

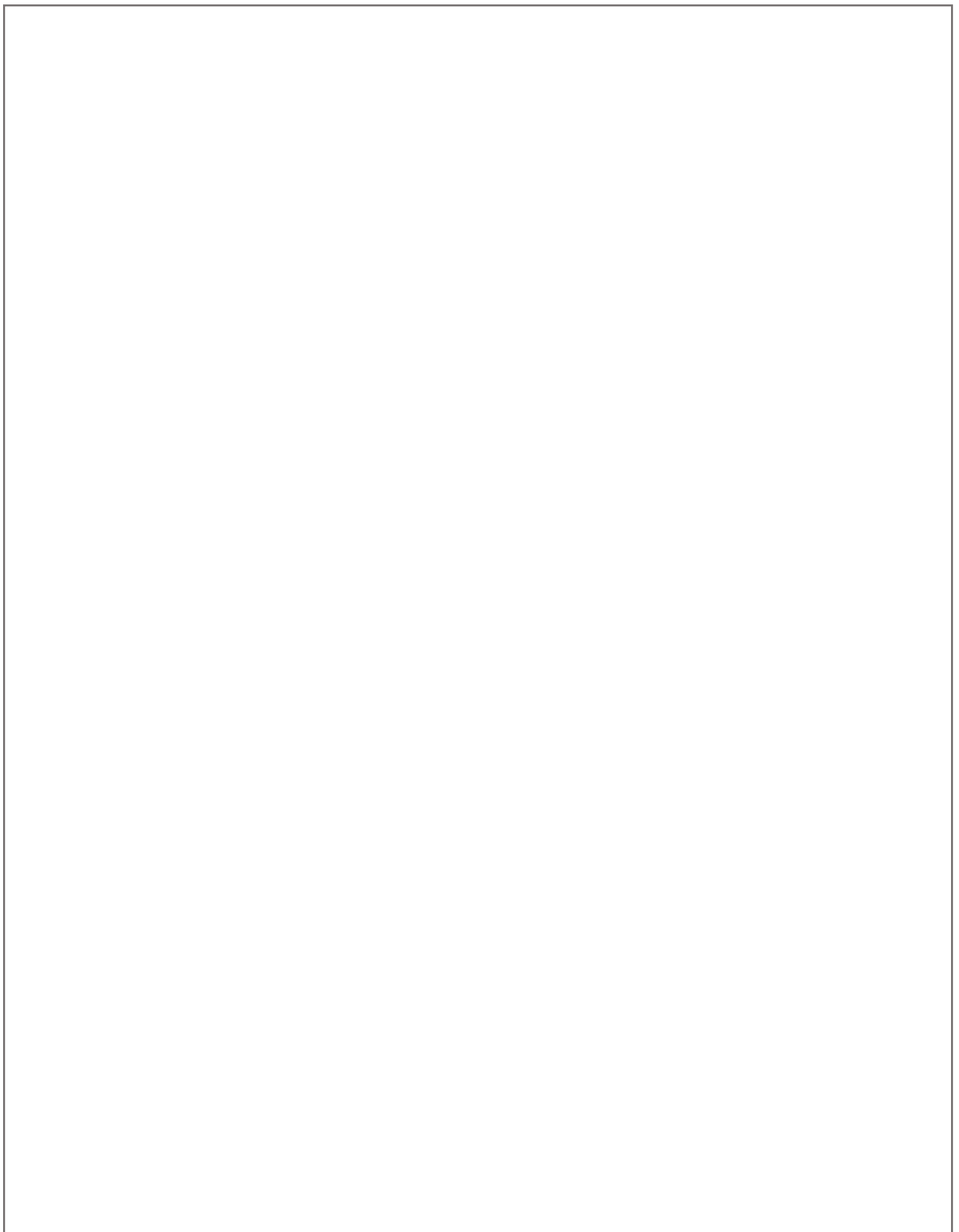


NCTI COURSE CATALOG MASSACHUSETTS 2016

NCTI.edu

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NCTI Massachusetts EMS Education Program Course Catalog 2016

Administrative Office

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NCTI.edu

Springfield Massachusetts Campus Location

595 Cottage Street
Springfield, MA, 01104
(413) 846-6155 fax (413) 733-5230

Lori Burns, RN, MSN

Chief Academic Officer

Lena Rohrbaugh

Director of Learning Administration

Patricia Tritt, RN, MA

Director of Instruction

Charise Arthur

National Business Manager

Mission Statement

NCTI is dedicated to the delivery of high-quality education in the field of emergency medical services.

