

**EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER
ONLINE EMT PROGRAM
FALL 2019 APPLICATION PACKET**

SCHEDULE and COST INFORMATION

EMT:

- Schedule: Saturday, August 17, 2019 to December 14, 2019
- Includes EMT curriculum
- EMT Estimated Total Program Costs: **\$2680** (see following for more information)

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. All EMT programs will have the following Estimated Pre-Admission and Post-Admission, Out-of-Pocket Costs:

EMT Total School Charges (paid to EOC Tech) - \$1472:

- Tuition - \$1472 ***No Tuition fee for Volunteer Firefighters***

EMT Estimated Pre-Admission, Out-of-Pocket Costs – \$498:

- OSBI Background Check original form - \$19
- Group One Federal Background Check Printed Receipt - \$49
- Vaccinations - \$10-\$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40 - SurScan.com – Enter client code: EOKC

EMT Estimated Post-Admission, Out-of-Pocket Costs - \$349:

- **Estimated EMT Book:**
- **You will be emailed a link to purchase the book once your packet has been submitted and accepted. If you already have the correct textbook a link for the necessary code, for online access, will be emailed to you. These links MUST be followed in order to receive the correct text with the provided resources. Failure to follow these instructions will result in a delay in class participation and possible removal from the class.**
- **EMT TEXTBOOK:** “Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition”, No Workbook {ISBN 978-1284110524}
 - This ISBN is good only if it is purchased from <http://www2.jblearning.com>.
 - With Discount Code = \$348.71; Without Discount Code = \$464.95
 - This package deal also includes the FIDAP fee! No need to purchase it separately.
 - Workbook is not required.

Estimated EMT Uniform: - \$240

- EMT Clinical Polo Shirt - \$30
- EMT Job Shirt - \$52
- EMT Pants – navy blue (black not accepted) - \$60 (Top Tier Tactical)
- Belt – plain black belt with plain silver buckle - \$30
- Boots – solid black tactical-style boots with black laces (any brand) – \$70-\$200
- *Detailed uniform information will be given during the Orientation.*

Estimated EMT Supplies: - \$150

- Stethoscope - \$110
- 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)

APPLICATION PACKET CHECKLIST FOR EMT PROGRAMS

All of the following documents must be completed and reviewed by the EMT/Fire Admin in the Public Services building **on or before Friday, August 2, 2019.**

Complete the following Application Packet documentation by the date listed above:

___ Packet Application

___ 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.

___ SurScan Random Drug Testing Fee Receipt

___ Substance Abuse Policy Statement

___ Copies (No Originals) of Required Vaccination Records

___ Hepatitis B Vaccination Declination Form (if student does not have the Hep B vaccinations)

___ Required to provide a letter from your Chief

___ It is mandatory that you are in attendance for Orientation. Please be prepared to purchase EOC Tech polo/job shirt at Orientation.

FALL 2019 PACKET APPLICATION FOR EMT PROGRAMS

Instructions: Complete the information form below with current and correct information and include it in your packet. Please print.

Name: _____
First Middle Last

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone Number: () _____ **Date of Birth:** _____

Email: _____ **SSN:** _____

Gender: _____ Male _____ Female

Race: _____ American Indian or Alaskan Native _____ Black, not of Hispanic Origin
_____ Hispanic _____ White
_____ Asian or Pacific Islander _____ Unknown

Highest Educational Level you have completed (check one):
_____ H.S. Diploma/GED _____ Some College _____ Associate's Degree
_____ Bachelor's Degree _____ Master's Degree _____ Doctorate

How do you plan to pay for your program?
_____ Personal Payment in Full
_____ EOC Payment Plan (50%; 25%; 25%)
_____ Employer (Purchase Order required)
_____ Other (please specify): _____

Company Information (Leave Blank if not applicable)
Provide the name of the industry/employer if you are sponsored by your industry or place of employment to attend the class. Sponsored is defined as "paying or reimbursing tuition or allowing time off from work to attend work-related instruction." This does not include individuals who, on your own, are upgrading your skills for work-related reasons.

