EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

FALL 2024 EMT ACADEMY APPLICATION PACKET

Eastern Oklahoma County Technology Center
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FALL 2024 EMT ACADEMY PACKET
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SCHEDULE and COST INFORMATION

EMT Academy-36 (standalone):
- This program includes Basic EMT curriculum
- Schedule: **Thursday, July 11, 2024, to Monday, September 23, 2024**
- Lunch with the Chiefs & Graduation preparation is Thursday, December 12th
- **Graduation** to be held at 4 p.m. on Thursday, December 12th
- No classes scheduled for September 2th
- Monday - Friday – 8:30 a.m.–4:30 p.m. for Basic EMT courses
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- Enrollment limit is 10
- 366 clock hours
- Not eligible for Federal Pell Grant (FAFSA), Student Loans, or OKPromise
- Eligible for VA Education Benefits (Ch. 30, Ch. 33, Ch. 35, Ch. 1606)
- **Estimated** Total Program Costs: **$2,724** (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.

Total School Charges (paid to EOC) - $1,596.50:
- Tuition - $1,555.50
- EMT CPR Fee - $8
- Platinum Planner - $33
- Tablets/laptops are permitted for use in the classroom by the students. It isn't a requirement for the students to purchase one.

Estimated Pre-Admission, Out-of-Pocket Costs – $403:
- Group One Federal Background Check Printed Receipt - $63
- Vaccinations - $0-$300 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - $40

Estimated Post-Admission, Out-of-Pocket Costs - $725:
- **EMT BASIC TEXTBOOK (Recommendation - $373.46)**:
  - "Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Twelfth Edition" {ISBN 9781284249613} ($497.95 without EOC discount)
  This ISBN is good only if package deal is purchased from http://www2.jblearning.com with EOC's discount code. ***Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program.***
  - This package deal also includes the FISDAP fee.
  - Platinum Testing - **$52**
- **EMT UNIFORMS ($300)**:
  - EMT Clinical Polo Shirt - $32 (recommend 1)
  - Academy Class T-shirts – $34 (2 recommended at $17ea, long sleeve option $20ea)
  - EMT Job Shirt - $55 (optional)
  - Hoodie/Sweatshirt - $26-$30 (optional)
  - Navy blue "Dickies" (black not accepted) - $20 or Navy blue EMT Tactical Pants - $40-$60
  - Approved black belt - $5
  - Boots – solid black tactical-style boots with black laces (any brand) – $50-$100
  - Wrist Watch - $5 (analog style – needs second hand for EMS skills)
  - ***Prices are subject to change. Detailed uniform information will be given during the orientation.***

Contact Dana Robertson EMT/Fire Administrative Assistant at (405) 390-5315 or drobertson@eoctech.edu if you have any questions.

ADDITIONAL INFORMATION FOR ALL FIRE ACADEMY PROGRAMS

Housing and Transportation - 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 5, multiplying the weekly mileage by 24, and multiplying the program mileage by $.67/mile, which is the IRS reimbursement rate for 2022. Example: 15 miles daily round-trip (15 x 5 = 75 miles per week; 75 x 24 = 1,800 miles per program; 1,800 x $.67/mile = $1,206.00. The IRS reimbursement rate includes the total cost to operate a vehicle including gas, insurance, and maintenance, and is subject to change.

For Students Who Purchase Textbooks from Other Sources – Students may acquire the textbooks from other than the package deal list above. However, it is not recommended because the overall cost will be more in most cases. It is the student's responsibility to acquire the exact textbook using the ISBN numbers, and to purchase their own access codes.

APPLICATION PROCESS FOR EMT ACADEMY

STEP 1: Application Packet "Pre-Admission" documents must be completed and turned in for review to Dana Robertson, EMT/Fire Administrative Assistant, in Public Services no later than **Tuesday, June 4, 2024.**

STEP 2: Orientation will be held on **Wednesday, June 5, 2024:**
- Orientation begins at 9:30 a.m. in Public Services building. Be Early!
- Orientation is designed to inform students of all requirements and expectations of the programs, and to allow for any questions to be answered before students begin the program enrollment and payment process. Orientation is mandatory.
- Students will complete the Program Enrollment Application documents.
- Uniform information will be discussed during Orientation. Be prepared to purchase/order your EOC attire on this day in order to receive items before the first day of class.
- Textbooks should be ordered as soon as the student receives the link/links by email in order to complete assignments due on the first day of class.

STEP 3: Payment of School Charges in Full or at least 33% of School Charges is required no later than **Wednesday, July 10, 2024,** unless previously approved for Financial Aid. You must have completed eligibility for Financial Aid with the College Connection Coordinator, and all required paperwork should be started when you start working on this packet in order to have enough time to complete the approval process with the College Connection Coordinator. Students who want a Payment Plan must have a signed contract on file with the College Connection Coordinator, or Payment in Full is required.