Goals

The NCTI faculty and staff partner with students to: achieve academic success; develop the cognitive, psychomotor, and affective skills to function as qualified entry-level healthcare professionals; and prepare the graduate to qualify for certification and/or licensure.

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Message from the Chief Academic Officer

Thank you for considering the NCTI Massachusetts EMS Education Program for your education in emergency medical services. NCTI was founded in 1988 to prepare emergency medical responders of all levels. The EMS profession has grown and changed over the years: from our professional designations (EMT and Paramedic for example), equipment, and scope of practice to name a few. Our curriculum has changed and evolved as well: from the National Standard Curriculum to the National EMS Education Standards. And with the curriculum changes, at the NCTI Massachusetts EMS Education Program, our instructional methodologies have also evolved. Our classrooms are interactive and the learner is engaged as an active participant in the education process. All domains of learning are stressed and critical thinking and problem solving are emphasized. Knowing the what, why, and when (cognitive) is reinforced with how (psychomotor) and also how to interact with our patients and team members (affective). At the NCTI Massachusetts EMS Education Program our goal is to graduate competent practitioners who care for their patients and strive to be future leaders of their profession.

If you are interested in beginning or continuing a career in emergency medical services, talk to the Program Director or the Business Office and find a schedule that fits your needs. Best of luck in your career!



About the NCTI Massachusetts EMS Education Program

Prospective students are encouraged to visit the NCTI campus in Springfield, MA and discuss personal educational and occupational plans with the Program Director prior to applying or signing an enrollment agreement. The NCTI Massachusetts EMS Education Program offers certificate of completion programs. College credits are available for the Paramedic Program through the College of Emergency Services in Milwaukie, OR and are applicable to an Associate's degree. The Massachusetts Consortium for Paramedic Education holds a Letter of Review granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Please refer to the Accreditation/Approvals section of this catalog for more information. The program currently does not qualify for federal Title IV student financial aid, though from time to time other private sponsorship or scholarship programs are available from EMS employers, including the NCTI 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.

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

Diversity/discrimination statement

The NCTI Massachusetts EMS Education Program and its staff and instructors do not discriminate on the basis of race, ethnicity, gender, sexual preference, or disability. Acts of discrimination or creation of a hostile environment on the part of any student or faculty are not tolerated. The NCTI Massachusetts EMS Education Program strives to foster an equal and positive learning environment.

Accreditations/approvals

The Massachusetts Consortium for Paramedic Education has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111-312

Rowlett, TX 75088

214-703-8445

FAX 214-703-8992

www.coaemsp.org

NCTI partners with the College of Emergency Services (CES) located in Milwaukee, Oregon to form a Consortium Program Sponsor. The College of Emergency Services is institutionally accredited by the Accrediting Bureau for Health Education Schools (ABHES), an accrediting body recognized by the U.S. Department of Education.

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314N

Falls Church Virginia 22043

(703) 917-9503 Fax: (703) 917-41

www.abhes.org

The Massachusetts Consortium for Paramedic Education Paramedic Program also maintains an articulation agreement with the College of Emergency Services for graduates to obtain college credits and an Associate of Applied Science (AAS) or an Associate of Science (AS) degree in Paramedicine.

For more information on the degree opportunities, please contact CES directly: (971) 236-9543 or visit www.collegeofems.com.

Courses offered

Courses in emergency medical care are offered through the NCTI Massachusetts EMS Education Program. Contact the NCTI Administrative Office at 1-888 609-6284 or the NCTI Massachusetts EMS Education Program office at (413) 846-6155 for course dates or visit NCTI.edu. Course hours listed below are minimums and students must also attain all course competencies.

Emergency Medical Technician (EMT)

160 Hours

Paramedic

1012 Hours

The NCTI administrative offices in Roseville, CA, are open Monday through Friday from 8:30 a.m. to 4:30 p.m. Pacific time. Staff are available to answer questions and process enrollments. Depending on the program and the schedule, class may be scheduled: all day; partial day; or evening hours; and may include Saturday sessions. Questions regarding enrollment or schedule can be directed to the Business or Registration Office at (916) 960-6284 or the NCTI Massachusetts EMS Education Program office at (413) 846-6155.

The NCTI Massachusetts EMS Education Program observes the following holidays: 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.

