



**NCTI**  
**California EMS Education Programs**  
**Course Catalog**  
**2018**

January 1, 2018 – December 31, 2018

**NCTI**

Administrative Office

333 Sunrise Avenue, Suite 500, Roseville, CA 95661  
916-960-6284 Toll Free 888-609-6284 Fax 916-960-6296

[NCTI.edu](http://NCTI.edu)

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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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**Catalog information**

**Note:** this catalog is updated annually

**Note:** this catalog is effective January 1, 2018

**Note:** the NCTI California EMS Education Programs Course Catalog is available on the website at [ncti.edu](http://ncti.edu) or by contacting NCTI at 916-960-6284 to request a copy via mail or email.

**Program Information Disclaimer**

From time-to-time various regulatory and accreditation requirements make changes to Program policies necessary. When this occurs, changes may be implemented during the term the student is enrolled. In this situation, the staff will work the students to meet and accommodate the new requirements.

### **Message from the Chief Academic Officer**

Thank you for considering an NCTI 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 NCTI 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 NCTI 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 one of our Program Directors or Business Office and find a location and schedule that fits your needs. Best of luck in your career!

A handwritten signature in blue ink that reads "Lori A. Burns".

### **About NCTI**

Prospective students are encouraged to visit an NCTI campus and discuss personal educational and occupational plans with the Program Director prior to applying or signing an enrollment agreement. NCTI offers certificate of completion programs. Articulation agreements for Paramedic coursework completed are available for individuals interested in completing an Associate's degree. NCTI Paramedic Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The NCTI programs currently do 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. Veteran education benefits are available to eligible participants.

"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**

NCTI 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. NCTI strives to foster an equal and positive learning environment. Harassment in any form is not tolerated. Harassment is defined as unwelcome or unsolicited conduct that is verbally, physically, or visually expressed. Harassment includes any form of sexual harassment including unwelcome sexual advances and sexual innuendo such as touching, patting, sexually suggestive remarks or other verbal abuse about gender, demands for sexual favors, sexual assault, or offensive material or language whether written or visual such as degrading pictures. This list is not exhaustive and any unwelcome behavior may be considered harassment.

**Accreditations/approvals**

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

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

25400 US Highway 19 N., Suite 158  
Clearwater, Florida 33753  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

**Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)**

8301 Lakeview Parkway  
Suite 111-312  
Rowlett, TX 75088  
Phone: 214-703-8445  
Fax: 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

NCTI partners with the College of Emergency Services (CES) located in Clackamas, Oregon to form a Consortium Program Sponsor for the Paramedic Programs. 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](http://www.abhes.org)

NCTI Paramedic Programs also maintain an articulation agreement for graduates to obtain college credits and an Associate of Applied Science (AAS) degree.

**State 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)).

**Courses offered**

Courses in emergency medical care are offered through NCTI. Course frequency and offerings vary by location. Contact the NCTI Administrative Office at 888-609-6284 for course dates or visit [NCTI.edu](http://NCTI.edu). Course hours listed below are minimums and students must also attain all course competencies.

**Emergency Medical Technician (EMT)**

160 Hours

**Advanced Emergency Medical Technician (AEMT)**

184 Hours

**Paramedic**

1100 Hours

The NCTI administrative offices are open Monday through Friday from 8:30 a.m. to 4:30 p.m. Pacific time. Staff and faculty 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.

NCTI 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.

**NCTI California approved locations and facilities: not all locations are currently offering classes.**

**Roseville Campus/Classroom and 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](#)

**NCTI – Bay Area (Livermore)**

**Livermore Campus\***

7543 Southfront Road  
Livermore, CA 94551

[Click here for map](#)

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

777 South Main Street  
Milpitas, CA 95035

[Click here for map](#)

**Concord address:**

2400 Bisso Lane  
Concord, CA 94520

[Click here for map](#)

**Monterey Campus\*+**

Monterey Peninsula College  
MPC Public Safety Training Center  
Room: SPS 206  
2642 Colonel Durham St.  
Seaside, CA 98955