See the *Payment Information and Financial Aid Information* sections in the back of this packet for more information.

STEP 4: **Thursday, July 11, 2024 -** Programs begin at 8:30 a.m. BE EARLY!

FALL 2024 PACKET APPLICATION FOR EMT ACADEMY

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*:** _____
*Required for Fire certifications.

Email Address: _____   **SSN:** _____
*Required for EMS certifications

Gender (optional): _____ Male   _____ Female

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

____ **(A)** Hispanic/Latino/Spanish of <u>Any</u> 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

Which program are you planning to enroll in? (check one)
____ EMT Academy (standalone) – Fall 2024

How do you plan to pay for your program? Check all that apply. Refer to the Financial Aid section in this packet for more information if you are choosing any option except for Personal Payment in Full:

____ Personal Payment in Full (cash, check, charge)   ____ VA Education Benefits (see VA Section)
____ EOC Payment Plan (33%; 33%; 33%)   ____ Tribal Assistance (need Award Letter)
____ Employer (Purchase Order required)   ____ Other (please specify):_____

BE SURE TO READ ALL ENCLOSED PAPERWORK!!! See the FIRE ACADEMY 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!

APPLICATION PACKET CHECKLIST FOR EMT ACADEMY

All of the following documents must be completed and reviewed by Dana Robertson, EMT/Fire Administrative Assistant, in Public Services before the date listed in the *Application Process* of this packet. If your packet is missing ANY of the required paperwork when it is turned in, you will not be considered in this admission process. Please follow all instructions carefully.

___   Packet Application Form – Page 5

___   Academic Eligibility Documentation for **EMT Academy**:
- Copy of your high school diploma, high school transcript, or GED;

___   Group One Federal Background Check
- Printed Receipt from online payment

___   SurScan Random Drug Testing Fee Receipt
- This is a **pre-paid drug test**, please see instructions below

___   Copies (No Originals) of Required Vaccination Records

___   Hepatitis B Vaccination Declination Form

___   Payment arrangements other than paying the full amount of School Charges must be approved in advance by the College Connection Coordinator. Otherwise, full payment of School Charges is due **no later than Wednesday, July 10, 2024.**

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. You **MUST** include a copy of your receipt in your packet. You will NOT receive the results of this background check. They will be sent directly to EOC Technology Center.

SURSCAN RANDOM DRUG TESTING FEE

Go to www.SurScan.com . Click on **REGISTER** and enter client code **EOKC**. Follow the directions carefully. Program Selection is EMS. **The fee is $40.00**, you will need to provide a copy of your receipt with your enrollment packet.
Please Note: This is a pre-paid drug testing fee, SurScan will conduct the drug test on a random class day.

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:

- **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.
- **Two (2) MMR vaccines or Titer**
- **Two (2) Varicella Vaccinations** or **Varicella Titer.** A history alone of Varicella (Chicken Pox) is **NOT** acceptable.
- **Tetanus booster** within the last 10 years.
- **Flu shot** – must be **current year** vaccine (for Fall class you will need to provide proof you have received the vaccination when it becomes available)
- **TB – 1 IGRA Blood Test within the last 12 months** that cannot expire during the class.

Currently the COVID vaccination is not required to attend EOC's EMT Academy, however if you have the vaccination you can provide a copy with your vaccinations listed above.

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

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER
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 _____

PAYMENT INFORMATION

Payment for School Charges is due no later than **Wednesday, July 10, 2024,** unless other arrangements have been completed with the College Connection Coordinator. Students must have a signed EOC Payment Plan Contract on file with the College Connection Coordinator to be eligible for the first payment to be reduced to 25% of School Charges. If the student has a signed Student Payment Plan Contract, the first payment of 25% is due **Wednesday, July 10, 2024**. See the *EOC Payment Plan* section below for more information. There are no student loans available.

Students who want VA Education Benefits, tribal assistance, or any other funding source to pay their School Charges, must have all required paperwork <u>finalized</u> with the College Connection Coordinator. This paperwork requires time to be processed so do not wait until you know you've been selected to start applying for VA, tribal assistance, etc. **The EMT Academy is not eligible for the Federal Pell Grant (FAFSA), any loans, or OKPromise**. See the *Financial Aid Information* section in the back of this packet for more information.

Students paying in full or making the first payment on the EOC Payment plan may pay by cash, check or credit card by doing any of 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: Bursar
  4601 N. Choctaw Rd.
  Choctaw, OK, 73020
- **By Phone:** Rina Keefover, Bursar (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 <u>before</u> contacting the Bursar to make sure that any daily credit card transaction limits are high enough to allow for your credit card payment to be processed. Otherwise, your credit card payment will be denied.

