

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER 2019-2020 PARAMEDIC PROGRAM

APPLICATION AND ENROLLMENT PROCESS

You must have your Admission Packet turned in and approved **no later than Thursday, July 18, 2019**. Enrollment and Payment Arrangements must be finalized **no later than Thursday, July 25, 2019**. The deadline for full payment or the first payment plan installment is **no later than Thursday, July 25, 2019**.

If any required documentation is not submitted on time, your packet **will be considered incomplete and you will be removed from the Admission process**.

ADMISSION/ ENROLLMENT

Your Admission Packet must be completed and turned in for review to Dana Robertson, EMT/Fire Administrative Assistant, in Public Services **no later than Thursday, July 18, 2019**. Once your Admission Packet has been reviewed and approved, you will need to be officially enrolled. Dana Robertson will assist you with this step. You are not considered to be enrolled until you've completed the enrollment paperwork and made payment arrangements. Enrollment and Payment Arrangements should be completed **no later than Thursday, July 25, 2019**.

PAYMENT ARRANGEMENTS

You will meet with the Financial Aid Coordinator to discuss and finalize all payment arrangements including the payment plan and signing the Student Payment Contract. If you plan to pay the full amount of School Charges, that, too, will be documented. Enrollment and Payments should be completed **no later than Thursday, July 25, 2019**.

PAYMENT DEADLINE

Payments must be paid to the Bursar in the Business Office in the Main Building (across from Student Services) **no later than Thursday, July 25, 2019**.

FIRST DAY OF CLASS

Friday, August 2, 2019 – Class begins at 8:00 a.m. BE EARLY!
(This is a mandatory class day for orientation)

SCHEDULE INFORMATION

Paramedic v.7:

- Schedule: Friday, August 2, 2019, to Thursday, July 30, 2020
- Building closed dates list will be given in packet during orientation August 2, 2019.
- Class will be held a minimum of one day a week and rotate days (list given during orientation)
- Class hours will be 8:00 a.m.– 4:00 p.m. plus clinical dates
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- 1,190 total clock hours (686 classroom, 504 clinicals)

(This class is a fast-paced course consisting of web based and classroom hours. Most of the lectured material will be done via web portal with testing and hands on labs to be done in the classroom setting. Instructors will be available to assist and answer questions and arraignments can be made for further explanations of material. This course is scheduled to assist the adult learner by reducing the time in classroom. This also allows for the student to be able to test for NRP in only one year.)

COST INFORMATION

- Estimated Total Program Costs for Paramedic: **\$7,206.95** (see following for more detailed information)
- Not eligible for any federal financial assistance (FAFSA), e.g. Pell Grant, student loans, or VA Benefits.

“School Charges” are for Tuition and some Fees that are paid directly to EOC Tech. Both “Pre-Admission” and “Post-Admission” Costs are to be paid directly to outside vendors/agencies and are the responsibility of the student:

1. Paramedic v.7 Total School Charges (paid to EOC) - \$5,060:

- Tuition - \$4,760
- Advanced Procedure Lab Fee - \$300
- Tablets/laptops are permitted for use in the classroom by the students. It isn't a requirement for the students to purchase one.

2. Paramedic v.7 Estimated Pre-Admission, Out-of-Pocket Costs – \$534:

- OSBI Background Check original form - \$19
- Group One Federal Background Check Printed Receipt - \$45
- Vaccinations - \$10-\$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fees - \$80

3. Paramedic v.7 Estimated Post-Admission, Out-of-Pocket Costs - \$1,612.95

- **Estimated Paramedic Books (\$862.66 - \$1,013.45):**
 - **PARAMEDIC TEXTBOOK PACKAGE:** “Navigate 2 CAROLINE 7E ENH/12 LEAD ECG 2E/PHARMACOLOGY, No Workbook {ISBN 978-1284147964}
 - Price only available through link provided by EOC once tuition is paid.
 - Workbook is not required.
 - With Discount Code = \$689.21; Without Discount Code = \$840
 - **AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT PROVIDER MANUAL:** Item #15-1010
 - Available online through <https://aha.channing-bete.com/>
 - \$14.50
 - **AMERICAN HEART ASSOCIATION PEDIATRICT ADVANCED LIFE SUPPORT (PALS) PROVIDER MANUAL:** Item #15-1058
 - Available online through <https://aha.channing-bete.com/>
 - \$46.00

