



**CLINTON**  
Community College  
State University of New York

Emergency Medical Technician Program

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**Student Information Packet**

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**Student Learning Contract  
Basic EMT**



State University of New York

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Community College

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Center for Community & Workforce Development

**BASIC EMT PROGRAM**  
**Student Information Packet**

Basic EMT Student:

On behalf of Clinton Community College, we would like to welcome you to our course and congratulate you on your decision to become New York State Certified.

The goal of the EMS staff, which includes laboratory and lecture instructors, instructor coordinators and administrative professionals, is to assist you in attaining your maximum potential as an Emergency Medical Technician.

The Instructor-Coordinator (I/C) is your primary contact for assistance in this program. You should speak with him/her first regarding any problems or questions which you may have or any assistance which you may need.

Clinton Community College is the Course Administrator for the program and is ultimately responsible to the NYS Department of Health, Bureau of EMS for all aspects of this training program. Any questions or problems should first be directed to the I/C, If you are unable to resolve your question or problem in that manner, you should contact the Continuing Education Department at Clinton Community College. The student has the right to appeal all decisions involving academics to the NYS DOH BEMS Area Office at:

NYS Department of Health  
Capital District Regional Office  
Frear Building  
One Fulton Street  
Troy, NY 12180  
Phone: 518 408 5318

**Please read this packet carefully before registering for the course.** You will be required to sign an acknowledgement of your understanding of the terms of enrollment in the course chosen.

**Tuition is prepaid** and reimbursed if you are an eligible student and complete the course with a passing grade.

# Clinton Community College

## Emergency Medical Technician Program

### Course Goals and Objectives

The goal of the EMS program is to produce and maintain clinically competent Basic who will positively impact the quality of pre-hospital care within Clinton County and beyond. The objectives for each course level, original and refresher, are specified by the New York State Department of Health Bureau of Emergency Medical Services and adopted without modification.

### Requirements for Becoming Certified as a New York Certified EMT

Complete General Requirements for Certification.

Complete all course requirements, Students must;

- Attend all classes or make up all missed curriculum
- Pass the AHA Basic Life Support for Healthcare Providers (CPR)
- It is mandatory to retest on any examination on which a score of less than 70%. All students' class standing shall be calculated using the interim examinations
- Complete all required clinical and/or internship hours prior to the NYS Practical Skills Examination
- Successfully pass the NYS Practical Skills Examination.
- Successfully pass the NYS Written Examination.

All students must successfully complete all aspects of all course requirements as outlined elsewhere in this document in order to proceed to the Final Practical Skills Examination, and then to the NYS Written Examination.

### Interim and Final Testing Requirements

Each Instructor-Coordinator has the freedom to produce and administer as many interim quizzes, tests and examinations as he or she decides is appropriate and necessary to accomplish the broad goals as stated above. Students in all courses must maintain a 70% average in all written examinations and must satisfactorily complete all required clinical and field training prior to being eligible for admission to the NYS EMS Final Practical Skills examination. It is mandatory that student retest on any examination on which a score of less than 70%. All students' class standing shall be calculated using the interim examinations

### Attendance Procedures and Make-up Policy

Attendance will be completed in the form of sign-in and sign-out sheets by the students and the Instructor Coordinator (I/C) at the start of each class session and will be maintained with the course records. While attendance at every class is strongly encouraged, specific absences will be permitted on an individual basis. All material missed must be covered on an individual basis with the I/C or his delegate prior to the final practical examination. No candidate who has missed one or more sessions will be permitted to sit for a final practical examination unless all material has been made up to the satisfaction of the CIC.

Students must arrive at class sufficiently early so as to allow for the orderly commencement of the class at the official starting time for the course. All students must sign out at the end of the session to include their leaving time.

### Personal Conduct and Ethics

A courteous and professional attitude shall be expected of students and faculty at all times. Appropriate dress (uniform or dress slacks and shirt, student ID card) shall be required for all students during clinical and field training. Students who attend lecture or clinical training under the influence of drugs or alcohol shall be expelled from the training program after documentation of the offense and submission of

supporting evidence to the Program Administrator. An appeal from such expulsion may be requested by the student in question and will be heard by the Director of the Continuing Education program.

