

# EMT UTAH



## STUDENT HANDBOOK

“Chance favours the prepared mind.” — Louis Pasteur

This Student Handbook is the sole property of EMT Utah, a DBA of Wasatch CNA Training Centers, Inc. No part of this handbook may be copied or distributed. The handbook is not inclusive. Any discrepancies between what is contained in the handbook that conflicts with enrollment agreements is deemed subordinate to the signed contracts. This is for informational purposes only.

## Empower Yourself: The Dignity of Work



Work itself is fundamental to how human beings realize their destiny in this world. To be deprived of work, to be unable to provide for one's family and oneself, is to become not only economically vulnerable, but also humanly stunted. Even the threat of job loss is enough to erode a sense of personal dignity and self-worth. Work, whether a paid job or unpaid work in the home, as a caregiver, or in a volunteer capacity is fundamental to human nature and its expression.

This connection between work and human dignity lies at the core of progressive values. Progressivism is deeply rooted in the struggles of ordinary people to realize a decent life for themselves and their children. While

progressivism is informed by the Enlightenment ideals of freedom and equality, it is most characterized by its focus on economic struggle. Progressive values dictate that people need both a means to practical economic advancement and respect for their human dignity and equal worth. Work is fundamental to the truth of the human condition. Through work, people become who they are intended to be.

Human dignity, therefore, should not be regarded as passive, but as active. Human potential is more fulfilled when people have the means to express their creativity, and an important way they do that is through work. When people are denied the ability to work, they are denied the dignity that comes with that work. Society thus has both a practical and a moral obligation to promote economic systems that allow for the widest possible expression of human potential through work. Progressives recognize the fundamental link between sound economic practices and respect for human dignity. Progressives, therefore, have a deep-seated commitment to helping create and sustain economic systems that draw upon and stimulate human creativity.

In the last decade, however, our economic system has produced fewer and fewer jobs, and the jobs it has produced are more in the lower-paying, service sector. Tax cuts for the wealthy, wage suppression tactics, undercutting unions, and other deliberate practices created almost a decade of declining or stagnant wages and slow or no real job growth. These tactics increase profits at the expense of workers. Many Americans have had to work two or even three jobs to make ends meet, sacrificing family time and even adequate rest to make even a modest living. These kinds of jobs do not honor human dignity; they erode a sense of self-worth and contribute to a sense of helplessness and despair. They are a direct attack on the fundamental dignity and worth of human beings as expressed through their work.

In these next years, we need not only an economic stimulus, but a moral stimulus as well. The moral stimulus is rooted in a return to the core progressive value that human dignity is respected when the majority of citizens are able to participate in a meaningful way in both their economic and their political life as a society.

EMT Utah is centered in the ideal that work is fundamentally good for individuals, family and society – it is our intention to engage students in the pursuit of training and education that will lead to meaningful work – work that defines each person as a valued and contributing member of society as a worker, taxpayer and citizen. It is also our notion that success comes through a commitment to passion, hard work, having fun, overcoming obstacles and serving others. We hope you will join us in this journey.

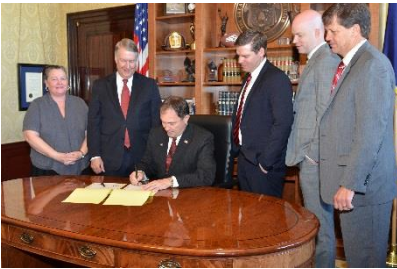
Thank you for considering EMT Utah for your vocational training.

## Benefit Corporation Status

In 2014, Terri Holland, owner of EMT Utah worked with [P3 Utah](#), a local non-profit dedicated to promoting triple bottom line success to help establish a new kind of corporation in Utah. Benefit Corporation status is a way for business to articulate and demonstrate a focus on social and environmental concerns and as well as profitability. Benefit Corporations are legal in 20 states. On May 13, 2014 Utah became the 20th state that established the Benefit Corporation status in Utah.



On April 1, 2014, Governor Herbert signed into law new legislation that created a new kind of corporation.



Benefit Corporations are companies that volunteer to promote a social and environmental purpose beyond just making a profit. Benefit Corporations are a new class of corporation that are required by law to create a material positive impact on society and the environment and to meet higher standards of accountability and transparency.

On May 13, 2014 the law became effective and Wasatch CNA Centers, Inc. - the umbrella company that owns EMT Utah became the first Benefit Corporation in Utah. Our commitment to the success of our students extends well beyond just teaching classes. Our engagement includes social, environmental and even political positions and policies that support a healthy community and a healthy world.

It is with pride that we announce that EMT Utah (dba of Wasatch CNA Centers, Inc.) is THE first legal Benefit Corporation in Utah. For more information on the signing of the bill, what it means in Utah go to <http://csctransactionwatch.com/utah-sb-133-signed-by-the-governor-enacted-a-benefit-corporation-act/>. This act demonstrates our commitment to our community and to the premise that business should be a force for good.

This is why we are engaged in a constant aim to improve the quality of our programs, to expand their availability and to be flexible, affordable and responsive to the needs of our students and the employers who hire them. This has led to a host of innovations you can't find in any other school and include:

- Each campus has a comprehensive recycling program that encourages responsible recycling and reduction in the use of consumables.
- EMT Utah strives each year to increase the use electronic paperwork and processes to manage all aspects of the business; this increases accessibility, transparency and reduces the use of paper. Between 2012 and the end of 2013, EMT Utah reduced paper use from 13,000 pages per month to less than 2,000.
- We encourage students to use public transportation when possible and offer discounted bus and TRAX passes.
- We work closely with the [Utah Emergency Medical Training Council](#), a Utah 501 C-3 non-profit that extends discounts to students for ACLS, PALS, and PHTLS classes – certifications that enhance resumes. Business and non-profit partnerships add value to the community.
- The [EMT Utah Volunteer Corps](#) which allows EMS students and graduates to participate in activities that bring them into close contact with potential employers, while learning about disaster planning, stand by first aid stations and more.

EMT Utah is proud of the work we do in our communities and proud of the training and resources we provide our students.

**EMT Utah's mission is simple;** to offer vocational programs in the area of emergency services that will



lead to gainful employment in an entry-level position, delivered in an environment that is professional, diverse, respectful, and caring. Our only measure of success is the success of our students in obtaining an education that leads to a rewarding career and a satisfying personal life.

Respectful communication and dialogue is central to creating a learning environment that meets the specific needs of each individual student. It is our intention to thoughtfully address each student as an individual, and to make certain our programs are provided in the most appropriate environment for learning. The 'first responder' is a trusted professional in the health care community; practicing in an atmosphere of independent judgment and

integrity. Integrity is a critical quality that must be present in the classroom and in practice. All students are expected to conform to the standards of the Honor Code and demand compliance from other students. EMT Utah supports and is committed to:

- Providing evidence-based education
- Developing, testing, and disseminating appropriate, quality based training and education, personal and professional development and knowledge
- Demonstrating excellence in emergency medicine delivery practice
- Sharing expertise and leadership through service to professional organizations and communities
- Promoting inter-professional teamwork competencies in collaborative educational environments
- Stimulating and building character and respect for self and others through application of consistent values and practice in service to our community

### **Governing Principles:**

**Philosophy:** EMT Utah is responsible for the education of students engaged primarily in the pre-hospital environment and the health care system. Operating within professional value systems and ethical frameworks, first responders work independently and collaboratively, and assume accountability and responsibility for the delivery of evidence-based, cost effective pre-hospital, hospital and post-hospital treatment. EMS personnel incorporate the concept of diversity in practice and in relations with the communities they serve and their fellow workers.

