

**EMS TRAINING CENTER  
OF SOUTHERN NEVADA  
STUDENT HANDBOOK  
EMT AND ADVANCED EMT (AEMT)**

**Philosophy of Education**

*EMS Training Center of Southern Nevada is dedicated to providing the highest quality education to all of our students. We believe in providing this education by utilizing the most competent Primary Instructors who share the same high standards. It is our goal to not only train students how to respond to the sick and injured, but to understand the processes behind the condition. With this knowledge in hand, along with the skills learned, it is our goal that the pre-hospital care provider trained at EMS Training Center will be better prepared to handle any emergency situation that may arise.*

*Our program emphasizes hands on training to reinforce didactic education. We believe the training provided will be relevant to a future employers needs. Our goal is to prepare students for future employment in the emergency medical field.*

*We strive to teach all of our classes to a national curriculum standard, thus, providing an education that allows students to test at sites throughout the nation.*

*EMS Training Center strives to incorporate a human factor throughout its training courses. We believe and teach that all patients are to be treated with respect and dignity. It is expected that our students act in a responsible and professional manner at all times, both in the classroom setting as well as clinical setting.*

*Effective: November 16, 2023*

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**EMS Training Center of Southern Nevada  
5175 Camino al Norte Suite 100  
North Las Vegas, NV 89031  
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Website: [emstrainingcenter.com](http://emstrainingcenter.com)  
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**Directors/Owners**

Debra Dailey, NREMT-P

**Medical Director**

Jeff Davidson, MD

**Primary Instructors**

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Fernandez Leary  
Lisa Parker  
Dennis Regan  
Janice Simmonds  
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Adi Moas  
Mark Williams  
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Jesse Paxton

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**ORGANIZATION**

**CONSULTANTS AND SPECIALISTS AS EMS INSTRUCTORS**

All EMS related courses conducted at EMS Training Center of Southern Nevada will be conducted in accordance with Clark County Health District (SNHD) EMS Regulations 200.000.

EMS Training Center of Southern Nevada may bring in a specialist who is considered an expert in their field and may not be certified as a SNHD EMS Instructor. Administration will review their resume and experience to determine their qualification level according to SNHD Regulation 300.410. Their resume will be forwarded to the Southern Nevada Health District office for review and approval. Individuals who hold an instructor certification in ACLS, PALS, PEPP, PHTLS, BTLS, CPR etc. are considered consultants and must provide supporting documentation of their credentials prior to instructing any course at EMS Training Center of Southern Nevada. All credentials will be kept on file at EMS Training Center.

**FACILITY DESCRIPTION**

EMS Training Center of Southern Nevada is located at 5175 Camino Al Norte, North Las Vegas, NV 89130. The building is approximately 6000 square feet and consists of administrative offices, male and female bathrooms, 6 classrooms, skills training section, break area with refreshments and snacks available for purchase and a designated smoking area outside of the building.

**COMMISSION ON POSTSECONDARY EDUCATION FEE**

Nevada law NRS 394.540 (3) requires that a fee of \$4.00 be assessed from each student upon enrollment for support of the Nevada Student Tuition Recovery Fund.

**HOLIDAYS**

New Year's Eve & Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Juneteenth

Labor Day  
Nevada Day  
Veteran's Day  
Thanksgiving Day & Family Day  
Christmas Week

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**LICENSURE**

EMS Training Center of Southern Nevada is licensed by the State of Nevada Commission on Postsecondary Education and is certified by the Southern Nevada Health District as an EMS Training Center. We are a bonded and insured training center.

**SNHD EMS REGULATIONS**

The EMS Training Center of Southern Nevada will conduct all of its courses in accordance with SNHD EMS Regulations and utilize only SNHD certified EMS Instructors as outlined in SNHD EMS Regulation 200.500, 200.510, 200.515 and 300.330.

**BUSINESS HOURS**

Monday – Friday 9:30 am – 4:30 pm. Closed on Sunday.

**TUITION POLICIES**

**TUITION**

Tuition Includes: Didactic & Clinical experience, National Registry psychomotor testing and a class uniform shirt. Tuition cost may change without prior notice.

\*\*\*Text Book(s), Access Code(s) & the National Registry Computer Based Cognitive Test are not included in any of our EMR, EMT or AEMT tuition costs. The NREMT Cognitive test scheduling and cost is the responsibility of the student after successful completion of the course.

