

HCI

HEALTH CAREER INSTITUTE



1926 10TH Ave North
Lake Worth, Florida 33461
Classrooms Suites 106 & 101

Administrative Offices Suite 405

(561) 586-0121 Office (561) 586-7616 Fax

Monday – Friday
8:30am – 5:00pm

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HEALTH CAREER INSTITUTE
A Postsecondary, Vocational School

Accredited by:

The Accrediting Commission of Career Schools and Colleges (ACCSCCT)
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
(703) 247 4212
#MO72133

Licensed by:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street
Suite 1414
Tallahassee, Florida 32399-0400
(850) 245 3200 (888) 224 6684
#2077

Also Licensed by:

The Florida Department of Health Bureau of Emergency Medical Services
4052 Bald Cypress Way, Bin C-18
Tallahassee, FL 32399-1738
#107

And Approved By:

The Florida State Fire College
1165 NW Gainesville Road
Ocala, FL 34482-1486
(352) 369 2800
#12606

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Welcome to Health Career Institute!

On behalf of our faculty and staff, I welcome you to Health Career Institute. Here you will find professional career programs of high academic quality and a patient, nurturing approach to education. We are very proud of our excellent outcomes, including outstanding retention and placement rates. But most of all we are proud of our many graduates who are working in and contributing to the community. I offer you my best wishes as you pursue your educational goals.

Sincerely,

Tina Palermo
President/Administrator

Students are responsible for reading and adhering to all policies and procedures in this catalog. Failure to know about a given policy or procedure will not constitute grounds for an exception or waiver. Please see any campus staff member if you have any questions about Health Career Institutes policy or procedure.

GENERAL INFORMATION**Mission Statement**

Health Career Institute is dedicated to providing quality education to students to meet the growing needs in all aspects of the public safety sector. Health Career Institute is dedicated to providing a stimulating and supportive environment in which students can develop academically. HCI enforces standards and practices which contribute to student development to become highly trained and enables them to be a competitive entity in seeking employment or advancing in their level of professionalism.

History and Philosophy

Health Career Institute is a private postsecondary educational institution whose mission is to provide high-quality training that prepares students to enter the workforce. The school offers general education and professional programs at the diploma level and the A.S. Degree level in the fields of healthcare, and fire science. These programs are designed to instill the knowledge and skills of professional practice as well as foster the values of higher education and social responsibility. HCI encompasses a staff that is comprised of working paramedics, firefighters, and nurses in the pre-hospital and hospital setting.

Health Career Institute began as a modest provider of American Heart Association programs in 1993. Initially, courses were conducted on a custom basis for physicians, nurses and EMS providers. HCI did not have an office or staff other than the owner and a few instructors. A few years later HCI open its first location on Military Trail in Lake Worth. In business since 1998 as a 501C3 non-profit corporation formed under the laws of the Federal Government and the State of Florida. HCI offered its EMT program in 2002 followed by its Paramedic program in 2005. As existing programs grew, Health Career Institute purchased The College of Health and Public Safety, a Division of ATEC in West Palm Beach Florida. This acquisition fostered the continued growth of Health Career Institute's EMS programs and enabled HCI to offer a variety of Fire Service programs as well. Today, HCI is a premier provider of Emergency Service Education in South Florida.

Health Career Institute's programs in Emergency Medical Services and Fire Science emphasize a practical approach that will move a student through to the completion of the applied training program and into the workforce.

Goals

At Health Career Institute our vision is to provide our students with a quality education. Upon graduation our students can confidently enter the work force and successfully compete with their peers. Inasmuch our institution will be sought out by the public and employers alike which will ensure our success.

Our dedicated staff and faculty continually seek to improve our environment, our skills and our professionalism to ensure that our mission is accomplished. By actively pursuing our vision we will be able to accomplish our goals.

GENERAL INFORMATION

Certifications Licenses & Accreditation

Health Career Institute is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSCT) School # MO72133

Health Career Institute is authorized and licensed (License # 107) by the Florida Department of Health Bureau of Emergency Medical Services.

Health Career Institute is licensed by The Commission for Independent Education Florida Department of Education (License # 2077).

Health Career Institute is an Approved Training Provider by The Florida State Fire College (Site #12606)

Member Of The Florida Association of Post Secondary Schools & Colleges (FAPSC)

Member of Health Occupations Students of America (HOSA)

A copy of the aforementioned approval as well as our license(s) is on display in the lobby entrance of Health Career Institute as well as in the lobby of our Administrative Offices

CURRENT OFFICERS

- President / Educational Director:Tina Palermo
- Vice President:Martin Palermo
- Medical Director: John Halpern DO FACEP
- Administrative Secretary: Margaret Palermo
- Financial Director:..... Cathy Waldron
- Board Member:Esther Robinson Coine

Responsibility for the organization and governance of Health Career Institute rests with the Officers of Health Career Institute. The Members exercise responsibility for the establishment of the basic policies that govern the operation of the school. The Members meet on a regular basis to review the implementation of these policies. Members are primarily concerned with the academic quality of the institution and regularly review data that allow them to insure that the institution meets the needs of the students and serves the public interest of the communities the school serves.

GENERAL INFORMATION

Administration

The President has the responsibility for ensuring that the institution achieves its mission through the effective and efficient management of its financial and academic resources. To that end the President reserves the right to administer the staff. The company President is charged with overall responsibility for the administration of the school, including the implementation of board policy at the campus. Assisting the President in these activities is the staff of Health Career Institute which shares responsibility for the administration of a number of key functions, including fiscal and property management, student services, information systems, institutional research, marketing, and development.

Program Advisory

Health Career Institute has two Advisory Boards; one for the EMS programs consisting of Public Safety Employers from the community, the other is an Academic and Programmatic Advisory Board consisting of the President and other staff members. The Advisory Boards meet at least twice a year to discuss issues such as new program development, curriculum and community involvement. The Advisory Board also provides valuable feedback to the program, faculty and staff regarding current trends and expectations within their respective professional communities. Please contact the President for a list of the current members.

Academic and Professional Standards

The school requires that all students meet the standards of the profession for which they are preparing. Students are required to do more than complete certain academic and field training requirements. Students are expected to conduct themselves in a manner consistent with professional ethics at all times. Professional conduct requires the faithful discharge of all responsibilities undertaken during externships, as well as the maintenance of respectful interpersonal relationships with all individuals.

Health Career Institute is committed to the development of students into professionals who demonstrate high levels of integrity. All programs have been designed to be challenging and demanding. These programs require that students continually apply themselves throughout their academic program.

Outcome Assessment

One of the distinctive characteristics of a career school is its emphasis on outcome-based education. That is, rather than award students credit in a course after a given amount of material has been covered or after the classroom contact hours have been completed, the school identifies specific competencies for each course and program that students must acquire and perform with proficiency in order to earn credit. Health Career Institute is committed to a process of continuous improvement through the policies, procedures, and practices involved in the implementation of the Institution's educational programs. The school therefore employs a system of outcomes-based assessment strategies for each course and program. The assessment strategies employed by Health Career Institute are designed by the faculty on the basis of the programmatic goals and objectives of the school's curricula, which include academic skills, behaviors, and knowledge bases appropriate for the level of education, National Standards where applicable, and disciplines in which the degrees are offered, as well as the specific outcomes of courses and field experiences that collectively constitute the various programs. These assessment and evaluation strategies occur at the individual, class, programmatic, departmental, and institutional levels.

Commitment to Diversity

Health Career Institute prepares students to serve populations with diverse social, ethnic, economic, and educational experiences. Both the academic and training curricula provide an environment in which students can develop the skills and attitudes essential to working with people from a wide range of backgrounds.

ADMISSION POLICIES & PROCEDURES

General Admission Requirements

Applicants should apply for admission as soon as possible in order to be officially accepted into a program or class. To begin the application process, the applicant can visit our website at www.healthcareerinstitute.com or call Health Career Institute at **(561) 586-0121** or come into our office and make an appointment for a tour or visit with an adviser.

Health Career Institute 1926 10th Ave North (Suite 405)
Lake Worth, Florida 33461.

IN ORDER TO BEGIN CLASSROOM ATTENDANCE AT HEALTH CAREER INSTITUTE AN APPLICANT MUST:

- meet admission criteria of the program in which they are enrolling (see program specific criteria)
- be 18 years of age
- provide a valid Drivers License or Photo ID
- provide proof of High School graduation (Diploma) or its equivalent (GED)
- complete and sign an application
- complete and sign an enrollment agreement

EMT Admission Requirements

In addition to the above the student must:

- Present a current BLS for Healthcare Providers (CPR) AHA Card.
- Have a physical / health clearance from a physician (Health forms provided).
- Proof of health insurance is recommended.
- Submit tuition payment (\$1350.00).

PARAMEDIC Admission Requirements

In addition to the above the student must:

- Present a valid Florida State EMT Certification
- Submit payment of first semesters tuition (\$1850.00)

FIRE SCIENCE Admissions Requirements

In addition to the above:

The technical proficiencies of this program require that the applicant be a *Certified Fire Fighter*.

ENROLLMENT IS BASED ON FIRST COME FIRST SERVE BASIS

Admissions Decisions

The following will be considered when selecting and prioritizing applicants for courses:

- Admission is based on first come first serve basis.
- Completion of the application packet including all pre-requisites for individual programs, including financial payment.
- A letter will be sent to any student that is not selected for enrollment. A file will be kept of those students.

At Registration and upon admission into the program the following materials will be given to the student prior to the first day of class:

- Agendas/Schedules/Program Objectives
- Catalog (which includes graduation requirements) is received by the student at the time of registration
- Books (Where Applicable)

ADMISSION POLICIES & PROCEDURES**Advanced Standing/Credit Transfer**

A petition for credit for prior training will be evaluated by the Registrar or the School President. Official transcripts and course descriptions are needed to determine applicable credit. A minimum grade of "C" from an accredited school must be achieved in order for a course to be considered for transfer credit. A student must complete at least 25% of the course requirements of a program at Health Career Institute in order to receive a diploma or a degree from Health Career Institute.

