

The Medical Center  
Department of Emergency Medical Services  
Certification Courses for EMT-FR, EMT-B and EMT-P (and associated refresher courses)

## Admissions Policies

The Medical Center EMS (MedCtrEMS) provides initial certification and recertification courses for the levels of Emergency Medical Technician- Basic (EMT-B), Emergency Medical Technician- First Responder (EMT-FR), and EMT-Paramedic (EMT-P). Additional, courses meeting the current DOT guidelines for refresher courses in each of these disciplines are offered. These courses meet or exceed state requirements and national guidelines regarding instruction and are offered to prepare students to sit for the National Registry of Emergency Medical Technicians (NREMT) examinations for the respective level.

The Medical Center's courses are offered to students without regard to race, sex, creed, color, age, national origin, religion, marital status or physical handicap. However, the prospective student is reminded that there are state regulations pertaining to certification that may affect his ability to receive final certification. These requirements are related to all students either at or before the first course meeting, and students are encouraged to seek out instructional staff and government officials to verify any other requirements.

The Medical Center reserves the right to prioritize course applicants due to the limited seating available. Priority may be given to prospective students with related experience in the past, current and active members with emergency response organizations, persons from underserved areas, or other criteria as deemed appropriate by the staff.

Persons applying for any of the programs delivered are required to thoroughly complete a course application and return it to the Department of EMS by the publicized deadline. Incomplete or late applications may be held for review for a later class. MedCtrEMS reserves the right to complete a background investigation and interview references as well as applicants, as deemed appropriate by the staff. Applications are reviewed by the course Lead Instructor and other MedCtrEMS Training Staff as felt necessary. By applying, prospective students agree to allow such investigations to take place.

MedCtrEMS will notify persons accepted into the program at least one week in advance of the scheduled course start date. Attempts to contact those not accepted may be made, although such notification is not guaranteed due to the number of applicants. MCEMS also traditionally notifies a number of alternates, who may attend the course until the withdraw deadline. As positions open these alternates may move into regular course slots. No guarantee is made to the alternate as to the availability of seats in the course.

Each course will have a publicized "Drop" date. The withdrawing individual should notify the Course Coordinator, in writing, as soon as possible. The accepted student who decides not to attend the course by that date may have a percentage of their tuition returned, provided that an alternate is available to take their place. Acceptance into a training program is not transferable. MedCtrEMS will assign an alternate, if available, to the vacated position.

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Course tuition and other fees are due by the first class meeting, unless otherwise advertised or unless prior arrangements are made with MedCtrEMS. Failure to pay, failure to adhere to a pre-approved payment plan, providing checks on accounts with insufficient funds, and any other failure of the student to meet financial obligations is grounds for dismissal from the course with forfeiture of all money previously paid, and legal action if determined applicable.

Deadline to drop the course will be one week after the first class night begins. At this time, the student must provide notice to the instructor in writing. As the cost of the course is \$1200.00, the student will be refunded a total of \$600.00 as long as notice to drop the course is provided by the drop date. If the student is dropped by the instructor or the student drops after the published date, no refund will be given.

All students accepted into a MedCtrEMS training program are required to carry themselves in a professional manner at all times. The course Lead Instructor and Training Staff reserve the right to remove any student acting in such a manner as to bring discredit upon the program, creating an inhospitable learning environment, or failing to comply with the directions of any instructional or hospital staff.

Additional information regarding student policies is available in the document **Student Policies** for the level of training in question, provided to all students at or before the first course meeting. Students are required to read, understand and agree to the policies and procedures adopted by MedCtrEMS, and are required to sign a **Letter of Agreement** to signify their understanding.

Appeals to any decisions regarding the course should be directed, in order, to:

- 1) The course Lead Instructor,
- 2) The Training Officer of MedCtrEMS,
- 3) The Director of EMS.

In all cases, the decision of the Director of EMS shall be absolute and final.

For further information on any course level offered by Medical Center EMS, contact the EMS Training Officer at (270) 796-6595, or write:

Clinical Educator  
Attn: Casey McCoy  
Medical Center EMS  
210 East Third Street  
Bowling Green, KY 42101