additionally, students must maintain certification in *BLS for the Healthcare Provider* and ACLS Advanced Cardiac Life Support by the American Heart Association or equivalent. Students must also meet all admission requirements as set forth in the Program Catalog.

## **PM 102: PARAMEDIC CAPSTONE FIELD EXTERNSHIP: 75 clock hours**

The field externship hours are performed on an Advance Life Support unit 75 hours must be completed on an Advanced Life Support transport unit. These hours provide the student the opportunity to demonstrate the skills and abilities in the emergency setting of an Ambulance or Rescue Unit. Students will be expected to preform skills as the Team Leader with little to no interference by the preceptor unless the situation becomes necessary to safeguard patient care.

### **PREREQUISITES:**

This course will be completed congruently with PM101 after completing chapter exams scheduled in the program. Additionally, students must maintain certification in *BLS for the Healthcare Provider* by the American Heart Association or equivalent along with *Advanced Cardiac Life Support*, and *Pediatric Advanced Life Support*. Students must also meet all admission requirements as set forth in the Program Catalog.

### **PROGRAM COST: PM101 Paramedic Phase II / PM102 Paramedic Capstone Field Externship**

Application Fee:	\$ 50.00 (waived for students on continuous track)
Phase II Tuition:	\$ 3333.27
Phase II Books & Fees:	\$ 277.00



Phase II Testing Fees:       \$ 128.00

**TOTAL: \$ 3738.27**

**Schedule I:** Classes meet one day per week with consecutive days repeating. Ex. Tuesday's class is repeated on Wednesday. This class meets one day per week from 9 am to 6 pm. This class is approximately 58 weeks in duration.

**Schedule II: Shift Schedule:** This schedule is on a rotating shift schedule. The class meets every third day excluding Saturdays or Sundays. This class meets from 9 am to 6 pm. This class is approximately 42 weeks in duration.

**Schedule III:** This schedule meets three nights per week. The class is held on Monday, Wednesday and Thursday nights from 6 pm to 10:30 pm. This class is approximately 45 weeks in duration.

*This program is normally conducted in the traditional in classroom setting. During extreme circumstances beyond our control, for example; forced shutdown due to the Coronavirus Pandemic or extended closure due to damage from a Hurricane, Camsen Career Institute has been approved to move classes to an online delivery format. This delivery will be conducted via Zoom and computer access will be required.*

**\* This program complies with Florida Statute 401.2701 to meet a 6:1 student ratio during skills laboratory training.**

# *EMERGENCY MEDICAL TECHNICIAN*

## **EMERGENCY MEDICAL TECHNICIAN – EMT: 300 Clock Hours**

### **COURSE OBJECTIVES:**

This residential based course is intended for students seeking an entry-level position in the medial field. This course includes class activities at the campus for the full 13-week duration of the EMT Program. This class includes, but is not limited to, many of the following aspects of emergency and basic care: cardiac and respiratory emergencies, trauma, special populations, CPR and first aid, and effective communication between healthcare workers, patients, and family members. Students will be able to recognize and treat life threats appropriately in regards to cardiac, respiratory, pediatric, geriatric, and obstetric emergencies. Students will be able to communicate and function properly with other members of the healthcare team, patients and family members. This course also includes hands on laboratory skills at the campus. These skills will be practiced from the beginning of class the to the final exam. Required hands on testing will be demonstrated by each student to show competency in each skill.

This program also includes 4 hours of mandatory HIV/AIDS Awareness training.

### **COURSE DESCRIPTION:**

The 300 Clock hour program consists of three separate courses, all of which must be taken at the same time. This program is designed to follow the requirements set forth by the United States Department of Transportation. This program uses, lecture, labs and clinical environments to prepare the student for the certifications of the State of Florida and/or the National Registry. This program is Residential and all lecture/lab classes are held on site.

### **PREREQUISITES:**

\*There are no prerequisites for this course, however all students will need to have American Heart Association's Basic Life Support for the Healthcare Provider, or equivalent, prior to the start of the 4th week of the course. Additionally, students must meet all admission requirements as set forth in the Program Catalog.

### **EMT 101: Hospital Internship: 24 Clock Hours**

This off-site clinical internship based course is intended for students seeking an entry-level position in the medial field. This course includes clinical activities at a near by hospital during the last 9 weeks of the EMT Program. This class includes, but is not limited to, many of the following skill aspects of emergency and basic care: cardiac and respiratory emergencies, trauma, special populations, CPR and first aid, and effective communication between healthcare workers, patients, and family members. This course is strictly hands on clinical skills at the hospital. This course will provide the student with "real life" practice to help ensure skill competency prior to program completion.

## EMT 102: Field Externship: 100 Clock Hours

This off-site clinical affiliate based course is intended for students seeking an entry-level position in the medial field. This course includes field exercise activities conducted at a near by rescue station and on ride-alongs. This course's hours will be conducted during the final 9 weeks of the EMT Program. \*Please note that EMT101 and EMT102 are completed simultaneously while the student continues attending class for EMT100 for the final 9-weeks of the 13-week EMT Program. This class includes, but is not limited to, many of the following hands on aspects of emergency and basic care: cardiac and respiratory emergencies, trauma, special populations, CPR and first aid, and effective communication between healthcare workers, patients, and family members. This course is strictly hands on clinical skills in the field on a rescue unit. This course will provide the student with "real life" practice to help ensure skill competency prior to program completion.

### **COURSE COST: EMERGENCY MEDICAL TECHNICIAN**

Tuition:	\$ 1900.00
Application Fee:	\$ 50.00
Books/Uniforms/Test Fees:	\$ 550.00
Lab Fee:	\$ 100.00
<b>TOTAL:</b>	<b>\$ 2600.00</b>

**Schedule I:** Classes meet three nights per week on Monday, Wednesday and Thursday. Class hours are from 6 pm to 10 pm. This class is approximately 13 weeks in duration.

**Schedule II:** Classes meet three days per week on Monday, Wednesday and Friday. Class hours are from 9 am to 1 pm. This class is approximately 13 weeks in duration.

**Schedule III:** Classes meet one day per week on Thursdays. Class hours are from 9 am to 6 pm. This class is approximately 13 weeks in duration.

*This program is normally conducted in the traditional in classroom setting. During extreme circumstances beyond our control, for example; forced shut down due to the Coronavirus Pandemic or extended closure due to damage from a Hurricane, Camsen Career Institute has been approved to move classes to an online delivery format. This delivery will be conducted via Zoom and computer access will be required.*

- \* **This program complies with Florida Statute 401.2701 to meet a 6:1 student ratio during skills laboratory training.**