Transferability of Credit

Health Career Institute does not guarantee credit transfer in to or out of the school. Transferability is always at the discretion of the receiving school. At Health Career Institute, the transfer of incoming credit is given at the discretion of the Registrar and or Director of Education.

Readmission Process after Withdrawal

Students who have withdrawn from Health Career Institute for one or more years must re-apply for admission. These applicants must submit the materials required by the program to which they are reapplying, including application fee. These materials must be submitted to Student Services prior to starting classes.

International Applicants

Because our mission is to train students for permanent jobs in the United States, we can admit only those who are United States citizens or who possess documents authorizing them to take permanent employment in the U.S.

Orientation

Admitted students are required to attend Student Registration/Orientation. This registration/orientation session is specific to the program(s). Please consult with the admissions director, student advisor and or admissions for the time, date and location.

ADMISSION POLICIES & PROCEDURES

Enrollment Policies

Continuous Enrollment Requirements

Students must be continuously enrolled in the program from the time of entry through graduation.

Registration

Students intending to enroll for a given session must do so before or during the registration/orientation period and complete all applications and pre-requisites as well as payment of tuition and fees before the class starts.

Registration Priority

Because some courses are limited in size, the registration priority is on a first-come first-served basis. All applications must be completed prior to the application being turned in.

Add/Drop Policy

Students who have enrolled in a diploma or degree program may not drop an individual course without the permission of the program advisor/or program director. Students who are permitted to drop a course understand that this will delay graduation. Students, as a rule, may not be added to a course after the second class meeting. If the student drops a class, proper paperwork must be filled out in order for the student's tuition to be refunded per the refund policy.

Availability/Cancellation

While the school makes every effort to provide sufficient course sections for students, the school reserves the right to reschedule any start date for a class in which there is insufficient enrollment.

Audit Policy

Students may audit a course. To audit a course, students must obtain the permission of the school president, submit a request at the time of registration, all materials /text books are the financial responsibility of the student.

Transcripts and Student Records

The Student Services Department/Registrar maintains academic records for each student. The Department issues transcripts to students upon successful completion of the class/course/program. For additional transcripts the Department will issue a transcript only upon receipt of a signed (original), written request form, which is available for download on our website: www.healthcareerinstitute.com, from admissions or Student Services. The Department will release official transcripts only when the student has met all their financial obligations to the school. Students that meet the degree requirements of the program in which they are enrolled will receive an official transcript as well as a diploma and or a degree as applicable.

FINANCIAL POLICIES

Tuition and Fees

The schedule of tuition and fees are published with each program / course description of this catalog.

It is part of the mission of Health Career Institute in keeping with the highest possible quality instruction to deliver the “best value” among private career schools.

The tuition rates charged for each semester are \$75.00 per credit hour. Each program will show a breakdown of total costs per course including books and other materials.

There is a \$50.00 non-refundable registration fee.

Payments may be made in cash, by check, made out to Health Career Institute or HCI, VISA, MasterCard or American Express. Payments are accepted from family members as second parties.

There is a \$50.00 non-refundable returned check fee.

Health Career Institute does not offer Financial Aid at this time.

Students may be required, in certain programs, to purchase equipment, uniform components and or health insurance.

Assessment of credit transfer fee \$175.00.

Although Health Career Institute does not offer financial aid at this time we **do** accept **Veterans Benefits** and or **Qualifying Dependant Benefits**. The GI Bill provides educational monies to veterans, guardsmen and reservists as well as qualified dependants.. The amount of money allotted the student is determined by the number of courses in which the student is enrolled. If the student drops or withdraws from a course the payment is either lessened or stopped completely as applies. To determine if you are qualified to receive VA Benefits you must first fill out Form 221990 you can do that with us, we have the form, or you can fill the form out online at www.vabenefit.vba.va.gov/vonapp/main/main.asp . For further clarification contact our Admissions Office at 561 586 0121.

All Tuition Costs and Fees are Subject to Change

Refund Policy and Cancellation for All Students

Health Career Institute will refund monies paid by students in the following manner:

- Cancellations will be made in person or by certified mail.
- All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund all monies paid.
- Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed on the total number of hours completed to the total program hours.
- Cancellation after completing 40% of the program will result in no refund.
- The termination date for refund computation (prior to completing 40% of the program) will be one of the following:
 - The date of withdrawal
 - The date of a withdrawal signed by student
 - The date of withdrawal for unsatisfactory progress or the date of withdrawal for excessive absences.
- Refunds will be made within 30 days of termination date or receipt of cancellation notice.

A student can be dismissed, at the discretion of the Director and/or President, for unsatisfactory progress, non-payment of costs, or failure to comply with rules and regulations.

Course DROP/ADD Refund Policy

Students dropping a class must provide official notification in writing to the Student Services Department via an official Drop/Add Form. Tuition credits will be applied to the student's account according to the pro-rata refund schedule.

ACADEMIC POLICIES AND PROCEDURES

HCI Grading System

Student performance is recorded in grades as follows:

- A = 90-100 = 4 grade points
- B = 80-89 = 3 grade points
- C = 70-79 = 2 grade points
- D = 60-69 = 1 grade point
- F = 0-50 = 0 grade points
- T = Transfer (see page 12)
- AU = Audit (not included in GPA)
- P = Pass (For certain designated courses * representing a passing grade not included in determining GPA)
- NC = No Credit
- I = Incomplete (14 days to provide all required documents for completion of course or grade defaults to F)
- W = Withdrawn
- WA = Withdrawn For Unsatisfactory Student Progress
- WX = Withdrawn For Excessive Absences

*The Lab, Clinical & Externship components of the EMT and Paramedic Programs are graded on a Pass/Fail basis.

Course Numbering System

Health Career Institutes course numbering system is as follows:

The first three (3) letters (ALL CAPITALS) refer to the course prefix

For example: SOC would refer to a Sociology course.

The first three (3) numbers refer to the course number

For example: 110 which would denote an introductory level undergraduate course.

These designations would be followed by the course title.

For example: SOC 101 Introduction to Sociology

If letter designation appears after the digit number it would refer to a Lab (L) or Clinical (C) section of the designated class.

For example: EMS 231L refers to an Emergency Medical Services course that is a Paramedic lower level undergraduate course in its first semester and is a lab section.

Special Circumstances designation would be as follows:

Fire Science classes that are approved through The Florida State Fire College are designated by them and reflect their numbering system. However to allow for the same course to be offered more than once a year at Health Career Institute a consecutive number designation is assigned.

For Example: Private Fire Protection Systems I is designated as FFP 1540 HCI's offering of the class in February of 2007 would be listed as FFP 1540# 07- 01 this class offered in July would then be listed as FFP 1540# 07- 02 and an offering in November would be FFP1540# 07- 03.

ACADEMIC POLICIES AND PROCEDURES**Grade Appeal Procedures**

The only grounds on which a formal grade appeal will be entertained are instances in which there is evidence of discrimination or factual error on the part of the faculty member. Mere disagreement with a faculty member's professional judgment is not sufficient grounds for a grade appeal. Any appeal by students of a grade or evaluative comment shall be initiated within one week of the day the grade or evaluative comment was given.

The initial step is for the student is to consult the faculty member who issued the grade or evaluative comment for reconsideration. If after consultation with the faculty member, the student wishes to pursue the issue, the student should request, in writing, a determination from the Director of Education/President. The Director of Education/President conducting the investigation should consult the parties involved, gather all pertinent information, and review the relevant facts. At the conclusion of the investigation, the Director of Education/President shall issue a finding, in writing, that will decide the matter.

Attendance Policy

The administration and faculty of Health Career Institute recognize that proper attendance is essential to the overall effectiveness of the training the student receives in his/her educational pursuits. Cultivation of positive habits is as important as the acquisition of knowledge and the development of skills needed later in life. Consistent attendance is required in order to complete each program as scheduled. If a student is suspended, must repeat a course due to lack of academic progress, or withdraws and re-enters, Health Career Institute is unable to ensure completion of the student's program in the prescribed amount of time. In this event, the student will be scheduled for any remaining courses as soon as they are offered in accordance with the normal schedule and on a space available basis.

The school must be able to ensure to potential employers that a student will be a reliable employee. Therefore, punctual attendance is required at all classes, training sessions and externships. Attendance is an absolutely crucial part of the training program and a requirement for graduation. Attendance is taken by instructors at every class for the entire time the class meets. Students will not be excused from part of a class to attend to personal business. The only excused absences are for illness and or emergency. Health Career Institute recognizes that there are many times when a student cannot attend class, or arrives late because of unusual circumstances. The attendance policies have been formulated to allow for those circumstances, while at the same time ensuring that each student attends class a sufficient amount of time to acceptably master the subject matter and to meet the minimum criteria for National Standard curriculum. Makeup work is given at the discretion of the Instructor.

ACADEMIC POLICIES AND PROCEDURES

Attendance

- Students are allowed to miss up to but not to exceed 6% of the class or clinical hours. Three tardies equal one absence. Absences exceeding this percentage will result in academic withdrawal.
- Students are responsible for the material covered in ALL scheduled classes: lectures, reading assignments, practical sessions and testing sessions. This work must be made up and can not be skipped.
- Subject material cannot always be written as notes during classes; therefore; it is important to attend each session.
- No more than two absences are allowed in The EMT Program
- No more than two absences per semester are allowed in The Paramedic Program
- Students, who leave class early without prior permission from the instructor or EMS Coordinator, will have an absence recorded for that class period.
- Other attendance requirements for externships are explained in detail within the program requirements.