[Click here for map](#)

**Riverside Campus\***

895 Marlborough Ave. #100  
Riverside, CA 92507

[Click here for map](#)

**Santa Barbara\*+**

240 East Hwy. 246  
Buellton CA 93427

[Click here for map](#)

**Santa Barbara\*+ EMT only**

7200 Hollister Avenue Suite 1A & 2A  
Goleta, CA 93117

[Click here for map](#)

**\*Campus eligible for VA Benefits**

+Satellite Campus (No Administrative Student Services)

## **Facilities**

The educational facilities at NCTI Programs include multiple classroom and laboratory spaces that accommodate both large and small group learning activities. All NCTI facilities meet the fire and life safety standards as outlined in the California Fire Code, as well as local jurisdictional requirements.

## **Equipment**

NCTI 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. NCTI 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. See Appendix A for a list of faculty and their credentials.

## **Application/registration process**

### **Registration**

In Roseville, visit the Administrative Office during regular business hours (Monday-Friday, 8:30 a.m. – 4:30 p.m.) or visit [NCTI.edu](http://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. Refer to the course descriptions for additional requirements. Contact the Registration Office during regular business hours to obtain an Enrollment Agreement for the EMT course or Application Packet for the Paramedic Program. 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

### **Course cancellation**

The Program may, at its discretion based on enrollment, cancel a scheduled course. Notification of cancellation shall be given no less than five business days before the scheduled course start date.

### **Ability to benefit**

NCTI requires that all applicants to the Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic certificate programs possess a high school diploma or equivalent. NCTI 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 equivalent
- ✓ Applicant must possess a current American Heart Association Healthcare Provider card prior to the first day of class
- ✓ Applicant must possess health insurance
- ✓ Applicant must complete a background check to include drug screen
- ✓ Applicant must provide proof of required immunizations and/or titer
- ✓ Specific prerequisites may apply depending on the program selected
- ✓ Applicant must complete required TB testing prior to attending clinical or field internship rotations

### **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 and health insurance. The fees in the tables in this catalog are effective January 1, 2018. Prior to that date, refer to the 2017 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 \$200 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**

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

## **Veteran educational assistance**

The NCTI Paramedic programs are accredited by the Commission on the Accreditation of Allied Health Education Programs, a nationally recognized accrediting organization, and are approved by the Veterans Administration for educational benefits. The EMT course, a non-accredited program, is also approved by the Veterans Administration for educational benefits. Recertification courses are not approved for educational benefits.

## **Student resources and services**

### **Student Handbook**

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

### **Library**

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

<http://www.lirn.net/>.

### **Technology**

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

### **Housing**

NCTI does not provide dormitory facilities or any type of housing service. Housing is available locally at the student's sole expense.

### **Health**

Health insurance is the responsibility of the student and students must maintain health insurance throughout the Program. NCTI 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); skin TB/PPD two- step process; hepatitis B; chicken pox; meningitis vaccination; and influenza vaccination.

### **Drugs and alcohol**

Students are required to complete a drug and alcohol screen as part of the background check prior to admission. The drug screen must be clear of any substance that potentially causes impairment, including marijuana/cannabis. Possession of a medical marijuana card does not provide an exemption and the applicant or student must test negative for cannabis.

### **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**

NCTI campuses are tobacco free and smoking, other tobacco products, or electronic cigarettes are not permitted.

### **Placement**

NCTI 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**

NCTI 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 NCTI, 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**

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

### **English language services**

NCTI instructs all programs and courses in the English language only. The courses require advanced English proficiency level.

### **Students from other countries**

NCTI will admit students from other countries if they can provide the documents required by the NCTI admission requirements. NCTI does not provide visa services or vouch for student status, or any associated degree at this time. Applicants must possess a valid California certification as an EMT (to enroll in the AEMT program) or as an EMT or AEMT to enroll in the Paramedic Program.

### **Student academic records**

#### **Transfer of credits**

NCTI 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**

NCTI does not grant credit for prior experiential learning.

