

National College of Technical Instruction  
www.NCTI.edu

**Be-A-Medic.com**



Course Catalog  
California

Effective: January thru December - 2013

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# **National College of Technical Instruction**

Administrative Office

333 Sunrise Avenue, Suite 500, Roseville, CA 95661

(916) 960-6284 Toll Free (888) 609-6284 Fax (916) 960-6296

## **Lori Burns, RN, MSN**

Chief Academic Officer

## **Lena Rohrbaugh**

Director of Operations

## **Mary Burghgraef**

National Business Manager

## **Karin Gasch**

National Manager, Business Development

## **Mission Statement**

National College of Technical Instruction (NCTI) is dedicated to the delivery of high-quality education in the field of Emergency Medical Services (EMS). Our staff and faculty partner with students to; achieve academic success, prepare them to function as qualified entry-level healthcare professionals, and provide the cognitive, psychomotor and affective skills necessary to successfully qualify for standardized certification and licensing examinations for EMS personnel throughout the United States.

## **National College of Technical Instruction**

Owned and operated by American Medical Response, and is the managing affiliate of the College of Emergency Services.

## NCTI California Locations & Facilities

### **Roseville Campus / Administrative Offices\***

333 Sunrise Avenue, Suite 500, Roseville CA 95661  
Phone: 916.960.6284 Toll Free: 888.609.6284 Fax:  
916.960.6296

[Click here for map](#)

Maximum Facility Capacity: 236  
Maximum Classroom 1 Capacity: 42  
Maximum Classroom 2 Capacity: 36  
Maximum Classroom 3 Capacity: 16  
Square Footage: 16,474

### **Livermore Campus\***

7543 Southfront Road  
Livermore, CA 94551

[Click here for map](#)

Maximum Facility Capacity: 250  
Maximum Classroom 1 Capacity: 44  
Maximum Classroom 2 Capacity: 44  
Maximum Classroom 3 Capacity: 44  
Square Footage: 8,380

### **South Bay (Milpitas) Campus\***

777 South Main Street  
Milpitas, CA 95035

[Click here for map](#)

Maximum Facility Capacity: 64  
Maximum Classroom 1 Capacity: 24  
Square Footage: 1,200

### **Hercules Campus\***

1477 Willow Avenue  
Hercules, CA 94572

[Click here for map](#)

Maximum Facility Capacity: 150  
Maximum Classroom 1 Capacity: 40  
Square Footage: 4,500

### **Riverside Campus\***

1737 Atlanta Avenue, #H3A  
Riverside, CA 92507

[Click here for map](#)

Maximum Facility Capacity: 47  
Maximum Classroom 1 Capacity: 40  
Maximum Classroom 2 Capacity: 17  
Square Footage: 5,278

### **San Diego\***

2655 Del Rio North, Suite 330  
San Diego, CA 92108

[Click here for map](#)

Maximum Facility Capacity: 47  
Maximum Classroom 1 Capacity: 38  
Maximum Classroom 2 Capacity: 12  
Square Footage: 4,750

### **Santa Barbara\***

5385 Hollister Avenue, Suite 103  
Santa Barbara, CA 93111

[Click here for map](#)

Maximum Facility Capacity: 47  
Maximum Classroom 1 Capacity: 40  
Maximum Classroom 2 Capacity: 17  
Square Footage: 5,278

### **Valencia Campus**

24907 Avenue Tibbitts, Suite D & E  
Valencia, CA 91355

[Click here for map](#)

Maximum Facility Capacity: 46  
Maximum Classroom 1 Capacity: 30  
Square Footage: 2,550

### **Siskiyou Campus\*\***

800 College Avenue  
Weed, CA 92507

[Click here for map](#)

Maximum Facility Capacity: 36  
Maximum Classroom 1 Capacity: 36  
Maximum Classroom 2 Capacity: 18  
Square Footage: 4,000

**\*Campus eligible for VA Benefits**

**\*\*Campus is a CA Community College – (COS) – See  
COS catalog for program details.**

All NCTI facilities meet the fire and life safety standards  
as outlined in the 1989 Uniform Fire Code, as well as  
local jurisdictional requirements.

### Equipment Utilized

NCTI maintains a large inventory of state-of-the-art educational and training equipment specifically designed for the training of Emergency Medical Services (EMS) personnel. This equipment is representative of the types of equipment currently in use by front-line EMS providers throughout the state and nation for the current practice of EMS. This inventory includes specialized anatomical models and human-like training manikins and devices designed to simulate the human body in disease and injury. Cardiac monitors and defibrillators are available for hands-on training, and for students to will learn to manage airways, ventilate patients, support vascular status and treat shock, and in the advanced programs, start intravenous lines and administer medications as allowed by the state and national scope of practice.

### Operating Schedule

NCTI's administrative offices are open Monday through Friday from 8:30 a.m. to 4:30 p.m. (PST)

Staff and/or faculty members are available to answer questions and process enrollments. Classes are held 7:30 a.m. to 10 p.m., Monday-Friday, and Saturdays 9 a.m. to 6 p.m. Depending on the class schedule, instruction may be all day, part of the day, or evening, and may 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 the Registration Office at (916) 960-6284, NCTI has voicemail capability for after-hour messages.

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

### Approval Disclosure Statement

National College of Technical Instruction (NCTI), 333 Sunrise Avenue, Suite 500, Roseville, CA 95661 is a private institution approved in the State of California by: the State of California, Department of Consumer Affairs (Division within the Department of Education), Bureau for Private Postsecondary Education (BPPE). This approval means the institution complies with the minimum standards established under applicable law for the operation of a school engaged in occupational instruction. It does not however imply any

endorsement or recommendation by the state. Approval must be renewed as required and is subject to continuing review by the BPPE.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to consider the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement and can be found on our website, [www.NCTI.edu](http://www.NCTI.edu).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov). Toll Free: 1-888-370-7589 or by fax: (916) 263-1897.

Approved are the following courses (in clock hours):

#### Paramedic

1096 - 1336 Hours

#### Paramedic Refresher

48 - 72 Hours

#### Advanced Emergency Medical Technician

(AEMT) – 128 Hours

#### Emergency Medical Technician

(EMT) – 160 Hours

#### EMT Refresher

24 hours

Prospective students are encouraged to visit the physical facilities of the college and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements. NCTI offers certificate of completion programs and does not offer degree programs. While NCTI's Paramedic certificate of completion program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), NCTI does not offer degree programs. The school's certificate of completion 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 Director of Operations, 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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site: [www.bppe.ca.gov](http://www.bppe.ca.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."



Lori Burns, RN, MSN  
Chief Academic Officer

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#### **Regulatory Oversight**

The local Emergency Medical Services Agency (LEMSA) approving authority for NCTI in the State of California is the Sierra-Sacramento Valley EMS Agency, Rocklin, CA ([www.ssvems.com](http://www.ssvems.com))

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#### **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.

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#### **Accreditation**

NCTI operates Emergency Medical Technician – Paramedic courses that are programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Committee of Accreditation for the Emergency Medical Services Professions (CoAEMSP).