EMT Utah faculty and administrative staff facilitate learning environments in which students assimilate and apply scientific and humanistic knowledge and experience, and develop self-awareness, self-direction, creativity, and critical thinking. The faculty is responsible for providing a respectful environment conducive to learning, and serve as role models of professional providers.



- **Core Values:** Professionalism is the adoption of core values as part of an EMS's commitment to competency, consistency, and compassion in practice, and the highest standards of care in the ethical conduct of health care delivery. The following are the core values shared by the faculty and reflected in our programs.

- **Scholarship:** Scholarship is the discovery, translation, application, integration, and transmission of knowledge, which contributes to the development of evidence-based health care delivery.
- **Diversity:** Diversity is the recognition and inclusion of human variation in the education and care of individuals, families, communities, and nations, shaped by the historical forces of race, ethnicity, socioeconomic status, gender, language, religion, sexual orientation, abilities, ages, and geographical regions.
- **Social Responsibility:** Social responsibility involves a commitment to protecting human health, happiness and the environment and strives to create a social environment for employees, community and students that safeguards their human capacity and acknowledges their worth and value. Policies and procedures are developed to provide a healthy, safe and respectful environment.
- **Environmental Stewardship:** Environmental stewardship aims to support the provision of a quality vocational education, and in performance of its various activities in a manner that demonstrates leadership in environmental stewardship and sustainability. EMT Utah recognizes that preserving the earth's natural resources and protecting the environment are objectives that can be aligned with our long term goals of providing and supporting a sustainable economic future through gainful and respectful employment and personal empowerment.
- **Empowerment:** Empowerment emerges as individuals develop the knowledge, attitudes, skills, and other resources they need to assume a primary role in their learning and personal and professional activities, building upon their individual capacities and experiences.
- **Collaboration:** Collaboration involves effective teamwork and relationships based on trust, respect, shared resources, a commitment to shared goals, and mutual satisfaction, in which health care providers work with and learn from individuals, communities, and colleagues.
- **Advocacy:** Advocacy includes actions for health policies, programs, and practices to secure the highest level of care, education, and research necessary for societal health and well-being, while educating health care providers in the values of advocacy for themselves and their patients.
- **Equity:** Equity is the state, action, and principle of treating all persons in a just and unbiased manner. It includes attention to the social determinants of health, and a clinician's commitment to fairness and action to secure the full participation of patients, families and communities in their health care. EMS providers strive for equity in health service access, content, and quality of care to end discrimination and disparities in health outcomes.
- **Integrity:** Integrity refers to the quality of being honest and ethical and having the moral strength to do the right thing.

# Why choose us?

- We are a school with a full-time staff including a full-time remediation specialist.
- Our classes are held in classrooms and not in basements, garages, credit unions or banks.
- We are nearly 100% electronic making it easy to fill out and submit all the required paperwork. We also notarize your state paperwork in-house for free.
- We conduct TB tests and drug screens on site.
- Our EMT Utah Volunteer Corps allows students and grads a way to participate in EMS activities that help hone skills and supports a professional and personal network of like-minded people including potential employers.
- We don't have two or three instructors, we have more than two dozen – and nearly all of them work in the field so they bring you current and relevant training.
- Our online resources are not just what the publisher offers – we have a proprietary online learning environment that is specifically designed for Utah EM and AEMT students.
- We have ample quantities of state-of-the-art equipment and supplies.
- We offer CME's (\$3.50 an hour) and through our affiliation with the UEMTC – we offer ACLS, PALS, CPR, PHTLS and more.
- We offer an optional human cadaver lab allowing students to learn anatomy through the examination of a human body in its most vulnerable form. Life changing opportunity.
- We offer ride-alongs with fire stations, sure, but we also offer hospital ER rotations too – expanding your opportunity to learn and meet new people who hire EMS responders.
- Our programs are fast- paced so you don't waste months in class.
- We offer other training options to increase your computer and writing skills, to learn to place an IV properly, to learn phlebotomy etc.
- Our Instructor Development Program encourages graduates to invest in learning how to be a great EMS instructor.
- We care about our students even AFTER they graduate and offer a Career Builders workshop to help with resume and cover letter writing and interview techniques.

**With so much we offer, the question is not, why us?**

**The question is, why would you go anywhere else?!**

**ABOUT US:** EMT Utah is a DBA (Doing Business As) of Wasatch CNA Centers, Inc. and is wholly owned by Terri Holland. It is staffed by Utah's most elite professionals in the classroom, and served by a dedicated and full-time administrative staff.

**Faculty and Staff:** EMT Utah hires only the best professionals to teach in our programs. Nearly all of our faculty is comprised of working First Responders; paramedics, fire fighters, air flight medics, AEMT's etc. Special guest lecturers round out the education with specialists who routinely aid in classroom instruction. We encourage all students to attend the Human Cadaver Lab; it is a proven method of understanding human anatomy and is a life affirming, educational and awesome experience. Our relationship with the Utah Emergency Medical Training Council provides discounts on additional certifications that include ACLS, PALS and PHTLS. The Certified IV Insertion class is highly recommended for AEMT's.

**ABOUT THIS CATALOG:** EMT Utah is committed to continual assessment of our programs in order to enhance learning. For this reason, some items in this Student Handbook may change from time to time. This flexibility is essential in providing the best quality programs and experiences for our students. All changes to the Student Handbook will be provided to students as addendums.

In the event of any inconsistency between the information contained in the Student Handbook (other than official addendums) and any other material in flyers, pamphlets, or the website etc., the information contained in the Student Handbook shall take precedence. EMT Utah is not responsible for information or oral claims made by staff, employees or others that run contrary to the official Student Handbook. Enrollment agreements are contracts and both students and EMT Utah are governed by the contents. In the event of any discrepancy between the Enrollment Agreement and this Student Handbook, the Enrollment Agreement shall take precedence.

**ADMISSION REQUIREMENTS:** This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at EMT Utah as a regular student.

**EMT Utah** is an equal opportunity employer and follows the same policies in accepting applications from potential students. The School is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements:

- Be at least 18 years of age (Age will be verified with Individual's ID)
- Provide a valid driver's license, state ID with photo, or valid passport.
- Have a verifiable Social Security Number
- Must be proficient in English – both orally and written
- Must hold a current Basic Life Support CPR certification – AHA card required. To register for a BLS CPR class contact the Utah Emergency Medical Training Council, a Utah 501 c-3 non-profit teaching emergency lifesaving programs for nearly 30 years!
- Attest that they have graduated from an accredited high school or have completed the equivalent (GED).
- Pass a Pre-Assessment Exam with a score of 80% and demonstrate the ability to succeed in each program prior to enrollment.
- Complete all required school and state paperwork as applicable.
- Pay a non-refundable deposit at least three-days before class begins.
- Write a check to BEMS for testing – this must be done within 20 days from the start of class
- There may be other requirements for various courses, or to participate in various ride-alongs, ER clinical rotations etc. Each is explained in detail in the enrollment agreement.

**ADVANCED PLACEMENT AND EXPERIENTIAL LEARNING:** Since programs offered at EMT Utah are specifically designed to lead to employment, EMT Utah does not offer credit for advanced placement courses or for experiential learning.



**ADVISING AND PROFESSIONAL SUPPORT:** Students who ask for help or students perceived as needing help with personal, emotional or psychological help are encouraged to contact the following organizations:

- **Housing:** The Road Home 801.359.4142 or Housing Authority of Utah 801.487.2161
- **Violence:** Domestic Violence Information 800.897.5465
- **Sexual Assault:** Rape Recovery Center Hotline 801.467.7273
- **Substance Abuse:** Salt Lake County Substance Abuse Hotline

801.468.2009

- **Food Insecurity:** Utahns Against Hunger 801.328.2561
- **Suicidal Thoughts:** Suicide Prevention Hotline 801.483.5444

**ANTI-DISCRIMINATION STATEMENT:** EMT Utah takes their anti-discrimination policy seriously. There is no place in health care for personal biases that disenfranchise other people. EMT Utah’s classes, instruction and services are offered on a non-discriminatory basis. EMT Utah, in accordance with applicable federal and state law prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, gender/sex, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.

