

**CPR AND MORE TRAINING PROGRAM'S**  
**EMERGENCY MEDICAL TECHNICIAN (EMT) COURSE**  
**CATALOG**  
**(800) 477-6193**  
**11030 Arrow Route, Suite 204**  
**Rancho Cucamonga, CA 91730**  
**www.cprnmore.com**

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**Catalog Effective Date:**

This catalog is effective for all courses commencing from October 25, 2016 through October 25, 2017

**Mission Statement:**

The goal of our program here is to provide affordable training to enthusiastic individuals who are interested in working in the field of Emergency Medical Technician (EMT). Our program focuses on entry-level training for those with or without any emergency medical background. This course is designed to train individuals who wish to become an EMT. The purpose of this course is to prepare the student to meet industry standards, become an EMT, and then begin working in the field as an EMT. Upon successfully completing this program, the student will have a basic understanding in the field of Emergency Medicine as it pertains to a certified EMT.

The program consists of a total of 160 hours, which includes classroom instruction and hands-on training, taught by a state-certified EMT. During that time, the student will receive classroom instruction via lectures, tests, videos, handouts, and homework assignments. The student will also receive hands-on training on the individual skills required by the NREMT and county standards, taught by a certified EMT or higher, including any supplies needed required for the practical training.

At the end of their training, students will be given a final exam and to successfully complete the course will need a passing score of at least 80%. Before being sent to training on an ambulance or in an emergency room, the student will be able to properly identify emergency situations and respond appropriately. Following their training, the student will be expected to safely perform skills per industry standards (National Registry).

Upon completion of the program, the student will receive a certificate of completion. Completion of the course will make the student eligible to sit for the national registry exam. CPR and More Training Program sufficiently supports the instructional needs of the student in order to pass the course, fulfills all current state requirements to become licensed as an EMT, and the student will be eligible to sit for the national registry exam for Emergency Medical Technician.

This program fulfills ICEMA's requirements and the student will be eligible to sit for a state certification exam for Emergency Medical Technician.

CPR and More Training Program is a private institution and is licensed to operate by the Bureau of Private Postsecondary Education. CPR and More Training Program does not offer a distance educational program. All instruction will be conducted at CPR and More Training Program. CPR and More Training Program does not offer off-site instruction. Please note that we do not offer credit for prior experiential learning.

**Occupation This Program Teaches:**

Upon completion of this program, the student will receive a certificate of completion and will be eligible to take the national registry exam for EMT. After passing the national registry exam, the student is eligible for certification through the State of California as an Emergency Medical Technician. The typical starting yearly wages for Emergency Medical Technicians are around \$31,000 per year (refer to salary.com)

**Facilities and Equipment to Meet This Goal:**

Upon successful enrollment, the student will be provided with a copy of Emergency Care in the Streets textbook and study material. In addition, the student will receive handouts on the day of instruction regarding that particular topic. For practical training, we have two backboards, two straps, two KED, various splints, triangle bandages, triage tags, ten nonbreathers, two O2 tanks, two O2 regulators, ten nasal cannulas, a gurney, two OB mannequins, three airway mannequins, and approximately twenty blood pressure cuffs with twenty stethoscopes. We have several videos designed to teach students how to identify emergency situations as well as PowerPoint instruction and practice dummies.

All books, study material and the course curriculum has been approved by ICEMA (Inland Counties Emergency Medical Agency) and is sufficient to support the instructional needs of the student in order to pass the course and be eligible to sit for the national registry exam for Emergency Medical Technician.

All equipment used at CPR and More Training Program is solely owned by Crescent School of Dialysis, LLC.

The students will be educated by a certified Emergency Medical Technician with a current California license and at least five years experience for the didactic and practical portions of the program.

All supplies used for practice will be provided to the student and are included in the fee of the program. It is required that the students show up and participate during the practical training portion of the program so that when they attend clinical training, they will be able to begin training at a basic level on their first day. Failure to do so may result in termination of the program.

The classroom portion of the program consists of a total of 140 hours of instruction provided by a certified Emergency Medical Technician or other medical professional. During this time, the student will receive instruction via lectures, a state-approved EMT training book, tests, videos, handouts, and homework assignments. Upon successful completion of the program with at least an 80% passing grade on the final exam, the student then may begin their clinical experience. The student must complete 24 hours of clinical experience.

Upon successful completion of both the final test with a grade of 80% or better and completion of clinical training, the student will receive a certificate of completion and will be eligible to take the national exam for Emergency Medical Technician. CPR and More Training Program fulfills ICEMA's requirements for certification as an EMT and upon completion of the program, the student will be eligible to sit for the national registry exam for EMT.