#### **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

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

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

4101 West Green Oaks Blvd., Suite. 305-599  
Arlington, TX 86016  
(817) 330-0080 Fax: (817) 330 0089  
[www.coaemsp.org](http://www.coaemsp.org)

NCTI's programs do not offer a degree however, NCTI Paramedic & EMT courses may be eligible for college credit from NCTI's sponsoring partner, College of Emergency Services (CES), located in Milwaukie, Oregon. Through this partnership students have the opportunity to obtain college credits and/or earn an Associate of Applied Science (AAS) or an Associate of Science (AS) degree in Paramedicine. CES is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). Please contact CES directly: (971) 236-9543

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](http://www.abhes.org)

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#### **Discrimination**

NCTI, 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.

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#### **Satisfactory Academic Progress**

NCTI requires students who are attending the college to be making satisfactory academic progress toward the completion of the educational objectives for the program(s) in which they are enrolled. All students must meet the minimum standards set forth in the college's Satisfactory Academic Progress policy, or they shall be deemed not making satisfactory progress. Though NCTI is not a Title IV participating school for the purposes of federal student financial aid, those students previously eligible for specific financial aid (such as Veteran's Administration funding) may

be considered ineligible by their funding source until satisfactory standards are met. Standards for satisfactory academic progress in all programs at NCTI meet or exceed guidelines set forth by the United States Department of Education.

**Policy**

Standards for satisfactory academic progress shall be applied to all students in all courses and programs. Specific aspects of satisfactory academic progress such as attendance, grading, academic probation, leaves of absence and maximum allowable program time, including the effect of failure to adhere to the standards as published, may be contained within separate, specific policies pertaining to each aspect. Where such policies exist, they will typically contain more detailed information and should be referenced as needed for application.

**Responsibility**

It shall be the responsibility of the college's Program Director(s) and the Lead Faculty, in cooperation with the assigned Educational Assistant, other administrative and business office staff to maintain student records that will allow monitoring of satisfactory academic progress.

**Procedure**

**Satisfactory Academic Progress**

**Cumulative Grade Point Average (CGPA)**

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the official course syllabi provided to students, in the college catalog, and also with the college's grading policies specific to each course or program. These requirements will be reviewed at a minimum at the end of each grading period, as well as continuously monitored throughout the course or program to determine if a student's CGPA is in compliance.

**Rate of Progress toward Completion Requirements (Percent successfully completed)**

In addition to the CPGA requirements, a student must successfully complete a certain percentage of the clock-hours and/or credits attempted to be considered to be making satisfactory academic progress. Clock-hours and/or credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. As with the determination of the CGPA, the percentage completion requirements will be reviewed at a minimum at the end of each grading period, as well as continuously monitored throughout the course or program to determine if a student is progressing satisfactorily.

**Maximum Time in Which to Complete**

A student is not allowed more than 1.5 times or 150% of the standard length of the program to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times or 150% of the number of clock-hours and/or credits in their program of study. Rate of progress measurements assure students are progressing within the maximum time frame.

A NCTI student's progress is considered satisfactory when maintaining the following minimum requirements:

Program	% of Maximum Program Length that may be Attempted	Rate of Progress Earned/Attempted	Minimum Cumulative GPA (CGPA)
EMT	24 weeks (150%)	75%	2.0
Paramedic	96 weeks (150%)	75%	2.0

In addition to the above, the NCTI policy requires students to maintain a minimum CGPA of 2.00 and a rate of progress of 75% at the end of their first academic year.

Should a student fail to maintain the standard, initially he/she will be placed on academic probation. Students are only allowed to be on academic probation once during the course or program. If they fall below the standard a second time, in accordance with the college policy they must be dismissed. However, limited provisions are made for documented mitigating circumstances such as death in the immediate family, personal illness, personal tragedy, or other special circumstances as elsewhere described in policy.

**Application of Grades and Credits**

In calculating rate of progress, grades of 'F' (Failure) and 'W/F' (Withdrawal Failing) are counted as hours attempted but are not counted as hours completed. Pass/Fail grades are counted as hours earned but not hours attempted. Pass/Fail courses are not awarded grade points.

When a student repeats a course, the higher of the two grades is used in the calculation of CGPA and is indicated with the grade earned and an 'R'.

Transfer credits are not included in the calculation of CGPA; however, the original course credits remain included in the total number of hours attempted in order to determine the required levels of CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

For students who transfer between programs or seek an additional degree, all grades and credits attempted for courses common to both programs will transfer into the new program and calculated in the satisfactory academic progress measurements of the new program. If a student graduates from one program and then enrolls in another program, all grades and credits attempted for courses



common to both programs will transfer to the new program and calculated in the satisfactory academic progress measurements of the new program.

An 'I' grade is not figured into the cumulative grade point average. If the incomplete is not removed at the end of 15 business days, the grade will be converted to an 'F' and will be calculated into the cumulative grade point average and calculated in the satisfactory academic progress measurement.

### **Academic Probation**

A student will be placed on academic probation at any time during the semester or term when his/her rate of progress or cumulative grade point average (CGPA) is less than the minimum. During the period of academic probation student eligibility for funding is unchanged.

Students on academic probation are expected to show commitment to removing themselves from probationary status. Students may be asked to participate in academic advising or extra tutorial sessions. Upon completion of the probation period or normally by the next major section exam, the student's progress will be reevaluated to determine if the student is making satisfactory academic progress. A student on academic probation who does not achieve the minimum rate of progress or cumulative grade point average (CGPA) at the close of the probationary or grading period will be dismissed and will no longer be eligible for certain forms of funding. Academically dismissed students are not allowed to submit an application for readmission for at least one full semester following dismissal.

A student may appeal a (see appeal/complaint procedure) academic dismissal beginning at the Director of Operations level if academic dismissal was caused by mitigating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family or other special circumstance. If the appeal is granted, the student will be entered on academic probation.

### **Reestablishing Satisfactory Academic Progress**

Students returning to NCTI following academic dismissal must submit an application for readmission. The campus director, program director and registrar must approve the readmission. If it is highly improbable or mathematically impossible for the student to improve above the minimum standards within the first semester of readmission, the student will not be readmitted.

Students readmitted after academic dismissal must maintain their CGPA or rate of progress up to the minimum standards continuously. If the student does not have a minimum CGPA of 2.00 at the end of the first grading period, he/she will be again placed on academic probation. Failure to correct the probationary status by the next grading period will result in dismissal. Should a student want to reapply to his/her initial program of choice at NCTI, the student must submit an application for readmission and be approved by the campus director, program director and registrar.

### **Graduation and Completion Requirements**

To graduate, students must have earned a minimum CGPA of 2.00 and successfully completed the required number of clock-hours within the maximum number of credits that may be attempted. Upon satisfactory completion of their program, students will receive a **Certificate** or **Associate Degree**, or potentially both. No student will be allowed to graduate with an "F" in any required course without retaking the course and successfully completing it.

