

# DUCOM EMS Training Institute Policies

## ADMISSIONS

### General

Students entering DUCOM EMS Training Institute educational courses of study must meet the following requirements:

- Be able to read and write English
- Review and be able to perform the functional job description of the respective program
- Will not have a criminal history
  - Applicant will provide a PA State Police Criminal History Check (P.A.T.C.H. program) and will provide an FBI Criminal History Summary Check
  - If applicant has a positive history, a letter indicating approval from the PA-DOH will be required
- Will provide proof of a Child Abuse Clearance Check from the state or national level
- Will meet the specific requirements for the EMT course
- Must be at least 18 years of age

### Admission Process

Prospective students may apply online at: <https://drexel.enrollware.com/schedule>

Or you may call for an appointment with course coordinator: 215.762.1961

### Tuition and Fees

The following fee schedule shall apply for the 2017-2018 Academic Year. The academic year is defined as any course, beginning on or after August 1, through July 31 of the following year.

Financial Aid is NOT AVAILABLE Emergency Medical Technician (EMT) Program:

Registration Fee	\$350
PA State Police Criminal Check	\$20
Child Abuse Clearance	\$20
Tuition	\$1,595
NREMT EMT Exam per attempt	\$85

### Refund Policy

A student who withdraws from an EMT program may not join a different EMT class, once it has had its first day of coursework without approval from EMS Program Director or designee.

Tuition and fees may be refunded as follows:

Registration Fees:

- Registration fees are used to offset pre-admission management of prospective students prior to admission to the EMS program.
- Registration fees may be refunded to a prospective student provided:
  - A request is received in writing, and
  - Pre-admission testing has not been attempted or the placement of the student in a class (time and date) has not been completed.

## Registration Fees (continued):

A \$50 administrative fee will be charged and deducted for all registration fee refund requests.

Veterans who are returned to active duty prior to the start of the course who have made registration payments will receive a full refund of their registration fee.

Registration fees will not be refunded after the first day of the program, or after completing any preadmission testing, or after course registration deadlines.

Tuition for the EMT Program may be refunded using the following schedule:

- 100% tuition refund for withdrawal, prior to the start of the course
- 80% tuition refund for withdrawal, during the first week
- 60% tuition refund for withdrawal, during the second week
- 50% tuition refund for withdrawal, during the third week
- No tuition refunds will be issued after the fourth week of class

## Criminal History Reporting

All students are required to complete a criminal background check, for the Pennsylvania Department of Health. This will be done via the Pennsylvania State Police, prior to orientation into the EMT course.

If the criminal history check is "positive," students may be accepted into the class but must be notified that the state may not approve them for state certification.

If an incident occurred out of state, students must complete a Request for Criminal History from the state, in which the incident occurred, AND the Pennsylvania State Police Request for Criminal History check.

Failure of the student to disclose a prior criminal history may be grounds for immediate dismissal from class without refund of any tuition monies paid. Criminal history abstracts and child abuse clearance abstracts may be obtained from the following websites for the Commonwealth of Pennsylvania:

<https://epatch.state.pa.us/Home.jsp> AND <https://www.compass.state.pa.us/cwis/public/home>

## Non-Discrimination Policy

The Drexel EMS Training Institute is committed to providing equal educational opportunities, where no discrimination exists, to all persons without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, age, disability, veteran status or any other legally protected status.

This commitment applies to the selection of the students and to any aspect of the clinical training; provided, however, that with respect to a disability, the disability must not be such as would, even with reasonable accommodation, in and of itself, preclude the student's effective participation in the program.

## Reentry Policy and Procedure

Students who are dismissed for academic reasons may reapply for readmission to the program.

Students who are dismissed from the program for reasons other than academic performance are not eligible for readmission.

EMT Program Reentry Procedure:

1. Students may reapply through the clinical coordinator or program director for readmission into the EMT program.
2. The coordinator or director shall review goals and make recommendations for successful outcome for the student.
3. The application fee shall be waived on readmission.
4. The tuition for readmission to the program will be the current tuition at the time of application for readmission. Only the application fee shall be waived.
5. All tuition payments must be paid following any existing payment schedule for that course.

# Student Selection Process/Enrollment Application Process

Prospective students will apply to all course offerings via:

- Written or online application
- Oral interview possibly consisting of the Wonderlic Cognitive Ability Test (minimum score of 20)
  - Students offering proof of being currently enrolled in a four-year institution will not need to complete the Wonderlic, or an oral interview.
  - Students offering proof that they have completed a “100” college-level math *and* English composition course will not need to complete the Wonderlic as part of the application process.
- Students will be selected for continued consideration and ranked via the application process

In order for continued consideration and continued course admittance, the following must be available and reviewable on record:

- Proof of medical insurance; and
- Physical: A current basic physical examination (conducted within the 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 and clinical components of the course.
- Healthcare Provider Evaluation & Clearance for Mask Fit (Respirator) Testing: We encourage you to obtain this clearance at the same time you do your physical. You must repeat the evaluation if you have a significant weight change (loss or gain) in the time between the evaluation to the test. The mask fit testing materials; supplies and mask are included in the course fees. Important Note: The mask fit testing done in class requires men to shave their facial hair, e.g., beard or stubble, if it interferes with the seal of the mask. If you choose NOT to shave, you must provide your own optional air-purifying respirator (PAPR) in order to meet this mandatory course requirement. The cost for a PAPR unit is not included in the course fee. If you choose not to shave and to get a PAPR unit instead, it will cost you \$650 or more. Contact the course coordinator for more information.
- TB test (within prior 12 months); and
- Proof of Rubella and Rubeola immunity by positive antibody titers or two doses of MMR; and
- Varicella immunity, by positive history of chickenpox or proof of Varicella immunization; and
- Proof of Hepatitis B immunization or completion of a certification of declination of vaccine, if patient contact is anticipated.
- Background check completed and negative to include:
  - Social Security number verification
  - [Criminal Search](#) (10 years)
  - Complete a [Criminal History Summary](#) via the FBI (check the NCIC)
  - [Violent Sexual Offender and Predator](#) registry
  - [HHS/OIG/GSA](#)
  - [CHILD ABUSE HISTORY CLEARANCE](#)

## Pre-Testing Requirements

Students must successfully complete all educational requirements required in order to take the psychomotor skills evaluation. These are to include:

- Pre-course entrance requirements as outlined in course syllabus
- Passing grade on stage-check examinations (Unit Exam), and passing grade final examinations (practical and written)
- Overall passing grade for entire curriculum (80%)