

## 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 may be asked to provide an FBI Criminal History Summary Check
  - Applicants coming from out of state must also provide a criminal background check from the state where they last resided
  - If applicant has a positive history, a letter indicating approval from the PA-DOH will be required for continued course attendance
- Will provide proof of a Child Abuse Clearance Check from the state or national level
- Will meet the specific requirements for the selected EMS course
- Must be at least 18 years of age at the class orientation or first class

## Admission Process

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

All students will need to fill out a Pennsylvania Bureau of EMS, EMS Provider application for their course of study at: <https://ems.health.state.pa.us/emsportal/>

## Tuition and Fees

The following fee schedule shall apply for the 2018-2019 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.

DUCOM EMS Training Institute Registration Fee NOTE: THIS IS A NON-REFUNDABLE FEE!!	\$350
PA State Police Criminal Check	\$20
Child Abuse Clearance	\$8
Tuition:	
EMR course	\$995
EMT Program	\$1795
AEMT course	\$2295
Paramedic Program	(RESERVED)
NREMT EMT Exam per attempt	\$85
Drexel ID Fee (for non-Drexel University students)	\$20
Replacement fee for Clinical Uniform	\$20

## 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.

## Refund Policy

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

Tuition and fees may ONLY be refunded as follows:

Registration Fees:

- Registration fees are used to purchase student materials and offset pre-admission management of prospective students prior to admission to the EMS program. Registration fees are unable to be refunded.
  - 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, provided:
    - A request is received in writing, and
    - Pre-admission testing has not been attempted, and
    - The student has not attended a class

Tuition and Class Fees:

- 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 start of the fourth week of class

## Student Selection Process/Enrollment Application Process

Prospective students will apply to all course offerings via:

- Written or online application and/or,
- 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

For continued consideration and continued course admittance, the following must be available and reviewable upon request:

- Proof of medical insurance; and
- 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 (at Course Completion)

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 above.
- Passing grade on stage-check examinations (Unit Exam) and passing grade (80%) on all final examinations (practical and written).
- Overall passing grade for entire curriculum (80%).

## 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, ONLY IF the State of Pennsylvania allows for that person to continue in the EMS program of their choice. The student may not continue in the program if the State Bureau of EMS will 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>

## Reentry Policy and Procedure

Students who are dismissed for academic reasons that do not violate the Code of Conduct, 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.

EMS 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 program outcome for the student.
3. Any application fee (if any) shall be waived on readmission. Registration fees will be applicable according to Program Director discretion.
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.