### **Advanced placement**

NCTI 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**

NCTI 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. A handling fee may apply.

### **Academic policies and procedures**

#### **Satisfactory academic progress**

NCTI 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.

#### **Satisfactory academic progress 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 Program Director, Lead Faculty, and Clinical Coordinator 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 NCTI instructor.

## **Attendance**

Student attendance and participation is necessary to complete any program. Each course varies by 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, however students are responsible for monitoring their grades and achievement of required competencies.

In addition to the minimum passing grade requirement, the student must successfully complete the assigned clock-hours for clinical and field internship rotations during the assigned term 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 also be continuously monitored throughout the course.

## **Grading**

Excellent	90% - 100%	A
Above Average	80% - 89%	B
Average	70% - 79%	C
Unsatisfactory	< 70%	F

## **Academic probation**

A student may be placed on academic probation when the minimum grade requirement or compliance with other academic requirements are not met. Any instance of counseling and/or the progressive discipline process also initiates academic probation. 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. Depending on the reason for probation, a specified probation period may be identified and the student's progress will be reevaluated for satisfactory improvement. This typically occurs when the student has not met the grading policy. 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. In other instances of progressive discipline, particularly related to affective domain concerns, the period of academic probation may continue throughout the Program. A student dismissed for academic reasons must apply for readmission.

**Leave of absence: Paramedic Program**

NCTI 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 be in good academic and administrative standing. A leave of absence is not available for students wishing to take a vacation, wedding activities, or other personal requests: these events should be scheduled outside of the duration of the program. In this context, the program includes the didactic, laboratory, clinical, and field internship components. 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 LOA request will lead to dismissal from the program.

**Incomplete policy: Paramedic Program**

An incomplete status may be considered for students who, because of illness or circumstances beyond their control, are unable to complete their course work within the term of the program. An incomplete is approved only if the student has completed at least 80 percent of the program in good academic and administrative standing and has provided acceptable evidence to the Program Director that the student is unable to continue the coursework. In this context, the program includes the didactic, laboratory, clinical, and field internship components. Incomplete status is not considered for circumstances such as desiring time away from the program to attend another training academy (fire, law enforcement, EMS, or other), a new hire orientation for any employment, seasonal firefighting, or any other situation related to change in employment.

**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, any applicable tuition refund 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 NCTI after withdrawing due to personal circumstances or academic dismissal must submit an application for readmission. Program policy limits the number of times an individual may enroll and re-enroll into the Paramedic Program to two attempts.

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
- ✓ Testing positive for a controlled or illegal substance (by Federal law)
- ✓ 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

## **Progressive discipline**

The progressive discipline policy provides a structured corrective action process to improve and prevent a recurrence of undesirable behavior or performance issue. Students may be counseled for any of the following: this list is not inclusive.

1. Academic performance including failure of major exams and stipulating the retest policy.
2. Failure to complete quizzes and other assignments in the prescribed time frame.
3. Failure to enter skill and patient contact data in Fisdap in the prescribed time frame.
4. Failure to enter clinical and field internship shift schedule in Fisdap in the prescribed time frame.
5. Any other academic performance issues.
6. Lack of progression or failure to achieve skill mastery.
7. Failure to develop competency in the management of patient care scenarios, both in simulation or clinical or field environments.
8. Any of the behaviors identified in the Student Conduct section.
9. Failure to respond to communication from the Program at any time as required by Program policy.

## Process

1. Verbal counseling/warnings may be in the form of discussion with one of the faculty or an instructor. There may be a counseling form documented and reviewed with the student or, at a minimum, a notation is made in the *Student Progress Note*.
2. Written counseling is documented, reviewed by program administration, and then reviewed with the student. Depending on the nature of the issue, a *Performance Improvement Plan (PIP)* may be developed with the student.
3. If a second similar incidence occurs, a second, and final counseling occurs with the same documentation process.
4. If a third similar incident occurs, the student is dismissed.
5. While the events and/or behaviors that require counseling may be disparate, they may be judged to be cumulative by the Program administration and lead to dismissal. Patterns of behavior and performance influence the progressive discipline process.
6. Some events are of such seriousness that immediate dismissal results, even without prior counseling: for example testing positive for a controlled substance or acts of violence during any program activities.
7. Any behavior that is illegal will be reported to law enforcement.