Company Name: _____
Contact: _____ **Phone Number:** _____
Address: _____
Street City State Zip

BE SURE TO READ ALL ENCLOSED PAPERWORK!!! See the EMT APPLICATION PACKET CHECKLIST on page 2 for details on each requirement that follows. Requirements will be at the applicant's expense. Turn in documents altogether in this packet by the deadline!

If this packet is missing ANY of the required paperwork when it is turned in, you will NOT be admitted. Please follow all instructions – VERY IMPORTANT!

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!!!!

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. This step has to be completed before the first day of class so that you will be in their system as PAID. Go to SurScan.com – 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 NAME, CURRENT ADDRESS, PHONE # AND EMAIL ADDRESS 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](#).

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 **EMT** students will have at least **one (1) “no-notice” drug screen** conducted during the class. Any student absent for 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 **EMT** 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 **EMT** 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 **EMT** program. Finally, reasonable suspicion testing will be performed as needed, in the judgment of the Fire/EMS 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 that 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 FAC/EMT Program with no refund of any monies paid.

All **FAC/EMT** 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/EMS Training Coordinator.

On a case-by-case basis, after conferring with the Medical Review Officer (MRO) of the Drug Testing Company and the **EMT** student, the Fire/EMT Training Coordinator may allow the **EMT** 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

EOCTC's premises participating in or representing any EOCTC program.

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

Student Name (Print) _____

Student Signature _____ Date _____

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 one year of the EMT Class start date (not to expire during the course). 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 (spring enrollment must provide documentation of having had the current fall/winter season flu vaccine; fall enrollment will be required to receive and provide documentation once current season flu vaccine become available in the fall.)
- Must have a **Varicella Titer if you did not receive the Varicella immunization before the age of 18.** A history alone of 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 the Public Services at (405) 390-5315 if you have any questions about the vaccination requirements listed above.

HEPATITIS 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 _____

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER WITHDRAWAL POLICY

OFFICIAL WITHDRAWAL FORM

The Official Withdrawal Form may 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 Friday, August 16, 2019. A student is considered to be “enrolled” after that date.**

Students must submit a completed Official Withdrawal Form to Dana Robertson, Fire/EMT Admin, **on or before Friday, August 16, 2019.**

Students who officially withdraw **on or before Friday, August 16, 2019**, will have no obligation.

OFFICIAL WITHDRAWAL

An **Official Withdrawal** occurs when a student submits a completed Official Withdrawal Form to the Fire/EMT Admin. 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.

Vol-Int Online EMT Syllabus

Orientation/CPR/TIMS (on campus)

Saturday, August 17 (8:30-4:30)

Week 1

August 19 - 25

Orientation/CPR
Chapter 1, 2, 3,
EMS System
Workforce Safety and Wellness
Medical, Legal, and Ethical Issues

Exam #1 Chapters 1-3 (Online due by 2359 on 8/25/2019)

Week 2

August 26 – September 1

Chapter 4, 5, 7 & 8
Communications and Documentation
Medical Terminology
Life Span
Lifting and Moving Patients

Exam #2 Chapter 4 and 5 (Online due by 2359 on 9/1/2019)

Exam #3 Chapter 7 and 8 (Online due by 2359 on 9/1/2019)

Week 3

September 2 - 8

Chapter 6 & 9
Human Body
Patient Assessment

Lab Day on EOC campus Tuesday, September 3rd 6:00pm-10:00pm (Pt. Assessment)

Lab Day on EOC campus Thursday, September 5th 6:00pm-10:00pm (Pt. Assessment Lab Quiz)

Exam #4 Chapter 6 (Online due by 2359 on 9/8/2019)

Week 4

September 9 - 15

Chapter 10
Airway

Lab Day on EOC campus Saturday, September 14th 8:30am-4:30pm (Airway Lab Quiz)

Exam #5 Chapter 9 (Online due by 2359 on 9/13/2019)

Exam #6 Chapter 10 (On Campus 9/14/2019)

Week 5

September 16 - 22

Chapter 11, 12 & 13
Pharmacology
Shock
BLS resuscitation

Exam# 7 Chapter 11-13 (Online due by 2359 on 9/22/2019)

Week 6

September 23 - 29

Chapter, 14, 15 & 16
Medical Overview
Respiratory
Cardiovascular

Exam# 8 Chapter 14 and 15 (Online due by 2359 on 9/29/2019)