<b>COURSE</b>	<b>TUITION</b>	<b>DEPOSIT</b>
EMR	\$500.00	\$150.00
EMT Course	\$1475.00	\$500.00
Online EMT Course	\$1580.00	\$500.00
AEMT Course	\$1575.00	\$500.00
Online AEMT Course	\$1680.00	\$500.00

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**COURSE SUMMARIES**

**Emergency Medical Responder (EMR)- 70hrs. \$500.00**

The First Responder is an individual who has been trained to render aid to the sick or injured prior to the arrival of more advanced and equipped personnel. A First Responder is taught how to recognize and treat life threatening conditions at the scene of illness or injury. Included skills in basic First Aid, CPR, Oxygen Therapy, Splinting, Bandaging, Bleeding Control and Shock.

**Emergency Medical Technician (EMT)- 200hrs. \$1475.00**

A Emergency Medical Technician is an individual who has been trained to render aid to the sick and injured. They can perform basic emergency medical care. They are trained in BLS CPR, administration of oxygen, the delivery of certain medications as defined by the Department of Transportation National Highway Traffic Safety Administration (NHTSA) National Standard Curriculum and other basic equipment used by emergency response personnel are included at this level.

A SNHD licensed EMT may provide basic emergency medical care only when functioning on duty as an Ambulance Attendant, Aeromedical Ambulance Attendant or Firefighter Attendant.

Tuition Includes: Didactic & Clinical experience, National Registry psychomotor testing, American Heart Association BLS CPR and a class shirt.

**Advanced Emergency Medical Technician (AEMT) - 216hrs \$1575.00**

An Advanced EMT (AEMT) is trained in the skills of IV Therapy, Medication Administration, Advanced Airway, and Intraosseous Infusion.

AEMT's may provide advanced emergency medical care only when functioning on duty as an Ambulance Attendant, Aeromedical Ambulance Attendant or Firefighter Attendant.

Use of intravenous therapy, supraglottic airway devices and limited advanced medications administration are included at this level as defined by the Department of Transportation National Highway Traffic Safety Administration (NHTSA) and the National Standard Curriculum.

**Emergency Medical Technician (EMT) Online Course \$1580.00**

**Advanced Emergency Medical Technician (AEMT) Online Course. \$1680.00**

This online course provides an "at your own pace" design. This is based on National Registry and DOT standards. At the end of this course, you will be able to perform both the cognitive and psychomotor skills required to take the National Registry computer-based test in order to obtain your EMT certification.

Each chapter will have required quizzes, case studies, tests and discussion threads that each student must participate in. This is an online web-based course; therefore, you must have a computer and reliable internet access. You must also have access to a printer. You will be required to participate in hands on skills labs 1-2 times per month and two, 12hr clinical rotations for successful completion of the course.

We will have lab dates twice a month that you can get hands on experience with the equipment. You are required to participate in 5 of the lab dates. At the end of the course, you will be required to take the National Registry Psychomotor Test. The National Registry Psychomotor Test is of the skills you learned and practiced during the lab skills days.

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**REFUND POLICY FOR ALL CLASSES**

1. **NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions.**
2. 1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
3. (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
4. (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
5. (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
6. (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
7. 2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
8. (a) Date of cancellation by a student of his or her enrollment;
9. (b) Date of termination by the institution of the enrollment of a student;
10. (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
11. (d) Last day of attendance of a student,
12. É whichever is applicable.
13. 3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
14. 4. For the purposes of this section:
15. (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
16. (b) The period of time for a training program is the period set forth in the enrollment agreement.
17. (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.
18. 5. As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:
19. (a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
20. (b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes,
21. É unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.
22. (Added to NRS by [1985, 989](#); A [1989, 1460](#); [1995, 325](#); [2005, 635](#); [2015, 341](#); [2021, 517](#))
  - (a) fees.

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**ADMISSIONS**

**EQUAL OPPORTUNITY**

**It has been and will continue to be the policy of EMS Training Center of Southern Nevada to be an equal opportunity institution. EMS Training Center of Southern Nevada is committed to assuring that all courses are readily accessible to all eligible persons without regard to race, gender, religion, age, national origin, and/or marital status.**

**ADMISSION REQUIREMENTS**

Registrations and deposits are done online at [www.emstrainingcenter.com](http://www.emstrainingcenter.com). Registration is on a first come, first serve basis for individuals who submit a completed application and deposit prior to the class becoming full.