**APPEARANCE AND PUBLIC REPRESENTATION:** Once you graduate, you will work in a professional environment.



While you train, you will learn in a professional environment and your appearance, demeanor and actions must reflect those of a working EMS provider. A student’s appearance is a reflection of EMT Utah. All programs have a dress code – all students must adhere to the dress code for each program and must wear their uniform while on campus. Students must wear only close toed shoes. Hair is worn off the collar. Long hair needs to be pulled back and secured. Beards and mustaches should be neatly trimmed. Jewelry is discouraged, except for a wedding band and plain stud earrings. No other visible body piercing is acceptable. Tattoos should be covered. Nails must be short and clean with neutral nail polish if any – no fake nails. Perfumes, fragrances, colognes, perfumed deodorant should be avoided because it may be offensive to others. Smokers should make sure their clothes and breath does not smell. Students who appear for class in any other attire besides the assigned dress code will

be sent home.

**ATTENDANCE:** All programs are **BOTH competency and attendance based.** Students who attend all or most of the program perform better on quizzes and exams and missing class may result in a failure or an inability to successfully demonstrate competency in skills. The school requires attendance at the level necessary for attainment of all learning objectives and the mastery of all related skills. Students who miss class or are persistently late may be dismissed from the program. Please notify the school and the Course Coordinator as applicable if you know you will miss class. It is your responsibility to make up any missed learning or skills.



**ASSOCIATIONS AND APPROVALS:** EMT Utah is considered exempt by the Utah Division of Consumer Protection Post-Secondary rules since it is organized and approved by the Bureau of Emergency Medical Services. The institution is properly licensed to operate as a school in Utah. The Peripheral IV Insertion and IV Therapy



workshop with CNE's (\$295) is approved by the Utah Nurse Association and participants may earn up to 7.66 hours of Continuing Nurse Education credits. The Peripheral IV Insertion and IV Therapy workshop (\$195) is accepted by the Bureau of Emergency Medical Services to award up to 8 hours of CME's credit. EMS personnel who wish to receive this additional credit must notify the school for a certificate acceptable to BEMS.

EMT Utah is proud to associate with other like-minded communities who serve the public. Our commitment to a strong and vital EMS learning environment is strengthened by our engagement with others.



The Bureau of Emergency Medical Services, a division of the State of Utah Department of Health is responsible for overseeing all instructors and course coordinators. With their guidance and oversight EMT Utah has been able to create and sustain one of the largest and most successful EMS schools in Utah. You are safe to assume that all our course content and skills training is fully vetted by BEMS. <http://health.utah.gov/ems/>.

The Utah Emergency Medical Training Council established in 1982 has taught more than one MILLION Utahns how to perform CPR. Classes, training, support and education provided by the UEMTC is invaluable for our community. EMT Utah is proud to recruit members of the EMT Utah Volunteer Corps who provide thousands of community service hours to making Utah a safer place to live. Our partnership with the UEMTC is an example of our commitment to being responsible and engaged partners with our community.



EMT Utah is a member of the National Association of EMS Educators. This relationship fortifies our commitment to the Best Practices associated with educating First Responders. All of our faculty are Certified Instructors, and/or Course Coordinators and/or Training Officers and 95% of our faculty work in the EMS field, yet being a great fire fighter or a great paramedic does not necessarily mean you are a great teacher. For this reason, EMT Utah spends time – and effort and resources devoted to making sure our fighter fighters and paramedics and AEMT's are also fantastic educators. This association assists us in this mission. <http://www.naemse.org/>.



The National Preparedness Community supports community organizations in preparing for emergencies. Sponsored by FEMA, the website offers preparedness support for fires, hurricanes, tornados and floods. Community events calendars, resources, guides, toolkits and access to conversations with other emergency preparedness organizations makes this association vital to the work we do at EMT Utah. Find them on the web at: <http://www.community.fema.gov/connect.ti/cfghome./grouphome>

**Be Ready Utah** is associated with the State of Utah. It provides valuable information for families, business, schools and communities about preparedness. Helpful tips are tweeted daily and the site is full of helpful resources, guides and information. EMT Utah and the Utah Emergency Medical Training Council are excited to work with these organizations and members to make Utah a safer place to live. For more information <http://beready.utah.gov/beready/index.html>

**BARRIERS TO EMPLOYMENT:** The institution enrolls students who demonstrate an ability to successfully complete the program and to secure employment in the field of study. Students with ANY criminal history are recommended to investigate if this will prevent the student from employment in the field or from entering another healthcare program for which this program is a prerequisite. Determination of eligibility for job placement is the responsibility of the student. EMT Utah does not guarantee employment. Background checks are routine and conducted by BEMS. A student who does not pass any background check may be prohibited from continuing a program. Tuition and fees may still be due.

**COMPENSATION RATES – Employment Outlook for EMS:** According to the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Handbook published January 8, 2014 Employment of emergency medical technicians (EMTs) and paramedics is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. Emergencies, such as car crashes, natural disasters, or acts of violence, will continue to create demand for EMTs and paramedics. Demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas will also continue. Growth in the middle-aged and elderly population will lead to an increase in the number of age-related health emergencies, such as heart attacks or strokes. This, in turn, will create greater demand for EMTs and paramedic services. An increase in the number of specialized medical facilities will require more EMTs and paramedics to transfer patients with specific conditions to these facilities for treatment.



The median annual wage for emergency medical technicians (EMTs) and paramedics was \$31,020 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$20,180, and the top 10 percent earned more than \$53,550. Most paid EMTs and paramedics work full time. About 1 in 3 worked more than 40 hours per week in 2012. Because EMTs and paramedics must be available to work in emergencies, they may work overnight and on weekends. Some EMTs and paramedics work shifts in 12- or 24-hour increments. Volunteer EMTs and paramedics have variable work schedules.

**Work Environment:** EMTs and paramedics care for sick or injured patients in a pre-hospital setting. Emergency medical technicians (EMTs) and paramedics held about 239,100 jobs in 2012. They work both indoors and outdoors, in all types of weather. Their work is physically strenuous and can be stressful, sometimes involving life-or-death situations and patients who are suffering. Most paid EMTs and paramedics work in metropolitan areas. Volunteer EMTs and paramedics are more common in small cities, towns, and rural areas. These individuals volunteer for fire departments, providers of emergency medical services, or hospitals and may respond to only a few calls per month.

The industries that employed the most paid EMTs and paramedics in 2012 were as follows:

Ambulance services	48%
Government	30
Hospitals; state, local, and private	17

**Injuries and Illnesses:** EMTs and paramedics have a higher rate of injuries and illnesses than the national average. They are required to do considerable kneeling, bending, and lifting while caring for and moving patients. They may be exposed to contagious diseases, such as hepatitis B and AIDS. Sometimes they can be injured by mentally unstable or combative patients. These risks can be reduced by following proper safety procedures, such as waiting for police to clear an area in violent situations or wearing gloves while working with a patient.

**Work Schedules:** Most paid EMTs and paramedics work full time. About 1 in 3 worked more than 40 hours per week in 2012. Because EMTs and paramedics must be available to work in emergencies, they may work overnight and on weekends. Some EMTs and paramedics work shifts in 12- or 24-hour increments. Volunteer EMTs and paramedics have variable work schedules. (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, EMTs and Paramedics, on the Internet at <http://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm> (visited MARCH 22, 2014)).