Satisfactory Academic Progress Requirements

The vast majority of our students make satisfactory progress to their diploma and placement. This is due in part to the high level of personal attention that each student receives. At the same time, experience shows that the number one factor contributing to satisfactory academic progress is an individual's strength of motivation coupled with a strong commitment. In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific course grade point average (see Required Grades) and must progress through the program at a specific minimum pace. Satisfactory academic progress is evaluated at the end of each five-week session. The Maximum time frame shall not exceed 1.5 times the normal duration of the program.

Required Grades

If a student fails to achieve a cumulative grade point average (GPA) of 2.0 or minimum final grade of 70% in a course, below 75% for EMT and below 80% for Paramedic, the student is placed on *Academic Probation*. A grade of C (70%) or higher is required for all General Education Courses particularly as applies to the AS Degree seeking student.

Academic Warning

Students will receive a letter of academic warning for receipt of a grade C or lower or excessive absences.

Academic Probation

Students can be placed on *Academic Probation* for:

- A failure in any course.
- More than the allowed absences of any course.
- A violation of the student code of conduct.
- A GPA of 2.0 or below.

A student who is placed on probation will be required to meet with the Director of Education and the Director of the Program to draw up a Student Academic Progress Form designed to clarify academic expectations and discuss how the student can meet them, included but not limited to study groups, extra credit or assignments and specific objectives.

ACADEMIC POLICIES AND PROCEDURES

Academic Dismissal

A student will be dismissed for the following reasons:

- Failure to meet the requirements of Academic Probation.
- Failure to follow Satisfactory Academic Progress Requirements.
- A second violation of the Student Code of Conduct.

Dismissal

Dismissal occurs when the institution determines that the student cannot satisfactorily meet the academic, professional, ethical expectations of the program and or a failure to comply with rules and regulations set forth herein.

Leave of Absence Policy

Occasionally situations arise, such as family tragedies or medical emergencies, making it necessary for students to briefly interrupt their program of study. Recognizing this, Health Career Institute permits students to request a Leave of Absence under the following conditions:

- Students must complete a Leave of Absence Request Form available from the Student Services Department.
- The leave must not exceed one hundred (180) calendar days (excluding scheduled school breaks).
- Only one leave will be granted in a twelve (12) month period
- The leave must be approved by the Program Director and or the Director of Education.

On the Leave of Absence Request form the student must provide a written explanation as to the reason for the leave request. Specify the expected duration of the leave, obtain the appropriate signature and return the completed form to the Student Services Department. A leave of absence may not exceed 6 months.

Students who stop attending classes without following the procedure for requesting a leave, or do not receive approval for their leave will be considered Withdrawn from the program. Students who do not return from their approved leave of absence by the specified date will also be considered Withdrawn.

Withdrawal Policy

A student wishing to Withdraw from Health Career Institute should submit a withdrawal form and or letter to the Student Services Department requesting withdrawal.

The school considers a student as Withdrawn when one of the following parameters is met:

- Students who do not return to the program from an approved leave of absence
- Students who fail to follow proper procedures for requesting a leave absence
- Students who do not receive approval for their leave

Graduation Requirements

To be eligible for graduation and receive a diploma and or degree the student must have:

- Completed required clock hours for the program in which they were enrolled.
- Successfully completed the course requirements for the program in which they were enrolled.
- Repeated and successfully completed any failed courses, with the understanding that the maximum time frame shall not exceed 1.5 times the normal duration or number of clock hours required to complete the programs.
- Completed each course with a minimum grade of 70% for all courses except EMT which requires a minimum of 75% and Paramedic which requires a minimum of 80%.
- Completed at least 25% of the course requirements of the program at Health Career Institute.
- Current with all financial obligations to the school
- Satisfactorily met all Academic Policy Requirements.

Notice of Non-Discrimination

Health Career Institute does not tolerate any form of employee or student harassment, either verbal or physical, be it based on race, color, religion, gender, national origin, age, physical handicap, medical condition, marital status, sexual orientation, or any other characteristics protected by law. Questions concerning grievance policies, and procedures for filing grievances should be directed to the Office of the President.

School's Right to Change Catalog Requirements

This catalog and its contents are subject to change, without notice, as the school deems necessary and appropriate. Students will normally follow the requirements in effect at the time of their admission. However students and the Institution are bound by the agreement signed at the time of the student's enrollment unless the student signs a new agreement. Furthermore, requirements of other regulatory bodies may influence a student's program requirements. Possible changes include, but are not limited to, graduation requirements, admissions requirements, tuition, fees, curricula, and course content. The school **will** provide adequate advance notice of any change. Students are responsible for making themselves aware of any changes.

The Americans with Disabilities Act of 1990- The Rehabilitation Act of 1973, Section 504

Health Career Institute recognizes and accepts its obligations under The Americans with Disabilities Act (ADA) of 1990 and The Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the Institution, provided such accommodation would not impose an unreasonable burden on the school or other students. Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed jointly by the Director of Student Services and the Director of Education. No student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning Health Career Institute for its alleged noncompliance with The Americans with Disabilities Act of 1990.

The Family Education Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education:

- the right to inspect and review the student's education records within 45 days of the day the school receives a request for access
 - the right to request the amendment of a record that they believe is inaccurate or misleading
 - the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure
- THE RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION CONCERNING ALLEGED FAILURES BY HEALTH CAREER INSTITUTE TO COMPLY WITH THE REQUIREMENTS OF FERPA .

GENERAL POLICIES AND PROCEDURES

Harassment Policy

Health Career Institute does not tolerate any form of employee or student harassment, either verbal or physical, based on race, color, religion, gender, sexual orientation, national origin, age, physical handicap, medical condition, or marital status.

Sexual Harassment

Health Career Institute strives to provide a work environment free of sexual harassment. Harassment on the basis of sex is a violation of Section 703 of Title VII of The Civil Rights Act of 1964. It is also a violation of The APA Code of Conduct.

It is the policy of Health Career Institute that sexual harassment of employees or students is regarded as unprofessional and demonstrative of improper conduct. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature.

Conduct of this nature is improper whether 1) submission to the conduct is either an explicit or implicit term or condition of employment or student status; 2) submission to or rejection of the conduct is used as a basis of employment or student standing; 3) the conduct has the effect of substantially interfering with an individual's work or academic performance; or 4) the sexually suggestive conduct or language has the effect of causing uncomfortable living or working conditions.

All employees and students of Health Career Institute are expected to avoid any behavior or conduct toward any other employee or student that could be interpreted as sexual harassment.

Reporting Harassment

Students who believe they have been the victim of sexual or other harassment should immediately report the matter to the school President. Any faculty member or administrator who has received a complaint from an employee or student alleging harassment should immediately notify the President of Health Career Institute. Similarly, any administrator, faculty member, or supervisor who becomes aware of a situation involving potential harassment of an employee or student should contact the school President. All complaints of harassment will be investigated promptly and will be kept confidential to any and all extents possible. Appropriate disciplinary action up to and including termination from academic study or employment will be taken against any employee or student found to have engaged in harassment.

Reporting Health or Safety Hazards

Students should immediately report health or safety hazards to the nearest available school representative and then to the President. Any accident or injury, no matter how slight, must also be reported immediately.

Campus Security Report

HEALTH CAREER INSTITUTE IS A SAFE CAMPUS NO CRIMES OF ANY KIND HAVE BEEN REPORTED TO DATE. STUDENTS AND EMPLOYEES SHOULD REPORT ANY THEFT, VANDALISM OR ANY OTHER CRIME, NO MATTER HOW MINOR, TO THE COLLEGE PRESIDENT. A CAMPUS SECURITY REPORT IS PUBLISHED ANNUALLY, BY HEALTH CAREER INSTITUTE, TO THE COMMISSION OF INDEPENDENT EDUCATION. ALL STUDENTS AND EMPLOYEES SHOULD TAKE REASONABLE PRECAUTIONS SUCH AS NOT LEAVING PERSONAL POSSESSIONS UNATTENDED AND SEEKING AN ESCORT TO ONE'S CAR AFTER DARK.

GENERAL POLICIES AND PROCEDURES

Drug Screen and Background Checks

Once accepted into their program of study, students must provide evidence of a clear background check. This will be discussed during the admissions process. All patient contact programs will require students to undergo drug screening.

Drugs and Alcohol Policy

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all locations on the property of, or as part of any of the activities of Health Career Institute. We recognize the dangers of drug and alcohol abuse in the workplace and it is our policy to ensure that our campuses are free of drug and alcohol abuse. The college will take appropriate action consistent with local, state and federal law against a student or employee who violates the standards of conduct contained herein, up to and including termination from academic study or employment, and referral for prosecution for violations of the standards of conduct described above.

Academic Policies and Student Responsibilities

All students enrolled at Health Career Institute assume an obligation to conduct themselves as responsible members of the community at all times, to respect the personal and property rights of others, and to support the educational mission of the school. The school insists that its students demonstrate personal and professional integrity in addition to academic excellence.

Ethical Code of Conduct

Students are expected to conduct themselves in an ethical, professional, and civil manner. One of the most important standards of conduct at Health Career Institute is the individual's responsibility to the classroom community. This entails not only being attentive and respectful in class, but also helping each other toward success. Classroom teamwork means "no one left behind": being proud that the whole class worked together to get everyone to the finish line.

Students found guilty of violating the Ethical Code of Conduct, committing academic dishonesty or plagiarism, or failing to meet the professional standards of the school shall be liable for sanctions up to and including dismissal from the school. Any student suspected of violating these standards will be referred to the president's office to investigate the allegations. The investigation is conducted by the President, the Director of the Program, and a faculty representative. Students are not permitted to bring or be represented by legal counsel during committee proceedings. The student will be provided an opportunity to respond to the allegations in writing and/or in person. The committee may elect to exonerate the student, issue a warning to the student, place the student on an administrative leave of absence, place the student on general probation, or dismiss the student from the school. Students will be informed in writing of the disciplinary action, as well as the conditions that must be met in order to remove the disciplinary action.