- **AMERICAN HEART ASSOCIATION ADVANCED CARDIAC LIFE SUPPORT PROVIDER MANUAL:** Item #15-1005
 - Available online through <https://aha.channing-bete.com/>
 - \$39.00
 - **PREHOSPITAL TRAUMA LIFE SUPPORT 8TH EDITION:** Jones and Bartlett {ISBN 9781284041736}
 - Available online through multiple sources
 - \$73.95
- **Estimated Paramedic Clinical Fees (\$36.50):**
 - My Clinical Exchange fee 36.50
 - **Estimated Paramedic Uniforms (\$399):**
 - Paramedic Clinical Polo Shirts - \$32 x 2 = \$64
 - Paramedic Job Shirt - \$45 (recommended; otherwise you must have a plain black or gray coat for clinicals (no writing or brands)
 - Paramedic Pants – navy blue (black not accepted) - \$60 (Top Tier Tactical)
 - Belt – plain black belt with plain silver buckle or Velcro - \$30
 - Boots – solid black tactical-style boots with black laces (any brand) – \$70 to \$200
 - Detailed uniform information will be provided during the enrollment process
 - **Estimated Paramedic Supplies (\$164):**
 - Stethoscope - \$110
 - Suggestion: Littman Classic II SE from allheart.com (free name engraving)
 - Trauma Shears - \$8
 - Pen Light - \$6
 - Wrist Watch - \$20
 - Clear Safety Glasses - \$3-\$20
 - Suggestion: **Top Tier Tactical** www.toptiertac.com; Nate Nugent, 2412 S. Douglas Blvd., MWC 73110 (10% discount if mention EOC Tech)

EOC Tech does not offer any on-campus housing. Living arrangements are the responsibility of the applicant. Transportation costs can be estimated by determining the daily, round-trip mileage between your home and EOC Tech, multiplying the daily mileage by 2, multiplying the weekly mileage by 24, and multiplying the program mileage by the current IRS reimbursement rate. The IRS reimbursement rate includes the total cost to operate a vehicle including gas, insurance, and maintenance, and is subject to change. Example: 15 miles daily round-trip (15 x 2 = 30 miles per week; 30 x 24 = 720 miles per program; 720 x \$.54 = \$388.80.

APPLICATION PACKET CHECKLIST FOR 2019-2020 PARAMEDIC PROGRAM

All of the following documents must be completed and reviewed by the EMT/Fire Administrative Assistant in the Public Services building by the deadlines given below. More detailed information on each item below is included in the packet.

PRE-ADMISSION CHECKLIST DUE BY **Thursday, July 18, 2019:**

- ___ Prerequisites:
 - Copy of a current Oklahoma State EMT License and EMT National Registry Certification
 - Official transcript of Anatomy and Physiology course completed with at least a 73%/C grade
 - Concurrent enrollment in online Anatomy and Physiology course at EOC Tech (\$78/ 100% online/ tentative start date August 9th)
- ___ Admission Packet Application (included in packet)
- ___ Group One Federal Background Check
 - Printed Receipt from online payment
- ___ Oklahoma State Bureau of Investigation (OSBI) Background Check
Criminal History Record Information Request original form
- ___ Copies (No Originals) of Required Vaccination Records
 - The only vaccination record that you may complete and turn in after July 18th is the 2nd TB Test. All others must be turned in with your Admission Packet.
 - The 2nd TB Test documentation must be completed and turned in to Dana Robertson no later than 2 weeks from the class start date.
- ___ Signed Substance Abuse Policy Statement Form (included in packet)
- ___ Hepatitis B Vaccination Declination Form (included in packet)
- ___ SurScan Random Drug Testing Fee Receipt

POST-ADMISSION CHECKLIST DUE BY **Monday, JULY 22, 2019:**

- ___ **Payments**

Due in full **Thursday, July 25, 2019**. Unless prior arrangements have been made with Financial Aid office

Note: Tribal assistance is obtained through the tribe and will be considered if the program is deemed eligible through the specified tribe.