## Conflict resolution: grievance procedure

NCTI 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. NCTI 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. This includes failure of the clinical and field internship phases of the program. 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 Learning Administration. All documentation must be sent via mail to: NCTI, Student Appeal, 333 Sunrise Ave., Ste. 500, Roseville, CA 95661. All grievances must be submitted in writing within 30 days following completion of Step 2 and a final decision will be made within another twenty-one (21) business days business days of receipt in the Administrative Office.

### **Appeal following dismissal**

Once dismissed from a Program, a student may no longer attend any class, clinical, or field internship assignments.

A student has the right to appeal dismissal resulting from an action or decision that violated Program policies and procedures. Grades and other academic decisions cannot be appealed. This includes failure of the clinical and field internship phases of the program.

All appeals must be submitted in writing to the NCTI Director of Learning Administration. All documentation must be sent via **mail** to: NCTI, Student Appeal, 333 Sunrise Ave., Ste. 500, Roseville, CA 95661. All appeals must be submitted in writing within 30 days of the dismissal and a final decision will be made within another twenty-one (21) business days business days of receipt in the Administrative Office.

### **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 graduate to perform skills as an emergency responder. Completion of all course requirements and attainment of the certificate of completion makes the graduate eligible to sit for licensure examination at the level of the Program completed.

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:** notice concerning transferability of credits and credentials earned at our institution

The transferability of credits earned at NCTI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the NCTI California EMS Education Programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that 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 the NCTI California EMS Education Programs to determine if your certificate will transfer.

## 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 by campus. Contact the NCTI Administrative Office for information: 916-960-6284, toll free 888-609-6284.

**Didactic Phase:** Scheduled as two eight-hour days per week; five eight-hour days per week; or two four-hour evenings per week and an eight-hour session on Saturday. Course length varies from four to ten weeks based on course schedule structure.

**Clinical and field rotations** may also be scheduled and vary by program.

### Course completion criteria

Completion of the EMT program is subject to following criteria:

1. Successful completion of all **major** section exams: meeting the passing score identified in the course syllabus for each exam
2. Completion of the course final exam meeting the passing score identified in the course syllabus
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 150 of the 160 classroom hours during the didactic phase of education. 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.

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 10 hours of classroom time, will be dropped from the program.

## Course fees

### All California Campuses

Registration fee (non-refundable)	\$100.00
Tuition	\$1555.00
Insurance	\$100.00
Uniforms	\$30.00
Lab fee	\$40.00
Technology fee	\$50.00
<b>Total</b>	<b>\$1875.00</b>

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

### Advanced Emergency Medical Technician (AEMT)

The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced 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. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced 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 AEMT.

### Course schedule

AEMT courses are currently not scheduled on a regular basis. Contact the NCTI Administrative Office for information: 916-960-6284, toll free 888-09-6284.

**Didactic Phase:** Course schedule varies.

**Clinical Phase:** Scheduled according to hospital availability, and typically consists of prescheduled eight, ten, or twelve-hour shifts, arranged concurrently with didactic class sessions. Students must be available for clinical scheduling during this portion of the program.

**Field Experience Phase:** Scheduled according to ALS provider agency availability and typically consists of two to three days per week, pre-scheduled eight, ten, twelve or twenty-four hour shifts. Students must be available to schedule field rotations during this portion of the program.

### Course completion criteria

Completion of the AEMT program is subject to following criteria:

1. Successful completion of all **major** section exams: meeting a 75% minimum passing grade
2. Minimum grade of 75% on course final exam
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 168 of the 184 classroom hours during the didactic phase of education. 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.

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 16 hours of classroom time, will be dropped from the program.