Exam# 9 Chapter 16 (Online due by 2359 on 9/29/2019)

Week 7

September 30 – October 6

Chapter 17 and 18
Neurologic
GI and Urologic

Lab Day on EOC campus Tuesday, October 1st 6:00pm-10:00pm (Medical)

Lab Day on EOC campus Thursday, October 3rd 6:00pm-10:00pm (Medical Lab Quiz #1)

Exam# 10 Chapter 17 and 18 (Online due by 2359 on 10/6/2019)

FISDAP – CLINICAL SCHEDULES DUE****

Week 8

October 7 - 13

Chapter 19 & 20
Endocrine and Hematologic
Immunologic Emergencies

Lab Day on EOC campus Tuesday, October 8th 6:00pm-10:00pm (Medical Lab)

Lab Day on EOC campus Thursday, October 10th 6:00pm-10:00pm (Medical Lab Quiz #2)

Exam# 11 Chapter 19 and 20 (Online due by 2359 on 10/13/2019)

Week 9

October 14 – 20

Chapter 21, 22 & 23
Toxicology
Psychiatric
Gynecologic

Exam# 12 Chapter 21-23 (Online due by 2359 on 10/20/2019)

START CLINICALS**

Week 10

October 21 - 27

Chapter 24 & 25
Trauma Overview
Bleeding

Exam# 13 Chapter 24 and 25 (Online due by 2359 on 10/27/2019)

Week 11

October 28 – November 3

Chapter 26 & 27
Soft tissue injuries
Face and Neck Injuries

Lab Day on EOC campus Saturday, November 2nd 8:30am-4:30pm (Trauma Lab Quiz #1)

Exam# 14 Chapter 26 and 27 (On Campus 11/2/2019)

Week 12

November 4 - 10

Chapter 28 and 29
Head and Spine Injuries
Chest Injuries

Lab Day on EOC campus Tuesday, November 5th 6:00pm-10:00pm (Trauma Lab)

Lab Day on EOC campus Thursday, November 7th 6:00pm-10:00pm (Trauma Lab Quiz #2)

Exam# 15 Chapter 28 and 29 (Online due by 2359 on 11/10/2019)

Week 13

November 11 - 17

Chapter 30 and 31
ABD
Orthopedic

Exam# 16 Chapter 30 and 31 (Online due by 2359 on 11/17/2019)

Week 14

November 18 - 24

Chapter 32, 33 & 34
Environmental
OB
Pediatric Emergencies

Lab Day on EOC campus Tuesday, November 19th 6:00pm-10:00pm (OB & Pediatric)

Lab Day on EOC campus Thursday, November 21st 6:00pm-10:00pm (OB & Pediatric Lab Quiz)

Exam# 17 Chapter 32 (Online due by 2359 on 11/24/2019)

Exam# 18 Chapter 33 and 34 (Online due by 2359 on 11/24/2019)

Week 15

November 25 – December 1

Chapter 35, 36, 37, & 38
Geriatric Emergencies
Patients with Special Needs
Transport Operations
Vehicle Extrication

Exam# 19 Chapter 35 and 36 (Online due by 2359 on 12/1/2019)

Exam# 20 Chapter 37 and 38 (Online due by 2359 on 12/1/2019)

Week 16

December 2 - 8

Chapter 39, 40, & 41
Incident Management
Terrorism Response Management
A team approach to health care

Lab Day on EOC campus Tuesday, December 3rd 6:00pm-10:00pm (Medical Lab Quiz #3)

***** CLINICAL PACKETS DUE****

Lab Day on EOC campus Thursday, December 5th 6:00pm-10:00pm (EMS Ops Lab Quiz)

Lab Day on EOC campus Saturday, December 7th 8:30am-4:30pm (MOCK PRACTICAL)

Exam# 21 Chapter 39-41 (On Campus on 12/7/2019 before MOCK PRACTICAL)

Week 17

December 9 - 15

Comprehensive Final Exam on campus Tuesday, December 10th 6:00pm-10:00pm

NREMT Practical Exam on EOC Campus Saturday, December 14th 8:30am-until finished