GROUP ONE FEDERAL BACKGROUND CHECK

Go to the following link and follow the instructions:

https://gp1.acciodata.com/cgi-bin/pub/unsolicited_portal?guid=yUYGgc4VK8g13Aj6MTKBv5f2F6nfxo8H

Continue through the prompts until request is complete. You will pay by credit card online. **Print your receipt and turn it in with your packet!!!** You **MUST** include a copy of your receipt in your packet!!!!

If you have not completed this process by the packet deadline, your packet will be **considered incomplete and you will be removed from the admission process.**

If this background check reflects a felony, you will no longer be considered in the admission process.

OKLAHOMA STATE BUREAU OF INVESTIGATION (OSBI) BACKGROUND CHECK

Go to <http://www.ok.gov/osbi/documents/RecordCheckForm.pdf> and complete the form online and print it. Either mail or fax it to the OSBI for processing following the instructions on the form.

ALL THREE BOXES must be checked (Name Based search, Mary Rippy Violent Offender, and Sex Offender). If done correctly, this background check will cost \$19.00.

Enclose the **original** form in your packet. If the form is not the original, the paperwork in your packet will be considered incomplete and you will **NOT** be considered in this admission process.

If this background check reflects a felony, you will no longer be considered in this admission process.

SURSCAN RANDOM DRUG TESTING FEE

This is a CUSTOM website that has been created for [EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER](#) for prepayment of your drug screen testing. The fee is \$40.00 per test and there will be 2 random drug screen tests for a **total of \$80.00.**

Go to SurScan.com. Click on **REGISTER** and enter client code **EOKC**. Follow the directions carefully. You must only input the STUDENT'S information in the Billing Information. It must be the student's EMAIL ADDRESS, NAME, CURRENT ADDRESS, and PHONE # even if someone else's credit card is being used to pay. The student's information is how the drug testing will be tracked. Program Selection is [EMS](#).

VACCINATION RECORDS

COPIES (NO ORIGINALS!) of all required vaccination records must be included in packet to be returned to EOC Tech. We are not responsible for any original vaccination records you include in this packet.

- If any required vaccination record is not included, the paperwork in your packet **will be considered incomplete and you will be removed from the admission process.**

Required Vaccinations:

- **TWO (2) TB tests** within six months of the EMT Class start date. If you test positive for TB, you must have a chest X-Ray and you must bring a letter from your county health department clearing you for public contact.
- **MMR vaccine or Titer** (2 vaccines if administered under age 18; only 1 vaccine or Titer if over age 18)
- **Flu shot** – must be current year vaccine (fall enrollment will be required to receive and provide documentation once current season flu vaccine become available in the fall.)
- Must have two (2) **Varicella Vaccinations** or **Varicella Titer**. A history alone of Varicella (Chicken Pox) is **NOT** acceptable.
- Must have **Tetanus booster** within the last 5 years.
- Must provide a record of **THREE (3) Hepatitis B shot series OR Titer OR sign a Hepatitis B Waiver. NOTE: Sign the following waiver ONLY if you are unable to provide proof of having Hepatitis B Vaccinations or a Titer.**

Contact Dana Robertson, EMT/Fire Secretary, in Public Services at (405) 390-5315, if you have any questions about the vaccination requirements listed above.

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER HEPATITIS B VACCINATION DECLINATION FORM

Sign this waiver only if you have not completed the three shot series or do not desire to take the Hepatitis B vaccine.

The Hepatitis B Virus (HBV) is a serious and dangerous disease and may be contracted through the contact of blood, blood products, and other potentially infectious material.

EOCTC strongly encourages me to take the three shot series or the titer for the Hepatitis B virus. However, I **DECLINE** to be vaccinated at this time. I understand that by declining to be vaccinated I am at risk of acquiring the Hepatitis B virus.