**Course fees**

Registration fee (non-refundable)	\$100.00
Tuition	\$1200.00
Insurance	\$100.00
Lab fee	\$100.00
Technology fee	\$50.00
<b>Total</b>	<b>\$1550.00</b>

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, including drug screen, 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.

## **Program goal**

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

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

The program consists of four components:

Term 1: Paramedic 101: Didactic  
Paramedic 101: Lab

Term 2: Paramedic 102: Hospital Clinical

Term 3: Paramedic 103: Field Internship

## **Course structure**

The schedule for Paramedic courses varies by campus. Contact the NCTI Administrative Office for information: (916) 960-6284, toll free (888) 609-6284.

**Didactic Phase:** Scheduled as two, eight-hour instructional days per week.

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

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

**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 prior to, concurrently, 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 equivalent. Applicant must also hold National Registry of EMT certification or California 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. Students who take anatomy & physiology at another school can submit the course syllabus for

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

Applicants are required to complete a pre-entrance assessment and interview. A background check, which includes a drug screen, is required prior to admission. The drug screen must be negative, regardless of prescriptions the candidate/student may possess. Some clinical sites may require an additional background check and drug screen prior to clinical assignment. Some clinical sites may also request additional proof of immunity such as titers. NCTI accepts alternates per program, provided students have successfully completed the pre-entrance assessment and submitted a completed application packet.

### **Attendance requirements**

Students must attend at least 432 of the 460 classroom hours during the didactic phase of education. 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.

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 24 hours of classroom time, will be dropped from the program.

### Total Didactic Fees, Charges, and Expenses Breakdown

Enrollment Fee <i>(this is <u>not</u> the first payment, see page 9)</i>	200.00	Non-refundable
Tuition	8720.00	Prorated upon course withdrawal. Refer to refund provisions at the end of this Agreement. This tuition represents fees for the didactic training (456 hours) This calculates to a fee \$19.12 per didactic instructional hour. No refunds after 274 (60%) scheduled didactic instructional hours.
Insurance	300.00	Non-refundable after the third scheduled class day
Lab Fee	480.00	Includes, supplies, materials, tools, machinery, or any other goods related to the instruction offered in this agreement. This calculates to a fee of \$1.05/hour of didactic instruction No refunds after 274 scheduled didactic instructional hours
Technology Fee	50.00	Includes, virtual library, and any other goods related to the instruction offered in this agreement. Non-refundable after the third scheduled class day
Student Tuition Recovery Fund fee <i>(see page 6 of this agreement for further explanation)</i>	0.00	There is currently no charge for this. Should that change, it is Non-refundable as of the start of the didactic phase start date of this program as stated on the first page of this agreement.
<b>Total charges</b>	<b>\$ 9,750.00</b>	<b>Total Charges for Didactic Phase of This Program</b>

NCTI Clinical course fee	\$350.00
NCTI Field Internship course fee	\$350.00
NCTI Graduation fee	\$100.00

There may also be a fee of up to \$1500 required by the field interning agency. The applicability of the fee varies by location.

#### Additional fees and texts

Additional costs include: texts, and electronic device (tablet), uniforms, and equipment/diagnostic tools (I.E. stethoscope, penlight, eye protection, safety-shears). Students are also responsible for a background check, including drug screen, 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 **major** section exams: meeting the passing score identified in the course syllabus for each exam
2. Participation in practical sessions and successful completion of all skills exams, rated on a "Pass/Fail" basis

3. Completion of the course didactic **final** cognitive exam with a minimum grade of 75%
4. Completion of the Program summative **capstone** cognitive exam with a minimum grade of 73%
5. Successful completion of the Program summative capstone practical exam
6. Successful completion of the Program summative capstone affective evaluation
7. Successful completion of ACLS, PALS, AMLS and ITLS or PHTLS, according to the pre-set guidelines of the course
8. Compliance with all attendance requirements

### **Additional completion requirements**

Successful completion of the clinical portion of the education program, including a minimum of 160 hours in the hospital setting, with satisfactory completion of all required skills, patient contacts, and satisfactory completion of a final clinical evaluation by a hospital preceptor, is required. The student must also successfully complete a clinical review with a school representative prior to proceeding to the field internship. The clinical portion of the education must be completed within three months of the start of the clinical rotation.