EOC PAYMENT PLAN

Students who want the EOC Payment Plan must request one by contacting Kristy Johnson, College Connection Coordinator, at (405) 390-5314, or kjohnson@eoctech.org. This payment plan is available to assist students and parents by spreading the School Charges over 3 payments.

The following is an **example** of the EOC Payment Plan Contract schedule for the EMT Academy with **$1,596.50** in **school charges**:

- a. $532.50 (33%) would be due by July 10, 2024
- b. $532.00 (33%) would be due by August 12, 2024
- c. $532.00 (33%) would be due by September 16, 2024

The College Connection Coordinator will set up the contract, which will be available for the student to review before signing. See the *Payment Information* section above for where and how to make payments and accepted forms of payment. For more about setting up a payment plan, please contact Kristy Johnson, College Connection Coordinator, at (405) 390-5314, or at kjohnson@eoctech.org. Please leave a message if you call and get voicemail.

If circumstances occur which may cause you to be unable to comply with the terms of the EOC Payment Plan Contract, you should contact the Bursar <u>before</u> missing the deadline. Failure to pay your account balance by the due date according to the EOC Payment Contract will result in the student not being allowed to return to class until the account has been paid according to the payment plan, and may result in the student being withdrawn from the program. No certificates or transcripts will be issued as long as there is an outstanding obligation.

FINANCIAL AID INFORMATION

If your financial aid eligibility hasn't been finalized with the College Connection Coordinator **by Wednesday, January 10th, 2024,** you will have to complete and sign an EOC Payment Plan and pay 25% of the School Charges in order to be enrolled in the EMT Academy. You will be required to continue paying according to the payment plan until your financial aid paperwork has been completed by the College Connection Coordinator.

THIS PROGRAM IS NOT ELIGIBLE FOR THE FEDERAL PELL GRANT (FAFSA) OR STUDENT LOANS. 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 a federal student loan.

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.

For more information, please email kjohnson@eoctech.org, or call Kristy Johnson, College Connection Coordinator/SCO, at (405) 390-5314. Please leave a message if you call and get voicemail.

VA Education Benefits (Chapter 30, 33, 35 and 1606)

1. You will need to go to va.gov to complete the online application. VA will determine your eligibility for VA Education Benefits.

2. You will receive a **Certificate of Eligibility (COE)** that identifies the benefits you are eligible for, how many months of benefits you have, and any expiration date that may be in place. Please give a copy of it to the College Connection Coordinator/SCO. In lieu of the COE letter, benefit information letters from https://www.va.gov/records/download-va-letters/ or https://www.ebenefits.va.gov/ebenefits/homepage may be accepted.

3. Provide copies of **all transcripts** for any prior training. A Joint Services Transcript (JST) reflecting military training can be requested at https://jst.doded.mil/official.html.

   The Air Force Community College of the Air Force (CCAF) transcript can be requested at https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/.

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

5. Payments:
   a. **Chapter 30 and 1606 Montgomery GI Bill®, Chapter 35 Dependent Educational Assistance (DEA) Beneficiaries Only**: Payments from the VA will be sent directly to you. You must pay in full at the start of term or request and sign a payment plan in order to spread payments over 4 months.

   b. **Chapter 33 Post 9-11 Beneficiaries Only**: Payments from the VA for School Charges will be paid directly to EOC Tech. VA beneficiaries will not be penalized for late payment by the VA. Your book stipend and your Basic Allowance for Housing (BAH) will be paid directly to you. School Charges covered by VA will be deferred as a courtesy to you based on your verified Eligibility Percentage. If your Eligibility Percentage is less than 100%, you will be responsible for the amount of School Charges not covered by VA and you must pay in full at the start of the program; or, you must request and sign a payment plan in order to spread payments over 4 months.

   c. **Students in Need of a Payment Plan**: Contact the College Connection Coordinator to set up a Payment Plan contract for the School Charges. Failure to pay the account balance according to the Payment Plan will result in the student not being allowed to return to class until the account has been paid according to the payment plan. No certificates or transcripts will be issued as long as there is an outstanding obligation.

6. To continue participating in this program, the student will be expected to maintain at least a 70%/2.0 GPA, be on target with scheduled curriculum completion, and be within the attendance policy.

7. If you need to withdraw, please contact the College Connection Coordinator/SCO first to discuss possible financial ramifications of an early withdrawal. Some or all of any tuition and fees paid by the VA to the school may be returned to the VA. You will be held responsible for any account balance remaining on your EOC account. You will not be able to enroll in future programs or classes at EOC Tech until the obligation is taken care of. No certificates or transcripts will be issued as long as there is an outstanding obligation. VA beneficiaries could incur additional debt obligations to the VA for funds issued directly to the student.