The following items must be submitted within three weeks of the first day of class:

- Valid Picture ID
- High School Diploma or High School Equivalency or College transcript (unofficial copy permitted)
- Current EMT Certification (AEMT students only)
- American Heart Assoc. CPR for Healthcare Provider (AEMT students only)
- Copy of Childhood Immunizations (MMR, Dtap, chicken, Polio)
- Hepatitis B series
- TB two step skin test (good for one year) or QuantiFERON Gold blood serum test (good for five years)- (E7health.com)
- Nationwide or higher-level Background Check- ([mystudentcheck.com](http://mystudentcheck.com))
- 10-Panel Drug Screening- (E7health.com)

**RE-ADMISSION**

Any student withdrawing voluntarily who has a class grade average of > 75% may be accepted into future classes as space allows.

Any student expelled for misconduct will not be readmitted to present or future classes for any reason whatsoever. The student shall receive any money available as per the Refund Policy.

**CREDIT FOR PREVIOUS TRAINING**

The EMS Training Center of Southern Nevada does not give credit for previous training.

- No prerequisites are required to enroll in the EMT course.
- Current state or National Registry EMT certification is required to enroll in the AEMT course.



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**STUDENTS WITH HEALTH PROBLEMS**

If a student becomes ill with a potentially contagious illness, it is strongly recommended they do not attend class until they are feeling well and healthy.

If it is determined by the primary instructor that a student is too ill to attend class, the student will be excused and given all assignments to be made up according to policy.

If a student has a chronic medical condition, limiting their ability to complete any aspect of the course of instruction, the student must notify the EMS Training Center of Southern Nevada prior to the beginning of class for accommodations to be made.

If student has documented learning disabilities, please provide the documentation prior to beginning the course.

**GENERAL LIABILITY AND HEALTH INSURANCE**

EMS Training Center of Southern Nevada holds and covers all enrolled students under a general liability insurance policy while on the property.

EMS Training Center of Southern Nevada DOES NOT require personal health insurance; however, this institution reserves the right to update this policy as dictated by current requirements of contracted agencies to protect the students and the public. Personal insurance is strongly recommended as it is the responsibility of the individual students to provide their own health coverage in the event of, but not limited to, bodily injury, blood borne pathogen exposure, airborne pathogen exposure, chemical exposure, injury resulting from a violent patient, injury resulting from a weapons of mass destruction or terrorist attack, or bodily injury resulting from an act of nature.

**PLACEMENT SERVICES**

EMS Training Center of Southern Nevada does not do formal job placement. However, we will share employment opportunities with all students as they arise.

**TUITION BALANCES UNPAID BY DUE DATE**

There will be a late fee of 7% of the tuition balance assessed to student accounts for tuition balances that are unpaid by the due date. The due date for all EMT and AEMT tuition is 6 weeks from the start date. Late fees are applied each month until paid in full.

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**EDUCATION**

**ATTENDANCE**

It is very important that students attend all regularly scheduled classes to maintain the required hours of instruction. Students are allowed no more than 3 absences while enrolled in a course of instruction. Excessive absences above the 3 allowed may result in expulsion from the program. Emergencies and extenuation circumstances will be handled individually on a case by case, one on one basis. All students are required to contact the primary instructor to notify them of the absences or late arrivals prior the start of class. If students are absent, they are required to complete the makeup work as outlined in the Make-Up Work policy.

**TEXTBOOKS**

Textbooks are adjuncts to the materials and lectures presented in the courses. It is expected that students will read each assigned section prior to class. Homework, quizzes and tests are based on the material presented in lectures, textbooks, and handouts.

Textbooks are based on the Department of Transportation (DOT), National Highway Traffic Safety Administration (NHTSA) and National Standard Curriculum and will be updated as necessary to keep current with the recommendations of DOT NHTSA. Textbooks are not included in the tuition cost and are the student's responsibility to obtain.

**MANDATORY EQUIPMENT**

EMT and AEMT

- Stethoscope
- Watch with Working digital or mechanical second hand
- Writing Utensil(s)
- Notebooks or Loose-Leaf Paper for notes

**SCHEDULE OF COURSES**

Start dates and times vary for our EMT and AEMT classes. Dates are available online at [www.emstrainingcenter.com](http://www.emstrainingcenter.com).

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**SKILLS PERFORMANCE**

Upon successful completion of the course by passing the course with a minimum of 80%, completing two 12-hour clinicals, completion of the Final Presentation and accounts paid in full, students will be required to complete the National Registry Psychomotor skills testing on the last day of the course. This will include:

1. Patient Assessment- Trauma
2. Patient Assessment- Medical
3. Airway- Non-Rebreather/Adjuncts
4. Airway- Apneic Patient/BVM
5. Patient Immobilization (supine)
6. CPR/AED
7. Random Basic Skill

AEMT students will additionally do IV/IO therapy and medication bolus, fluid calculations, and insertion of supraglottic airway device.