Successful completion of the field internship, including a minimum of 480 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 is required. The internship can be terminated at any time based on unsatisfactory performance. The field internship must be completed within six months of the student's first field internship shift.

The staff at NCTI will discuss preferred clinical and field placement locations and schedules with students. However, due to the complexity of scheduling and the logistics involved, a student may not refuse or reject a clinical or field internship placement or assignment or delay the scheduling of clinical or field internship rotations. Students may not personally solicit hospitals, EMS agencies, or specific preceptors due to the political, organizational, and legal issues involved in establishing clinical internship opportunities. 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 limited part-time schedule while in the clinical and field internship portions of the program and should plan accordingly.

## **Outcomes**

Accredited Paramedic programs track and report outcome measures annually to the Committee on Accreditation for the Emergency Medical Services Professions. For the results for the most recent outcomes for the National Registry of EMTs certification examination, the program retention rate, and the job placement rate, visit [NCTI.edu](http://NCTI.edu) and select the program of your choice.

## **California specific requirements**

### **Approval disclosure statement**

The 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) and the 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 periodically as required and is subject to continuing review. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement and can be found at, [NCTI.edu](http://NCTI.edu).

Questions 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, or P.O. Box 980818, West Sacramento, CA 95798-081; [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free: 888-370-7589; or by fax: 916-263-1897.

### **Financial condition of the Program**

NCTI has been in operation continuously without interruption since founded in 1988. As of the date of publication of this catalog, NCTI 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.).

### **Complaints**

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 Learning Administration 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).

### **Student tuition recovery fund**

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

“The State of California created the Student 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 closure in excess of tuition and other cost.
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 a judgment against the institution for a violation of the Act.”

### **Loan repayment**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

## Appendix A Faculty

Faculty
<b>Bay Area</b>
Steve Seoane, BS, NRP
Chris Parker, MS
Michelle Franklin, AS, Paramedic
Ben Gammon, Paramedic
Steve Land, Paramedic
Ray Bakker, Paramedic
<b>Riverside</b>
Dan Forbing, BS, Paramedic
Doug Saltzstein, Paramedic
Fabian Lopez, AD, Paramedic
Bill Jones, AS, Paramedic
<b>Roseville</b>
Scot Mc Michael, BS, Paramedic
Gabe Cruz Paramedic,
Lindsey Bronner, Paramedic
Carly Sullivan, BS, Paramedic
<b>Santa Barbara</b>
Justin Martin, Paramedic
Joseph DeAnda, AS, Paramedic



# **Veterans Information Bulletin**

**2018**

**Name of Institution:** NCTI  
**Physical Address:** 333 Sunrise Ave. #500  
Roseville, California 95661  
**Mailing Address:** 333 Sunrise Ave. #500  
Roseville, California 95661  
**Telephone Number:** Day and night: 916 960-6284  
**Fax:** 916 960-6296

**Accreditations/Approvals**

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

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

25400 US Highway 19 N., Suite 158  
Clearwater, Florida 33753  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

**Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)**

8301 Lakeview Parkway  
Suite 111-312  
Rowlett, TX 75088  
Phone: 214-703-8445  
Fax: 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Bulletin effective January 1, 2018 through December 31, 2018

The information contained in this bulletin is true and correct in content and policy.