Classes for the CPR and More Training Program are located at 571 N. Mountain Ave., Upland CA 91786. This location also serves as the administrative office. Class times are Monday through Thursday from 8 a.m. until 5 p.m. The size of the office space is 1060 square feet which includes an administrative office with sufficient audio/visual equipment to meet educational needs. The seating capacity is limited up to just 25 students. Chris Siska's office is located at 11030 Arrow Route, Suite 204, Rancho Cucamonga CA 91730, and he may be reached at this location when needed after making prior arrangements by the student. There is also a small library located within the administrative office in Upland as well as the Rancho Cucamonga office.

Restrooms: There is one restroom – to be used for both men and women.

**Housing:**

CPR and More Training Program does not have transportation or housing/dormitory services under its control. If you desire to stay within a motel near Rancho Cucamonga close to the school, there are several motels available. However, we do not offer assistance in finding housing and it is the sole responsibility of the student in doing so. Listed below are examples of housing:

1. Best Western Plus Heritage Inn; 8179 Spruce Ave., Rancho Cucamonga, CA 91730; (866) 430-9014; \$79.20 per night.
2. Four Points by Sheraton, Ontario; 11960 Foothill Blvd., Rancho Cucamonga, CA 91739; (909) 204-6111; \$119.00 per night.

**Library:**

CPR and More Training Program has a library which is accessible to both staff and students. The library contains EMT-related books and periodicals available for student use, which serves as a resource for their educational needs. CPR and More Training Program subscribes to several EMT-related magazines and periodicals to keep students and staff current on any EMT trends. We also have more than 20 instructional and educational videos available.

Students may either review all videos and library material within the school or check out them out for review and study at home.

There are also libraries in the vicinity of the school in the Rancho Cucamonga area:

1. 12050 Cultural Center Drive, Rancho Cucamonga, CA 91730; (909) 47-2720
2. 7368 Archibald Ave., Rancho Cucamonga, CA 91730; (909) 477-2700

### **Previous education and training:**

If the student wishes to challenge the theory portion of the class, they must bring in proof of content for previous training to be evaluated for similar content and coverage of topics. The training must have come from a recognized training course, approved by ICEMA and the Bureau for Private Postsecondary Education. If they meet the criteria, they will be given the final exam and must pass with at least 80%. If the student wishes to challenge the practical portion of the program, they need to bring documentation where they trained to be considered. In addition, they must, without assistance, completely pass all skill requirements.

### **Job placement:**

CPR and More Training Program does not provide job placement assistance. We encourage students upon completion of the program to actively apply for a job as soon as possible to as many ambulance companies in your area to successfully find a job.

### **Classes are conducted in English:**

All instruction and tests given will be done in English. The student should expect that any state approved national exam will also be given in English. All students entering the program should be able speak, read and write in English. The student upon enrollment here will be given an English proficiency exam. If the student does not pass the English proficiency exam with at least an 80%, they will not be enrolled.

### **Requirements for admission:**

To be eligible for enrollment into our EMT course, you do not need to have any previous medical experience. You may enroll in the EMT course at any time, even if you have not yet meet the medical requirements. Proof of completing the medical requirements will be required by the start of the course.

The following are the minimum eligibility requirements you must meet before you start the course:

1. Age requirement: You must be at least 18 years of age to be eligible to certify as an EMT in California. If you are not yet 18 years old, you may enroll in the course six months prior to your 18th birthday with the understanding that your certificate of course completion will be withheld until the age requirement is met. If you are under the age of 17½, you may still take the course; however, you will not be not be eligible for certification as an EMT in the State of California.
2. You must submit proof of having a current American Heart Association Basic Life Support for Healthcare Providers (CPR certification must be maintained current throughout the EMT course). Your course fees pay for a CPR course to be taken the week before your EMT course starts.
3. Medical Requirements: In addition to meeting the student eligibility requirements, if you enroll into the EMT course, you are required to complete and submit copies of the following medical and insurance records by the first day of the course:
  - Physical Examination: A current basic physical examination (conducted within the last 12 months prior to the beginning of the course), signed by a physician, that specifies that you have no physical limitations for participating in the classroom or clinical components of the course.