### **Cancellation and Withdrawal**

A student may cancel a program or withdraw from a class at any time prior to the last two weeks of a semester. The student **must** notify the office and instructor in writing. There are no exceptions. Refer to refund policy. **Non-attendance does not constitute official withdrawal.**

A drop/withdrawal from class after the end of the sixth week of a semester will be assigned a withdrawal/passing (W/P) or withdrawal/failing (W/F). Withdrawal/failing will be included in the calculation of the CGPA; withdrawal/passing does not affect the calculation of the CGPA.

Withdrawal from a course must occur prior to the last two weeks of a semester. Dropping a course in the last two weeks of the semester will result in a calculated grade for the course work completed.

### **Appeal and Grievance Policy**

The successful accomplishment of the school's mission requires prompt consideration and equitable adjustment of any appeal or grievance. It is the desire of the school to address appeals or grievances informally, and the supervisors, instructors, employees, and students are expected to make every effort to resolve problems as they arise.

Students have the right to appeal any action or decision that directly affects their academic performance or records due to not making satisfactory academic progress. The student should first request consideration of a decision from the person who initiated the action. If a student is not satisfied with the result, the student may file an appeal following the steps listed below.

Appeals may be granted based on error or unanticipated mitigating circumstance, which may include, but are not limited to: loss of transportation, civic duties, conflicting personal responsibilities, illness, death of a close relative, etc. that may affect a student's attendance or classroom performance.

Students who have appealed are expected to continue in their program until the appeal is decided, unless they have been otherwise suspended or dismissed. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from a program.

Step 1: Students with a complaint relating to a particular class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within ten (10) working days, the student should present his/her complaint as outlined in Step 2.

Step 2: A student may present the grievance to the program director (or campus director, as applicable). All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another ten (10) working days, the student may proceed with Step 3.

Step 3: A student may then present the grievance to the NCTI's Director of Operations. All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another twenty-one (21) working days, the student may pursue other administrative or legal recourse as may be available.

### **Attendance Policy**

Student attendance is necessary to complete any program. Each program varies by credit hours or clock hours. Satisfactory progress towards earning an academic degree or certificate means students must meet academic and attendance requirements. Students must maintain attendance as described in the college catalog and as set forth in program or course-specific policy. Failure to maintain this standard will lead to dismissal. All applicable rules for attendance and tardiness, in accordance with published college policy, shall remain in force and effect at all times.

### **Leave of Absence Policy**

NCTI's programs are designed as uninterrupted programs. If it becomes necessary for a student to interrupt training due to mitigating circumstances, which can include but are not limited to, serious health issues or personal issues, a leave of absence (LOA) or permanent withdrawal must be approved by the campus director in accordance with college policy. The student must meet with the campus director and/or program director, provide documentation, if possible, and sign a written request prior to the leave of absence. If unforeseen circumstances prevent the student from providing required documentation and signing a request prior to the LOA, an approved LOA may be granted, and the campus director will document his/her decision and collect written requests at a later time. The campus director will determine if there is a reasonable expectation the student will be able to return to school. A release to return to school may be required. LOA is not counted as hours attempted.

If a permanent withdrawal is approved, the student will be permanently dropped from the program, and all monies required to be refunded to the student or to financial aid resources will be refunded within 30 days. A student who fails to return from an LOA on or before the date on the written request will be terminated from the program. As required by federal law and regulations, the student's last date of attendance prior to the approval of the LOA will be used to determine the amount of funds the institution earned and make any refunds required under federal, state

or institutional policy.

- Students returning from a LOA are not guaranteed that the class required to maintain progress in their program of choice will be available at the time of reentry.
- Students may have to wait for the program/class to be offered.
- Students may be required to repeat the entire semester from which they took a LOA prior to earning a final grade.
- Receipt of financial aid can be suspended during a LOA.

Due to the intensity of the EMT and Paramedic programs, a leave of absence is not permitted except as approved between phases of training.

### **Termination**

A student may be terminated from class or a program due to excessive absenteeism, grade failure, conduct, violation of rules and regulations, unpaid tuition, falsifying application information, or academic dishonesty. The student will receive a refund according to the refund policy.

### **Readmission**

Students who wish to reenter NCTI after withdrawing due to mitigating circumstance or academic dismissal must submit an application for readmission. If accepted, a student in general programs (all programs except EMT and Paramedic) will reenter the semester from which they withdrew or were terminated (if returning on academic probation), please refer to "Reestablishing Satisfactory Academic Progress" section on page 9).

Paramedic: Students reapplying to the Paramedic program immediately following a withdrawal or termination must first follow general readmission policy and retake applicable entrance exams and procedures unless otherwise waived by the program director. A student may be required to take and successfully pass finals from semesters prior to their withdrawal if applicable. Any course resulting in a failing grade must be retaken the first time the class is offered again. Program directors have at their discretion the right to request students to retake any course he/she deems necessary.

Repeating a course may have a direct impact on certain funding sources available to the student. Check with the National Business Manager for further information.

Students reapplying for ANY program after being dismissed for disciplinary reasons will be readmitted ONLY at the discretion of the program directors, faculty, and Chief Academic Officer.

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### **Student Conduct**

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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

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### Student Dress Code

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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 recommended supplier, the cost usually does not exceed \$200.

AEMT, EMT and 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 picture or words.

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### Certificates of Completion

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Upon satisfactory completion of all phases of the training course, including such testing 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 the course completion in any way licenses the student to perform the prescribed skills.

Course training which prepares the student for professional licensing or certification will be labeled as such in the school catalog.

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### Associate Degree

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NCTI maintains a formal articulation and consortium agreement with the College of Emergency Services (CES) Milwaukie, Oregon, through which students have the opportunity to obtain college credits and/or earn an Associate degree. This opportunity is available to all graduates of any California NCTI paramedic program. Because NCTI provides the on-campus paramedic program at CES utilizing consistent curriculum, an agreement was established to allow graduates from other NCTI campuses in

California, upon presentation of their NCTI course completion certificate, to obtain the same college credits for the didactic and lab phase of training as would be issued to a student who trained directly at CES through NCTI (Approximately 38 semester credit hours). By completing or transferring in additional units of general education and satisfaction of all other CES graduation requirements, students can obtain an AAS degree. CES does not require NCTI students to complete any minimum number of credits “in residence” at CES. This makes it possible for NCTI California graduates to earn credits and/or obtain the AAS degree without ever physically being present at the CES campus. CES charges NCTI students separate fees for this opportunity in accordance with a current established fee schedule available on NCTI website. (See pp 26-27 for a graphic illustration of the degree programs available)

More information is available by contacting the NCTI administrative office or at [www.NCTI.edu](http://www.NCTI.edu).

NCTI offers certificate of completion programs and does not offer degree programs. While NCTI’s paramedic programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), NCTI does not offer degree programs and is not recognized as accredited by the United States Department of Education. A degree from an unaccredited institution is not recognized for some employment positions, including but not limited to positions with the State of California; NCTI students may obtain information regarding credit from the College of Emergency Services office (971) 236-9543.

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### Transferability of Credits

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**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at the National College of Technical Instruction (NCTI) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic certificate or Associate of Applied Science-Paramedicine degrees earned through any of NCTI’s Emergency Medical Services-related program is also at the complete discretion of the institution to which you may seek to transfer.