Student Conduct Code

Each student, while in attendance at Health Career Institute, assumes the responsibility of becoming familiar with and abiding by the standards of conduct expected by the school.

The Student:

- Will abide by all local, state and federal laws.
- Will abide by all school policies.
- Will abide by all conditions of school warning, probation or suspensions.
- Will assist other students with clean-up of lab, classroom and other areas used for instruction.

GENERAL POLICIES AND PROCEDURES

(Student Conduct Code continued...)

The following actions are **violations** of the Student Conduct Code:

- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of the school.
- Academic dishonesty of any kind with respect to examinations or course work. This includes any form of cheating and plagiarism from the internet.
- Falsification or alteration of school documents, records, or identification cards.
- Using the computer password of another or in any way accessing computer files other than one's own.

- Forgery, issuing bad checks, or not paying financial obligations to the school.
- Theft or the deliberate damaging or misusing of property belonging to others or the property of the school.
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on school property.
- Possession, display, or use of any dangerous instrument, weapon, or explosives.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of the school community
- Discrimination towards any individual or group, verbal or nonverbal.

Dress Code

EMS Programs will require the student to wear a school issued polo shirt, slacks that are dark blue or black. No Denim Jeans. Shoes must be sturdy worn with socks, no sandals or open toed shoes. Other students'; business attire.

No Smoking Policy

Health Career Institute provides a non-smoking work and study environment. Those who wish to smoke during breaks must go outside do so. Under no circumstances may one smoke within 20 feet of any building entrance.

Violations of the Student Conduct Code may result in, reprimand, probation, suspension or dismissal, depending upon the seriousness of the violation. All violations will be handled according to the disciplinary procedures outlined in the school catalog.

Academic Dishonesty/ Plagiarism

The school seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. The school further considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student's responsibility to seek clarification from the course instructor about how much help may be received in completing an assignment or exam or project and what sources may be used.

Students found guilty of academic dishonesty or plagiarism shall be liable for sanctions up to and including dismissal from the school.

GENERAL POLICIES AND PROCEDURES

Student Grievance Policy

Health Career Institute has a formal procedure to resolve complaints and concerns that students may have about the implementation of the policies and procedures that govern the institution. The institutional community benefits from prompt resolution of any issue that may arise. The general student grievance procedure will be followed only in cases where there is not a grievance procedure governing a specific policy. Before pursuing the general student grievance procedure, every reasonable effort will be made to constructively resolve issues with faculty, staff, or administrators. Therefore, the problem or complaints must first be discussed with the individuals involved in the grievance. Faculty, staff, and administrators should make a prompt response in order to answer any questions or resolve the complaints brought to their attention.

Should these efforts be unsuccessful, the following process should be undertaken.

If the grievance is with a faculty member, the issue should be referred directly to the Director of Education by the complainant who will have filled out a Complaint Form for the Director of Education; who will investigate the grievance and present a recommendation. Students presenting grievances for resolutions must present them within 14 days of the incident that prompted the grievance.

Student Complaint Right

If a complaint cannot be resolved after exhausting the institution's grievance procedure(s) the student may file a complaint with the Florida Department of Education 325 West Gaines Street Suite 1414 Tallahassee, Florida 32399-0400 **(850) 245 3200** or **(888) 224 6684** and or The Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) 2101 Wilson Boulevard, Suite 302 Arlington VA 22201 **(703) 247 4212**

Suggestion Box

There is a suggestion box in the front lobby where students are welcome to offer comments, suggestions, and ask questions. Answers can be posted on the bulletin board if the student wishes to remain anonymous.

School Bulletin Board

PLEASE CHECK THE SCHOOL BULLETIN BOARD ON A REGULAR BASIS. IT IS LOCATED IN THE ENTRANCE HALLWAY IN SUITE 106 AND IN SUITE 405 FOR OFFICIAL ANNOUNCEMENTS AND UPDATES OF INTEREST AND IMPORTANCE TO STUDENTS THESE INCLUDE JOB OPPURTUNITIES.

Academic Freedom

The right of academic freedom is a foundation of higher education. Health Career Institute maintains and recognizes this right for the institution, the faculty and its students by upholding the following principles:

- each students right to pursue and acquire knowledge in an atmosphere of free inquiry
- each faculty members right to pursue, acquire and disseminate knowledge in the faculty members academic area in an atmosphere of free inquiry
- each member of the academic community's right to pursue learning free from disruption with due process for all

STUDENT SERVICES

Overview

Health Career Institute strives to create a professional working environment so that students become comfortable and familiar with the modern workplace. At the same time, the school has created common spaces where students, faculty and staff can relax and converse. A great deal of the value of a Health Career Institute education is in the network of supportive relationships one develops while in school and maintains afterward.

Advisory Services

Health Career Institute strives to provide a welcoming supportive environment for both current and potential students paying close attention to individual needs. HCI is concerned with assisting students in integrating the myriad and varied schedule(s) required by our programs with the many aspects of their lives while supporting personal growth and development. Services include but are not limited to academic advisement, referral to various community agencies as well as academic tutoring for students who need further assistance so as to ensure satisfactory progress through the program(s). Health Career Institute will always endeavor to provide assistance to any and all students including those students requiring any special attention.

Tutoring Services

Tutoring services are available to promote student academic success. There are faculty and peer tutors to assist students with specific course content. Any and all tutoring is by appointment through the Student Services Department.

Enrollment Verification

Students may obtain a letter from the Student Services Department verifying their enrollment. The request must be made in writing and must indicate the student's name, address, phone number, student identification number, as well as the information to be released, the reason for the release, and the location to which the letter should be sent.

Transcript Requests

Requests for transcripts are made to the Student Services Department. The Family Education Rights and Privacy Act of 1974 requires that all transcript requests be submitted in writing and be signed by the former or current student. Official Transcript request forms are available for download on our website: www.healthcareerinstitute.com. Telephone and or Fax requests for transcripts cannot be processed.

Placement and Career Services

The primary emphasis of placement assistance at HCI is on the success of our graduates in the professional world and their subsequent employability. While no reputable school can guarantee employment and Health Career Institute in no way guarantees employment, HCI continues to enjoy a high percentage of graduates who are readily employed in their field of training. Health Career Institute is proud of the many graduates throughout the Public Safety Community. HCI obtains and posts job listings from various sources; alumni referrals, employers who regularly seek out quality entry level staff and our many community partners (Extern Sites, Chamber of Commerce etc.) Placement success is greatly influenced by the student's attendance, overall attitude, academic performance and use of self-directed job search skills acquired through working academic advisors.

Health Career Institute offers a **Career Success Workshop**, at no additional cost. This course is comprised of three key elements: 1) practical job readiness with the goal of producing a resume and cover letter. 2) job searching skills, including mock interviews and networking as well as 3) surveying career paths with local business and healthcare professionals.

STUDENT SERVICES**Textbooks**

Required textbooks and materials are extremely expensive. It is Health Career Institute's policy is to keep the cost of books to the student as low as possible. The textbooks/workbooks required for EMT and Paramedic are included in the cost of the program and given to the student when enrollment is complete. For some specialized certificate courses students will purchase their own copies of texts. A limited number of these titles are made available, for the student's convenience, for purchase at the school. The schools charge to students for purchase of textbooks for General Education and Fire Science classes is very close to their actual cost. Students may obtain textbooks for their courses by purchasing them at Admissions when they register/enroll for a course. If the student chooses not to purchase their books from HCI or the school has sold out of a given text HCI provides information as to where the required texts can be purchased.

Library and Educational Resources

Health Career Institute provides curriculum support and educational resources housed in the library. The library contains current text materials, diagnostic training documents, reference materials, major and current titles in program areas and reference databases. Health Career Institute is a member of LIRN (Library Information Resources Network) an online educational database that provides increased access to articles, journals as well as a myriad of reference sources. A professionally trained librarian is on staff to assist the students as well as the faculty and staff at Health Career Institute. The Library is open Monday ~ Friday 9:00 ~ 4:00 and or by Appointment.

Facilities and Equipment

The school, the facility it occupies, and the equipment it utilizes, fully comply with any and all federal, state and local ordinances and regulations, including those requirements as relates to fire, health and building safety. The Health Career Institute campus is located at 1926 10th Ave North in Lake Worth Florida. Suites 106 & 101 comprise classroom facilities and Suite 405 houses Administrative Offices and the Library. The school occupies approximately 6,000 square feet consisting of four large classrooms, one medical laboratory and a computer lab in the library/resource room. The student capacity of the lecture rooms range from 10-35 students. The Laboratory will accommodate up to 15 students. The classrooms and laboratory are outfitted with updated equipment to meet all training needs. Student break and restroom areas are conveniently located on campus. Ample (free) parking is available in close proximity to the classrooms. Although the school does not provide housing, transportation or child care for students' faculty or staff there are lodging options close to the facility and public transit bus lines run nearby. Health Career Institute will always endeavor to provide assistance to any and all students including those students requiring any special attention.

Academic Calendar

Health Career Institute operates on a year round calendar system. Each program is divided into consecutive week sessions. Health Career Institute is closed in observances of the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Please also see current Calendar Insert

Homework and Make-Up Work

Students will be allowed, at the discretion of the Program Director, to make up work for course work missed. Students must have all make-up work complete before they are released on externship. Students should plan on about an hour of homework per week per credit unit. In other words, for a typical three credit course, there will be at least three hours of homework per week. Therefore, a full-time student for EMT can regularly expect 12-15 hours of homework per week and the same for paramedic that extends into three semesters. While having a computer is strongly recommended, it is not an absolute requirement for completing one's program. Students are welcome to use computers available on campus to do homework. Consult the current schedule for evening and study hours. Please see Student Services Library hours as well as information about local Public Libraries.