**FINAL CLASS PRESENTATIONS**

The class presentations are required for EMT and AEMT courses. The due date is found in the class syllabus. This assignment is worth 20% of the student's overall grade. It is designed to expose the student to the "research" component of EMS. The student can choose any medical topic they find interesting. The final presentation is comprised of 2 components and these directions must be strictly adhered to.

The first component of the assignment is an essay of the topic, that is 4 or more complete pages. The format for this paper is as follows: 4 or more complete pages, not including the title page and reference page. Single-spaced typed text using New Times Roman, no larger than 12 font with 1 inch margins.

Students must cite the material using the same format, on their reference page. The title page and reference pages are in addition to the 4-page report, for a total of at least 6 pages. Pictures and lists are acceptable but are NOT counted as a page. The printed essay will be turned in to the instructor at the completion of the presentation. If the essay is short or in an incorrect format, points will be deducted.

The second component of the assignment is a PowerPoint presentation of the topic, presented to the class. The PowerPoint presentation should be a minimum of 10 minutes but no more than 20 minutes. The PowerPoint should be on a flash drive.

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**INTRAVENOUS CANNULATION (IV)**

During the Advanced EMT course, students will learn IV skills and begin by practicing IVs on arm mannequins. Once the practice is complete, students will be required to complete 3 successful live IV cannulations in order to pass this skill. Live IV cannulations consist of students starting IVs on each other. Successfully completing the IV cannulation skill must be completed before starting clinical rotations. Students are **ONLY** allowed to perform IV skills in the hospital ER setting. Students are **NOT** allowed to perform this skill on ambulances or rescues.

All live IV cannulations will be done using sterile IV catheters and normal saline IV fluid. All students will be taught and expected to use the proper aseptic technique.

**MAKE-UP ASSIGNMENTS**

If a student is absent on a lecture day, there are 3 ways the class can be made up.

1. Attend another class doing the same lecture. (Absence will be erased)
2. Watch a recording of the class and answer the quiz questions assigned. (Absence will be erased)
3. Read the chapters missed, and write a one page report on each of the missed chapters. (Absence will NOT be erased, but will show as made up.)

When a lab is missed, the student will need to attend an equivalent lab with another class.

All make-up work is due to be turned into the primary instructor on the next scheduled class day unless other arrangements have been made with the primary instructor.

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**MANDATORY CLINICAL GUIDELINES**

EMT- (2) 12-hour clinical rotations

Advanced EMT- (2) 12-hour clinical rotations

Student must be 18 years or older to participate in the clinical experience. All required paperwork must be turned in. School credentials are created when once all documentation are reviewed and school credentials must be carried during all clinical rotations.

To ensure the safety of all students, patients, and staff the following guidelines must be followed at all times. Failure to do so may result in disciplinary action and/or termination from the course.

1. Each student is expected to be on time and properly dressed according to dress code.
2. If the student is going to be late or is unable to attend his/her scheduled clinical rotation, the instructor must be notified and name removed from sign up calendar.
3. Dress: All students will present themselves appropriately dressed and exhibit professionalism while in the field or clinical setting.
4. Any breach of confidentiality is grounds for immediate dismissal from the course. Prior to conducting clinical rotations **ALL** students must complete the federally mandated HIPPA training.
5. In order to prevent transmission of unknown infectious disease, students will follow all universal precautions during the care of all patients when contact with blood or other body fluids are anticipated.
6. The Paramedic, AEMT, or RN must sign your clinical forms. These forms must be returned to your instructor to receive credit for participating; otherwise a zero will be entered.

**CLINICAL DRESS CODE**

- Dark blue or black slacks (**NO JEANS**)
- Maroon EMS Training Center of Southern Nevada uniform shirt
- Solid black tennis shoes or work boots (avoid canvas shoes)
- Jackets should be either navy blue or black (not leather)
- Hair should be clean, neat, trimmed and above the collar. Hair must be restrained when specified length is exceeded.
- Must be clean shaven (mustaches are allowed if neatly trimmed, does not extend below the bottom of the upper lip and is no more than one half inch beyond the corners of the mouth)
- Jewelry which may interfere with the donning or use of personal protective equipment is not permitted.
- No facial piercings or gauges
- Avoid heavy colognes or perfumes as it may irritate respiratory issues with patients.
- Full sleeve tattoos must be covered with long sleeve class shirt.