**EVACUATION PROCEDURES:** EMT Utah has determined that it is important to know what to do and where to go in the event of a natural disaster or other catastrophe. For this reason, the institution has provided an evacuation plan and has on hand; oxygen, a first aid kit, an eye wash station, fire extinguishers, an AED, and blankets.



**Training:** New hires are oriented to the evacuation plan and are made aware of emergency preparedness equipment and supplies as well as lockdown procedures. Most instructors and many students on campus are certified in First Aid and CPR, and the use of an AED. Students are oriented to the plan during orientation.

**Communication:** The campus' are small making communication with classes and people inside easy but in the event of a lockdown situation or other emergency that prohibits communication by shouting or visiting rooms, the staff and instructors are encouraged to communicate with admin, emergency personnel, students and other faculty members via the intra-communication system on the computer or via cell phone.

**Lockdown Policy:** As recommended by the U.S. Department of Education, EMT Utah follows the new "Run, Hide, Fight" protocol for dealing with armed intruders. The policy asks students, staff and faculty to use a more assertive approach to surviving such an incident. Instead of staying in lockdown mode, students, staff and faculty are advised to use whatever means there are to run, or hide or fight – this may mean running outside, using a fire extinguisher or other device to assault the assailant, hiding in unusual places or using deceptive techniques to distract or disorient the intruder including pulling fire alarms. The staff is in the process of evaluating the recently published "Guide for Developing High-Quality School Emergency Operations Plans" booklet, published by the U.S. Department of Education and FEMA for a more formal policy.

**Media Contact:** No person other than the administrator or her designee is permitted to discuss any emergency event, evacuation or incident with the media.

All students, administrative staff, and faculty of EMT Utah, as well as its visitors, are expected to cooperate in evacuation procedures in the event of an emergency. Towards that end EMT Utah has undertaken the following preparatory protocols.

1. **Exit Identification.** All exits on both campuses are clearly identifiable and lit in the dark. Students and faculty are advised to acquaint themselves with the location of all exits.
2. **Fire Exits** have lighted overhead EXIT signs.
3. In the event of an evacuation, all students, instructors, staff and visitors are directed to exit the building and gather at a designated SAFE WAIT Area for a head count.
4. **Equipment.** Each location has at least one fire extinguisher located in easy reach.
5. **Rescue Assistants.** Some people with disabilities may choose to identify personal rescue assistants who will volunteer to do some or all of the following for them:
  - Know his/her likely schedule, Keep back-up medication, equipment, or mobility devices  
Stay with them while awaiting rescue assistance as long as they are not in danger themselves  
and Report the location of the person awaiting rescue assistance.

6. **Shelter in Place.** Where no other option is available, a person with a disability can stay in place (e.g., office, classroom) to await evacuation. It is the responsibility of every member of the EMT Utah community to immediately communicate to 9-1-1/or emergency personnel the location of individuals unable to evacuate.
7. **Everyone Can Help.** All members of the community are asked to be aware that some individuals, including persons with disabilities, may need assistance in the event of an emergency. In addition to those with mobility impairments, people with hearing and visual impairments may need to be alerted and given further instruction in emergency situations. People with visual impairments and campus visitors will likely need additional assistance as buildings and evacuation routes will be unfamiliar. It is strongly recommended that persons with disabilities acquire additional alerting devices to draw attention to themselves during an emergency.

**CLOSING THE SCHOOL:** Only the Administrator has the authority to close the School. When this action is taken, the Administrator will notify the students and faculty. In addition, it will be posted on the School’s website and notices will be posted in Moodle – the classroom learning environment which will send an email message to all students. When possible, text messages or phone calls will be made as well. If you are in doubt about whether the school is open in the event of severe weather, please call the school and do not assume it is closed.

**SELF DETERMINATION POLICY:** No student will attempt to attend class and no employee will report to work if, in their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

**CANCELLATION OR WITHDRAWAL FROM A PROGRAM:** A student has the right to withdraw at any time. The refund policy for withdrawn or dismissed students is the same for all students. See Refund Policy. If the student is making payments for a program or has financial assistance of any kind, the student must speak with a financial aid representative prior to withdrawing from a program or as soon as possible after withdrawing. Withdrawing or dropping out of a program does not absolve the student of their responsibility for payment of tuition.

**CONSTITUTION DAY AND VOTING:** Each September 17<sup>th</sup> we celebrate Constitution Day – an opportunity to increase student knowledge about our nation, our constitution and the benefits of living in a working democracy. EMT Utah strongly encourages students to register to vote. Students may register at the school on Constitution Day (unless it is a Sat. or Sun. and then it is postponed until a weekday) students may register to vote at [www.rockthevote.com](http://www.rockthevote.com), or [www.longdistancevoter.com](http://www.longdistancevoter.com) or <https://secure.utah.gov/voterreg/>.



“Anti-intellectualism has been a constant thread winding its way through our political and cultural life, nurtured by the false notion that democracy means that *'my ignorance is just as good as your knowledge.'*” ~ Isaac Asimov

**CONTINUING EDUCATION UNITS/SEMINARS/WORKSHOPS:** Credits for Continuing Education Units (CEUs) or seminars may not be transferred to satisfy courses at our institution. We offer several opportunities for EMT’s and AEMT’s to fulfill their CME’ requirements, making recertification a breeze.

**DISTANCE EDUCATION:** The internet has made learning more convenient than ever before, and provides students with additional resources to aid in their education and training. EMS programs include an online Distance Education component using a Learning Management System (LMS) called Moodle. The only method of online delivery is asynchronous meaning the internet portion is not time or location specific. Moodle allows you access to the course syllabus, the academic calendar, course and institution-wide announcements, discussion boards, chat and messaging capabilities, grades, class schedule, study tips, assignments, reading guide, new course resources including links to YouTube videos and other pertinent data available online, flashcard programs, quizzes and exams. Distance Education means you must have access to a computer and the internet; students who live or work in close proximity to the SLC campus may use our computer lab.



Once you have enrolled in any EMS program we will provide you with access information, login codes etc. Your login information will be contained in an email sent to you when we set up your account. Please save this email for quick reference for this and other Distance Education modules available in other programs at EMT Utah. Your log in code and password must be strictly guarded. Students are not permitted to share this with others or to allow anyone, including other students to access to your personal LMS profile.

All students enrolled in distance education components of classes, participate in an orientation which explains how to access and use Moodle. During the orientation students receive login information and all student questions are answered. The orientation includes exposing students to the various components of the system including exams, assignments, syllabi, online help desk, lectures, power point presentations, discussions, test generators, email, streaming videos and other tools to assist students in their studies. We do not use a cookie-cutter online elements provided by publishers used in other programs. Instead our proprietary online learning environment is stocked with supplemental learning aids, information and communication abilities that enhance student learning and participation.

## **TECHNOLOGY REQUIREMENTS**

### **Software Specifics**

- Apple Mac OS 10.5.X or Microsoft Windows XP - Or higher
- Microsoft Office 2010 Home and Student Edition - Or higher
- Adobe Flash 10.X – Or higher
- Adobe Acrobat Reader 10.X – Or higher

### **Hardware Specifics**

- Apple Macintosh with Intel x86-based CPU, or Windows compatible hardware with Intel Core 2 duo CPU – Or higher
- Internet access, and online registration required.
- 1024 x 768 screen resolution or larger and 2 Gb of RAM or greater
- Android and iOS (Apple) tablets and other mobile devices are not supported at this time. See: Adobe Flash software requirement.