EOCTC strongly suggests that if I going to have occupational exposure to blood, blood products, and other potentially infectious material in the future, that I should consider being vaccinated with the Hepatitis B vaccine.

Student Name (Print) _____

Student Signature _____ Date _____

Witness Signature _____ Date _____

GENERAL PAYMENT INFORMATION

Students must have all payment arrangements and financial aid arrangements finalized **no later than Thursday, July 25, 2019**. Students paying the full amount or who have a signed Student Payment Contract must pay by cash, check or credit card by **Thursday, July 25, 2019**.

Students who wish to pay by cash, check or credit card may do the following:

- **In Person:** Go to the Bursar's window across from Student Services
- **By Mail:** Send check or money order made payable to "EOC TECH" to:
EOC Tech
Attn: Kelly Myrick, Bursar
4601 N. Choctaw Rd.
Choctaw, OK, 73020
- **By Phone:** Call Kelly Myrick, Bursar, at (405) 390-6641 to pay by credit card*

***IMPORTANT CREDIT CARD PAYMENT INFORMATION:** Students who plan to use a credit card should contact the bank or credit card company before contacting the Bursar to make sure that any daily credit card transaction limits (which are usually \$400) are high enough to allow for your payment. Otherwise, your credit card payment will be denied.

EOC PAYMENT PLAN: You have to complete an application and meet with the Financial Aid Coordinator in order to be approved for the "**EOC Payment Plan**". See the EOC Payment Plan section below for detailed information about applying for the EOC Payment Plan. The application form will be emailed to the student upon request. Contact Janie Prior, Financial Aid Coordinator, at (405) 390-5344, to request an application form.

You will have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.

EOC PAYMENT PLAN INFORMATION

Students may apply for an EOC Payment Plan for any amount not covered by any financial aid source. The steps to apply are as follows:

1. EOC Tech offers a payment plan to assist students by spreading the cost over 9 payments.
2. Contact the Financial Aid Coordinator in Student Services by the **no later than Thursday, July 25, 2019**, in order to set up and sign the Student Payment Contract. The contract will include the amounts and dates which each payment is due.
3. The Bursar will keep the original contract and a copy will be given to you for your records. It is your responsibility to make your payments on time and in the amount you have signed for.
4. The following is the payment plan schedule for the 2019-2020 Paramedic program with **\$5,060 in school charges**:
 - a. \$2,530.00 (50%) is due no later than July 25, 2019
 - b. \$316.25 (6.25%) would be due by September 27, 2019
 - c. \$316.25 (6.25%) would be due by October 25, 2019
 - d. \$316.25 (6.25%) would be due by November 22, 2019
 - e. \$316.25 (6.25%) would be due by December 20, 2019
 - f. \$316.25 (6.25%) would be due by January 24, 2020
 - g. \$316.25 (6.25%) would be due by February 28, 2020
 - h. \$316.25 (6.25%) would be due by March 27, 2020
 - i. \$316.25 (6.25%) would be due by April 24, 2020

5. **You will have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.**
6. If circumstances occur which may cause you to be unable to comply with the terms of the EOC Payment Plan Contract, you may appeal **before breaking the terms of the contract**. Failure to pay your account balance by the due date according to the EOC Payment Contract will result in disciplinary action and may result in immediate withdrawal from your program. **No certificates or transcripts will be issued as long as there is an outstanding obligation.**

For more information, please email jprior@eocotech.edu, or call Janie Prior, Financial Aid Coordinator, at (405) 390-5344. Please leave a message if you call and get voicemail.

FINANCIAL AID INFORMATION

THIS PROGRAM IS NOT ELIGIBLE FOR ANY FEDERAL FINANCIAL ASSISTANCE (FAFSA). THERE ARE NO LOANS OF ANY KIND THAT A STUDENT CAN APPLY FOR THAT WILL PAY FOR ANY PROGRAM OFFERED AT EOC TECH. EOC Tech does not participate in the federal loan programs, direct loans or alternative loans. You cannot go to any lender and receive a “direct loan” through them for any program taken at EOC Tech because that is still considered as a federal student loan.