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GRADING POLICY**

**GRADING**

The minimum, final passing score for the course is 80%. The student's grade consists of chapter homework and quizzes, cumulative chapter tests and a final presentation.

Students will receive progress reports following each test and may receive counseling and/or remediation if necessary.

Student assignments, paperwork and document copies turned in by the student will be held in the student file for 5 years from the date of course completion. Official Transcripts will be kept indefinitely.

**ONLINE HOMEWORK, QUIZZES & TESTS**

All homework, quizzes and tests are completed online through Pearson MyLab Mastery. The "Post Test" scores are used as the student "Quiz" Scores of the student's grades. Each student will receive an access code when they order their textbooks using the ISBN number provided. More information and instruction are given in class.

How grades  
are calculated:

<b>EMT/AEMT</b>	
<b>Tests</b>	<b>40%</b>
<b>Quizzes</b>	<b>30%</b>
<b>Class Presentation</b>	<b>20%</b>
<b>Homework</b>	<b>10%</b>

**EXTRA CREDIT ASSIGNMENTS**

You will have the opportunity to complete 2 extra credit assignments during the class.

EMT Students: Diabetes and Seizures are the two options for the extra credit essays.

AEMT Students: You can choose any medical topic for extra credit assignments.

The format for the extra credit paper is as follows: 4 or more complete pages not including the title page and citing page, using New Times Roman 12 pt. font with 1-inch margins. The extra credit assignment may be double-spaced. Be sure to include a title page and cite your material using the same format. These 2 pages are in addition to the 4-page report, for a total of 6 or more pages. Pictures and lists are allowed, but not counted as a page. Points will be deducted if this format is not followed.

At times we may have the opportunity for additional extra credit in the form of conference attendance or volunteer projects in cooperation with other agencies. These opportunities will be announced if presented but are not to be expected.

**TUTORING**

The student may ask for an appointment to meet with instructor before or after class for additional tutoring in the area(s) of weakness.

Any tutoring sessions scheduled with instructors must be held at the EMS Training Center of Southern Nevada building only. Any arrangements made to meet outside the physical premises of EMS Training Center of Southern Nevada must have prior approval from the Director.

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**CLASS CONDUCT GUIDELINES**

1. No Smoking or vaping is permitted in the building. Smoking and vaping is only allowed in designated areas outside of the building.
2. Food and Drinks are permitted in the classroom, if the privilege is not abused. Students must clean the area prior to leaving class and make sure all trash is disposed of properly.
3. Equipment and supplies must be cleaned and put away each time of use.
4. Students are expected to always behave in a professional and courteous manner, including language.
5. While we will strive to keep our classes in order with the preprinted schedules, please be understanding if conflicts and changes do occur.
6. Classes will begin promptly at the scheduled time. Please be in the classroom ready to begin when class is scheduled to start. **Please make sure you sign in on the Class roster. You will be considered absent in the class if roster is not signed.**
7. Leaving class early **must** be arranged with the instructor prior to the start of that class. The attendance will be marked as half day if student leaves early.
8. **The use of cellular phones or pagers are not allowed during class!** The only exceptions to this rule will be if it must be on for work on-call situations or family emergencies. The instructor **MUST** be aware of these circumstances.
9. All personal property is the sole responsibility of the student. EMS Training Center of Southern Nevada does not assume any responsibility for any lost or damaged personal items or clothing.
10. We strongly encourage you to lock your vehicles to help prevent theft. It is advisable to walk with another student or instructor to your vehicle after dark.

**DRESS CODE**

Student's dress, personal appearance and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. The students will be required to wear their EMS Training Center of Southern Nevada shirt during class time and clinical rotations. Jeans (no rips or tears), shorts, pants, and trousers are acceptable to wear with the class uniform polo. Shorts must be at least fingertip length. Miniskirts, crop tops, tank tops, strapless, low-cut blouses and vulgar or suggestive print are not considered appropriate attire and will not be allowed in the classroom. Closed toes shoes must be always worn.

**\*If a student arrives wearing inappropriate dress, they will be sent home, and their absence will be considered unexcused.**

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**ACADEMIC DISHONESTY / BEHAVIOR / GRIEVANCE POLICY**

Cheating, plagiarism, and other acts of academic dishonesty are held as serious offenses. Instructors have the right to discipline a student upon suspicion of academic dishonesty or if they deem the student are disruptive or counter-productive to the goals of the class. This disciplinary action may include expulsion from class and will not be re-admitted.