The NCTI Massachusetts EMS Education Program location and facilities

595 Cottage Street
Springfield, MA, 01104

[Click here for map](#)

Facilities

The educational facilities at the NCTI Massachusetts EMS Education Program includes classroom and laboratory spaces that accommodate both large and small group learning activities. The NCTI Massachusetts EMS Education Program facility meets the fire and life safety standards as outlined in the Massachusetts Comprehensive Fire Safety Code (527 CMR 1.00).

Equipment

The NCTI Massachusetts EMS Education Program maintains a large inventory of educational and medical equipment specifically designed for educating emergency medical services (EMS) personnel in today's healthcare environment. The inventory includes specialized anatomical models and interactive manikins and other devices designed to simulate the human body. Cardiac monitors and other prehospital technology are available for hands-on education. Students learn to manage the airway, ventilate patients, support vascular status, and treat shock. In the advanced programs,

students initiate intravenous lines and administer medications as allowed by state and national scope of practice.

Faculty

Instructional faculty are EMS professionals with additional education relating to instructional methodologies. The NCTI Massachusetts EMS Education Program selects instructors carefully and recognizes the key role they play in facilitating learning in an organized format that progressively builds towards developing competencies and student success.

Application/registration process

Registration

Visit NCTI.edu to register and reserve space in the next available class. Class size is limited and enrollment is offered to qualified candidates on a first-come, first-served basis. Contact the Registration Office during regular business hours to obtain an Enrollment Agreement for the EMT course or complete an online assessment prior to receiving an Application Packet for the Paramedic Program or visit NCTI.edu. All applicants must submit a completed Enrollment Agreement prior to the first class session.

Cancellation and withdrawal

Enrollment may be cancelled or withdrawn by presenting a written, signed, and dated copy of the "Notice of Cancellation" to:

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

The effective date of cancellation is the date postmarked. Any refund due to the student will be processed by the school within 45 days of notification of cancellation or withdrawal.

Ability to benefit

The NCTI Massachusetts EMS Education Program requires that all applicants to the Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic certificate program possess a high school diploma or GED Equivalent. The NCTI Massachusetts EMS Education Program does not offer the Ability to Benefit (ATB) exam.

Prerequisites

- ✓ Applicant must be at least 18 years of age
- ✓ Applicant must possess a high school diploma or GED equivalent.
- ✓ Specific prerequisites may apply depending on the program selected.

Tuition and fees

Tuition tables for specific courses appear with the course descriptions later in this catalog. Additional costs include: texts, uniforms, and equipment/ diagnostic tools (I.E. stethoscope, penlight, eye protection, safety-shears). Students are also responsible for a background check, personal liability insurance, and health insurance. The fees in the tables in this catalog are effective April 1, 2016. Prior to that date, refer to the 2015 catalog.

Tuition payment policy

Tuition is due in full on the first day of class. The student Enrollment Agreement for the Paramedic Program indicates the payment schedule for tuition and fees for those requesting a payment plan. Fees must be paid as identified in the Agreement.

Refund, drop, and withdrawal policy

An enrolled student may cancel enrollment until the end of the first class session or the seventh 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 for the EMT Program and \$250 for the Paramedic Program. Equipment, supplies, and materials provided by NCTI must be returned in good condition. Refunds are calculated on a prorated basis as specified in the Enrollment Agreement.

Financial aid

The NCTI Massachusetts EMS Education Program does not provide any form of student financial aid and does not participate in any federal Title IV or state financial aid programs.

Student resources and services**Student Handbook**

The *Student Handbook* details Program policies and requirements and is provided to students upon enrollment.

Library

The NCTI Massachusetts EMS Education Program maintains a *Virtual Library* that is available to all enrolled NCTI students. Access is available through the Program Director. The NCTI Massachusetts EMS Education Program also maintains a small physical library of media, materials, and resources at each campus to augment the *Virtual Library*.

Technology

Courses include online assignments and students must possess, or have access to, an appropriate electronic device. Computer availability on campus is limited: however wireless internet access is available.

Housing

The NCTI Massachusetts EMS Education Program does not provide dormitory facilities or any type of housing service. For longer-term programs, monthly housing is available locally at the student's sole expense.