Textbook, workbooks, assignments and other instructional materials are consistent without regard to online or classroom delivery. Coursework is asynchronous allowing a student to complete online work on their schedule, though online material and assignments must be completed timely according to the syllabus. Student services are available to students via phone, online or via email.

**DISMISAL: RULES, REGULATIONS AND CONDITIONS:** Education is not a commodity and our students are not our customers. Our programs are designed to simulate working conditions and expectations. As such, students are obligated to subordinate their behavior to the expectations of the school and the faculty. Rules and regulations are meant to create and support a respectful and enlivened learning environment for all students. Students are expected to conduct themselves as responsible adults. Dismissal from a program or the school or probation or other disciplinary action may be taken for the following reasons:



- Rowdy, inappropriate or rude interruption of classes or other functions of the school;
- Damaging school, faculty or student property or deliberate misuse of equipment or property;
- Possession of illegal substances, or attending class, internships, externships, service learning or other school related events while under the influence of an illegal substance or misuse of prescription medication or the use of alcoholic beverages while on campus or distributing any illegal substance or alcohol to another;
- Any physical or verbal abuse of another person or any threat whether real or intended or not, any act of violence or threat of violence or any act of hazing or ridicule while on campus or while engaged in any school related event;
- The theft of any kind while on campus or at a school related event or in the parking area of the school;
- Any act of cheating or plagiarism or any violation of the Honor Code;
- Making disparaging comments about the school, faculty, administrative staff, externship locations and support staff that are disruptive to the positive learning environment of the school. Negative comments, concerns, frustrations or disappointment should be directed to the appropriate person at the school and not shared inappropriately or in such a manner as to disrupt others.
- Copying or using any component or proprietary system, devise, content, etc. for personal gain or for the use by other institutions;
- Any criminal act that results in conviction or any act that is inappropriate, or in violation of the sexual harassment policy or any act that negatively impacts the reputation of the school.
- Failure to progress satisfactorily toward graduation or completion.
- Other rules and regulations are displayed in student areas in the school and are disseminated in hand-outs.

**RE-ADMISSION TO THE INSTITUTION:** A student who has been terminated from a program may petition the school in writing for reinstatement. The written request should contain a summary of what led to the expulsion and why the student feels he or she should be readmitted. The Administrator shall review all requests on a case-by-case basis. Extenuating circumstances will be taken into consideration. However, EMT Utah reserves the right to refuse to readmit any student who does not meet the academic or behavioral standards of the institution.

**A WARNING MAY BE GIVEN PRIOR TO EXPULSION OR DISMISSAL:** Whenever possible, the school will issue a written warning and a personal counseling session regarding the inappropriate or poor conduct of a student before dismissing the student from a program or the school. However, some actions deemed serious by the School Administration may require swift action and dismissal without warning.

**DRESS CODE:** The dress code is strictly enforced. You are what you practice to be. At EMT Utah we attempt in every way possible to simulate a professional working environment. EMS responders wear uniforms – this identifies them to the public and permits them to wear clothing that protects them. At EMT Utah, all students and faculty are required to wear an EMT Utah shirt, dark pants (Black or blue), close toed shoes and to invest in a clean and professional appearance. Students who arrive on campus out of uniform may be sent home. Continued violation of this policy may result in expulsion from the program.



**OCCUPATIONAL PLACEMENT:** EMT Utah does not guarantee employment. We make every effort to ensure students are suited for their chosen course of study. We prepare students for employment by offering the most current and best practice curriculums; teaching skills using the most current and appropriate equipment; and by offering career counseling and guidance and information. We invite every student or graduate to participate in FREE Career Builder Workshops. These workshops help graduates locate jobs and online resources for finding jobs, resume and cover letter writing, interviewing tips and the value of social and professional networking and volunteerism to enhance resumes and skills. *EMT Utah is consistent in the message that students should obtain all relevant certifications offered by the school so the student leaves here with a strong competitive advantage.*

**REFUND POLICY:** Once a student registers for a program and pays the deposit, the student may receive a full refund if a student notifies the school that he or she has decided not to attend the program within three business days after making payment – this cooling off period extends to midnight of the third day after payment is made. This notification must be in writing, fax, in person, via email, or over the phone (but not by leaving a voice mail message). If a student pays the deposit and drops out of the program before the first day of class but after three days of making payment, the student will receive a refund of any money paid minus the deposit. If a student drops out of a program after the program has begun, the student is not entitled to a refund of any money. All refunds are processed within 45 days after the institution’s determination that the student is owed a refund.



**SEXUAL HARASSMENT POLICY:** The policy of EMT Utah is that all students and instructors will and can work in an environment free from sexual harassment. The instructors will actively investigate all allegations of sexual harassment, and if it is determined that sexual harassment has occurred, the instructor/school administration will take appropriate disciplinary action, which may include the discharge of the student. A student discharged for sexual harassment will be withdrawn from the course or program and will hereby forfeit all tuition and fees.



**Sexual Harassment is defined as:** unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or contact of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects a student’s/instructor’s school/work environment, unreasonably interferes with a student’s/instructor’s ability to learn/teach, or creates an intimidating, hostile, or offensive learning/work environment. Activities of this nature distract the student/instructor from learning/teaching and serve no useful purpose in the classroom. Therefore, sexual advances, requests for sexual favors, or verbal, or physical conduct that has sexual connotations will not be tolerated.

**Student Responsibility:** Any Student who believes that he or she is being sexually harassed by anyone in the classroom should promptly take the following steps:

1. Politely but firmly confront whoever is doing the harassing. State how you feel about his or her actions and request that the person cease harassing you immediately.
2. If the harassment continues or if you believe that some consequence may result from your confrontation, go to the instructor immediately. You can do this verbally or in writing.

3. If any student feels that they have been sexually harassed by any instructor or staff member they may file a formal written complaint to the program director.
4. If after a reasonable length of time you believe inadequate action is being taken to resolve your complaint, go directly to the instructor again so that the perpetrator can be contacted again and termination discussed. A student withdrawn from EMT Utah will not be recommended for any type of license or certification and will not be entitled to any refund of tuition or fees.

**Instructor Responsibility:** Every instructor is responsible for ensuring that no sexual harassment occurs within his or her area of authority.

1. Any complaint of sexual harassment should receive immediate attention of the Instructor, and report it to the Administrator of EMT Utah.
2. If the investigation reveals that the complaint is valid, prompt disciplinary action designed to stop the harassment will immediately be taken to prevent its recurrence. Investigation of a complaint of sexual harassment normally will include conferring with the parties and witnesses named by the complaining parties. Because of the sensitive nature, complaints of sexual harassment shall remain confidential.
3. In no event will information concerning a complaint of sexual harassment be released to any third party or anyone not involved with the investigation. More specifically, information will not be released to an affected member's family, the news/media, or any so called well-wisher.

This sexual harassment policy does not imply the assumption of legal responsibility for actions that occur outside the school environment. Human relationships are complicated and prone to emotional entanglements. EMT Utah encourages students to engage in appropriate, non-sexual contact and content while engaged in school activities, attending classes or performing clinical practicum.

**STUDENT GRIEVANCE POLICY:** Most grievances or complaints can be handled swiftly and easily. EMT Utah encourages students to resolve their own conflicts with the specific person as much as possible. Good conflict resolution and conflict management skills are necessary for success in most careers, but particularly in health care. However, students who feel the issue is serious or they feel they have been treated unfairly may file a grievance. The grievance system provides a means for students to present problems or complaints about their experience to the Administration in a neutral and orderly way to facilitate decisions and promote good student/school relations. A separate file will be kept of



all grievances including the action taken and will be kept in accordance with state and federal laws governing them. The grievance may concern any school related issue or may be in regard to:

- Attendance or grading issues – Dismissal, Refund Policies, etc.
- The interpretation of policies and procedures
- Failure to receive a Completion Certificate
- Discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief, sexual orientation and against beneficiaries on the basis of either their citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity.

