

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER 2020-2021 PARAMEDIC PROGRAM

APPLICATION AND ENROLLMENT PROCESS

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 Tuesday, July 14, 2020.** Once your Admission Packet has been reviewed and approved, you will be enrolled. Payment Arrangements or payment in full should be completed **no later than Tuesday, July 21, 2020.**

FIRST DAY OF CLASS

Thursday, August 6, 2020 – Class begins at 8:00 a.m. BE EARLY!
(This is a mandatory class day for orientation)

SCHEDULE INFORMATION

Paramedic v.7:

- Schedule: Thursday, August 6, 2020, to Friday, July 30, 2021
- Building closed dates will be given in packet during orientation August 6, 2020.
- 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 hours

(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: **\$6614.16** (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 - \$4,721
- BLS, ACLS, PALS, PHTLS Cards - \$39
- Advanced Procedure Lab Fee - \$300

2. Paramedic v.7 Estimated Pre-Admission, Out-of-Pocket Costs – \$389:

- Group One Federal Background Check Printed Receipt - \$49
- Vaccinations - \$0-\$300 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40

3. Paramedic v.7 Estimated Post-Admission, Out-of-Pocket Costs - \$1165.16

- **PARAMEDIC TEXTBOOK PACKAGE:** “Navigate 2 CAROLINE 8E/12 LEAD ECG 2E/PHARMACOLOGY, No Workbook {ISBN 978-1284198348}
 - With EOC Discount Code = \$689.21
 - Price only available through link provided by EOC once enrolled in program
- **Textbooks for AHA, PALS, ACLS and PHTLS:**
 - Basic Life Support (BLS) Provider Manual – Item #15-1010 – Available online <https://shopcpr.heart.org> - \$14.50
 - Pediatric Advanced Life Support (PALS) Provider Manual – Item #15-1058 – Available online <https://shopcpr.heart.org> - \$46.00
 - Advanced Cardiac Life Support (ACLS) Provider Manual – Item #15-1005 – Available online <https://shopcpr.heart.org> - \$39.00
 - Prehospital Trauma Life Support 8th Edition – Jones and Bartlett {ISBN 978-1284041736} – Available online through multiple sources - \$73.95
- **Estimated Paramedic Clinical Fees (\$36.50):**
 - My Clinical Exchange fee \$36.50
 - Cadaver Lab Fee (still researching)
- **Estimated Paramedic Uniforms (\$225.00):**
 - Paramedic Clinical Polo Shirts - \$30
 - Paramedic Job Shirt - \$50 (Optional but recommended, further discussion at Orientation)
 - Pants – Navy Blue Dickies or Navy Tactical Pants - \$17 - \$40
 - Belt – plain black belt with plain silver buckle - \$5
 - Boots – solid black tactical-style boots with black laces (any brand) – \$60 to \$100
 - *Detailed uniform information will be provided during the enrollment process*
- **Estimated Paramedic Supplies (\$41.00):**
 - Stethoscope - \$30 – Suggestion: Littman Lightweight II SE from www.amazon.com
 - Pen Light - \$6
 - Wrist Watch - \$5 (analog style – needs second hand for EMS skills)

2020-2021 PARAMEDIC PROGRAM APPLICATION PACKET CHECKLIST

PRE-ADMISSION CHECKLIST DUE BY **Tuesday, July 14, 2020:**

- ___ 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 – Online course – starting May 2020 or August 2020)

- ___ Admission Packet Application (included in packet)

- ___ Group One Federal Background Check:
 - Go to the following link and follow the instructions:
https://gp1.acciodata.com/cgibin/pub/unsolicited_portal?guid=yUYGgc4VK8g13Aj6MTKBv5f2F6nfxo8H
Continue through the prompts until request is complete. You will pay by credit card online. You **MUST** include a copy of your receipt in your packet.

- ___ SurScan Random Drug Testing Fee Receipt:
 - 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**.
The fee for drug testing is \$40.00, you will need to provide a copy of your receipt with your enrollment packet.

- ___ Copies (No Originals) of Required Vaccination Records

- ___ Hepatitis B Vaccination Declination Form (only if you do not have the Hep B vaccinations)

POST ADMISSION CHECKLIST DUE BY **Tuesday, July 21, 2020:**

- ___ Payments
 - Due in full **Tuesday July 21, 2020**. Unless prior arrangements have been made with Financial Aid Office.

*All documents must be completed and reviewed by Dana Robertson, EMT/Fire Administrative Assistant, in Public Services building by the deadlines given above.

2020-2021 PACKET APPLICATION FOR PARAMEDIC PROGRAM

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 Address: _____ SSN: _____

Gender (optional): _____ Male _____ Female

Race/Ethnicity (optional) - Answer either (A) or (B):

____ (A) Hispanic/Latino/Spanish of Any Race **OR**

____ (B) Check All That Apply:

_____ White _____ Black/African-Amer.; _____ Amer. Indian/Alaskan Native; _____ Asian;
_____ Native Hawaiian/Other Pacific Islander; _____ Unknown; _____ Nonresident Alien

Highest Education 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? Check all that apply. Refer to the General Payment section in this packet for more payment information:

- _____ Personal Payment of \$5,060.00 in Full (cash, check, charge)
- _____ EOC Payment Plan (\$2,530.00 due no later than July 21st)
- _____ Tribal Assistance (need Award Letter showing approved for funding)
- _____ Employer (Purchase Order required)
- _____ Other (please specify): _____

BE SURE TO READ ALL ENCLOSED PAPERWORK!!! See the PARAMEDIC APPLICATION PACKET CHECKLIST 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!

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.

Required Vaccinations:

- **ONE (1) TB test** that cannot expire during the duration of the class (TB's tests are valid for one year). 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 becomes available.)
- 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 10 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 finalized **no later than Tuesday, July 21, 2020**. Students paying the full amount or who have a signed Student Payment Contract must pay by cash, check or credit card by **Tuesday, July 21, 2020**.

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 Hodge, Bursar
4601 N. Choctaw Rd.
Choctaw, OK, 73020
- **By Phone:** Call Kelly Hodge, 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 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 Tuesday, July 21, 2020**, 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. Below is the payment plan schedule for the 2020-2021 Paramedic program with **\$5,060** in **school charges**:
 - a. \$2,530.00 (50%) is due no later than July 21, 2020
 - b. \$316.25 (6.25%) would be due by September 25, 2020
 - c. \$316.25 (6.25%) would be due by October 23, 2020
 - d. \$316.25 (6.25%) would be due by November 20, 2020
 - e. \$316.25 (6.25%) would be due by December 18, 2020
 - f. \$316.25 (6.25%) would be due by January 22, 2021
 - g. \$316.25 (6.25%) would be due by February 26, 2021
 - h. \$316.25 (6.25%) would be due by March 26, 2021
 - i. \$316.25 (6.25%) would be due by April 23, 2021
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 Tuesday July 21, 2020**.
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 21, 2020 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 WITHDRAW 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 Tuesday, July 21, 2020. 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 Tuesday, July 21, 2020.**

Students who officially withdraw **on or before Tuesday, July 21, 2020**, 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 Tuesday, July 21, 2020, 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.