- Furnish proof of the following immunizations: Hepatitis B vaccine/immunity: A Hepatitis-B vaccine (start of a 3 shot series or signed refusal form) Proof of Hepatitis-B vaccine, 3-shot series, positive Hepatitis-B titer, OR signed refusal form.
  - Measles-Mumps-Rubella (MMR): Proof of MMR vaccine or a positive MMR titer.
  - Tuberculosis: A negative TB skin test within six months of the beginning of the course. If you previously had a positive reaction to the skin test, please submit documentation of a negative chest x-ray.
  - Varicella: A varicella vaccination (or proof of immunization or a positive varicella titer).
  - Copy of health insurance card. You must maintain private health insurance or worker's compensation insurance for the clinical/ride-along portion of the program, and furnish proof of insurance. You are responsible for all payment for medical care related to exposure/injuries/illnesses.
4. High school diploma or its equivalent. Foreign students must have the equivalent of a U.S. high school education. Documentation will be required such as a copy of certificate/degree and/or transcripts for state/national exams.
  5. A form of photo identification (such as a driver's license or passport).
  6. Must be able to read, speak, and understand English.
  7. A legal U.S. resident (social security card, a working visa or a "green card"). Crescent School of Dialysis only accepts students who can show documentation proving citizenship or legally within the country. We do not vouch for any student's status or associated charges.
  8. Successfully pass the English proficiency entrance exam with an 80%.
  9. Please note that you may or may not be asked whether or not you have had any criminal or drug convictions. Conviction of a crime does not automatically mean that a student is ineligible for the course.

### **Requirements for Licensure:**

In order to be certified as an EMT, you will be required by your local EMS Agency to undergo a background investigation, successfully complete a certified EMT training course, and take the National Registry of EMTs NREMT-B computer adaptive test, along with meeting the other application stipulations as set forth for California. Successfully completing the CPR and More Training Program's EMT Course qualifies you to take the National Registry certifying exam for EMTs. If you pass the exam, you are then eligible for state and national certification.

The San Bernardino County EMT certification requirements: Locally, the certifying process for EMTs in the State of California is completed through the Inland County Emergency Medical Services Agency. Fee information and applications for certification in San Bernardino County will be distributed in class and are available for download online at [www.iceme.com](http://www.iceme.com).

### **Certification and Recertification:**

Certification as an EMT is valid for two years throughout the State of California. Each certification card will indicate an expiration date. It is the responsibility of the "practicing" EMT recertify before this two-year period has ended. In order to recertify, students must successfully complete a prescribed refresher course or obtain 24 hours of approved continuing education units (CEUs) for the EMT. In addition to completing a refresher course every two years or meeting the CEU requirements, EMTs must take the standardized State of California skills exam every two years.

Should the EMT fail to recertify before the expiration date, a two-year grace period is extended for recertification, with additional requirements based upon the length of the elapsed time. During this two-year period, an EMT may NOT work as an EMT until the recertification process is completed. Should the two years lapse without successful recertification, the EMT must take the entire primary training program again.

Any questions regarding certification and background checks in San Bernardino County should be directed to ICEMA.

### **Background Checks:**

While it is not required for completing the EMT course or passing the NREMT-B exam, the local certifying agency for EMTs and most employers hiring EMTs will require a background investigation to determine if an applicant has a criminal history. In addition to background checks, employers generally seek applicants that successfully complete a DOT physical to be an ambulance driver, have a clean drug test before being hired, and a good driving record.

In California, the background investigation often consists of an electronic fingerprint database search (Live Scan). Conviction of a crime does not automatically mean that a student is ineligible for certification. Typically, any felony conviction within the last seven years or any conviction for driving under the influence (DUI) may potentially disqualify an applicant from certification and/or employment. Failure to disclose the required information may result in refusal of certification due to falsification. Questions related to this process should be directed to ICEMA.

### **Emergency Medical Technician Examinations:**

There is currently one exam available for certification: The National Registry Exam which can be located at [www.nremt.org/nremt/about/reg\\_basic\\_history.asp](http://www.nremt.org/nremt/about/reg_basic_history.asp). The cost of the test is \$70.00 and will be paid by the student. For any questions that cannot be answered by viewing their website, they can be reached at (614) 888-4484.

### **Attendance Policy:**

All students must meet the minimum number of hours based on state protocols. If any student fails to meet the minimum, they will be put into the next class at no cost to them. A refund will not be issued. Due to the speed at which the class progresses and the tests that must be passed, it is advised that students not miss days. One missed test can be made up. Any other missed tests and the student takes a zero for those tests. A student may not miss the final exam.