Health

Health insurance is the responsibility of the student. The NCTI Massachusetts EMS Education Program does not provide health services of any type. Students are required to provide evidence of health insurance and immunization for: measles, mumps, rubella; tetanus/diphtheria (Tdap); meningitis; skin TB/PPD two- step process; hepatitis B; chicken pox; and influenza vaccination. Students are also required to complete a fit-test.

Student counseling services

Students are encouraged to seek academic counseling from the course Instructor or the Program Director. Counseling includes anything that may potentially impact student success in the program. The Program Director is also available to answer questions regarding employment and/or employers in the EMS industry. Students seeking professional counseling for personal issues should contact the Program Director for potential referrals.

Smoking

The NCTI Massachusetts EMS Education Program campuses are tobacco free and smoking, other tobacco products, or electronic cigarettes are not permitted.

Placement

The NCTI Massachusetts EMS Education Program does not operate a Placement Office, however the Program Instructors, Program Director, and staff are available to provide information on positions available in the area.

Special needs

The NCTI Massachusetts EMS Education Program provides reasonable and appropriate accommodations for students with a documented disability. In accordance with the Americans with Disabilities Act (ADA), it is the student's responsibility to notify the NCTI Massachusetts EMS Education Program, in writing, of any diagnosed disability and provide 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.

English as a second language

The NCTI Massachusetts EMS Education Program does not provide instruction for English as a Second Language (ESL).

English language services

The NCTI Massachusetts EMS Education Program instructs all programs and courses in the English language only.

Students from other countries

The NCTI Massachusetts EMS Education Program will admit students from other countries if they can provide the documents required in the NCTI admission process. NCTI does not provide visa services or vouch for student status, or any associated degree at this time. Applicants must possess a valid EMT or AEMT certification.

Student academic records**Transfer of credits**

The NCTI Massachusetts EMS Education Program will consider accepting applicable emergency medical services course transfer credits from an institution accredited by an agency recognized by the U.S. Department of Education (USDE). The evaluation of the course(s) and recommendation to accept the course work is at the discretion of the Program Director.

Credit for prior learning

The NCTI Massachusetts EMS Education Program does not grant credit for prior experiential learning.

Advanced placement

The NCTI Massachusetts EMS Education Program does not offer advanced placement for healthcare professionals wishing to challenge the course curricula and seek certification/licensure as an EMS provider. In all cases the standard application process and course curricula apply.

Records retention

The NCTI Massachusetts EMS Education Program maintains school and student records for a five-year period. Letters of confirmation of course completion are retained indefinitely. Records are maintained at the Administrative Offices: 333 Sunrise Ave., Suite 500, Roseville, CA 95661. Students may request in writing a copy of records or letter of confirmation of course completion/transcripts. A handling fee may apply.

Academic policies and procedures**Satisfactory academic progress**

The NCTI Massachusetts EMS Education Program requires students who are attending the Program to be making satisfactory academic progress toward the completion of the educational objectives for the program in which they are enrolled. All students must meet the minimum standards set forth in the Program's Satisfactory Academic Progress policy, or they shall be deemed not making satisfactory progress. Students eligible for specific financial aid (such as Veteran's Administration funding) may be considered ineligible by their funding source until satisfactory standards are met.

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, leave of absence, and the consequences of failure to adhere to the standards as published are addressed in separate policies in the

Student Handbook that contains more detailed information and should be referenced as needed.

Program Responsibility

It is the responsibility of the NCTI Massachusetts EMS Education Program Program Director and the Lead Faculty, in cooperation with the assigned Educational Assistant and other administrative and business office staff, to maintain student records that allow monitoring of satisfactory academic progress.

Student Responsibility

The EMS programs are challenging academic endeavors. Students must plan on dedicating study time outside the classroom. The typical expectation is two hours of study for every one hour of class time. Students are also encouraged to form study groups which can provide an opportunity to explore topics with fellow students. Equipment, supplies, and classroom space are available for practice outside of normal lab hours if scheduled with an instructor.

Attendance

Student attendance and participation is necessary to complete any program. Each course varies by credit or clock hours. Satisfactory progress towards earning a certificate means students must meet academic and attendance requirements as identified in the course syllabus. Failure to meet this requirement will lead to dismissal. Attendance includes tardiness.

Grading policy

Each course syllabus stipulates a minimum passing percentage grade. Passing scores for standardized courses, such as ACLS and PALS, are established by their national parent organizations. Students must maintain the minimum passing grade required to be considered making satisfactory academic progress. On-time completion of online assignments is also factored into course grading. Requirements are continuously monitored throughout the course.