If the Emergency Medical Technician, Advanced Emergency Medical Technician, Paramedic certificate or Associate of Applied Science-Paramedicine that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NCTI to determine if your Emergency Medical Technician, Advanced Medical Technician, Paramedic certificate, or Associate of Applied Science-Emergency Medical Technology degree will transfer.

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**Placement Assistance**

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While NCTI does not have an active Placement Office and does not represent itself as offering active placement assistance, the Programs Administrator, instructors, and staff are available at any time to provide information on jobs they are aware of that may be available in the area. It is also important to note the graduation from NCTI 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 or any of its representatives.

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**Housing Services**

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NCTI does not operate or provide dormitory facilities or housing services of any type. For long-term programs, adequate monthly housing is readily available at students' sole expense. For short-term courses, numerous weekly and daily hotels are available in close proximity to each campus. Students are encouraged to contact NCTI for short-term housing recommendations, as several can be provided where discounts are offered for enrolled NCTI students. Daily hotel costs in the area are estimated to be less than \$150.

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**Student Services**

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*Counseling:* Students are encouraged to seek the counseling services of any instructor, or the Director of Operations. 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, potential employment and/or employers in the EMS industry.

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**Library Services**

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NCTI maintains a small physical library of media, materials and resources at each campus. At some campuses, arrangements also exist for students to have access to university and medical school libraries during their time as an enrolled NCTI student.

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**Study Practices**

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NCTI 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 study for every one hour of classroom time. 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, and classroom space are available for practice outside of normal labs if arrangements have been made, and an NCTI instructor is present throughout the practice session.

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**Records Retention**

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Students are advised and cautioned that state law requires

this educational institution to maintain school and student records for only a (5) five-year period. Letters of confirmation of Course Completion/Transcripts will be retained indefinitely. These records are maintained at the main campus: 333 Sunrise Ave., Suite 500, Roseville, CA 95661. Students may request copies of records or letters of confirmation of course completion/transcripts in writing. A copy of records or letter of confirmation/transcript of course completion fee may apply.

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**Ability to Benefit**

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NCTI requires all applicants to the Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic certificate program to possess a High School diploma or GED equivalent.

NCTI does not offer Ability to Benefit (ATB) exam.

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**English as a Second Language**

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NCTI does not provide instruction for English as a Second Language (ESL)

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**English Language Services**

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NCTI instructs all programs and courses in the English language only.

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**Students from Other Countries**

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NCTI will admit students from other countries if they can provide the documents required by NCTI's admission requirements. NCTI does not provide visa services or vouch for student status, and any associated degree at this time.

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**Special Needs**

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NCTI 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, 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.

NCTI publishes its academic calendar online and it is available at all times on [www.NCTI.edu](http://www.NCTI.edu).

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**Veterans Administration**

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The Paramedic program offered by NCTI is accredited by the Commission on the Accreditation of Allied Health Education Programs, a nationally recognized accrediting association, effective October 2003, and is approved by the Veteran Administration for educational benefits. The EMT, non-accredited program, is approved by the Veterans Administration for educational benefits. The AEMT, 911 Emergency Dispatch Communication and the Paramedic and EMT Recertification are not approved by the Veterans Administration for educational benefits.

### Maximum Number of Enrollees

Location	Paramedic	AEMT	EMT
Roseville	42	N/A	28
Livermore	44	N/A	28
So. Bay	26	N/A	N/A
Hercules	40	N/A	N/A
Santa Barbara	40	N/A	28
Riverside	30	N/A	28
Siskiyou	36	N/A	N/A
San Diego	42	N/A	28
Valencia	N/A	N/A	28

### Academic Calendar

NCTI publishes its full academic calendar on-line. It is available at all times for reference at [www.NCTI.edu](http://www.NCTI.edu).

Courses are scheduled from 7:30 a.m. to 10:00 p.m., Monday – Friday, and Saturdays 9:00 a.m. to 6:00 p.m. 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 (916) 960-6284. NCTI has voicemail capability for after-hours messages.

NCTI observes the following holidays (no courses conducted and the administrative offices are closed):

New Year's Day, Diversity 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.

### Financial Aid & Student Loans

NCTI does not provide any form of student financial aid and does not participate in any federal or state financial aid programs.

Students are advised that if they obtain a loan to pay for an educational program, he or she will typically be responsible for repaying the full amount of the loan plus interest, less the amount of any refund applied. Additionally, for students that have received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

### Financial Condition of the College

NCTI has been in operation continuously and without interruption since it was founded in 1988. As an institution, as of the date of publication of this catalog, it has no pending petition in bankruptcy, is not operating as a debtor

in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

### Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to the closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on judgment against the institution for violation of the Act.

Upon enrollment at NCTI, as part of the fees collected by the institution you must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident or are not enrolled in a residency program or
2. Your total charges are paid by a third party, such as an

employer, government program or other payer, and you have no separate agreement to repay the third party.

## Paramedic

### Instructional Faculty

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

### Course Description

This course fulfills all of the training requirements set forth by the state of California for Paramedics and the National Registry of Emergency Medical Technicians. 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 towards licensure 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:

#### **HS 171 Semester A:**

**1<sup>st</sup> Half of Didactic Phase (228 Hrs)**

#### **HS 172 Semester B:**

**2<sup>nd</sup> Half of Didactic Phase (228 Hrs)**

#### **HS 273 Semester C:**

**Hospital Clinicals (160 Hrs) &  
1<sup>st</sup> 25% of Field Internship (120Hrs)**

#### **HS 274 Semester D:**

**Remaining 75% of Field Internship  
(360-600 Hrs)**

### Schedule of Training

NCTI begins a new paramedic program approximately every 3 months.

Didactic Phase - Scheduled as two (2), eight (8) hour instructional days per week.

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 Advanced Life Support (ALS) provider agency availability, 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 – This is optional if students are pursuing the associates' degree path. 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.

### Course Completion & Grading

Completion of the Paramedic program at NCTI is subject to the following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75% or 2.0 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 ITLS, 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

### Condition for Re-Enrollment

Request for re-enrollment will be approved only after evidence is shown to the program director that conditions which caused the unsatisfactory progress have been rectified, or are unlikely to reoccur.

### Attendance Expectations

Students must attend at least 432 of the 456 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 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 and 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, by missing 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 a State EMT or AEMT certification that is current 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 which fulfills this pre-requisite. Students who take the Anatomy & Physiology course at a different school can submit the course syllabus for approval.

### Desirable Qualifications

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

### How & When to Apply

Each applicant will be required to complete an Online Assessment Scholastic Level Exam (SLE-Q) and submit a completed application packet. A link to the online assessment will be included in the application confirmation email. The number of students accepted into each program is dependent on the site location.

NCTI also accepts alternates per program, provided students have both passed the entrance exam and submitted a complete application packet. Students will not be accepted without a completed application packet. Students may contact the Registration Office during regular business hours to request an application, or refer to our website at: [www.NCTI.edu](http://www.NCTI.edu).