It is important for the student to arrive to class on time and ready for instruction. Tardiness is disruptive to the other students as well as the instructor and will not be tolerated. Arriving to class later than ten minutes is considered tardy. The first offense will be a verbal warning. The second offense will result in a writing warning with/without suspension. The third offense will result in an automatic suspension. A fourth offense will lead to a possible termination of their program. In addition, students will be expected to come to class as scheduled unless there is a valid excuse (death in family, sickness, family emergency). Any disciplinary action will be at the discretion of the school.

### **Probation, Drop Out, Re-admittance, Leave of Absence and/or Suspension:**

Students may be placed on suspension or dropped from the program as appropriate for any of the following reasons:

1. Nonpayment of services, as provided by law.
2. Nonattendance, excessive tardiness, excessive absences. All students are required to attend the required to attend the required number of hours for the course they are attending. Excessive absences is defined as missing more than two days of class. If a student misses more than two classes, they will be removed from the program and start the program over with the next class. Excessive tardiness is defined as missing more than five hours due to tardiness or leaving early from class without prior arrangements to make up the time.
3. Unacceptable behavior which endangers others (students, patients, clinical staff, school instructors) will result in the student being dropped if not corrected (based on severity, a first offense may result in removal or being dropped from the program).

4. Cheating: If a student is caught cheating, lying, providing falsified information, or providing care that is outside their scope of practice, they will be removed from class and not issued a refund. They will not be allowed to take any other course with CPR and More Training Program.
5. Academic Standards: If a student fails to pass their required tests, then they will be removed from the course. They will be allowed to join the next class for a fee of \$500.

The student may be given probation for a period of time following disciplinary action for a period as determined by the director here at CPR and More Training Program. During that time, any further inappropriate action by the student can be cause for dismissal from the program, as determined by the director. If the student is suspended, the student will not be permitted to continue the program until the situation is corrected. CPR and More Training Program will review each situation on a case-by-case basis.

Re-admittance is handled on a case-by-case situation, dependent upon the reason for leaving. The discretion upon re-admittance will be determined by the director of CPR and More Training Program on a case-by-case basis.

In cases where a student requests a leave of absence, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave to begin and end. The student will be considered withdrawn from the program if they do not return on the scheduled day from their leave of absence. The student upon their return will be placed in the next class based on the leave needed.

### **Academic Standards:**

The program is four weeks long. The student will be given a series of tests (excluding the final test). An 80% score is considered passing for each test. Each test will be reviewed after scoring the results with the class and feedback will be given regarding wrongly answered questions. Students are advised to study at least two to six hours per subject, and they are expected to maintain an 80% average. Any student who does not achieve an 80% will be referred to the program director for academic review. At that time, an attempt to ascertain the cause of the poor scores will ensue. Afterwards, a plan will be drawn up with the director and the student in ways to improve their scores. If the student continues to fall below an 80% average without showing any noticeable improvement, they could be subject to suspension and/or dismissal from the program, at the director's discretion.

The final test will have 200 questions and in order for the student to pass, you must answer 160 questions (80%) correctly. If the student fails the final exam, they must wait at least two days before they may retake the final exam. If the student fails the final exam a second time, they will be given the option to reenter the program after paying \$500 to retake the course. If the student after retaking the course again fails the final test along with the retake final exam will no longer be allowed to take the final exam again nor will they be allowed to reenter the program.

### **Program Fee:**

The cost of the program is **\$1050.00**. This price includes administrative and registration fees, lectures, books and handouts, school materials (the supplies provided during practical training), a certificate of completion, a name badge, a uniform, CPR certification, malpractice insurance, and training with an ambulance crew. The following is the breakdown of the fees:

1. Tuition (classroom instruction only): **\$625.00**.
2. Administrative and registration fees: **\$150.00** (nonrefundable once enrolled into the program).
3. Miscellaneous expenses: **\$325.00**: Books: \$125 (nonrefundable once issued). Handouts/study guides: \$40 (nonrefundable once issued). Name badge: \$25 (nonrefundable once issued). CPR certification: \$25 (nonrefundable once issued). Malpractice insurance: \$35 (nonrefundable once issued). Certificate of Program Completion: \$25 (nonrefundable once issued). Student Tuition Recovery Fund Fee: \$0.00 (non-refundable).

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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.

Payment may be made in cash, check, or credit card. Upon the complete discretion and approval of the clinical director, the amount deposited and the total cost of the program may be arranged with the student. Crescent School of Dialysis does not participate in any state or federally backed financial assistance.

If the student obtains a loan, 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 not paid from federal financial aid funds. Please note that this institution does not participate in any federal or state financial aid programs.