In addition to minimum passing grade requirement, the student must successfully complete the assigned clock-hours for clinical and field internship rotations during the assigned terms to be considered to be making satisfactory academic progress. The competencies identified in the course syllabi and *Student Handbook* must also be met prior to graduation. These requirements will be continuously monitored throughout the course.

Grading

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

Academic probation

A student is placed on academic probation when the minimum grade requirement or compliance with other academic requirements are not met. During the period of academic probation student eligibility for funding is unchanged. Students on academic probation are expected to demonstrate commitment to meeting Program requirements and may be asked to participate in academic advising or tutorial sessions. Upon completion of a specified probation period, the student's progress will be reevaluated for satisfactory improvement. A student on academic probation who does not achieve the required progress or minimum grade requirement will be dismissed and will no longer be eligible for certain forms of funding. A student dismissed for academic reasons is not eligible to apply for readmission for at least one full term following dismissal.

Leave of absence

The NCTI Massachusetts EMS Education Program programs are designed as uninterrupted courses. If it becomes necessary to request a leave due to extenuating circumstances, such as a serious health issue, a leave of absence (LOA) may be considered by the Program Director in conjunction with the Director of Instruction. The student must meet with the Program Director, provide documentation, and submit a written request prior to the leave of absence. The Program Director will determine if there is a reasonable expectation that the student will be able to return to the Program prior to granting the LOA. A release to return to the Program will be required. The maximum amount of leave granted is 30 calendar days. Failure to return from an LOA on or before the specified date on the written request will lead to dismissal from the program.

Incomplete policy

An incomplete grade may be given to students who, because of illness or circumstances beyond their control, are unable to complete their course work within the term. An incomplete is given only if the student has completed at least 80 percent of the term in good academic and administrative standing and has provided acceptable evidence to the Program Director that the student is unable to continue the coursework.

Withdrawal

Students leaving the program are advised to contact the Program Director for an exit interview prior to withdrawing or immediately after receiving a failing grade. The exit interview will establish requirements for returning to the program at a later date. Regardless of whether an exit interview is conducted, the student must officially drop the program through the Administrative Office. Failure to drop the program will result in the student receiving a grade of "F". Not attending class does not constitute official withdrawal. Following withdrawal, applicable tuition will be processed within 45 days.

Termination

A student may be terminated from a course due to excessive absenteeism, failure to meet grading criteria, inappropriate conduct or failure to meet affective behavioral expectations, violation of Program policies, unpaid tuition, falsifying application information, or academic dishonesty. The student will receive a refund according to the

refund policy. Failure to attend three consecutive days of instruction, including scheduled clinical rotations or field internship, without notifying the Program will result in termination.

Readmission

Students who wish to reenter the NCTI Massachusetts EMS Education Program after withdrawing due to personal circumstances or academic dismissal must submit an application for readmission.

Students reapplying for **any** program after being dismissed for disciplinary reasons will be readmitted **only** at the discretion of the Program Director and the Director of Instruction.

Student Conduct

The following are examples of behavior that lead to dismissal. The list is not exhaustive.

- ✓ Any incident of intoxicated or impaired behavior
- ✓ Possession of drugs or alcohol on school premises
- ✓ Possession of weapons on school premises
- ✓ Behavior creating a safety hazard to other individuals
- ✓ Dishonesty pertaining to investigations, documentation, examinations, or evaluations of any type
- ✓ Disobedient or disrespectful behavior to other students, staff, or faculty members
- ✓ Disruptive behavior in class and failure to modify behavior when requested
- ✓ Vulgarity or profanity during class or out-of-classroom hospital/field rotations
- ✓ Breach of patient confidentiality/privacy
- ✓ Falsification of documents
- ✓ Theft or destruction of school property
- ✓ Violation of Program policy
- ✓ Inappropriate behavior unbecoming to an EMS professional

Conflict resolution: grievance and appeal procedures

The NCTI Massachusetts EMS Education Program desires to assist all students in finding fair and equitable solutions to problems related to their education. Issues can usually be resolved through the normal administrative structure, beginning with the course Instructor. The NCTI Massachusetts EMS Education Program desires prompt resolution of any grievance. Students and staff are expected to make every effort to resolve problems as they arise. This procedure does not avoid the normal channels of communication: I.E. first speak to the individual involved in the issue.