STUDENT SERVICES

Clock Hours / Semester Units

Clock Hours are defined as the number of hours a student will be in supervised training or externship. We are required by the State of Florida Board of EMS to report our programs in clock hours and to have our students logged in for training for those designated number of clock hours. We have converted our clock hours to the standard college semester units employing a conversion formula. For typical instruction modes, 1 semester unit is equivalent to 15 classroom lecture hours OR 30 lab hours/independent study hours OR 45 externship hours.

The clock hours/semester units do not include additional time that students will have to spend on homework and additional study to achieve appropriate learning outcomes.

Diploma Programs

Health Career Institute currently offers the following non-Degree/diploma programs:

- EMT
- Paramedic

All Health Career Institute EMS Programs have been approved by the State of Florida Bureau of Health, Division of EMS and the Commission of Independent Education. The Diploma of Completion indicates that the student has achieved the competencies and acquired the skills designated in the National Standard Curriculum which prepares the student for entry-level employment in the public safety field.

Diploma Program Length Schedule

Students beginning a diploma program must be prepared to make a commitment to full-time study for the duration of the program. This means that students should plan to be on campus for their scheduled lectures and labs and off-campus for externships.

The hours/semester units do not include additional time that students will have to spend on homework and additional study time to achieve appropriate learning outcomes. Each class will take up to approximately one hour of study per week equivalent to the total credit hours of the semester credit hours. For example an EMT 12 credit hour class the student will be putting in a minimum of @ 12 hours per week of study time. This number is approximate only.

Instructional Modes for all programs

Lecture Hours: Classroom instructional hours.

Lab Hours: Applied professional projects and procedures under the supervision of an instructor.

Externships: Practical professional experience in the public safety agencies with a local EMS Provider and supervised by a preceptor, Practical professional experience in the area local hospital supervised by a clinical instructor.

All Course work must be completed with a satisfactory grade.

Class Attendance

Students are expected to attend all classes and activities for the courses in which they are registered. Class attendance policies are in accordance with individual program guidelines. An accurate record of attendance will be kept for each class. See individual attendance policy under attendance guidelines. Students will be granted excused absences in case of an emergency or unforeseen occurrence. The Program Director and or Instructor determine if the absence is excused

STUDENT SERVICES

Withdrawal Policy

A student may initiate the withdrawal from a class, course or program however the student wishing to withdraw 'W' must fill out and sign a withdrawal form which is available from Admissions and or Student Services. Students officially withdrawing from a course will receive a 'W' on their transcripts. The school may also initiate the withdrawal for unsatisfactory student progress' WA', excessive absences' WX' or failure to comply with rules and regulations. Withdrawal grades are not grades used to calculate grade point averages. (Please see *refund and cancellation for all students* on page 12 for additional information)

Explanation of Types of Tests Given

Cognitive Tests

Weekly and daily tests are given to evaluate student progress in the classroom. The midterm and final exam are cumulative and must be passed with applicable minimum grades. **There are no make-up exams for the Cumulative Mid-term and or Cumulative Final Exam.**

Psychomotor / Skills

The students must show competency in all required skills.

Pass / Fail criteria for the Final Practical Skills Evaluation Exam are as follows:

Fail up to three stations - retake the station with a different evaluator.

Fail any station on a retake - meet with Program Director for direction.

Fail two or more stations on the second attempt - meet with Program Director for direction.

A final scenario is also presented at the end of the course that the student must successfully negotiate. This scenario is graded on a pass/fail basis.

Affective

The student will be evaluated on skill competency as well as professionalism, conscientiousness and interest in learning both in the classroom and in the field.

Written Exams

Weekly tests are given to evaluate the student's progress in the classroom. The midterm and final are cumulative and must be passed with a minimum score of 75% for the EMT and 80% for the Paramedic program.

There are no make-ups for the cumulative midterm or cumulative final exam.

General Rules Regarding Exams in EMS Programs:

- Passing grade for each all EMT exams is a 75%.
- Passing grade for each and all Paramedic exams is 80%
- The student is allowed two failed tests total within the entire EMT Program, this *does not* apply to a cumulative and or Final Exam
- If the student fails more than two exams, in the EMT program, they will be academically withdrawn.
- The student is allowed two failed tests total each semester within the Paramedic Program, this *does not* apply to a cumulative and or final exam
- If a student fails more than two exams total within a semester of the Paramedic Program they will be academically withdrawn
- All tests are scheduled, on the agenda, with chapters covered and date of exam unless otherwise changed in class by the instructor.

STUDENT SERVICES

(General Rules regarding continued...)

- The student must take the exam on the date it is scheduled or the student will receive a maximum of 75% on the exam, for EMT 80% for Paramedic, if taken later without an excused absence from the Program Director
- The cumulative and final exam for the EMT program must be passed with a minimum 75%.
- The cumulative and final exam for the Paramedic program must be passed with a minimum of 80%

Strict Rules Regarding Exams When:

The student does not pass [achieve a 75% (EMT) or 80 % (Paramedic) on] a weekly exam:

- The student must retake the exam to prove competency in the material covered.
- The retest must be taken within 6 days of the failed exam or the failure to retake the exam within this time will constitute a failed exam.
- The retest must be passed with a minimum score of a 75% (EMT) or 80 % (Paramedic)
- When the student passes the retest they will retain their original-test score and it will be averaged into their grades, not the retest score.

The student misses the scheduled exam:

- The student must call the school and make arrangements to take the exam within one week of missing the exam. This applies to a student with an excused absence as well as a student without one
- The student will receive a maximum of 75% for the exam.

Graduation Requirements for EMS Programs

The final decision as to whether the student passes is determined by and is at the sole discretion of the Medical and or EMS Director. The determination is based on an overall assessment of the students' performance including but not limited to overall grade average clinical performance evaluation, attitude, general performance, knowledge of clinical areas of study and judgment exhibited by the student throughout the course. It must be stressed that grade point average is not the sole determinant of the diploma of completion received on the last day of class providing the student has met all requirements for graduation.

AREAS OF STUDY**EMERGENCY MEDICAL TECHNICIAN PROGRAM****Program Description:**

The EMT-Basic Program is designed to prepare the student for a career in Emergency Medicine to be certified in the state of Florida as an Emergency Medical Technician who is also ready for National Certification exam upon graduation. This entry level program consists of lectures, labs, clinical rotations and ride times. This 1994 D.O.T. National Standard Curriculum incorporates all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service, pre-hospital provider and or other specialized service becoming a vital link in the health care team chain. Upon successful completion of the program a Diploma is granted. This is a pre-requisite for Paramedic.

EMT Admission Requirements

Registration is considered complete only when the following requirements have been met and the date of such has been indicated on the application. Student handbook and objectives will be given to the student at that time.

In order to register the student must:

- Present a current BLS for Healthcare Providers (CPR) AHA Card.
- Have and present a HS Diploma or GED.
- Be 18 years of age.
- Have a physical / health clearance from a physician (Health forms provided).
- 5 Panel Drug Screen
- Proof of health insurance is recommended.
- Valid Drivers License or Photo ID
- Submit tuition payment (\$1350.00).

ENROLLMENT IS BASED ON FIRST COME FIRST SERVE BASIS

EMT Program Hour Breakdown

In Months	3	Theory	150
In Weeks	12	Labs	40
		Externship *	50
		CPR plus HIV	10
		TOTAL HOURS:	250
		*Ride Time 30 hrs	
		*Hospital 20 hrs	
			12 Credits

EMT Program Tuition Breakdown

Tuition:.....\$ 900.00
 Books: 165.00
 (Text book & accompanying workbook)

Lab: 100.00
 Insurance/FDLE: 100.00
 Polo shirt: 35.00
 Non-refundable registration fee:.....50.00
Total EMT fee \$1,350.00

AREAS OF STUDY

EMT Program Goals and Objectives

The goal of Health Career Institute's EMT Program is to produce competent, entry-level Emergency Medical Technicians to serve in career positions in the state of Florida. In accordance with the 1994 EMT DOT National Curriculum, this goal will be accomplished through the following objectives:

- To develop in the student an understanding of the Emergency Medical System, including, but not limited to the roles and responsibilities of the EMT.
- To prepare the EMT to provide quality care, to function competently and effectively in a pre-hospital system as an EMT.
- The graduate EMT will be able to demonstrate basic life support skills and the knowledge to utilize those skills in patient encounters.
- To prepare the EMT student to take the Florida State EMT certification exam.
- To make clear and assist the graduate EMT in the recognition of their need for continuing education.

EMT Course Descriptions

EMS 111C I

This course is designed to introduce the student to Emergency Medical Care. The introduction includes familiarization with the human body, vital signs, the importance of patient history, AIDS, Blood Borne Pathogens, and CPR, use of ventilation and oxygen therapy and patient situational control as well as examination and assessment of the patient. Also discussed: appropriate medication administration for the EMT as well as bleeding, shock, soft tissue injuries and their care. 10 credits

EMS 111C II

The practice of laboratory skills within the classroom setting is designed to offer the student practice of a learned procedure and to master those procedures for practical applications. 1 credit

EMS 111C III

The Clinical portion of the course, arranged with area hospitals, is designed to give students practical experience under the direct supervision of a clinical instructor. 1 credit

EMT GRADING GUIDELINES

Exams	Weight
6 module exams (10 % each)	60%
Midterm	10%
Final Exam	20%
Workbook	10%
Total	100%

EMT Graduation Requirements

The EMT student must complete the following to be considered for graduation; these requirements must be met before taking the final exam.