All complaints should be in writing (if you need assistance a representative of EMT Utah will offer assistance free of charge) and should include the nature of your complaint, the details of the circumstances under which the grievance occurred, your name and contact information. Please send or deliver your complaint to the Enrollment Director in the school office.

1. The Enrollment Director shall review the grievance and confer with the complainant within three (3) business days after receipt to indicate what action will be taken. The Enrollment Director shall have fifteen (15) days after receipt of the complaint to resolve it.



2. If the grievance has not been resolved at that point, the Enrollment Director shall notify the student that the grievance is being forwarded to the Administrator of the school who shall have an additional ten (10) days in which to resolve the grievance.
3. If the outcome of the review is not satisfactory to the student, the student may contact the following organizations and agencies for assistance.

The Bureau of Emergency Medical Services (BEMS)

Utah Department of Health

PO Box 142004

Salt Lake City, Utah 84114-2004

Telephone: 801.273.6666

Office for Civil Rights

200 Independence Avenue S.W.

Washington, D.C. 20201

Telephone: 877.696.6775

**SOCIAL MEDIA:** EMT Utah uses social media to stay in touch with students, graduates and the Volunteer Corps.

“Liking” us on Facebook and checking those pages and our website often keeps you apprised of employers seeking employees, free or special events, job fairs, Volunteer Corps events, camping trips, new courses, contests etc. Please use Social Media to spread positive information to the community, and use personal contact to offer a suggestion or to lodge a complaint.



<https://www.facebook.com/emtutah?ref=bookmarks>.

**STUDENTS INJURIES AND PREVENTION:** Students are advised that they are at risk for exposure to blood-borne pathogens and infections due to the nature of their training and clinical and externship opportunities.



Appropriate and careful adherence to safety guidelines and procedures reduces the incidence of exposure. EMT Utah conforms to a written Blood borne Pathogen Control and Infectious Disease Plan. The plan is available to any student. A student that is injured during portions of his or her training must report the injury to a school representative. If emergency treatment is required, the student should report to the nearest Emergency Department. Any life threatening emergencies should be reported via 911 with a follow up call to the school. Documentation of the injury must be completed by student

and instructor. Significant exposures to communicable disease should be handled in the same manner. Exposures include needle sticks, splashing of mucus membranes with blood or body fluids, droplet contamination or close contact with a patient with an airborne transmitted disease, etc. Students are responsible for all medical care and treatment necessary in the event of an incidence or exposure. The school assumes no legal responsibility for student injury. All students attend training at their own risk and must sign a Release of Liability and Assumption of Risk prior to attending any courses, workshops or programs.

**SYLLABUS:** A syllabus for each course is provided to students on the first day of class. A copy is also located in Moodle. Students are encouraged to keep up on their reading and workbook assignments.

## STUDENT SERVICES

**Orientation:** Students enrolled in the school attend an orientation. This orientation includes rules associated with the campus, the program, state requirements as applicable and orientation to the use of the LMS system Moodle.

- **Professional Development (Career Builders):** For graduates seeking employment, our professional development workshop (Job Club) provides

information about writing an effective cover letter and resume, job sources techniques and interviewing tips. Programs include components of professional development for the workplace to help students obtain gainful employment upon graduation. This is available on the SL Campus Only.

- **EMT Utah Volunteer Corps:** All students and graduates are invited to join the EMT Utah Volunteer Corps. The Corps provides learning and community service opportunities that enhance a resume, and provide for the chance to increase personal and professional networks. Programs associated with the Corps change from time to time, but include: Disaster Drill participation, Stand-By First Aid Stations, Shockingly Simple AED Training Tables, Vial of Life program, Fire Prevention Program, Turn-Out Gear Drive and Humanitarian Missions.
- **Extra-Curricular Activities:** EMT Utah is a collaborative learning environment that encourages spontaneous adventures, and frequently exploits learning opportunities available to students in the community including films, lectures, informal and formal study groups, Service Learning and volunteer opportunities, workshops, seminars, ‘tag-a-longs” with health professionals etc. It is our intention to foster an environment that entices students to participate in increasing their knowledge, mastering new skills and creating social and professional networks that enable students to find a job or to make a friend.
- **Remediation Services:** EMT Utah employs a full-time remediation specialist who is available to facilitate group remediation and individual remediation services to assist students in passing the state exams. Students are admonished to make appointments and to keep them once made. Remediation services are an invaluable aid to help students who struggle with course work or skills. We have a nearly 100% success rate – once students remediate, they PASS!

**TUITION:** Students are required to pay an initial deposit at least three days before the program begins. This fee, applied to tuition is intended to secure a space for the student in the class. Students are required to pay the balance of the tuition on the first day of class unless other financial arrangements have been made. There may be other fees associated with programs such as T-Shirts, watches, testing fees, binders, blood pressure cuffs, bandage kits, etc. All requirements for each course, including tuition costs and additional fees are detailed in each program description in this catalog, found on the website and is explained in the enrollment agreement.



**Financial assistance IS available:** EMT Utah has several [financing options](#) for students to use to help pay for their program tuition and fees. Please contact the Financial Director. The finance office is open Monday – Friday. Please see our [Veterans Tuition Assistance Program](#) too. Any veteran or spouse of a veteran may qualify for \$500 towards the cost of an EMT or AEMT program. This is only offered by EMT Utah.

- **Placement Assistant:** EMT Utah cannot guarantee a student a job or any specific wage, but we are committed to providing students with placement assistance including helping students write a cover letter and resume, access to job listings, and interviewing techniques. Job Club, a professional development workshop that assists with resume and cover letter writing, interviewing techniques, how to find a job, etc.
- **Study Groups:** EMT Utah encourages and assists with students participating in car pools and study groups. The school is open during the regular work week and occasionally on the weekends. This allows students to use the classrooms to study.
- **Discount Trax and Bus Passes:** We have discounted UTA bus and TRAX passes available for enrolled students.
- **Computer Lab (SL Campus Only):** A computer lab is available for student use and WiFi is available everywhere on campus
- **Voter Registration:** Each September EMT Utah participates in a Voter Registration clinic on or around Constitution Day on September 17.

**TRANSFER OF CREDIT from another vocational institution:** EMT Utah does not accept any credit or hours from other vocational institutions. This policy reflects the requirements of BEMS.

**Transfer for Credit from EMT Utah to other institutions:** Students who are considering transferring to other institutions should recognize that programs at EMT Utah are specifically vocational in nature and are not generally transferable to other vocational training centers or colleges. It should also be noted that in any transfer situation, regardless of the institutions involved, **the acceptance of credits is at the sole discretion of the accepting institution and EMT Utah makes no representations whatsoever concerning the transferability of any credits to any other institution.** Our courses and programs are vocational in nature and this applied knowledge and training is often non-transferable. This is an important consideration for students and should be seriously considered. For example, if a student enrolls in a program and is unable to finish the program because they must relocate outside the geographical location of the school none of their work will likely transfer to another program in their new location. All students must discuss this option with an enrollment counselor or the registrar PRIOR to enrolling in any program.

Once a student is certified as an EMT or A-EMT this certification is effective anywhere for the purposes of enrolling in other vocational institutions. You do not need to become an EMT from any particular school or training program to take an A-EMT program somewhere else. Employment considerations in different states vary. See Reciprocity for more information.