\_\_\_\_\_  
Signature of school official

February 15, 2018

\_\_\_\_\_  
Date

**School Governing Body, Administrators, and Faculty Owner**

American Medical Response (A California Corporation)

**Directors**

Lori Burns, RN, MSN	Chief Academic Officer
Lena Rohrabough	Director of Learning Administration
Patricia Tritt, RN, MA	Director of Instruction

**Administrative Officials**

Charise Arthur	National Business Manager
Angela McWhirter	Educational Assistant/VA Certifying Official



**Faculty**

**Bay Area**

Steve Seoane, BS, NRP  
Chris Parker, MS  
Michelle Franklin, AS, Paramedic  
Ben Gammon, Paramedic  
Steve Land, Paramedic  
Ray Bakker, Paramedic

**Riverside**

Dan Forbing, BS, Paramedic  
Doug Saltzstein, Paramedic  
Fabian Lopez, AS, Paramedic  
Bill Jones, AS, Paramedic

**Roseville**

Scot McMichael, BS, Paramedic  
Gabe Cruz, Paramedic  
Jack Youngblood, Paramedic  
Lindsey Bronner, Paramedic  
Carly Sullivan, BS, Paramedic

**Santa Barbara**

Justin Martin, Paramedic  
Joseph DeAnda, AS, Paramedic

**Instructional facilities**

The educational facilities at NCTI Programs include multiple classroom and laboratory spaces that accommodate both large and small group learning activities. All NCTI facilities meet the fire and life safety standards as outlined in the California Fire Code, as well as local jurisdictional requirements.

**Roseville Campus/Classroom and Administrative Offices**

333 Sunrise Avenue, Suite 500, Roseville CA 95661

Phone: 916-960-6284 Toll Free: 888-609-6284 Fax: 916-960-6296

**Livermore Campus**

7543 Southfront Road

Livermore, CA 94551

**Monterey Campus**

Monterey Peninsula College

MPC Public Safety Training Center

2642 Colonel Durham St. Room: SPS 206

Seaside, CA 98955

**Riverside Campus**

895 Marlborough Ave. #100

Riverside, CA 92507

**Santa Barbara**

240 East Hwy. 246

Buellton CA 93427

**Santa Barbara**

7200 Hollister Avenue Suite 1A & 2A

Goleta, CA 93117

**Entrance requirements**

- Applicant must be at least 18 years of age
- Applicant must possess a high school diploma or equivalent
- Applicant must possess a current American Heart Association Healthcare Provider card prior to the first day of class
- Applicant must possess health insurance
- Applicant must complete a background check to include drug screen
- Applicant must provide proof of required immunizations and/or titer
- Specific prerequisites may apply depending on the program selected
- Applicant must complete required TB testing prior to attending clinical or field internship rotations

**Policies****Enrollment policy**

Student must register and reserve space in the next available class either in person at the Roseville Administrative office or on [www.ncti.edu](http://www.ncti.edu). Class size is limited and enrollment is offered to qualified candidates on a first-come, first-served basis. Refer to the course descriptions for additional requirements. Contact the Registration Office during regular business hours to obtain an Enrollment Agreement for the EMT course or Application Packet for the Paramedic Program. All applicants must submit a completed Enrollment Agreement prior to the first class session

## **Credit evaluation policy**

### **Transfer of credits**

NCTI 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**

NCTI does not grant credit for prior experiential learning.

### **Attendance policy**

Student attendance and participation is necessary to complete any program. Each course varies by 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.

### **Leave of absence: Paramedic Program**

NCTI 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 be in good academic and administrative standing. A leave of absence is not available for students wishing to take a vacation, wedding activities, or other personal requests: these events should be scheduled outside of the duration of the program. In this context, the program includes the didactic, laboratory, clinical, and field internship components. 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 LOA request will lead to dismissal from the program.

### **Incomplete policy: Paramedic Program**

An incomplete status may be considered for students who, because of illness or circumstances beyond their control, are unable to complete their course work within the term of the program. An incomplete is approved only if the student has completed at least 80 percent of the program in good academic and administrative standing and has provided acceptable evidence to the Program Director that the student is unable to continue the coursework. In this context, the program includes the didactic, laboratory, clinical, and field internship components. Incomplete status is not considered for circumstances such as desiring time away from the program to attend another training academy (fire, law enforcement, EMS, or other), a new hire orientation for any employment, seasonal firefighting, or any other situation related to change in employment.