A grievance is an educational or interpersonal issue that a student believes to be unfair, inequitable, or discriminatory. A student has the right to grieve an action or decision that violated Program policies and procedures. Grades and other academic decisions cannot be grieved. The student should first attempt to resolve the issue with the individual involved. If the student is not satisfied with the result, a grievance may be

filed following the steps listed below. The grievance process must be initiated within 30 days of the occurrence.

A student who has filed a grievance is expected to continue in the program until the grievance is decided, unless they have been otherwise suspended or dismissed for a serious offence.

Step 1: A student 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 must present the complaint as outlined in Step 2.

Step 2: The student must present the grievance to the Program Director. 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: The student may then present the grievance to the NCTI Director of Instruction. All grievances must be submitted in writing and a final decision will be made within another twenty-one (21) working days.

Graduation/completion requirements

To successfully complete the program and be eligible to graduate, the student must have met all grading requirements and successfully completed the required number of clock-hours and all required competencies. Upon satisfactory completion of the program, students will receive a certificate of completion. All tuition and fees must be paid in full in order to receive a completion certificate. The certificate serves only as evidence that all requirements of the Program have been completed. It is not intended or implied that the certificate of course completion in any way licenses or certifies the student to perform skills as an emergency responder.

All course requirements must be completed in the timeframe published for the course. It is the student's responsibility to satisfactorily complete all clinical and field internship hours and competencies within the designated period. Taking into consideration the resources available in the community, the Program faculty will work with the student to secure clinical and field placements that allow for on-time graduation.

Transferability of credits

The transferability or acceptance of credits earned at the Massachusetts Consortium for Paramedic Education or the College of Emergency Services (CES) is at the discretion of an institution to which the student may later seek transfer. If the coursework from the Massachusetts Consortium for Paramedic education is not accepted at the selected institution, the student may be required to repeat some or all of the course work. Therefore, determine if attending the Massachusetts Consortium for Paramedic Education will meet your educational goals and you may also wish to contact the institution regarding later transfer of credits.

Associate degree opportunity

The Massachusetts Consortium for Paramedic Education maintains an articulation agreement with the College of Emergency Services (CES) in Milwaukie, Oregon which

provides students the opportunity to obtain college credits and/or earn an Associate degree. This opportunity is available to all Massachusetts Consortium for Paramedic Education graduates. Students may receive 38 semester credit hours towards their degree. Completing and/or transferring additional credits of general education and satisfaction of all other CES graduation requirements leads to an AAS or AS degree. CES does not require NCTI students to complete any minimum number of credits “in residence” and therefore it is possible to obtain the AAS or AS degree without physically being present at the Oregon campus. Information on the Associate degree path is available at www.collegeofems.com.

Course descriptions

Emergency Medical Technician (EMT)

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Upon successful completion of this course, graduates are eligible to take the National Registry of EMT exam, the final step towards certification as an EMT.

Course Schedule

The schedule for EMT courses varies. Contact the Program Director at (413) 846-6155, or the NCTI Administrative Office for information: (916) 960-6284, toll free (888) 609-6284 or visit NCTI.edu.

Didactic Phase: Scheduled as two, four hour evenings per week and varied eight-hour sessions on Saturdays, for thirteen weeks.

Clinical and field rotations may also be scheduled.

Course completion criteria

Completion of the EMT program is subject to following criteria:

1. Successful completion of all section **major** exams: maintaining a 75% minimum passing grade
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

Attendance requirements

Students must attend at least 148 of the 160 classroom hours during the didactic phase of education. Students will be assigned make-up work for all classroom hours missed.

Tardiness is a disruption of the learning environment. Any student arriving to class more than fifteen minutes late will be docked one hour of class attendance. Students are expected to attend class as scheduled. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and missing more than 12 hours of classroom time, will be dropped from the program.

Course fees

Registration fee (non-refundable)	\$100.00
Tuition	\$575.00
Insurance	\$100.00
Shirt fee	\$30.00
Lab	\$40.00
Technology fee	\$50.00
Total	\$895.00

Additional costs include: texts, and equipment/diagnostic tools (I.E. stethoscope, penlight, eye protection, safety-shears). Students are also responsible for a background check, personal liability insurance, and health insurance. A list of textbooks is provided with the student Enrollment Agreement.

Paramedic

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

Upon successful completion of this course, graduates are eligible to take the National Registry of EMT exam, the final step towards certification as a Paramedic.