### Course Charges & Fees

Registration Fee ( <i>non-refundable</i> )	\$250.00
STRF (see page 13 of the catalog for explanation)	\$4.50
Tuition Costs	\$7000.00
Insurance	\$600.00
Equipment	\$975.00
Background Check	\$270.50
<b>Total</b>	<b>\$9100.00</b>

There may also be a fee of approximately \$1150-\$1500 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. A detailed list of required items will be provided with the student enrollment agreement once accepted into the program. Textbooks ordered through the NCTI Bookstore at [www.NCTI.edu](http://www.NCTI.edu) usually do not exceed \$650.00. Uniforms, if purchased through an NCTI-suggested provider, usually do not exceed \$200.00

### Tuition Payment Policy

Student's contracts indicate the payment schedule for tuition and fees.

### Cancellation

A student may terminate enrollment by presenting in person or by mailing a written, signed and dated copy of the "Notice of Cancellation" to:

Business Manager, NCTI  
333 Sunrise Avenue, Suite 500  
Roseville, CA 95661

The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 45 days of cancellation.

### Refunds & Refund period

An enrollee may cancel enrollment up through attendance at the 1<sup>st</sup> class session or the 7<sup>th</sup> day after enrollment, whichever is later, and receive a full refund of all monies paid, less the non-refundable portion of the registration fee, not to exceed \$250. Equipment, supplies, materials, etc. (if distributed by NCTI) must be returned if in new and usable condition.

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a prorated refund.

### Course Withdrawal

If a student withdraws prior to completion of the course per state requirements (either by submitting a written request to withdraw, or by the students conduct, including but not necessarily limited to the students lack of attendance), the refund shall be in the amount the student paid, less hours of instruction, registration fee, 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 & Credit Transfer

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 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 does not offer advanced placement for entry into occupational or degree programs.

NCTI does not grant credit for prior experiential learning. Because prior experiential learning is not assessed, there is no appeal process for the institutions administrative decision in this regard and there are no associated fees.

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### **Licensure Training**

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Re-licensure of Paramedics of the State of California requires 48 hours of Continuing Education and a recertification fee every two years (the National Registry requires 72 hours). NCTI offers numerous courses applicable for portions of those hours required for re-licensure, including Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pediatric Education for Pre-hospital Professionals (PEPP), Advanced Medical Life Support (AMLS), International Trauma Life Support (ITLS) and Pre-hospital Case Reviews. Continuing Education Certificates are provided upon successful completion of these courses. NCTI also provides complete refresher training programs (in some locations) for National Registry renewal.

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### **National Registry Exam**

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After receiving a course completion certificate from an approved paramedic program in California, an individual must take and pass the National Registry exam for paramedics. NCTI administers the skills portion of 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 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.

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### **Paramedic Licensing**

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Final Paramedic Licensure in the State of California is through the State Emergency Medical Services Authority, headquartered in Sacramento, CA.

## **ADVANCED EMERGENCY MEDICAL TECHNICIAN - (AEMT)**

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### **Instructional Faculty**

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Instructional faculty members employed by NCTI are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds towards student success.

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### **Course Description**

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This course fulfills all of the training requirements set forth by the State of California and the National Registry of Emergency Medical Technicians for Advanced Emergency Medical Technician (AEMT). The AEMT 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 towards certification as an AEMT in the State of California. This certificate can lead to employment in a wide range of job opportunities, to include: Ambulance Intermediate, Firefighter, Emergency Room Technician, Private Industry Intermediate, special functions (events) Standby Intermediate (i.e. concerts, sporting events, state and county fairs, etc.) and others.

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### **Schedule of Training**

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NCTI begins a new AEMT program at the Roseville, CA campus infrequently and only scheduled as needed. NCTI can, upon sufficient group request, offer an accelerated program (Monday-Friday, 9-6 p.m. until all course hours are satisfied).

Didactic Phase – Scheduled as two, 4-hour instructional evening per week and one 8-hour session on Saturday, for 8 weeks.

Hospital Phase – Scheduled according to hospital availability, and typically consists of prescheduled 8, 10, or 12-hour shifts, arranged concurrently with didactic class sessions. Students must be available for any scheduling possibilities during this portion of the program.

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

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### **Course Completion & Grading**

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Completion of the AEMT program at NCTI is subject to following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 75%, 2.0 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

#### Condition for Re-Enrollment

Request for re-enrollment will be approved only after evidence is shown to the program director that conditions which caused the unsatisfactory progress have been rectified, or are unlikely to reoccur.

#### Attendance Expectations

Students must attend at least 184 of the 200 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 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 and 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, by missing more than 16 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 a state EMT or AEMT certification that is current or has expired less than 12 months prior to the start date of the program, and must have a current CPR card.

#### Desirable Qualifications

It is desirable for students to possess a general knowledge of anatomy & physiology, first aid, and the ability to handle stressful situations; a desire to help people during medical emergencies; Interest/ability to devote time and attention to

academic studies. Prior experience as an EMT 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.edu](http://www.NCTI.edu) to register and reserve space in the next available class. Class size is limited to classroom size restrictions 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 (non-refundable)	\$100.00
Tuition Costs	\$2245.00
Insurance	\$350.00
Uniforms	N/C
<b>Total</b>	<b>2695.00</b>

#### Tuition Payment 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 written, signed and dated copy of the "Notice of Cancellation" to:

Business Manager, NCTI  
333 Sunrise Avenue, Suite 500  
Roseville, CA 95661

The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 45 days of cancellation.

#### Refunds & Refund period

An enrollee may cancel enrollment up through attendance at the 1<sup>st</sup> class session or the 7<sup>th</sup> day after enrollment, whichever is later, and receive a full refund of all monies paid, less the non-refundable portion of the registration fee, not to exceed \$100. Equipment, supplies, materials, etc. (if distributed by NCTI) must be returned if in new and usable condition.

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a prorated refund.

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### Course Withdrawal

---

If a student withdraws prior to completion of the course per state requirements (either by submitting a written request to withdraw, or by the students conduct, including but not necessarily limited to the students lack of attendance), the refund shall be in the amount the student paid, less hours of instruction, registration fee, 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.

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### Granting of Credit & Credit Transfer

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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 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 does not offer advanced placement for entry into occupational or degree programs.

NCTI does not grant credit for prior experiential learning. Because prior experiential learning is not assessed, there is no appeal process for the institutions administrative decision in this regard and there are no associated fees.

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### Materials

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Students are responsible for purchasing required textbooks for this AEMT program. A list of textbooks will be provided with the student enrollment agreement once enrolled into the program.

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### Challenging the AEMT Course

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State law allows provisions for certain individuals to challenge the AEMT course. To be eligible the challenging candidate must possess current licensure or certification as one of the following:

- MD, RN, PA, Paramedic or a member of the Armed Forces with training comparable to USDOT standards for AEMT

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

- Successful completion of the NCTI AEMT written final with a minimum score of 75%
- Successful completion of the NCTI AEMT 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 a local EMS agency in California.