8. **Chapter 30 and 1606 Montgomery GI Bill® Beneficiaries Only**: You will be required to log in at https://www.gibill.va.gov/wave/index.do, and verify your enrollment at the end of each month in order to receive your payment.

9. **Chapter 33 Post 9-11 Beneficiaries Only**: You will be required to verify your enrollment at the end of each month in order to receive your payment. You may choose from the following 2 options:

    a. **Text Messaging** – You may choose VA's "Opt-In" feature and you will receive a text message each month prompting you to verify your enrollment status at the end of each month in order to receive your payment.

    b. **Telephone** – If you do NOT choose to Opt-In for text, you may call the Education Call Center (ECC) at 888-442-4551 to verify your enrollment status at the end of each month in order to receive your payment.

10. Before you enroll or make any payments, you should have received a "VA Shopping Sheet" for the EMT Academy program. If you have not received it, please contact Kristy Johnson, College Connection Coordinator/SCO, at (405) 390-5314, or at kjohnson@eoctech.org.

11. The following is an **example** of the **VA Student Payment Plan Contract** for the Firefighter/EMT Academy with **$1,596.50** in **School Charges**:

    a. $532.50 (33%) would be due by July 10, 2024
    b. $532.00 (33%) would be due by August 12, 2024
    c. $532.00 (33%) would be due by September 16, 2024

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Tribal Assistance
1. Students should contact their own respective tribal organization to apply for benefits. There is usually an application packet which includes a **tribal financial aid form** that has to be completed by the College Connection 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 your tribal organization stating that they will cover your tuition, fees and books for the school charges to the College Connection Coordinator no later than the payment deadline on the Friday before the first day of class. Otherwise, you may have to sign a payment plan contract and pay 25% of school charges by **Wednesday, January 10, 2024.**

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 tribal organization handles reimbursement for out-of-pocket costs that do not go through the school.

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER
WITHDRAWAL POLICY

NOTE: Students who received the VA benefits should contact the College Connection Coordinator <u>before</u> withdrawing from EOC Tech to discuss the ramifications of an early withdrawal from the program.

CANCELLATION OF ENROLLMENT
Cancellation of enrollment occurs when a student officially withdraws **on or before the Pre-Academy Orientation date** of the current term. Students must submit a completed Official Withdrawal Form to a Student Services Advisor on or before Day 1 of Instruction. Students who officially withdraw on or before the Pre-Academy Orientation date will receive a full (100%) refund. School charges will be voided from the student's account.

OFFICIAL WITHDRAWAL
An **Official Withdrawal** is defined as the action taken by a student who submits a completed Official Withdrawal Form to Student Services **on or after Day 2 of Instruction** of the school year.   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 student handbook -www.eoctech.edu). The date of an official notice of withdrawal does not occur on weekends or holidays.

To officially withdraw, the student should inform the instructor and a Student Services Advisor. An **Official Withdrawal Form** will be available for the student to complete in order to begin the withdrawal process. An Information Update Form will be completed by the instructor to record effective date of withdrawal, reason for withdrawal and establish if there are any outstanding obligations.

UNOFFICIAL WITHDRAWAL
An **Unofficial Withdrawal** is defined when a student fails to attend, ceases to attend, or is dismissed from EOC Tech. If a student just stops attending without notifying the school, the absences may be counted against the student which may result in suspension. There are no refunds for Unofficial Withdrawals.

If a student is fails to attend, ceases to attend, or is dismissed from EOC Tech, the student may be suspended for the remainder of the school year, or one semester, whichever is greater. Examples of when a student may be dismissed include, but are not limited to, not maintaining satisfactory academic progress, attendance policy violation, failing a drug test, cheating or any violation of the Student Behavior Code. Students should refer to the Adult Student Behavior Code sections located in this Handbook for a detailed list.

NOTE FOR VETERAN STUDENTS: If you need to withdraw, please contact the College Connection Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal. You will be held responsible for any account balance remaining on your EOCTC account, and **beneficiaries could be in debt to the VA for funds received by the student, such as book stipends, housing, etc. due to early withdrawal or dismissal. Beneficiaries could also be in debt to the school for any tuition and fees returned by the school to the VA due to early withdrawal or dismissal.**

APPEAL PROCESS
In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written appeal to the Director of Educational Services. The appeal 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 status (official or unofficial), withdrawal date and/or the Refund Policy.

I'm active military and/or a reservist. What is the policy if I'm called up for active duty during an EMT or FAC program?

- **Active Military and/or Reservists (FAC)**:
  If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for any fire certifications earned in the previous fire academy, if the student returns to attend a fire academy program in the future. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.

- **Active Military and/or Reservists (EMT):**
  If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for CPR and Anatomy & Physiology, if completed successfully with at least a 70%/"C" at time of withdrawal. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.