### **Refund/Tuition Reimbursement Policy:**

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or on the seventh day after enrollment, whichever is later. In addition, you have the right to cancel or withdrawal from the class at any point you like. If you do so, a refund will be issued based on the amount of time in the class you attended minus an administrative fee of \$150. You will be required to return all material that has been provided to you. If any materials have been damaged, there will be a charge for those items along with the administrative fee. The following chart shows the amount of refund based upon the amount of time in class:

- The first week of class: 100% refund (minus administrative fees and any other nonrefundable material received by the student).
- After the second week of class: 50%.
- After the third week of class: There will be no refundable money at this point.

The amount of the refund will depend upon all nonrefundable materials provided to the student or any services, such as CPR training. If the student has made prior arrangements for a deposit for future services such as CPR training but had not received such services, all money will be refunded to the student. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income take refund; and
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

All refunds will be paid within 30 days of withdrawing from the program. The student must submit in writing any and all requests for withdrawing from the program and present the request to staff member from CPR and More Training Program. You must submit in writing if you want to cancel training; you cannot cancel by telephone. An applicant rejected by the school is entitled to a refund of all monies paid.

If the student obtains a loan, 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 not paid from federal financial aid funds.



**Student Tuition Recovery Fund:**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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 costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

The application must be fully completed and received by the Bureau, with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice.

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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.

A student seeking reimbursement under the Fund shall file a written application on the Bureau's Student Tuition Recovery Fund Application Form (STRF App Rev. 2/10), signed under penalty of perjury that the form and all attachments are true and correct, which includes the following information: The student's name, address, telephone number, email address, and social security number or taxpayer identification number; If any portion of the total charges were paid from the proceeds of a loan, the name of the lender, and any state or federal agency that guaranteed or reinsured the loan; Proof of the amount and description of the student's economic loss for the educational program, and the amount of the student's claim; Proof of the date the student started and ceased

attending the institution; A description of the reasons the student ceased attending the institution, or if the student graduated, date of graduation; The student's or borrower's authorization to allow the Bureau to negotiate with any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf to reduce the loan obligation; The student's authorization to allow the Bureau to issue a payment directly to any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf; and An assignment to the Fund and the Bureau of the student's rights to collect those funds against the institution if any payment issues as a result of the application; The institution name, address and phone number where the student attended; Proof that the student was a California resident at time of enrollment, or was enrolled in a residency program; Proof that the student paid into the STRF; If the student took an approved leave of absence, documentation of the approval; Whether the student has previously applied for STRF reimbursement; Whether the course of study or portion completed prepared the student to take a state or national licensure exam; and If the student transferred to another school, a list of all classes or units transferred.

The application must be fully completed and received by the Bureau, with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice.

Students whose total charges are paid by a third party payer are not eligible to apply for payment by the Fund.

The Bureau may conduct an investigation to verify whether to grant or deny a claim, and may request any additional information or supporting documentation. . Applications for the STRF may be found at [www.bppe.ca.gov/applications/strf](http://www.bppe.ca.gov/applications/strf).

#### **Retention of Student Records:**

All students' records will be retained at the administrative office at 571 N. Mountain Ave, Upland CA 91786. The records will be kept for five years, whether or not the student successfully completed the program or not (voluntary withdrawal from the program, dismissal from the program, abandonment, etc.). Student records will be kept confidential and kept under lock and key.

#### **Physical Assault/Sexual Assault/Sexual Abuse/Sexual Harassment Policy:**

CPR and More Training Program has a strict no-tolerance policy regarding physical assault, sexual assault, sexual abuse, and sexual harassment. Any suspected cases will be reviewed by the clinical director which may result in the possible suspension or termination of any student or staff member who have been found to have violated this policy. If you feel you have been a victim of an assault or harassment, immediately contact either a teacher or the clinical director to report the incident. If the situation warrants police intervention, the proper authorities will be notified for an investigation.

#### **Code of Conduct:**

Students are expected to observe all school rules and regulations as well as mutually respect all students and staff members. Failure to observe any of the school rules or regulations, or failure to show mutual respect to others could lead to suspension and/or expulsion, at the discretion of the clinical director. Each student will be expected to dress appropriately to class. The student will not be allowed to class with half-shirts, tank tops, or any other clothing which may be distracting or disruptive to other students. This will be up to the discretion of both the teaching staff and the clinical director. Students will be expected to wear long pants held up with a belt and a collared shirt while attending class. During the clinical portion of training, the students will wear a white polo shirt and Dickies-style work pants. During all parts of the course, students will wear closed-toe shoes with a heel. No sandals or heels will be allowed.