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### Recertification Training

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Recertification of AEMT in the State of California requires 24 hours of Continuing Education and a recertification fee every two years (the National Registry requires 72 hours). NCTI offers numerous courses applicable for portions of those hours required for recertification, including Advance Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Pediatric Education for Pre-hospital Professionals (PEPP), Advanced Medical Life Support (AMLS), International Trauma Life Support (ITLS) and Pre-hospital Case Reviews. Continuing Education Certificates are provided upon successful completion of these courses. NCTI also provides complete refresher training programs (in certain locations) for National Registry renewal.

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### National Registry Exam

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After receiving a course completion certificate from an approved AEMT program in California, an individual must take and pass the national Registry exam for AEMT. NCTI administers the skill portion of 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 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.

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### AEMT Certification

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Final AEMT certification in the State of California is through the Local Emergency Medical Services Agency (LEMSA), head-quartered in each county.

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## Emergency Medical Technician – (EMT)

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### Instructional Faculty

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Instructional faculty members employed by NCTI are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. NCTI selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds towards student success.

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### Course Description

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This course fulfills all of the training requirements set forth by the State of California and the National Registry of Emergency Medical Technicians for Emergency Medical Technician (EMT). The EMT 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 towards certification as an EMT. This certificate can lead to employment in a wide range of job opportunities, to include: Ambulance EMT, Firefighter, Emergency Room Technician, Private Industry EMT, special functions (events) Standby EMT (i.e. concerts, sporting events, state and county fairs, etc.) and others.

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### Schedule of Training

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NCTI begins a new EMT program approximately every 3 months. NCTI offers (1) accelerated program per year, at the Roseville Campus only (Monday-Friday, 9-6 p.m. for approximately 5 weeks).

Didactic Phase – Scheduled as two, 4-hour instructional evenings per week and one 8-hour session on Saturday, for 10 weeks.

Hospital Phase – Scheduled according to hospital availability, and typically consists of prescheduled 8, 10, or 12-hour shifts, arranged concurrently with didactic class sessions. Students must be available for flexible scheduling possibilities during this portion of the program.

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

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### Course Completion & Grading

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Completion of the EMT program at NCTI is subject to the following criteria:

1. Successful completion of all major exams.
2. Maintaining a 75% 2.0 grade point average (GPA).
3. Completion of the course FINAL exam with a minimum grade of 75%.
4. Active participation in practice sessions and successful completion of all SKILLS EXAMS, rated on a "Pass/ Fail" basis.
5. Compliance with all attendance requirements.

#### Grading

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

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### Condition for Re-Enrollment

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Request for re-enrollment will be approved only after evidence is shown to the program director that conditions which caused the unsatisfactory progress have been rectified, or are unlikely to reoccur.

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### Attendance Expectations

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Students must attend at least 150 of the 160 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 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 and 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, by missing more than 10 hours of didactic classroom time will be dropped from the program.

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### To Qualify for Admission

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Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicant must also have a current American Heart Association BLS Healthcare Provider card prior to the first day of class.

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### Desirable Qualifications

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It is desirable for students to possess a general knowledge of anatomy & physiology, first aid, and the ability to handle stressful situations; a 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.

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### How & When to Register

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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.edu](http://www.NCTI.edu) to register and reserve space in the next available class. Class size is limited to classroom size restrictions 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

### Roseville & Livermore Campus

Registration Fee (non-refundable)	\$100.00
STRF (see page 13-14 of the catalog for explanation)	\$1.00
Tuition Costs	\$1475.00
Insurance	\$299.00
Uniforms	N/C
<b>Total</b>	<b>\$1875.00</b>

### Riverside, Valencia, Santa Barbara, & San Diego Campus

Registration Fee (non-refundable)	\$100.00
STRF (see page 13-14 of the catalog for explanation)	\$.50
Tuition Costs	\$780.00
Insurance	\$294.50
Uniforms	N/C
<b>Total</b>	<b>\$1175.00</b>

## Tuition Payment 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 written, signed and dated copy of the "Notice of Cancellation" to:

Business Manager, NCTI  
333 Sunrise Avenue, Suite 500  
Roseville, CA 95661

The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 45 days of cancellation.

## Refunds & Refund period

An enrollee may cancel enrollment up through attendance at the 1<sup>st</sup> class session or the 7<sup>th</sup> day after enrollment, whichever is later, and receive a full refund of all monies paid, less the non-refundable registration fee, not to exceed \$100. Equipment, supplies, materials, etc. (if distributed by NCTI) must be returned if in new and usable condition.

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a prorated refund.

## Course Withdrawal

If a student withdraws prior to completion of the course per state requirements (either by submitting a written request to withdraw, or by the students conduct, including but not necessarily limited to the students lack of attendance), the refund shall be in the amount the student paid, less hours of instruction, registration fee, 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 & Credit Transfer

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 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 does not offer advanced placement for entry into occupational or degree programs.

NCTI does not grant credit for prior experiential learning. Because prior experiential learning is not assessed, there is no appeal process for the institutions administrative decision in this regard and there are no associated fees.

## Materials

Students are responsible for purchasing required textbooks for this EMT program. A list of textbooks will be provided with the student enrollment agreement once enrolled into the program.

## Challenging the EMT Course

State law allows provisions for certain individuals to challenge the EMT course. To be eligible the challenging candidate must possess current licensure or certification as one of the following:

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

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

- Successful completion of the NCTI EMT written final with a minimum score of 75%
- Successful completion of the NCTI EMT 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 a local EMS agency in California.

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### Recertification Training

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Recertification of EMTs in the State of California requires 24 hours of Continuing Education and a recertification fee every two years (the National Registry requires 72 hours). NCTI offers numerous courses applicable for portions of those hours required for recertification NCTI also provides complete refresher training programs (in certain locations) for National Registry renewal.

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### National Registry Exam

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After receiving a course completion certificate from an approved EMT program in California, an individual must take and pass the national Registry written exam for EMT's. The NCTI EMT final skills exam has been approved by the NREMT for the skills portion of their exam. Skills labs in the didactic training are designed to prepare the students for successful completion of the skills portion of this exam.

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### EMT Certification

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Final EMT certification in the State of California is through the Local Emergency Medical Services Agency (LEMSA), head-quartered in each county.