Tribal Assistance

1. Students should contact their own respective tribe to apply for benefits. There is usually an application packet which includes a **tribal financial aid form** that has to be completed by the Financial Aid Coordinator and sent to them directly.
2. Complete the top section of that form, sign and date it and bring it to the Financial Aid Office located in Student Services in the Main Building.
3. You must provide an Award Letter from the tribe stating that they will cover your tuition, fees and books for the school charges to the Financial Aid Coordinator **no later than July 25, 2019**.
4. **You may have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet. You need to ask how your tribe handles reimbursement for out-of-pocket costs that do not go through the school.**
5. **You will be expected to pay all charges by the July 25, 2019 deadline if the school hasn't received any authorization from the tribe, usually referred to as an Award Letter, establishing your eligibility for tribal assistance.**

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER WITHDRAWAL POLICY

OFFICIAL WITHDRAWAL FORM

The Official Withdrawal Form is included in this packet and may also be requested from Student Services. **Official notice of withdrawal does not include weekends or holidays.**

CANCELLATION OF ENROLLMENT

Cancellation of enrollment occurs when a student officially withdraws **on or before Thursday, July 25, 2019. A student is considered to be “enrolled” after that date.**

Students must submit a completed Official Withdrawal Form to Brian Stanaland, Fire/EMT Coordinator, **on or before Thursday, July 25, 2019.**

Students who officially withdraw **on or before Thursday, July 25, 2019**, will have no obligation.

OFFICIAL WITHDRAWAL

An **Official Withdrawal** occurs when a student submits a completed Official Withdrawal Form to the Fire/EMT Coordinator. The date the completed form is submitted will be the date used in the calculation of any possible refund according to the “REFUND POLICY” (see below).

UNOFFICIAL WITHDRAWAL

An **Unofficial Withdrawal** occurs when a student fails to attend or ceases to attend their program without “officially withdrawing” from EOC Tech (see “OFFICIAL WITHDRAWAL” section above). Non-attendance does not constitute a drop or withdrawal; the student will not be eligible for any refund. Students withdrawn due to a failed drug test or other discipline issues are considered to be unofficially withdrawn and are not eligible for any refund.

APPEAL PROCESS

In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written appeal to the Director of Business & Industry Services, or the Director of Educational Services. The form may be requested from Student Services in the Main building.

Appeal requests will be handled on a case-by-case basis to determine if the situation warrants an exception to the Withdrawal Date and Refund Policy.

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER REFUND POLICY

EMT STANDALONE TUITION REFUND POLICY (Paramedic Program Only)

The school date in which the student submits the completed Official Withdrawal Form to the Fire/EMT Coordinator will be the date used to calculate a **Tuition** refund according to the following Refund Policy:

- Students, who officially withdraw on or before Thursday, July 25, 2019, will eligible for all school charges to be cancelled on their account.
- Students, who officially withdraw after July 25, 2019 and before Day 2 of instruction, will receive a refund of Tuition only. There will be no refunds for fees charged to the student's account.
- Students, who officially withdraw after Day 2 through Day 4 (2 weeks) of instruction, will owe 25% of Tuition charged; any amount paid for Tuition above 25% will be refunded to the student. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw after Day 4 through Day 8 (4 weeks) of instruction, will owe 50% of Tuition charged; any amount paid for Tuition above 50% will be refunded to the student. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw after Day 8 through Day 12 (6 weeks) of instruction, will owe 75% of Tuition charged; any amount paid for Tuition above 75% will be refunded to the student. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw on or after Day 13 of instruction, will owe 100% of Tuition charged and no refund of Tuition will be processed. There will be no refunds for fees charged to student's account.

OUTSTANDING OBLIGATIONS

Students will be held responsible for any remaining amount of unpaid charges on their account. The Bursar will send an invoice to the student showing the outstanding obligation and an Alert will be placed on the student's enrollment record until that amount has been paid.

Students will not be eligible to receive any completions certificates or transcripts from EOC Tech until outstanding obligations have been paid. Students will not be allowed to enroll at EOC Tech until outstanding obligations have been paid.