Students may be withdrawn from any training program for poor academic or clinical performance (maintaining less than a 70% average and/or not passing the interim practical skills evaluations), poor attendance (more than 2 unexcused absences, and/or not making up all missed material) and/or violation of these academic policies and procedures. An appeal of a withdrawal may be requested by the student in question and will be heard by the Director of the Continuing Education program. The student has the right to appeal all decisions involving academics to the NYS DOH BEMS Area Office at:

NYS Department of Health  
Capital District Regional Office  
Frear Building  
One Fulton Street  
Troy, NY 12180  
Phone: 518 408 5318

### **Emergency Class Cancellation/Notification Procedures**

If it becomes necessary to cancel a class, it will be announced on the County EMS communication network and on local media stations (WIRY, 95xxx, Wizard 106.7, WOKO, and WPTZ). Further information may be obtained from the college web site at [www.clinton.edu](http://www.clinton.edu) or calling the college winter hotline at 562-4384. If time suffices, an attempt by the CIC to contact the students individually will also be made. The CIC will notify the Continuing Education Department at Clinton and the Clinton County Dispatch Center of the class cancellation as early as possible. If at any time a student suspects that a class session will be cancelled due to weather, the student should call the Office of Continuing Education at Clinton Community College. The CIC will also provide his/her number which may be used by students, as well.

### **Equal Opportunity/Non-discrimination**

In the provision of EMS training programs, the Clinton Community College shall not discriminate based on age, sex, creed, national origin or sexual preference. The program will foster and demand from each student, and atmosphere which maximizes the learning opportunities for all program participants. Behavior which is disruptive or harmful to students or faculty will not be tolerated.

### **Tuition and Fees Refund Policy**

A student may withdraw from any EMT course with the student being liable for payment of tuition per the following schedule:

Schedule of Student Liability

Prior to 1<sup>st</sup> day 0%

During 1<sup>st</sup> week 25%

During 2<sup>nd</sup> week 50%

During 3<sup>rd</sup> week 100%

Students are required to submit a letter in writing requesting to withdraw from the course and receive a refund.

### **Tuition Policy**

All students are required to pay tuition by the first night of class unless other arrangements are made with Clinton Community College.

Tuition is based upon NYS reimbursement for fundable students and all fundable students will have the appropriate documentation for their agency to obtain tuition reimbursed when they have passed the NYS EMT Certifying Examination.

## Age Requirements

Students who enroll in EMT Courses must be at least 18 years old by the last day of the month in which the NYS written certification examination is scheduled to be held.

## Americans with Disabilities Act Policy

The Americans with Disabilities Act makes it possible for students with certain types of disabilities to request an accommodation for the NYS CFR, EMT and AEMT Written Certification Examinations with proper documentation of their disability. An accommodation means changing the manner in which the examination is conducted for the student. There will be no accommodations made for the NYS Practical Skills Examination. Clinton Community College, nor its staff, does not discuss or screen for disabilities, or consider addressing any potential disabilities prior to a student's admission into the Educational Program. No inquiries are ever made of a prospective student about any disability.

All students are provided a copy of the functional job descriptions for the various certification levels at the beginning of each course.

A person requesting an accommodation must submit their request in writing to the department via fax 518 402 0985 or via mail (Policy 15-05)

NYS DOH

Bureau of EMS Certification Unit

875 Central Ave

Albany, NY 12206

The request should include:

Individuals first and last name

Mailing address

Phone # and email address

Course number obtained from CIC

What accommodations are being requested

Any documentation from professionals who have conducted assessments or rendered diagnosis to support the accommodations requested. In many cases this can be in the form of an Individualized Educational Program (IEP) a formal psycho-educational evaluation.

It is the responsibility of the student to make this request, not the CIC or Course Sponsor. The NYS Bureau of EMS will only accept and accommodation request from the student.

**All requests must be received by the department no later than eight (8) weeks prior to the date of the certification exam scheduled for the class the student is enrolled in.**

If a student would like to discuss a disability that may affect his/her performance during the educational portions of a course (classroom, clinical and/or field rotations, laboratory sessions, etc.), the student should speak privately to the CIC and/or contact the Course Administrator. All students will be expected to perform all functions of a CFR, EMT or AEMT as specified in the functional job descriptions for the various certification levels as referenced above. All students must successfully complete all aspects of all course requirements as outlined elsewhere in this document in order to proceed to the Final Practical Skills Examination, and then to the NYS Written Examination. Accommodations for disabilities during the educational portion of a course will be considered on a case by case basis by the Course Administrator in consultation with the NYS DOH. All students, however, must be able to successfully complete all aspects of a course, as outlined above.