## Veterans Policy Statement

### Paramedic Only

#### 1. Evaluation of previous education/training, CFR 21.4253. need the right symbol

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 21.4253

- a. Maintaining a minimum test score of 75% throughout the course to continue with the Paramedic 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.
- 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 two calendar days (48 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 make-up 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 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 CISM services in the 24 hours prior to the exam or activation to provide CISM services the day of the exam
  4. Active Military Reserve or National Guard obligations
  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 Paramedic Instructor. The cover letter must provide explanation of the circumstances, including the NCTI 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 practical skills exam with a minimum, final score of 100% is required. Students must pass all stations, which will be rated as either "Pass" or "Fail". No student will be admitted late for the final practical skills exam.
- h. Any student that does not initially (i.e. on the first attempt at each station) achieve a 100% pass rate on all final practical skills exam testing stations will be subject to the following pertaining to the re-tests:
1. If more than 25%, of the required testing stations were marked as "Fail", the student will have failed the final practical skills exam and will be dismissed without the opportunity to re-test on any station.
  2. If less than 25%, of the required stations were marked as "Fail", the student will be provided the opportunity to re-test the failed station one time only (each) further subject to the following:
  3. For required testing stations failed that were *non-scenario-based* stations (i.e. isolated skill stations), the student will be allowed one re-test on the station. Such re-test will be administered by a different instructor or proctor than the one who initially failed the student on that station. Re-tests must be completed on the assigned testing date at the assigned location, at the discretion of the primary instructor, and once assigned will not be subject to reschedule at a later date, time or different location.
  4. For required testing stations failed that were *scenario-based* stations (i.e. oral judgment stations, megacode, medical or trauma management, etc.), the student will be allowed one re-test on the station. Such re-test will be administered *only* by the program medical director, or his/her *physician* delegate present on the date of testing.
  5. No single skill testing station may be attempted more than twice. Failure of any required testing station a second time (i.e. failing it initially, and then failing it upon re-test) will end the exam. The student will be determined to have failed the final practical skills exam and will be dismissed from the program.
  6. If the student with a re-test available leaves the final practical skills exam or refuses to complete the re-test when offered and as scheduled, the student will forfeit the opportunity for the re-test and will be dismissed from the program.

- i. Successful completion of ACLS, PALS/PEPP and ITLS. 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 this paramedic program.

**Completion of the entire Paramedic Program and receiving a course completion certificate also depends on the following:**

- a. Successful completion of the clinical portion of the training program, including a minimum of 160 hours training in the hospital setting, with satisfactory completion of all required skills and satisfactory completion of 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. Every reasonable effort will be made by the staff at NCTI 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 this clinical internship, 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. Successful completion of the field internship portion of the training program, including a minimum of 480 supervised field hours, 40 advanced life support patient contacts (defined as advanced life support interventions) on a transport unit, and achieving ratings of "3" in all categories on the final major evolution that is completed by the field Preceptor, is a requirement for each student in this paramedic program.

Every reasonable effort will be made by the staff at NCTI to accommodate the requests of each student preferred field 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.

The MAXIMUM number of hours allowed by NCTI for field internship is 720 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.

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 exam or activation to provide CISM services the day of the exam.
4. Active Military Reserve or National Guard obligations
5. Mandatory activation for Office of an 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 Paramedic 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 instructor, the Educational Assistant, the hospital or field Preceptor, the AMR Internship Office, etc.), current contact information for the student and an approximate date when the student expects to contact NCTI 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.

d. Students will be graded on the following scale:

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

### 3. Refund Policy for 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, withdraws, or is discontinued from the program 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 rate portion of the total charges for tuition, fees, and other charges.

#### 4. Maximum Class Size Per Campus:

Roseville:	Maximum 42 Student
Livermore:	Maximum 40 Student
Santa Barbara:	Maximum 40 Student
South Bay:	Maximum 24 Student
Hercules:	Maximum 40 Student
Riverside:	Maximum 40 Student
San Diego:	Maximum 40 Student

#### 5. VA Approved Campus Locations

##### Roseville Campus

333 Sunrise Avenue, Suite 500  
 Roseville CA 95661  
 Phone: 916.960.6284  
 Toll Free: 888.609.6284

##### Livermore Campus

7543 Southfront Road  
 Livermore, CA 94551

##### South Bay (Milpitas) Campus

777 South Main Street  
 Milpitas, CA 95035

##### Hercules Campus

1477 Willow Avenue  
 Hercules, CA 94572

##### Riverside Campus

1737 Atlanta Avenue, #H3A  
 Riverside, CA 92507

##### San Diego Campus

2655 Del Rio North, Suite 330  
 San Diego, CA 92108

##### Santa Barbara Campus

5385 Hollister Avenue, Suite 103  
 Santa Barbara, CA 93111

## EMT Only

### 1. VA Benefits

The NCTI EMT Program is approved to train eligible veterans for the Emergency Medical Technician (EMT) Program. Please contact our Business Office for Filing assistance.

### 2. Evaluation of previous education/training CFR 21.425(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.

### 3. Standards of Progress CFR 21.4254(b) (6)

- a. Maintaining a minimum test score 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. There will be no opportunity to retest on any quiz, midterm, final exam or skills testing. 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 two calendar days (48 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 make-up test will not be given during regular class time or during any scheduled class break.
- c. The make-up quiz of major exam will consist of different test items although the items will be of 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 one quiz during the course of the didactic phase of training. Students missing a third quiz or second major exam will be dismissed from the program without exception.
- e. Successful completion of the final written comprehensive exam with a minimum score of 75% and a minimum overall grade of 75% in the class 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 CISM services in the 24 hours prior to the exam or activation to provide CISM services the day of the exam
  4. Active Military Reserve or National Guard obligations
  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 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 will be rated as a "Pass" or "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.

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

- a. The only excused absence from completion of a ten-hour ride-along 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 exam or activation to provide CISM services the day of the exam
  4. Active Military Reserve or National Guard obligations
  5. Mandatory activation for an Office of Emergency Services Strike team



b. Students will be graded on the following scale:

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

**4. Refund Policy for Non-Accredited Course, 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, withdraws, is discontinued from program 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 rate 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.

**5. Maximum Class Size:**

Roseville: Maximum 28 Student  
 Livermore: Maximum 28 Student  
 Santa Barbara: Maximum 28 Student  
 Riverside: Maximum 28 Student  
 San Diego: Maximum 28 Student

**6. VA Approved Campus Locations**

**Roseville Campus**

333 Sunrise Avenue, Suite 500  
 Roseville CA 95661  
 Phone: 916.960.6284  
 Toll Free: 888.609.6284

**Livermore Campus**

7543 Southfront Road  
 Livermore, CA 94551

**Riverside Campus**

1737 Atlanta Avenue, #H3A  
 Riverside, CA 92507

**San Diego**

2655 Del Rio North, Suite 330  
 San Diego, CA 92108

**Santa Barbara**

5385 Hollister Avenue, Suite 103  
 Santa Barbara, CA 93111

**California Program Directors**

**James Goss, MHA, MICP**     **Jay Manning, BS, Paramedic**  
 Southern California Director     Northern California Director

**Paramedic Instructional Faculty**

**Beth Watt, BS, Paramedic**

Primary Paramedic Instructor – Weed (Siskiyou County)

**Scott McMichael, BS, Paramedic**

Primary Paramedic Instructor – NCTI Roseville (Placer County)

**Steve Murdock, Paramedic**

Primary Paramedic Instructor – NCTI Livermore

**Nick Matley, Paramedic**

Primary Paramedic Instructor – NCTI South Bay/Hercules

**Ray Bakker, Paramedic**

Primary Lead Lab Instructor – NCTI Livermore/South Bay/Hercules

**James Goss, MHA, MICP**

Primary Paramedic Instructor – NCTI Riverside (Riverside County)

**Helen Faithful, BA, Paramedic**

Primary Paramedic Instructor – NCTI Santa Barbara (Santa Barbara County)

**Doug Saltzstein, Paramedic**

Primary Paramedic Instructor – NCTI San Diego (San Diego County)

**AEMT & EMT Instructional Faculty**

**Jack Youngblood, Paramedic**

Primary EMT Instructor – NCTI Roseville (Placer County)