The program consists of four components:

Term 1: Paramedic 101 (Didactic Phase I)

Term 2: Paramedic 102 (Didactic Phase II)

Term 3: Paramedic 103 (Hospital Clinical)

Term 4: Paramedic 104 (Field Internship)

Course structure

The schedule for Paramedic course is two, four-hour evenings per week and varied Saturdays. Contact the NCTI Administrative Office for information: (916) 960-6284, toll free (888) 609-6284.

Didactic Phase: Scheduled as two, four-hour instructional evenings per week and varied Saturdays over ten months in length.

Hospital Clinical Phase: Scheduled according to hospital availability, and typically consists of two to three days per week, pre-scheduled eight or twelve hour shifts, for a period of sixteen weeks. Students must be available for clinical scheduling during this portion of the program which is four months in length.

Field Internship Phase: Scheduled according to Advanced Life Support (ALS) provider agency availability, typically consists of two to three days per week, pre-scheduled eight, ten, twelve or twenty-four hour shifts, for a period of twenty weeks. Students must be available for clinical scheduling during this portion of the program which is five months in length.

General Education Phase: This is optional if students are pursuing the Associate's degree path. Courses are available online through a variety of sources and can be completed concurrently, prior to, or after completion of the Paramedic Program.

Qualification for admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicant must also hold Massachusetts EMT or AEMT certification that is current and must have a current CPR card. Students who are accepted into the program must provide proof of successfully completing an approved anatomy and physiology course which fulfills this prerequisite. Prior experience as an EMT or AEMT with an ambulance or fire service provider is preferred, but not required.

Applicants will be required to complete an Online Assessment Scholastic Level Exam (SLE-Q) and a link to the online assessment will be included in the application confirmation email. The Massachusetts Consortium for Paramedic Education accepts alternates per program, provided students have successfully completed the entrance exam and submitted a completed application packet.

Course fees

Enrollment fee (non-refundable)	\$200.00
Tuition	\$6370.00
Insurance	\$300.00
Lab fee	\$480.00
Technology fee	\$50.00
Fisdap	\$100.00
Total	\$7500.00

Additional fees and texts

Additional costs include: texts, uniforms, and equipment/diagnostic tools (I.E. stethoscope, penlight, eye protection, safety-shears). Students are also responsible for a background check, personal liability insurance, and health insurance. A list of textbooks is provided with the student Enrollment Agreement.

Course completion and grading

Completion of the Paramedic Program is subject to the following criteria:

1. Successful completion of all section **major** exams: maintaining a 75% passing grade
2. Completion of the course **final** exam with a minimum grade of 75%
3. Participation in practical sessions and successful completion of all skills exams, rated on a "Pass/Fail" basis
4. Successful completion of ACLS, PALS, and PHTLS, according to the pre-set guidelines of the course
5. Compliance with all attendance requirements

Additional completion requirements

Successful completion of the clinical portion of the education program, including a minimum of 256 hours in the hospital setting, with satisfactory completion of all required skills and a final clinical evaluation by the Program Medical Director or designee, is required. The student must also successfully complete a clinical review with The Clinical Coordinator prior to proceeding to the field internship. The clinical portion of the education must be completed within four months of the start of the clinical term and within the designated period.

Successful completion of the field internship, including a minimum of 300 precepted field hours on an advanced life support unit and completing all identified competencies and team leads, and achieving ratings of three in all categories on the final major evaluation completed by the field Preceptor. The field internship portion of the education must be completed within nine months of the start of the internship.

Every reasonable effort will be made by the staff at the Massachusetts Consortium for Paramedic Education to accommodate the requests of each student for preferred clinical and field placement locations and schedules. Students may not personally solicit hospitals, EMS agencies, or specific preceptors due to the complex political, organizational, and legal issues involved in establishing clinical internship opportunities. Due to the complexity of scheduling and the logistics involved, a student may not refuse or reject a clinical placement or assignment. Failure to report to the clinical location or field agency on the assigned date and time will result in immediate dismissal from the program after the second occurrence.

Working while enrolled

NCTI imposes no restrictions on students working while enrolled in the Paramedic Program. However, as mentioned previously, clinical rotations are typically scheduled three days per week with shifts of eight to twelve hours and field internship schedules are two to four days per week, in eight, ten, twelve or twenty-four hour shifts. It is highly unlikely that a student can work more than a part-time schedule while in the clinical and field internship portions of the program and should plan accordingly.