## Progress policy

The school's grading system for each class is:

Excellent	90% - 100%	A
Above Average	80% - 89%	B
Average	70% - 79%	C
Unsatisfactory	< 70%	F

## Satisfactory progress

A student may be placed on academic probation when the minimum grade requirement or compliance with other academic requirements are not met. Any instance of counseling and/or the progressive discipline process also initiates academic probation. 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. Depending on the reason for probation, a specified probation period may be identified and the student's progress will be reevaluated for satisfactory improvement. This typically occurs when the student has not met the grading policy. 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. No more than two evaluation terms of academic probation will be permitted. In other instances of progressive discipline, particularly related to affective domain concerns, the period of academic probation may continue throughout the Program. A student dismissed for academic reasons must apply for readmission.

## Readmission

Students who wish to reenter NCTI after withdrawing due to personal circumstances or academic dismissal must submit an application for readmission. Program policy limits the number of times an individual may enroll and re-enroll into the Paramedic Program to two attempts. 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.

## Conduct policy

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
- ✓ Testing positive for a controlled or illegal substance (by Federal law)
- ✓ 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

### **Refund policy**

The student will receive a refund according to the refund policy. Any applicable tuition refund will be processed within 45 days.

### **Veterans' policy statement**

#### **Refund policy for non-accredited course, CFR 21.4255**

These schools have and maintain 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 prorated 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.

### **Instructional Schedule**

Depending on the program and the schedule, class may be scheduled: all day; partial day; or evening hours; and may include Saturday sessions. See website for detailed course schedules.

NCTI 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.

### **Course requirements and fees**

#### **EMT**

Didactic 160 hours

#### Course Fees

Registration fee (non-refundable)	\$100.00
Tuition	\$1555.00
Insurance	\$100.00
Uniforms	\$30.00
Lab fee	\$40.00
Technology fee	\$50.00
<b>Total</b>	<b>\$1875.00</b>

#### **Paramedic**

Didactic 456 hours

Clinical 168 hours

Field 720 hours

#### **Course Length and Hours:**

In the unlikely event that the student has not met the minimum course requirements during the clinical and field internship phases of the Program, additional hours may be required, based on a performance improvement plan. For the clinical experience, the total number of additional hours will not exceed 60 hours. For the field internship, the

additional number of hours will not exceed 240 hours, and will be assigned in two 120 hour segments. The student will be evaluated at the completion of the initial 120 assignment to determine satisfactory progress.

### Total Didactic Fees, Charges, and Expenses Breakdown

Enrollment Fee <i>(this is <u>not</u> the first payment, see page 9)</i>	200.00	Non-refundable
Tuition	8720.00	Prorated upon course withdrawal. Refer to refund provisions at the end of this Agreement. This tuition represents fees for the didactic training (456 hours) This calculates to a fee \$19.12 per didactic instructional hour. No refunds after 274 (60%) scheduled didactic
Insurance	300.00	Non-refundable after the third scheduled class day.
Lab Fee	480.00	Includes, supplies, materials, tools, machinery, or any other goods related to the instruction offered in this agreement. This calculates to a fee of \$1.05/hour of didactic instruction No refunds after 274 scheduled
Technology Fee	50.00	Includes, virtual library, and any other goods related to the instruction offered in this agreement. Non-refundable after the third scheduled class day.
Student Tuition Recovery Fund fee <i>(see page 6 of this agreement for further explanation)</i>	0.00	There is currently no charge for this. Should that change, it is Non-refundable as of the start of the didactic phase start date of this program as stated on the first page of this agreement.
<b>Total charges</b>	<b>\$9,750.00</b>	<b>Total Charges for Didactic Phase of This Program</b>

NCTI Clinical course fee	\$350.00
NCTI Field Internship course fee	\$350.00
Northern California AMR Field Internship Fee	\$1150.00
NCTI Graduation fee	\$100.00

### Reimbursement to veterans and eligible persons

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-888-442-4551**.

I have received a copy of the Veterans Information Bulletin, which contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

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Print Name  
(Veteran or Eligible Person)

Signature

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Enrolled by

Date