**TRANSPORTATION:** Students are expected to have reliable transportation to and from class and clinical portions of training. Any off-campus activity organized by the school that requires transportation outside of the area will be arranged and provided by the school. In its efforts to support environmental impact, EMT Utah strongly encourages students to use public transportation when possible or to carpool. A UTA bus stops in front of our campus doors and a UTA TRAX station is less than ½ block away. Bicycle stalls are available and offer a secure place to lock a bike – bikes are not allowed inside. Discount vouchers for the bus and TRAX are available! Check with the Program Director.



**WORKPLACE AND SCHOOL WEAPON AND VIOLENCE POLICY:** EMT Utah is concerned about society's increased violence including the prevalence of workplace and school place violence. To help prevent incidents of violence from occurring, EMT Utah is implementing this policy on workplace violence. It is the policy of EMT Utah to expressly prohibit any acts or threats of violence by any person working or visiting the premises against any other person in or about the building or elsewhere on the premises including inside the building, in classrooms, offices, bathrooms, break rooms, the front lawn, parking stalls, parking garage, lobby, etc. at any time, and to prohibit the possession of a weapon or firearm while on premises which includes vehicles parked on premises. According to the statute, an alternate parking area is available to tenants and their customers in close proximity to the parking garage which includes street parking. EMT Utah will not condone or tolerate any acts or threats of violence against any person at any time while on premises. In keeping with the spirit and intent of this policy, EMT Utah will:



1. Provide a safe and healthful work environment as possible, in accordance with OSHA and other regulatory bodies or required by law.
2. Take prompt remedial action up to and including immediate removal of any individual who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures
3. Take appropriate action when dealing with visitors to the building or to any business located in the building who engages in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law
4. Prohibit any and all persons from bringing firearms or other weapons onto the premises, including the lobby, business, restrooms, waiting areas, outside lawns or flower beds or parking lots and garages.

Firearms and weapons of any kind are banned from the premises. Any student found in violation of this policy will be dismissed from the program immediately and removed from the property. Those students who are

unnerved by the prospect of engaging unarmed in the human interactions that occur while in transit to and from school, or while engaged in classroom interactions are, of course, at liberty to seek education in an environment which has adopted the philosophy that a safe and productive school environment is best achieved with armed students and instructors.

**EMT Utah Volunteer Corps** Our commitment to EMS service is profound and evidenced by the actions and contributions of more than 350 members of the EMT Utah Volunteer Corps. This organization is dedicated to service to the community and allows EMS providers and other health care members to participate in group events and exercises that improves the health and safety of our community.



The EMT Utah Volunteer Corps is sponsored by EMT Utah but it belongs to its members; the volunteers who make a difference in the lives of hundreds of Utah citizens. We work with the Utah Emergency Medical Training Council, a 501 C-3 32-year old non-profit that has trained more than ONE MILLION Utahns how to perform CPR!

The Corps consists of students, graduates and others from the community who volunteer their time for specific services offered to the community. The purpose is to provide opportunities for students, graduates and other health care providers including EMS First Responders, an opportunity to volunteer which brings many benefits including:

- Connects you to others, in your field and in the community
- Increases your social and relationship skills
- Increases self-confidence
- Combats depression and isolation
- Helps you stay physically fit
- Looks great on a resume
- Gives you more career experience
- Teaches valuable job skills
- Brings fun and happiness to your life – helping you feel fulfilled.

### ***Volunteering: The happiness effect***

Helping others kindles happiness, as many studies have demonstrated. When researchers at the London School of Economics examined the relationship between volunteering and measures of happiness in a large group of American adults, they found the more people volunteered, the happier they were, according to a study in Social Science and Medicine. Compared with people who never volunteered, the odds of being “very happy” rose 7% among those who volunteer monthly and 12% for people who volunteer every two to four weeks. Among weekly volunteers, 16% felt very happy—a hike in happiness comparable to having an income of \$75,000–\$100,000 versus \$20,000, say the researchers.

Adapted with permission from [Simple Changes, Big Rewards: A Practical, Easy Guide for Healthy, Happy Living](#), a special health report published by Harvard Health Publications.

Joining is fun, free and easy – and volunteering is even more fun, rewarding and awesome. We offer a number of ways to get involved at whatever level you want. Donate a couple hours now and then to a Disaster Drill or make us your committed volunteer place and donate hours each week. Whatever you do, find a place do donate time and make a difference in the lives of others; you will find over time that the contributions you make to others will return to you a hundred-fold.

My heroes have always been EMTs,  
and they still are it seems.



## Emergency Medical Technician Program - \$895

This is a fast paced hybrid EMT course that prepares graduates to sit for the State of Utah Bureau of Emergency Medical Services exams.

Tuition includes:

Textbook, 142 hours of lecture, lab and skills practice. Remedial days, Career Builders Workshop, ride-alongs, ER rotations, etc. This is a robust, fast paced course taught by professionals in the field of emergency medicine that allows you to test with the state of Utah Bureau of Emergency Medical Services so you can begin a new career in record time.

### OBJECTIVES

- Prepare students to work as an EMT in an entry-level position in a variety of healthcare settings.
- Prepare students to provide quality patient care in a pre-hospital setting
- Prepare students to sit for the state EMT examination.

### PROGRAM DESCRIPTION

This is a 142-hour EMT Program that prepares graduates to function in the pre-hospital environment. The program provides instruction in basic life support care of sick and injured persons. This includes airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. The program includes a mixture of practical and lecture-based instruction. Students will be required to demonstrate competence in practical skills as well as on written examinations.

- **PROGRAM REQUIREMENTS** Must be 18 years of age
- Must be proficient in English (written and oral)
- Must hold a current BLS CPR certification – card required. To register for a BLS CPR class contact the UEMTC at 801.562.2663 or [www.uemtc.org](http://www.uemtc.org). The Utah Emergency Medical Training Council is a Utah 501 c-3 non-profit teaching emergency lifesaving programs for more than 30 years!
- Requires evidence of a current TB test (within the past year)
- Must obtain and pass a criminal background check (conducted by BEMS).
- Must complete and pass a 5 Drug Screen urine test (locations handed out in class – approximately \$30 – this is to allow you the rewarding opportunity of completing part of your clinical rotation in a hospital ER)
- As required by BEMS, applications are electronically completed and will be signed and completed at enrollment. Please bring your picture ID with you to enroll.

**AWARD:** Students who successfully complete the program will be recommended for testing and will receive a Completion Certificate.

# Advanced Emergency Medical Technician Program - \$785



Tuition includes: Textbook, 120 hours of lecture, lab and skills practice. Remedial days and other resources are included in your tuition.

Students also enrolled in EMT Utah are able to participate and join the EMT Utah Volunteer Corps which provides students and graduates the opportunity to participate in EMS related volunteer activities throughout the state. Graduates interested in entering the fire academy or to train as a paramedic will benefit from this extensive training opportunity.

## OBJECTIVES

The objective of the Advanced Emergency Medical Technician or AEMT program of study is The Advanced EMT is designed to take

students from Basic to Advanced Life Support skills. Advanced life support and patient assessment in the time of crisis are the main skills learned. The text and lecture formats are designed for the students in a single course to achieve the goal of certification under the Utah State Bureau of Emergency Medical Services as an advanced level EMT.

## PROGRAM DESCRIPTION

- The Utah State Department of Health, Bureau of Emergency Medical Services has granted EMT UTAH the authorization to conduct the Advanced Emergency Medical Technician courses.
- The program provides students the opportunity to learn through theory and practical applications how to be professional Emergency Medical Technician at an advanced level in caring for patients, families, and coworkers if the need arise.
- Students are prepared for a career in Advanced EMS through lecture, laboratory, and clinical experiences.
- Graduates from the AEMT Program will receive a Certificate of Completion from EMT UTAH.