- Complete all class, lab and clinical hours as stated above.
- Pass each module exam, comprehensive mid-term and cumulative final with a minimum of 75%.
- Demonstrate competencies in required critical tasks including passing a comprehensive final scenario.
- All required paperwork has been turned in and checked by EMS program Director, including required number of patient contact reports.

AREAS OF STUDY**PARAMEDIC PROGRAM****Description**

The paramedic program prepares the graduate to function in a pre-hospital setting at an advanced level and to be able to demonstrate this advanced knowledge in patient assessments, administration of medications, EKG monitoring, and advanced resuscitation procedures. The program consists of lectures labs hospital and ride times in accordance with the latest DOT curriculum standards. The Paramedic Program will prepare the student to take the Florida State Paramedic or National Registry exam. Upon successful completion of the program a Diploma is granted. This may be applied as credit earned to an AS in EMS.

PARAMEDIC Admission Requirements

Registration is considered complete only when the following requirements have been met and the date of such has been indicated on the application. Student handbook and objectives will be given to the student at that time.

In order to register the student must:

- Present a valid Florida State EMT License
- Present a current BLS for Healthcare Providers (CPR) American Heart Association
- Be 18 years of age
- Have a physical/ health clearance from a physician (Health Forms provided)
- 5 Panel Drug Screen
- Proof of health insurance is recommended
- Valid drivers license or photo ID
- Submit payment of first semesters tuition (\$1850.00)(+ \$25.00 enrollment fee in AS Program)

ENROLLMENT IS ON A FIRST COME FIRST SERVE BASIS

PARAMEDIC Program Hours Breakdown

In Months	9	Theory	407
		Labs	390
		Externship *	315
		CPR plus HIV	Included
		TOTAL HOURS:	1112
		*Ride Time 120 hrs	
		*Hospital 160 hrs	
		*ME/EKG/Service 35 hrs	45 Credits

AREAS OF STUDY**PARAMEDIC Program Tuition Breakdown**

PER SEMESTER @ 12 WEEKS PER SEMESTER

Total Tuition: \$5500.00
Per Credit Hour: \$75.00
Total Credits:45

SEMESTER I

Tuition: \$1175.00
 Books: 275.00
 (Textbook & accompanying workbook)
 Insurance/FDLE: 100.00
 Polo Shirt: 35.00
 Lab/Clinical Fee:..... 215.00
 Non-refundable registration fee 50.00
Total Semester I fee \$1850.00

SEMESTER II

Tuition: \$1175.00
 Certifications ACLS/PALS BTLS etc..... 360.00
 Lab/Clinical Fee:..... 215.00
 Insurance: 50.00
 Registration fee: 50.00
Total Semester II fee \$1850.00

SEMESTER III

Tuition: \$1175.00
 Certifications ACLS/PALS BTLS etc..... 360.00
 Lab/Clinical Fee..... 215.00
 Insurance 50.00
 Registration fee 50.00
Total Semester III fee \$1850.00

AREAS OF STUDY

PARAMEDIC Program Goals and Objectives

The goal of Health Career Institute's Paramedic Program is to produce competent, paramedics to serve in career positions in the state of Florida. In accordance with the 1998 DOT National Curriculum this goal will be accomplished through the following objectives:

- to prepare the student to demonstrate the cognitive ability to comprehend, apply, and evaluate the clinical information relative to his/her role as an entry-level Paramedic
- to prepare the student to demonstrate technical and entry-level proficiency in all psychomotor skills necessary to fulfill the role of Paramedic
- to assure that the student will, as a Paramedic, demonstrate affective personal behaviors consistent with professional demeanor
- to prepare the student to manage a team of rescuers supervise and perform assessment of the scene & patient and apply current patient care protocols given a pre-hospital emergency scenario
- to assure that the student will contribute in a positive manner to the learning environment and be an active participant in the teaching and learning process seeking learning opportunities outside of the classroom
- to prepare the student to demonstrate clinical competence while assigned patient care responsibilities
- to familiarize the student with the hospital environment including but not limited to policies practices equipment and skills as they relate directly and or indirectly to the Paramedic in the field

PARAMEDIC PROGRAM

Paramedic Program Course Description

LECTURE EMS 231 - Semester I

This course presents the objectives contained in Modules I, and II of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include but are not limited to: role and responsibilities, medical legal issues, well-being of the paramedic, illness and injury prevention, ethics, medical terminology review, patient assessment, air-way management, venous access, medication administration, therapeutic communications, life span development, pathophysiology, management of shock and general pharmacology. This course must be completed with a grade of B (80% grade average) or better to continue in the Paramedic program.

LECTURE EMS 232 -Semester II

The course presents the objectives contained in Modules III, and IV, of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies, gastroenterology, renal, toxicology, hematology, environmental conditions, communicable diseases, gynecology, obstetrics, and psychiatric emergencies. The following trauma emergencies include: burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue, hemorrhage and shock. Course must be completed with a grade of B (80% grade average) or better to continue in the Paramedic program.

AREAS OF STUDY

(Paramedic Course Descriptions Continued...)

LECTURE EMS 233-Semester III

The course presents the objectives contained in Modules VI, VII, & VIII of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive EMS System in the care of the emergency patient. Topics studied include the following: neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness.

LABORATORY**EMS 231L - SEMESTER I****EMS 232L - SEMESTER II****EMS 233L - SEMESTER III**

The course presents the objectives contained in Modules I, to VII of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT- Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following: emergency treatment techniques for neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. Course(s) is completed on a Pass/Fail basis and must be passed to continue in the Paramedic program.

CLINICAL**EMS 231C - SEMESTER I****EMS 232C - SEMESTER II****EMS 233C - SEMESTER III**

The course presents the objectives contained in all the Modules I through VII of the 1998 U.S. This course allows students to correlate all of the didactic background in the paramedic course with advanced patient care, and offers the student's opportunities to demonstrate competency in the skills learned. Students will be assigned to specific fire departments and hospitals to complete minimum hours of field ride time and clinical time. Students will perform various emergency medical modalities and procedures under direct supervision of paramedic preceptors, nurses and physicians. Course(s) is completed on a Pass/Fail basis and must be passed to continue in the Paramedic program. 2 credits Semester I, 2 credits Semester II and 3 credits Semester III total credits: 7 credits.

AREAS OF STUDY**PARAMEDIC Grading Guidelines**

Semester I	Weight
10 module exams	71%
Quizzes	14%
Semester Final Exam	7.5%
Workbook	7.5%
Total	100%

Semester II	Weight
10 module exams	71%
Quizzes	14%
Semester Final Exam	7.5%
Workbook	7.5%
Total	100%

Semester III	Weight
6 module exams	80%
Semester Final Exam	10%
Workbook	10%
Total	100%

***In addition all clinical and attendance requirements must be met.
Skills evaluations must be passed in a one attempt skills /scenario evaluation.
These are graded on a Pass/Fail basis.***

PARAMEDIC Graduation Requirements

The Paramedic student must complete the following to be considered for graduation; these requirements must be met before taking the final exam:

- Complete all class, lab and clinical hours as stated above.
- Pass each module exam, comprehensive mid-term and cumulative final with minimum of 80%
- Demonstrate competencies in required critical tasks including passing a comprehensive final scenario.
- All required paperwork has been turned in and checked by EMS program Director including but not limited to the required number of patient contact reports . *This stipulation must be met each semester as well as prior to the Cumulative Final.*
- Receive final approval (release) of the Paramedic Preceptor and the Medical Director before attempting the State of Florida Certification

AREAS OF STUDY**AS DEGREE - EMERGENCY MEDICAL SERVICES****60 Credit Hours****Program Description**

The Associates of Science Degree in Emergency Medical Services program prepares individuals who are seeking career advancement and increased employment opportunities in the field of Emergency Medical Services. EMT ~ B and Paramedic programs approved by The State of Florida Bureau of EMS and The Department of Education allow prospective students to sit for Florida State Certification as well as the National Registry Exam. The Paramedic Programs which provide the student with appropriate level skills in conjunction with general education classes and electives culminate to a potential AS in EMS and will enable the advanced level Paramedic to further his/her career as well as serve the community in a higher capacity. Upon successful completion of all requirements an Associates of Science in Emergency Medical Services is granted. Graduates with an Associates of Science degree also have a strong educational base on which to build. Students are encouraged to apply these credits towards a BS degree and continue their education at a four year institution.

AS EMS Admissions Requirements

Registration is considered complete only when the following requirements have been met and the date of such has been indicated on the application.

- the student must first meet all HCI general entrance requirements
- If the student **is not** a Certified Florida State Emergency Medical Technician then they must follow the criteria presented for EMT registration requirements.
- If the student **is** a Certified Florida State EMT then they must follow the criteria presented for Paramedic registration requirements
- If the student has completed either or both EMT and Paramedic programs with Health Career Institute before enrolling in the AS program they are encouraged to consult with an Advisor so as to obtain credit(s) toward their degree.

ENROLLMENT IS ONGOING

The approximate length of study required to successfully complete requirements towards an Associates Degree is 24 months.

AS EMS Program Goals and Objectives

The goal of Health Career Institute's Associate of Science In Emergency Medical Services is prepare the student with the knowledge, skills and competencies needed to advance their career in the field of health and public safety. To develop and promote these competencies to serve in new and advanced career positions in Emergency Medical Services in the State of Florida and through these career advancements be able to collaborate and consult with agencies and other organizations that are committed to the community's well being.