Students will not be permitted to attend class or participate in clinical rotations while under the influence of altering substances or alcohol. If this is identified, he/she may be automatically expelled from the course. We reserve the right to require random drug screening during the course.

Students are expected to perform all duties and skills in a safe manner. Any behavior that puts him or herself, another student, instructor, or patient in danger of harm will be expelled from the course.

**STEPS IN DISCIPLINARY ACTION INCLUDE:**

- Step #1
- (a) If a student is seen or is reported as cheating on tests or assignments by any instructor employed by EMS Training Center of Southern Nevada, the student shall receive a “zero” score for the assignment.
  - (b) If any student behaves in any unprofessional manner; or any unsafe manner that may put him/herself, a fellow student, a patient, or EMS Training Center of Southern Nevada employee at risk in the classroom or on a clinical rotation, the student will be removed from the class or clinical and expelled.
  - (c) If any student is found performing in any unprofessional behavior that would reflect poorly on EMS Training Center of Southern Nevada and its training facility, the student will move into Step #2 below.

Step #2 As soon as possible after the incident, the student and instructor(s) shall meet to discuss the incident in detail to determine if any disciplinary action will be necessary.

Potential outcomes include:

- (a) Immediate removal from the course (expulsion);
- (b) Elimination of further clinical rotations, thus, resulting in possible failure of the course.
- (c) Counseling to discuss what future ramifications may occur if another or similar incident occurs (i.e., removal from the course).

Step #3 If another or similar incident occurs during the course, the student will meet with the instructor of the class, along with the Director, to inform the student that they will not be allowed to continue in the program.



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**GRIEVANCE POLICY**

If you feel that there is inappropriate conduct or activity on the part of the company, management, its employees, vendors, customers, or any other persons or entities related to the company, we request that you bring this concern to the immediate attention of your instructor. If necessary, contact the EMS Training Center of Southern Nevada Director.

The EMS Training Center of Southern Nevada Director will investigate any issue that may arise and may require disciplinary action. All disciplinary action will be set and delivered by the EMS Training Center of Southern Nevada Director. Course instructors can remove students from the course of instruction at their discretion.

If a student is removed from a course, the instructor who removed said student will complete an incident report and forward it to the EMS Training Center of Southern Nevada Director for review and further investig

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DEFINITION OF KEY TERMS

Absence: An absence is defined as any regularly scheduled classes that students are not present for. Students are allowed no more than 3 absences during any course of instruction.

Excused Absence: Any absence by a student with prior written notice given to the lead instructor prior to absence.

Half-Day Attendance: A student who is more than 30 minutes late for class. Also, a student who leaves class 30 minutes or more before the scheduled end time of class.

Leave of Absence: Any period extending longer than (3) class periods. The class instructor must grant written prior notice.

Make-up Work: Any class assignment, homework assignment, or practical assignments given to a student for the class period in which he/she was absent from.

Tardiness: Arrival to class after its scheduled time. Tardiness of 30 minutes or more without prior notification will be marked as Half Day attendance.

Unexcused Absence: Any absence by a student without prior written notice given to the instructor.

Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's own.

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**ACKNOWLEDGEMENT STATEMENT**

I, \_\_\_\_\_ (print your name) have received, read and understand everything in this handbook. I also understand that EMS Training Center DOES NOT require health insurance but recommends that I carry my own policy should I have an occupational health problem or injury while attending this course of instruction at the EMS Training Center of Southern Nevada.

By signing below, I acknowledge, understand and will abide by what is stated within this policy manual.

I also confirm that:

\_\_\_\_\_ Have NO injuries / illnesses that would hinder my performance in any course conducted at EMS Training Center of Southern Nevada.

\_\_\_\_\_ Have an injury / illness that may hinder my performance in any course conducted at EMS Training Center of Southern Nevada and need an accommodation to be made on my behalf.

\_\_\_\_\_ (Your Signature)

\*\*\* A copy of this acknowledgement statement can be viewed in MyLab in the Document Sharing section. The signed acknowledgement statement will be retained in the student file.\*\*\*

\_\_\_\_\_ LEAD INSTRUCTOR USE ONLY \_\_\_\_\_

I, \_\_\_\_\_ (Instructors Name) have reviewed this student handbook in its entirety and have answered any questions that may have arisen. I also advised the students that if they have any further questions and/or need clarification on anything with this manual they could ask me as the lead instructor and/or the EMS Training Center Clinical Director.

\_\_\_\_\_ (Instructor Signature)