APPEAL FOR OFFICIAL WITHDRAWAL DATE

In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate Director to request an adjustment to their official withdrawal date. These requests will be handled on a case-by-case basis.

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER SUBSTANCE ABUSE POLICY

READ THE SUBSTANCE ABUSE POLICY ON THE NEXT TWO PAGES. SIGN & DATE IT. TURN IT IN WITH YOUR ADMISSION PACKET.

All **PARAMEDIC** students will have at least **two (2) “no-notice” drug screenings** conducted during the program. Any student absent for a drug screen will have twenty-four (24) hours to appear and submit for testing. Any deviation from this policy must be approved by the Fire and EMT Training Coordinator and Director of Business and Industry Services. Any evidence of illegal or illicit drug use will result in immediate dismissal from the program. Please see Drug Policy (below) for further information.

SUBSTANCE ABUSE POLICY

The safety of participants in the **PARAMEDIC** program is of paramount concern to Eastern Oklahoma County Technology Center (EOCTC). Students who use drugs or alcohol pose serious safety risks to patients, as well as other students and employees of EOCTC and the clinical facilities at which the students engage in clinical practice rotations. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual's ability to perform beyond the time period of immediate consumption or use.

Due to the devastating impact that the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, and employees of Eastern Oklahoma County Technology Center (EOCTC) and various clinical facilities at which **PARAMEDIC** students may perform clinical practice rotations, EOCTC will not tolerate students who use, possess, distribute, purchase, sell or are under the influence of alcohol and/or illegal chemical substances.

All students will be tested for drugs and alcohol, at the school's expense, prior to their participation in clinical rotations. Additionally, students may be tested for drugs and alcohol, at the school's expense, at any time on a random selection basis while enrolled in the **PARAMEDIC** program. Finally, reasonable suspicion testing will be performed as needed, in the judgment of the Fire Training Coordinator, at the student's expense. All drug and alcohol testing will be conducted in compliance with applicable law.

Testing positive for the presence of drugs and/or alcohol, or refusing or failing to participate in, or cooperate with any part of the testing process is a direct violation of EOCTC policy. This violation is taken very seriously.

Any student who tests positive for the presence of drugs and/or alcohol, or refuses or fails to participate in, or cooperate with any part of the testing process will be immediately dismissed from the PARAMEDIC Program with no refund of any monies paid.

All **PARAMEDIC** students must present themselves for drug testing upon receiving notification from the staff of EOCTC. Any student who tests positive for drugs and/or alcohol may ask for a review by scheduling a one-on-one appointment with the Fire Training Coordinator.

On a case-by-case basis, after conferring with the Medical Review Officer (MRO) of the Drug Testing Company and the **PARAMEDIC** student, the Fire and EMT Training Coordinator may allow the **PARAMEDIC** student to take another drug test at the student's expense.

DEFINITIONS:

Alcohol means ethyl alcohol or ethanol.

Drug or alcohol test means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substance or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair.

Drug or illegal chemical substance means any substance, which an individual may not sell, possess, use, distribute, or purchase under either Federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By the way of example only, the drugs which can be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

Positive, when referring to an alcohol or drug test, means a toxicological test result which is considered to indicate the presence of alcohol or an illegal chemical substance or the metabolites thereof, using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol/drug test.

Random Selection Basis means a mechanism for selecting students for alcohol and drug testing that:

- Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected; and
- Does not give EOCTC the discretion to waive any student selected under the mechanism.

Reasonable Suspicion means a belief that a student is using or has used alcohol or drugs, drawn from a specific objective and articulate facts, and reasonable inferences are drawn from those facts in light of experience, and may be based upon, among other things:

- Observable phenomena, such as the physical symptoms or manifestations of being under the influence of alcohol or a drug; or the direct observation of alcohol or drug use;
- A report of drug or alcohol use, provided by reliable and credible sources, and which has been independently corroborated; or
- Evidence that a student has tampered with an alcohol or drug test; or
- Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on EOCTC's premises participating in or representing any EOCTC program.

By signing below, I certify that I have read and understand the **PARAMEDIC** program Substance Abuse Policy.

Student Name (Print) _____

Student Signature _____ Date _____