- the student will demonstrate the cognitive ability to comprehend, apply, and evaluate the clinical information relative to his/her role in EMS.
- the student will demonstrate technical proficiency in all psychomotor skills necessary to fulfill his/her role in EMS
- the student will demonstrate affective personal behaviors consistent with professional demeanor
- the student will demonstrate the ability to manage a team of rescuers supervise and perform assessment of the scene & patient and apply current patient care protocols given a pre-hospital emergency scenario
- the student will be familiar with the hospital environment including but not limited to policies practices equipment and skills as they relate directly and or indirectly to the field

AREAS OF STUDY**PRE - REQUISITE COURSE**

EMT 111C ~ IEmergency Medical Technician ~ Basic
 EMT 111C ~ IIEMT~ B Lab/Skills
 EMT 111C ~ IIIEMT~ B Clinical/ Field..... 12 Credits

REQUIRED COURSES

EMS 231.....Paramedic I
 EMS 231LParamedic I Lab
 EMS 231C.....Paramedic I Clinical

EMS 232.....Paramedic II
 EMS 232LParamedic II Lab
 EMS 232C.....Paramedic II Clinical

EMS 233Paramedic III
 EMS 233LParamedic III Lab
 EMS 233C.....Paramedic III Clinical..... **45 Credits**

GENERAL EDUCATION COURSES 15 Credits**Must Have:**

ENC 110.....College Composition I
 ENC 112.....English Composition II **or** SPC 101
 SPC 101Fundamentals of Speech Communication **or** ENC 112
 MTA 102.....Mathematics For Liberal Arts Students

In Addition Choose:

PSY 201General Psychology **or**
 SOC 101.....Introduction To Sociology

And:

HIS 101.....History of The USA: A Survey to 1870
 HIS 102.....History of The USA: A Survey from 1870 to present
OR Any Course That Meets College Level Transferability Requirements
 **Total: 60 Credits**

For Course descriptions of EMT-B or Paramedic see previous program listings
 For General Education Course descriptions see complete listing Page 39

Graduation Requirements

The AS in EMS Student must successful complete of all requirements for both the EMT and Paramedic programs to be considered for graduation.

(The final decision as to whether the student passes is determined by and is at the sole discretion of the Medical or EMS Director. The determination is based on an overall assessment of the students' performance including but not limited to overall grade average clinical performance evaluation, attitude, general performance, knowledge of clinical areas of study and judgment exhibited by the student throughout each course. It must be stressed that grade point average is not the sole determinant of the granting of a degree.) **In addition successful completion all General Education requirements; each class must be passed with a grade of 'C' or higher.** (See also page 14)

AS EMS TUITION & FEES

EMT Tuition: \$1350.00 (see page 26 for cost breakdown)
 Paramedic Tuition: \$5500.00 (see page 29 for cost breakdown)
 General Education Classes: \$1500.00 \$300.00 per class (\$225.00 + \$75.00 Online Access Fee)
 Non-Refundable Registration Fee \$50.00
 Total Tuition:\$8400.00 (does not include cost of General Education texts see page 22)
 Per Credit Hour:\$75.00

AREAS OF STUDY**AS DEGREE IN FIRE SCIENCE****60 Credit Hours****AS FIRE SCIENCE Description**

The Fire Science Program is offered for individuals, *Certified Fire Fighters*, who are seeking career advancement. This program will provide the training and courses required for certification as Fire Officer I, Fire Officer II, and Fire Inspector and will prepare the graduate for career advancement in a variety of technical and supervisory positions within the fire service. All fire science courses are approved by the Florida State Fire College. Prospective students are encouraged to consult with the Academic Advisor prior to enrolling as there are special requirements. These courses in conjunction with general education classes and electives culminate to a potential AS in Fire Science will enable the firefighter to further his/her career as well as serve the community in a higher capacity. Upon successful completion of all requirements an Associates of Science in Fire Science is granted. Graduates with an Associates of Science degree now have a strong educational base on which to build. Students are encouraged to apply these credits towards a BS degree and continue their education at a four year institution.

AS FIRE SCIENCE Admissions Requirements

The technical proficiencies of this program require that the applicant be a Certified Fire Fighter.

Registration is considered complete only when the following requirements have been met and the date of such has been indicated on the application.

In addition:

- the student must first meet all HCI general entrance requirements
- the application for enrollment must be accepted
- the enrollment agreement has been filed

ENROLLMENT IS ONGOING

The approximate length of study required to successfully complete requirements towards an Associates Degree is 24 months.

AS FIRE SCIENCE Program Goals and Objectives

The goal of Health Career Institute's Associate of Science In Fire Science is to promote the foundation of leadership and administration skills required in the Fire Service. To develop and promote these competencies to serve in new and advanced career positions in the Fire Service in the State of Florida and through these career advancements be able to collaborate and consult with agencies and other organizations that are committed to the community's well being.

The student will:

- have knowledge of hazards & related safety practices applicable to fire science technology
- successfully perform tasks related to fire protection prevention & administration
- demonstrate an understanding of personal & work characteristics that promote effective job performance
- use mathematical data and reasoning skills as they relate to the fire service

Graduation Requirements

The AS in FS Student must successfully complete all requirements of the program, with a grade of 'C' or higher, of each of the following:

- 36 Required / core course credits
- 15 General Education requirement credits
- 9 Elective credits

AS FIRE SCIENCE TUITION & FEES

Fire Science Classes: \$225.00 per class (\$2700.00) (\$675.00) Total: \$3375.00

General Education Classes: \$300.00 per class (\$225.00 + \$75.00 Online Access Fee) Total: \$1500.00

Non-Refundable Registration Fee \$50.00

Total Tuition: \$4925.00 (does not include cost of textbooks see page 22)

Per Credit Hour: \$75.00

Total Credits: 60

AREAS OF STUDY

REQUIRED/CORE COURSES 36 Credits

- FFP 1505.....Fire Prevention Practices
- FFP 1540.....Private Fire Protection Systems I
- FFP 1740.....Fire Service Course Delivery
- FFP 2120.....Building Construction For The Fire Service
- FFP 2720.....Company Officer
- FFP 2510.....Fire Codes & Standards
- FFP 1810.....Fire Fighting Tactics & Strategy I
- FFP 2811.....Fire Fighting Tactics & Strategy II
- FFP 2610.....Fire Investigation Origin & Cause
- FFP 2521.....Construction Documents & Plans Review
- FFP 2741.....Fire Service Course Design
- CGS 110.....Microcomputer Applications

GENERAL EDUCATION COURSES 15 Credits

Must Have:

- ENC 110.....College Composition I
- ENC 112.....English Composition II **or** SPC 101
- SPC 101Fundamentals of Speech Communication **or** ENC 112
- MTA 102.....Mathematics For Liberal Arts Students

In Addition Choose:

- PSY 201General Psychology **or**
- SOC 101.....Introduction To Sociology

And:

- HIS 101.....History of The USA: A Survey to 1870
- HIS 102.....History of The USA: A Survey from 1870 to present
- OR** *Any Course That Meets College Level/Program Transferability Requirements*

.....**Total: 60 Credits**

ELECTIVES 9 Credits

Choose three (3) of the following:

- FFP 1824.....I-200 Basic ICS
- FFP 1825.....I-300 Intermediate ICS
- ENC 1210.....Applied Communications or Technical Writing
- FFP 1832.....Emergency Response To Terrorism Basic Concepts
- FFP 2700.....Ethical & Legal Issues For The Fire Service
- FFP 1832.....ERT Basic Concepts
- FFP 2780.....Fire Department Administration
- FFP 1301.....Fire Hydraulics
- FFP 1302.....Fire Apparatus & Equipment
- FFP 2111.....Fire Chemistry
- FFP 2604.....Fire Investigation & Arson
- FFP 2401.....Hazardous Materials I (For Emergency Operations)
- FFP 2402.....Hazardous Materials II
- FFP 2423.....Hazardous Materials III
- FFP 2630.....Latent Investigation
- FFP-2541Private Fire Protection Systems II
- FFP 2706.....Public Information Officer

OR *Any Fire Science Course That Meets College Level/Program Transferability Requirements*

.....**TOTAL: 60 Credits**

AREAS OF STUDY

FIRE SCIENCE COURSE DESCRIPTIONS

- FFP 1505 Fire Prevention Practices**3 Credits
 Fundamental information regarding the history and philosophy of fire prevention is provided in this course. Information including but not limited to organization and operation of a fire prevention bureau, the use of fire codes, identification and correction of fire hazards, the relationships of fire prevention with built in fire protection systems, fire investigation and fire life safety education make up this course. *(Part of Fire Inspector I, Fire Officer I, and Special Fire Safety Inspector)*
- FFP 1540 Private Fire Protection Systems I**.....3 Credits
 This course provides information relating to design features and the operation of fire alarm systems, special hazard, fire suppression systems, water supply for fire protection and portable fire extinguishers.
Prerequisite for: FFP2541 *(Part of Fire Inspector I, Fire Officer I, and Fire Investigator I)*
- FFP 1740 Fire Service Course Delivery**3 Credits
 This course explores the methods and means of adult learning principles and the imparting of information therein. The course emphasizes techniques applicable in a myriad of teaching situations as well as measuring the effectiveness of the utilization of these techniques.
Prerequisite for: FFP2740 *(Part of Fire Officer I, Fire Instructor I & II)*
- FFP 1510 Codes and Standards**3 Credits
 This course is designed to provide the student with a fundamental knowledge of the role of code enforcement in a comprehensive fire program and will familiarize the student with the five basic units of NFPA 101. *(Part of Fire Inspector I, and Special Fire Safety Inspector)*
- FFP 2740 Fire Service Course Design**.....3 Credits
 This course stresses the principles of effective curriculum design with concentration on the principles of adult learning. It emphasizes, amongst other things, the development of training objectives, opening exercises, effective lectures designing training activities planning and on the job applications.
Prerequisite: FFP1740 *(Part of Fire Instructor II & III, and Fire Officer II)*
- FFP 2120 Building Construction for the Fire Service**.....3 Credits
 The focus of the course is on firefighter safety. This course will provide information that relates to fire and life safety. Areas covered are the elements of construction and design of structures which are key components when inspecting structures, planning operations and operating at emergencies.
(Part of Fire Inspector I, Fire Investigator I, and Fire Officer I)
- FFP 2720 Company Officer**3 Credits
 In this course the student is introduced to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is on fire service leadership from the company officers perspective. *(Part of Fire Officer I)*
- FFP 2780 Fire Department Administration**.....3 Credits
 This course presents the principles of management theory in its application to the fire service. It examines the organizational and leadership tools for fire service administrators including but not limited to approaches to administration, planning & implementation and community risk management
- FFP 1810 Fire Fighting Tactics & Strategy I**.....3 Credits
 This course provides an in depth analysis of the principles of fire control through the utilization of personnel, equipment and extinguishing agents on the fire ground
Prerequisite for: FFP2811 *(Part of Fire Officer I)*