**Mike Hill, Paramedic & Bobby Beall, Paramedic**

Primary EMT Instructor – NCTI Valencia

**Daryl McClanahan, Paramedic**

Primary EMT Instructor – NCTI Santa Barbara (Santa Barbara County)

**Jay Manning, BS, Paramedic**

Primary EMT Instructor – NCTI Livermore

**Terry Flores, Paramedic**

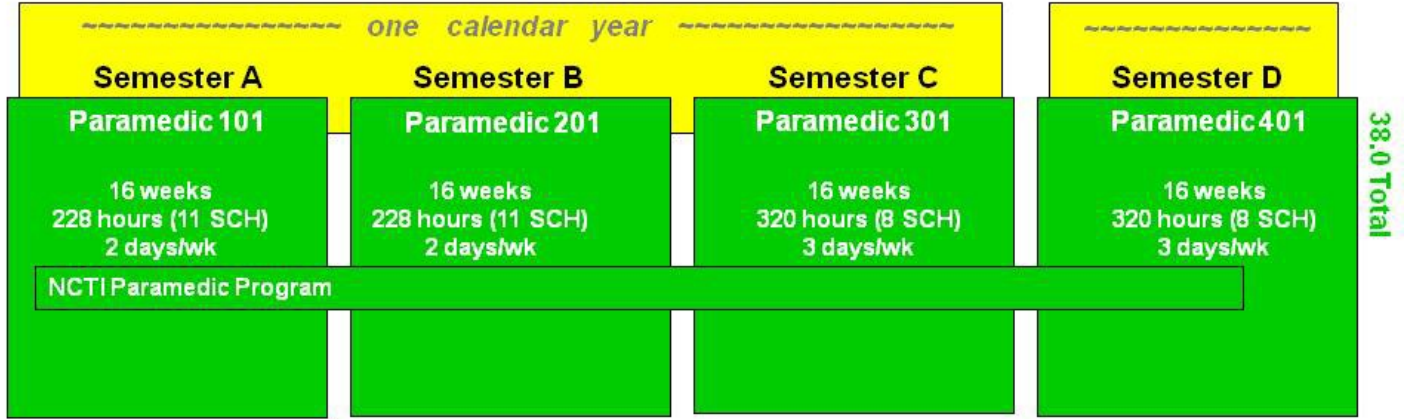
Primary EMT Instructor – NCTI Riverside

**Doug Saltzstein, BA, Paramedic**

Primary EMT Instructor – NCTI San Diego

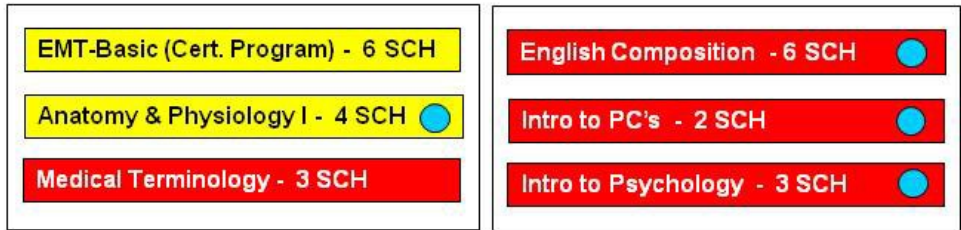
**College of Emergency Services - Oregon**  
 Associate of Applied Science (AAS) Degree Option

**Associate of Applied Science Degree - Emergency Medical Technology**



(1 Classroom SCH = 20 Hrs) Paramedic Training – In-Person Component = Course Completion Certificate (1 Clinical SCH = 40 Hrs)

**General Education – On-Line or Credit Transfer Component**



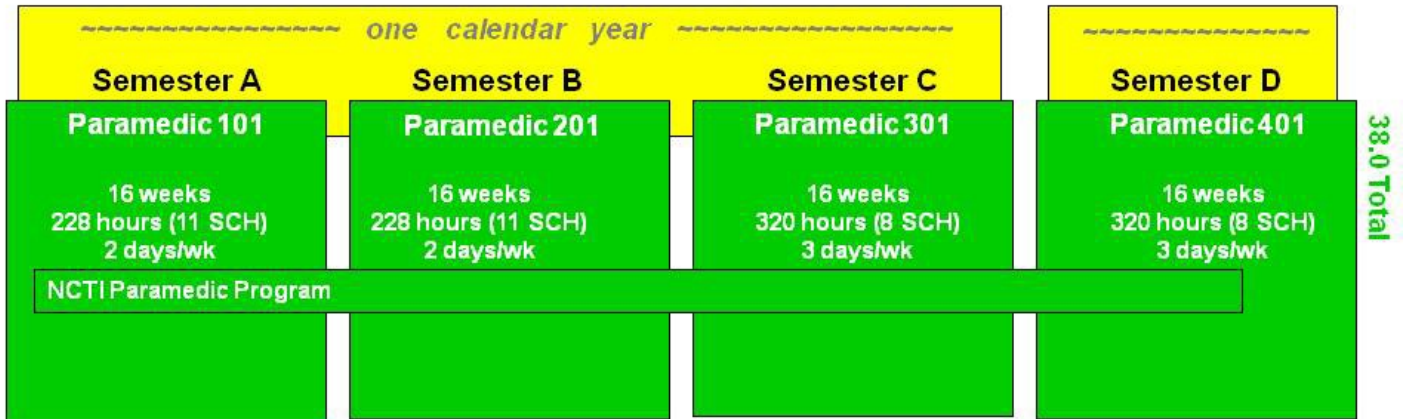
**AAS**

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

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

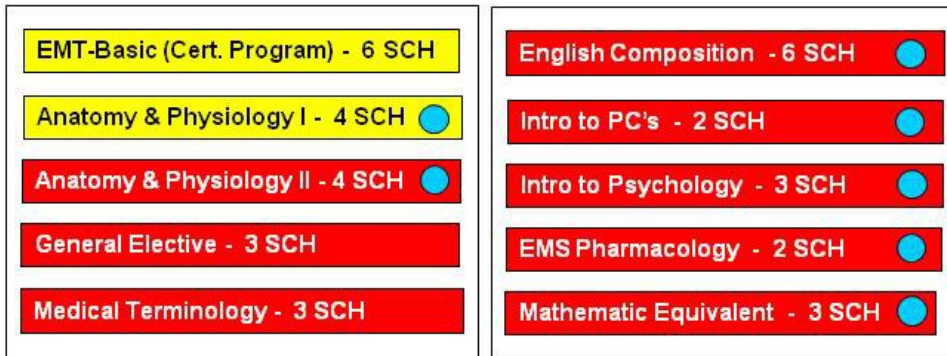
**College of Emergency Services - Oregon**  
 Associate of Science (AS) Degree Option

**Associate of Science Degree - Emergency Medical Technology**



(1 Classroom SCH = 20 Hrs) Paramedic Training – In-Person Component = Course Completion Certificate (1 Clinical SCH = 40 Hrs)

**General Education – On-Line or Credit Transfer Component**



36.0 Total

**AS**

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

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