## PROGRAM REQUIREMENTS

- Students must have a valid and current EMT designation with the State of Utah BEMS
- Student must be at least 18 years of age and attest that he or she has graduated from high school or has obtained a GED
- Student must be able to attend all classroom and training hours

## OTHER REQUIREMENTS

- Basic Life Support CPR certification (AHA)
- Utah State EMT Certification (**verified**)
- Negative TB test (*within the past year*)
- Picture ID
- Clean criminal background

**AWARD:** Students who successfully complete the program will be recommended for testing and will receive a Completion Certificate.

## EMS Continuing Medical Education (\$3.50/hour)

The more you know, the more you can help



**EMT**  **UTAH**  
SAVING LIVES ONE CLASS AT A TIME

EMS Continuing Medical Education | 801.449.0749 | [emtutah.com](http://emtutah.com)

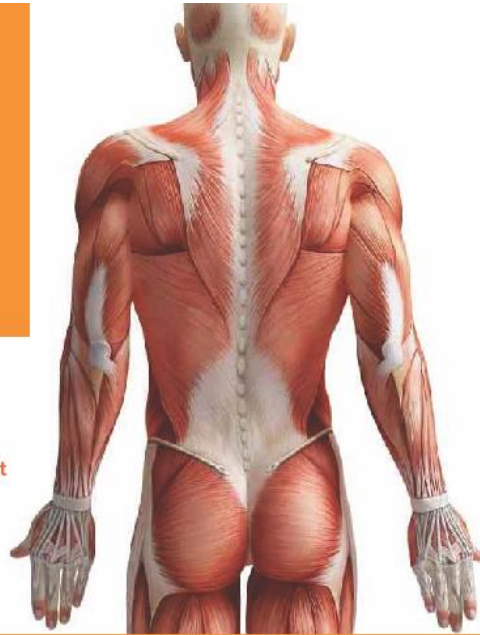
EMT Utah offers Continuing Education Credits approved by BEMS for re-certification for EMT and Advanced EMT's. Classroom training is \$3.50 an hour. Other training available is CPR, ACLS and PALS courses – these satisfy hands-on training required to re-certify. All CME hours are signed off by a training officer and aggregated. Take any courses or classes and we will keep track of all your hours. When it is time, we will send your record to you and to BEMS making re-certifying painless and easy.

For information about CPR, ACLS, PALS and PHTLS contact the [Utah Emergency Medical Training Council](#) at 801.562.2663 or [click here](#) to go to their website. This is a 501 c-3 non-profit that is 32 years old. They have trained more than one MILLION Utahns and are the experts.

# Human Anatomy Cadaver Lab - \$100

Anatomy  
is the  
foundation  
for the  
language  
of  
medicine

There's no replacement  
for the hands-on  
experience of  
the anatomy lab.



*EMT UTAH and the Institute of Human Anatomy offer participants engaged in or seeking a career in health care such as a an EMT, AEMT, Certified Nurse Assisting, Nursing, Nurse Practitioner, Respiratory, Physical, Speech or Occupational Therapy, Emergency Medical Services and Medical Assisting, a unique educational experience.*

The human body is fascinating and students and health care providers need to know as much about the body as possible in order to effectively treat disease or heal injuries. **The Institute of Human**

**Anatomy** offers an opportunity for **EMT UTAH** students to participate in a human cadaver lab – gowning up and touching, examining and learning about the body in a state-of-the-art laboratory. There is no better way to understand the complexity of the human body than to actually see the inner workings yourself. Usually this opportunity is limited to medical school students or forensic science majors. With **EMT UTAH's** unique partnership with the **Institute of Human Anatomy** this chance is available to more health care providers and students than ever before.

This opportunity is limited however – and we expect classes to fill quickly. We especially encourage former students to take advantage of this new opportunity. Call for details. 801.449.0749. Please click on Class Dates Above for specific workshop dates.

We have custom designed a course specifically for EMT UTAH's students, former students, and other health care providers that provides a glimpse into the inner workings of the body and its many parts including the organs, respiratory system, the digestive system, the muscular system, the reproductive system, the bones, joints, ligaments and more.



# Peripheral IV Placement and IV Therapy Course

- \$95 (Worth 8 hours of CME credit – AEMT only)

Practice makes perfect in this essential skill



In this 8-hour course, students learn the best techniques for starting an I.V. and learn by practicing on real people – participating in at least 5 I.V. placements (usually many more). Students also learn about equipment, types of fluids, administered drip rates, venous structures within the arm and hand, routes of administration, medication administration, complications MLT associated with I.V. therapy, I.V. regulations and more.

## Class Overview:

- Pre-procedure steps
- Anatomy and physiology related to peripheral short IV catheter insertion procedures
- Legal issues
- Clinician, patient, and supply preparation
- Vein site, and catheter selection
- Venipuncture techniques
- Catheter, site care and catheter securement
- Use of visualization devices
- Complication prevention and management
- Common problems, and tips for success in patients with difficult access
- Hands on lab practicum

Taught by an experienced, talented, professional clinician with years of experience placing IV's and teaching others how to do it correctly. This IV training class will make every student an expert in starting an IV. We **HIGHLY** recommend the course for current licensed nurses, physician assistants, nurse practitioners, medical assistants, paramedics and other emergency first responders. Advanced EMT's receive 8 hours of CME's approved by BEMS.

*The purpose of this course is for students to gain a fundamental knowledge about the practice, but you must be willing to participate whenever the opportunity arises. This course, EMT Utah, their officers, directors, agents, employees and presenters have no commercial conflict of interest. The information provided is for the educational benefit of the workshop attendees. This continuing nursing education activity was approved by the Utah Nurses Association, and approved by the American Nurses Credentialing Center's Commission on Accreditation (for an award of 7.66 CNE's there is an additional \$100 fee). It is also approved by the Bureau of Emergency Medical Services.*

## An Accredited Medical Assistant Program is offered by Cole Holland College.

The art of patient care is in the details.



**EMT UTAH**  
SAVING LIVES ONE CLASS AT A TIME

Medical Assistant Program | 801.449.0749 | [emtutah.com](http://emtutah.com)

This program is offered every ten-weeks. Cole Holland College is located at 450 South 900 East, Suite 200 SLC, UT 84102.



The 60-week program is accredited by the Accrediting Bureau of Health Education Schools. The retention rate for this program is 93% with an 83% placement rate.

For more information on how you can become a Medical Assistant and work in a medical office, hospital or doctor's office, call us today. Next program begins June 2, 2014!

## A Certified Nurse Assistant is offered by Utah CNA Training Centers



### BECAUSE WE ARE CNA TRAINING EXPERTS!

Utah CNA Training Center has five locations in Orem, Murray, Salt Lake City Clearfield and Logan, one of the lowest priced programs in the state and with day, evening and weekend classes, we have a class for everyone!

Your tuition for the Certified Nursing Assistant (CNA) training includes:

- Use of a Textbook
- 64 hours of CNA classroom instruction at our state of the art training facilities on approved equipment!
- 16 hours of CNA clinical instruction at one of our many health care facilities in Utah!
- State CNA Practice exams which you can take as many times as you need to until you are ready to take the Utah State CNA Test.
- Register online at [utahcnacenters.com](http://utahcnacenters.com) or call us at 801.990.9333.

When you graduate from one of our CNA classes, you will be prepared to take the state exam, receive your Utah Certified Nursing Assistant certification and enter the medical industry with confidence!  
Class size, equipment, hospital beds and supplies vary by location.

Find out why more students choose us for their training. We are EXPERTS in CNA training!!!



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