AREAS OF STUDY*(FIRE SCIENCE COURSE DESCRIPTIONS Continued...)*

- FFP 2811 Fire Fighting Tactics & Strategy II**.....3 Credits
 This course is designed with emphasis on company operations, logistics strategy and use of mutual aid and conflagration control. The course is intended for officers who may be in command of fires and or other emergencies that involve coordination with large numbers of staff and or equipment.
Prerequisite: FFP1810 (*Part of Fire Officer I*)
- FFP 2521 Construction Documents & Plans Review**3 Credits
 This course provides for the application of fire codes and standards in developing an understanding of a buildings fire protection feature including the design of fire alarm systems, water based fire suppression systems, water supply for fire protection and egress arrangements through evaluation of 2D drawings and schematics. (*Part of Fire Inspector I*)
- FFP 2610 Fire Investigation Origin & Cause**.....3 Credits
 This course is designed to provide the student with the fundamental technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security motives of the fire starter and types of fire causes.
 (*Part of Fire Investigator I, Fire Inspector II, and Fire Officer II*)

AREAS OF STUDY

DISTANCE LEARNING

Online General Education

Health Career Institute offers each program's general education requirements online through their website, www.healthcareerinstitute.com. These courses can be taken, depending on availability, at the student's convenience. This allows students to pursue degree programs that they otherwise might not be able to. Through general education students will gain the skills and knowledge they desire for personal enrichment and career advancement. Students wishing to register for these classes may do so by consulting the schedule online and registering there, consulting with Admissions and their Advisor and registering with them and or at the school. Students must be conscious of the fact that to successfully complete online courses they must not only be Computer literate and disciplined but self motivated as well.

It is imperative that the student understand and respect confidentiality in regard to discussions, information sharing and not to, at any time, divulge answers or course information that would present an unfair advantage to current and/or future students.

Any student enrolled in an online course and or courses is expected to abide by all Health Career Institutes rules, regulations and policies as previously presented herein. Distance Learning/Online Health Career Institute students have access to and receive the same services as commuter students.

Admission Requirements

Applicants should apply for admission as soon as possible in order to be officially accepted into a program or class. To begin the application process, the applicant can visit our website at www.healthcareerinstitute.com or call Health Career Institute at **(561) 586 0121** or come into our office:

Health Career Institute 1926 10th Ave North (Suite 405)
Lake Worth, Florida 33461.

IN ORDER TO BEGIN ATTENDANCE AT HEALTH CAREER INSTITUTE AN APPLICANT MUST:

- meet admission criteria of the program in which they are enrolling which includes but is not limited to being 18 years of age and provide proof of High School graduation or its equivalent
- complete and sign an application
- complete and sign an enrollment agreement

Academic Guidelines

Academic guidelines are the same for Distance Learning/Online General Education as for another courses/programs offered at Health Career Institute.

General Education Objectives

Health Career Institute offers general education courses through Distance Learning that challenge the student to acquire skills and knowledge that are desirable not only for personal enrichment but enable the student to enhance and further their professional lives.

The General Education Curriculum is designed to enable the student to:

- master basic skills in English, Mathematics, Social Science & The Humanities
- communicate accurately and effectively in both verbal & written form
- gain & apply critical thinking skills in order to analyze complex material
- use technology to research evaluate and incorporate knowledge for academic as well as personal purposes

Requirements to meet these objectives include, but are not limited to, with a grade of 'C' or higher, completing all homework assignments, and activities.

AREAS OF STUDY**GENERAL EDUCATION COURSE DESCRIPTIONS**

- ENC 110 English Composition I** 3 Credits
Writing skills are enhanced by good reading skills. The more we read the more we learn about the techniques of good writing. This course is designed to develop and enhance clear effective written communication skills utilizing various rhetorical methods.
- ENC 112 English Composition II** 3 Credits
As a continuation of English Composition I this course is designed with an emphasis on the development of a more in depth analytical and argumentative writing style. Readings are employed as a basis for these writings emphasizing literature & research.
- MTA 102 Mathematics for Liberal Arts Students** 3 Credits
This course is designed to strengthen algebraic concepts & skills. It will provide the opportunity for the student to see mathematics used in ways not emphasized in traditional algebra courses. The course includes but is not limited to the study of sequences and number patterning, graph theory, linear programming, voting strategies and financial mathematics.
- PSY 201 General Psychology** 3 Credits
This course will introduce the student to the description and understanding of analysis of human behavior through the study of individuals, and their interaction, in the social and physical environment.
- SOC 101 Introduction to Sociology** 3 Credits
The course is designed to introduce students to basic concepts, theories and methods in sociology. It will help students develop their writing and critical thinking skills and show how sociology can be applied to their own lives.
- CGS 110 Microcomputer Applications** 3 Credits
To be comfortable with computers and their technology the student will in this course have hands on experience with word processing, electronic spreadsheets, Power Point and database management software. Also included in the course is a brief overview of microcomputer concepts. All applications software utilized will be windows based.
- HIS 101 History of the USA: A Survey up to 1870** 3 Credits
Triumph and tragedy pervade the history of these United States. This course provides an interpretative, as most 'history' is, overview touching upon the economic, social, political and cultural forces up to 1870 that have made the United States what it is today.
- HIS 102 History of the USA: A Survey from 1870 to the present** 3 Credits
Triumph and tragedy pervade the history of these United States. This course provides an interpretative, as most 'history' is, overview touching upon the economic, social, political and cultural forces from 1870 on that have made the United States what it is today.

FACULTY AND ADMINISTRATION**ADMINISTRATORS**

Coine, Esther Robinson	Librarian Admissions Coordinator/Registrar	BA Art History/History/Literature New York University
Duane, Michael	Fire Science Coordinator	BA English University of Connecticut AS Fire Science Broward Community College Fire Instructor III Florida State Fire Instructor
Herig, James	EMS Clinical Coordinator	Paramedic Palm Beach Community College RN Florida Atlantic University
Halpern, DO, John	Medical Director	BA State University of New York DO NY College of Osteopathic Medicine
Joseph, Glenn	Assistant Fire Science Coordinator	MS Emergency Planning & Administration Lynn University BS Organizational Management Palm Beach Atlantic University Fire Instructor III Florida State Fire College
Palermo, Margaret	Administrative Secretary AHA Coordinator	
Palermo, Tina	President Educational Director	BS Science University of Massachusetts
Waldron, Cathy	Finance Director	BS Business Administration Emory Riddle University

DIPLOMA PROGRAMS

Hardy, Burt	EMT/ Paramedic ACLS, BLS, PALS	BS Psychology Florida State University
Herig, James	EMT/Paramedic, EKG, 12-Lead, IV	Paramedic Palm Beach Community College RN Florida Atlantic University
Moreland, Robert	EMT/Paramedic ACLS, BLS, PALS	AS Palm Beach Community College
Williams, Thomas Paul	EMT/Paramedic, IV, ACLS, CPR, PALS	Paramedic

AS DEGREE EMS INSTRUCTORS

Halpern DO, John	EMT/Paramedic Medical Director	DO NY College of Osteopathic Medicine BA State University of New York
Hardy, Burt	EMT/ Paramedic ACLS, BLS, PALS	BS Psychology Florida State University
Herig, James	EMT/Paramedic, EKG, 12-Lead, IV	Paramedic Palm Beach Community College RN Florida Atlantic University
Moreland, Robert	EMT/Paramedic ACLS, BLS, PALS	AS Palm Beach Community College
Ondo, Michael	EMT, Paramedic	AS Health Career Institute
Palermo, Tina	EMT/Paramedic, EKG, Phlebotomy, IV, ACLS, PALS,	BS University of Massachusetts Paramedic Broward Community College Fire Indian River Community College
Weber, James	EMT/Paramedic ACLS, BLS	BS City University of New York, Staten Island Paramedic

FACULTY AND ADMINISTRATORS**AS FIRE INSTRUCTORS**

Bond, Craig	Fire Classes	AS Fire Science Palm Beach Community College
Duane, Michael	Fire Classes	BA English University of Connecticut AS Fire Science Broward Community College
Engel, Norman	Fire Classes	Paramedic Broward Community College FF Florida State Fire College
Fucci, Thomas	Fire Classes	BS Criminal Justice Nova University
Joseph, Glenn	Fire Classes	BS Organizational Management Palm Beach Atlantic University MS Emergency Management Planning Lynn University FF Paramedic
Rush, D. Robert	Fire Classes	National Fire Academy Ocala FL

GENERAL EDUCATION INSTRUCTORS

Halpern DO, John	Math	DO NY College of Osteopathic Medicine BA State University of New York
Joseph, Glenn	Microcomputer Applications Math	MS Emergency Planning & Administration Lynn University BS Organizational Management Palm Beach Atlantic University
Robinson, Teresa	English Composition I & II Sociology, Math, Psychology	MA Education Adelphi College BS Education St. Josephs College

HEALTH CAREER INSTITUTE ORGANIZATIONAL CHART