With regard to the Final Practical Skills Examination, the NYS Bureau of EMS does not allow testing accommodations, but will consider the use of certain aids by candidates, which they would be responsible to provide, and reasonably be able to bring to the patient's side in actual practice. The only types of aids which are permitted are those which do not alter the functions of the CFR, EMT or AEMT. For example, the use of prescription or reading glasses, hearing aids and personal stethoscopes have been permitted since they serve as an

aid to the provider, while Braille sphygmomanometer would not be permitted since sight is considered an essential function of the certified EMS provider.

It is important to note that the process of requesting an accommodation for the NYS Written Examination is separate and distinct from requesting an accommodation for the educational portion of a course. The NYS Bureau of EMS and the College considers the certification process to be separate from the educational process.

### **Students with Criminal Convictions**

All candidates applying for NYS EMS Certification at any level must complete the Application for Emergency Medical Services Certification (DOH-65, 1/98). The application contains an affirmation that the candidate must sign. Under no circumstances should a candidate sign this application if he or she has a criminal conviction of any type.

Candidates who cannot sign the application because of a criminal conviction will be required to be cleared by NYS DOH Bureau of EMS prior to the NYS Final Practical exam. There is no need for the applicant to contact the Bureau of EMS directly. Upon the Bureau's receipt and processing of the unsigned application, the candidate will be sent a package of information outlining the investigative process and the required information to be supplied. In an effort to permit timely review and determination, the candidate must provide the DOH with all required documentation within 30 days of the initial DOH contact.

The Department of Health will discuss issues related to criminal convictions only with the candidate or their legal representative. There is no requirement or need for the candidate to divulge or discuss the circumstances of any conviction(s) with the CIC.

The student must provide proof of the NYS Bureau's positive determination to the CIC prior to the admission into the NYS Practical Skills Examination.

The CIC must provide every student with the NYS EMS Policy 15-04, Certification for Individuals with Criminal Convictions. All candidates should be fully informed of these requirements by the CIC at the beginning of the course.

The Department of Health will discuss issues related to criminal convictions only with the candidate or their legal representative. There is no requirement or need for the candidate to divulge or discuss the circumstances of any conviction(s) with the CIC.

The student must provide proof of the NYS Bureau's positive determination to the CIC prior to the admission into the NYS Practical Skills Examination.

### **Learning Contracts for All Refresher Students**

Refresher students in EMT courses who choose not to participate in a challenge practical exam or challenge written exam, will not be excused from any portions of the didactic or practical skills portion of the certified course they are enrolled in. These students will also fall under the same attendance and make-up policies as those of original student. The student must sign a student learning contract stating they chose not to participate in a challenge practical exam or challenge written exam and that they have been informed of the requirements listed above.

Refresher students in EMT courses who wish to have their attendance at the lecture portions of the certified course they are enrolled in waived must demonstrate their knowledge on the material contained in those sessions by taking the course written challenge examination. Refresher students who wish to have their attendance at practical skills sessions of the certified they are enrolled in waived must demonstrate their competence in the performance of the Practical Skills. Based on the results of the challenge examinations, the course CIC will develop a customized schedule for each student which reflects the course didactic and/or skill sessions which the

student will be required to attend. If the student fails to attend required sessions, they will need to make-up any sessions as stated under the Attendance and Make-Up Policy.

Students must understand that the Challenge Practical Skills Examination does not have any retesting. Any skill exam station which the student fails as part of the challenge exam will be retested at the scheduled Final NYS Practical Skills Examination at the end of the course. The student must also attend those course sessions that cover the Practical Skills failed.

### **Core Content Courses**

Core Content Courses for those individual participating in the NYS CME Recertification Program will be offered in 2.5 to 3 hour increments by qualified instructors who have developed objectives as outline for that particular topic by the guidelines of the CME Recertification Program. Clinton Community College will offer these courses on a monthly basis and tuition will be charged as appropriate for each student. Certificates will be issued for participation in these Core Topics to provide students with a record of attendance. Time awarded will be the equivalent of time spent in class.

### **Clinical Requirements**

EMT                   As outlined in the course curriculum (see EMT Clinical/Field Handbook)  
10 hours in the Emergency Care Center and 5 hours with a NYS Certified Ambulance under the guidance of an approved Clinton County Preceptor.