**Confidentiality Agreement:**

Upon enrollment, the student is expected to observe confidentiality of the entire curriculum used here at CPR and More Training Program. In addition, the student understands that it is their legal obligation to observe to the confidentiality of any and all patient information that they may receive during the course of their education and training. Finally, the student agrees to maintain the confidentiality of any personal, privileged, or proprietary information regarding CPR and More Training Program and its affiliate training facilities received during the course of their education and training. By enrolling here, the student agrees to abide by this confidentiality agreement to the letter and intent of this agreement.

**Notice of Transferability of Credits/Credentials Received at CPR and More Training Program:**

The transferability of credits you earn at CPR and More Training Program is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn 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 CPR and More to Training Program determine if your certificate will transfer. This institution has not entered into an articulation or transfer agreement with any other college or university.

**Notice of Student Rights/Grievance Procedure:**

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.

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or on the seventh day after enrollment, whichever is later (refer to the **Refund/Tuition Reimbursement Policy on page 8 for details**); for any questions regarding a refund, contact a school official for details. If the school closes before you graduate or complete the course instruction, you may be entitled to a refund (refer to the **Student Tuition Recovery Fund on pages 9-10 for details as well as for the contact information**); for any questions, contact a school official for details.

Any complaint lodged by a student, employee, or independent contractor must either be brought to the attention of an instructor or the clinical director verbally or they may prefer to fill out a complaint form found in the office of the clinical director. Any complaints brought to the attention of the director will not result in any reprisals or threats. It is presumed that anyone lodging a complaint is doing so in good faith. The school will take all the necessary steps to keep confidential both the identity of person making the complaint as well as the complaint. Once the complaint has been lodged by someone, the clinical director will investigate the complaint. The clinical director has ten working days after receiving the complaint to find resolution of the complaint with the individual who filed the complaint. They will then be informed of the findings and any actions if any taken by CPR and More Training Program. If the complaint is rejected, the reason for the rejection will be provided in writing.

If however they feel the complaint has not been addressed to their satisfaction or they have questions that cannot be answered the staff at CPR and More Training Program, they may contact the Bureau for Private Postsecondary Education.

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

The student, employee, or independent contractor's participation in the complaint procedure and the disposition of the complaint will not waive or limit any of their rights or remedies.

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

**Disclaimer:**

CPR and More Training Program has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition with the preceding five years, or has not had a petition in bankruptcy filed against it within 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). In addition, CPR and More Training Program does not take any credits from other schools, colleges, or universities for transfer. The education you receive here may or may not be transferable to another educational center; it is strictly up to their discretion whether or not to accept the education received here as transferable. Note that all instruction will be English.

**Beginning and Ending Dates:**

The start date and scheduled completion date of the class will be from \_\_\_\_\_ to \_\_\_\_\_. The beginning is defined as the first day of class. The schedule completion date is defined as when the student takes the final exam.

**Faculty:**

Chris Siska, EMT: Mr. Siska has been trained as a CPR instructor through Always CPR with three 8-hour instructor courses, and has been monitored as an instructor three times for a total of 12 hours. Additionally, he has taken 16 hours of training as a CPR instructor through CPR Success (located in Montclair, CA) with 8 hours of instructor monitoring. As a CPR instructor with over five and a half years experience, Mr. Siska has trained over 10,000 people how to perform CPR. Mr. Siska also has ten years experience as an EMT-B in the State of California and previously worked as a firefighter for the County of Riverside.

- EMT-Basic (Los Angeles County) (State of CA) E017889, expires 03/31/2017
- AHA CPR Instructor (Always CPR) 10102093129, expires 04/2018

Jennifer Dehoag EMT-B: Jennifer had worked with American Medical Response Ambulance Company for three years and has worked as a CPR instructor for one year. She began here as an EMT instructor January 2016.

Nancy Siska, RN: Ms. Siska has worked for the past 20 years as a Registered Nurse, both in and out of hospitals and nursing homes, and as a home health nurse. For the past ten years, she has worked for Big Bear Valley Hospital as an RN and currently serves as Head of Nursing there.

Other instructors that meet the minimum requirements may be added at a later time.

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**GOOD LUCK AND WELCOME TO CPR AND MORE TRAINING PROGRAM'S EMT COURSE**

**I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.**

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

School Official: \_\_\_\_\_

School Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Social Security Number or Student Number: \_\_\_\_\_