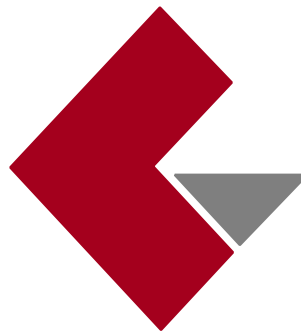


Emergency Response Programs

Adult Education

Student Handbook



**CUYAHOGA VALLEY
CAREER CENTER**

www.cvccworks.edu

Approved June 2021

440-746-8206

General Information

Adult Education Student Handbook



CUYAHOGA VALLEY
CAREER CENTER

Approved June 2021

www.cvccworks.edu
440-746-8230

Table of Contents

Contents

CVCC Mission Statement	5
Accreditation/Program Approval	5
Adult Education General Information	5
Adult Education Administration/ Instructor List.....	6
<i>ADMINISTRATION</i>	6
<i>INSTRUCTORS</i>	7
Student Health And Safety	9
<i>Health</i>	10
<i>Student Health Care Services</i>	10
<i>Crime Awareness And Campus Security</i>	10
<i>Emergency Procedures</i>	11
<i>Main Entrance</i>	11
Student Resources.....	11
<i>Non-School Dates</i>	11
<i>School Closings</i>	12
<i>Job Search Assistance</i>	12
<i>Student Data</i>	12
<i>Student Records</i>	12
<i>Release Policy</i>	13
<i>Non-Discrimination Policy</i>	13
<i>Americans with Disabilities Act (ADA)</i>	14
<i>Consumer Information</i>	14
<i>Course Admission</i>	14
<i>District Senior Citizen</i>	14
Grievance Policy	15
<i>5710 - STUDENT GRIEVANCE</i>	15
<i>9130 - PUBLIC COMPLAINTS</i>	15
<i>Matters Regarding a Professional Staff Member</i>	15
<i>Matters Regarding an Administrative Staff Member</i>	16
<i>Matters Regarding the Superintendent or Treasurer</i>	17
<i>Matters Regarding a Classified Staff Member</i>	17
<i>Matters Regarding District Services or Operations</i>	17
<i>Matters Regarding the Educational Program</i>	17
<i>Matters Regarding Instructional Materials</i>	18
Financial Policies – General Guidelines.....	19
<i>Tuition Statement</i>	19
<i>FINANCIAL AID</i>	19
<i>Title IV Regulations</i>	20
<i>Return of Title IV Funds</i>	20
<i>Non-Refundable Administrative Seat Fee</i>	21
<i>Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding</i>	21
<i>Additional Financial Information</i>	22

<i>Refunds and Withdrawal Policy</i>	22
Student Conduct	23
<i>Alcohol and Drug Policy</i>	23
<i>Electronic Devices</i>	24
<i>Telephone Calls</i>	24
<i>Food and Beverages</i>	24
<i>Interactive/Communication Behaviors</i>	24
<i>Soliciting</i>	26
Harassment	26
<i>Anti-Harassment Policy</i>	26
<i>Sexual Harassment</i>	27
<i>Dating Violence</i>	28
<i>Sexting</i>	28
<i>Gender / Ethnic / Religious / Disability / Height/ Weight / Sexual Orientation</i>	28
<i>Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)</i>	29
<i>Hazing</i>	34
Statement of Liability	34
Emergency Medical Technician-Basic	35
Student Handbook	35
Introduction	36
Contact Us	36
Job Prospects	37
Career Options	37
Curriculum Design	38
Admission Requirements	40
Attendance	40
Breaks	41
Smoking	42
State and CVCC EMT Rules	42
Testing and Grading Policy	43
Disciplinary Procedures	44
General Class Information	46
Course Syllabus	48
Clinical Information	56
Fire Department Clinical Sites	58
Registration Procedures - National Registry EMT Test	60
<i>Step 1: Create Your Account</i>	60
<i>Step 2: Login</i>	60
<i>Step 3: Manage Your Account Information</i>	60
<i>Step 4: Create a New Application</i>	60

<i>Step 5: Pay Application Fee</i>	61
<i>Step 6: Check to See if You Are Approved to Take Your Exam</i>	61
<i>Step 7: Print the ATT Letter to Schedule Your Exam through Pearson VUE</i>	61
NREMT Application Progress	63
State Application Procedure	63
Ohio Administrative Code	65
<i>4765-8-01 Qualifications for a certificate to practice</i>	65
Ohio Revised Code	67
<i>4765-15-01 Emergency Medical Technician-Basic Curriculum Prior to September 1, 2012</i>	67
Receipt of Handbook	70

CVCC Mission Statement

Mission Statement: To prepare youth and adults to enter, compete, advance, and lead in an ever-changing world of work, college, and careers.

Accreditation/Program Approval

This educational program is approved by the Ohio Department of Higher Education. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone; 770-396-3898/FAX: 770-396-3790, www.council.org.



Adult Education General Information

ADULT EDUCATION HOURS - The Adult Education Department is open from 8:00 am to 6:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday.

FOOD AND BEVERAGES - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

PARKING AREAS - There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

RESTROOMS - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

SMOKING - Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.

Adult Education Administration/ Instructor List

ADMINISTRATION

**ASSISTANT
SUPERINTENDENT**

Marcy R. Green 440-746-8228
mgreen@cvccworks.edu

**ADULT EDUCATION
COORDINATOR**

Terri Lynn Brosseau 440-746-8210
tbrosseau@cvccworks.edu

Business Training Programs
Customized Training
Emergency Response Programs
Health Care Programs
Health and Beauty Programs
Industrial Training Programs
Multimedia Design Programs
Personal Interest & Leisure

**SCHOOL OF PRACTICAL
NURSING SUPERVISOR**

Pattie Mandula 440-746-8315
pmandula@cvccworks.edu

**STUDENT SUPPORT
SERVICES**

TBD 440-746-8337

ADMINISTRATIVE ASSISTANTS:

Daytime TBD
440-746-8206

Nursing TBD
440-746-8232

Stephanie Ciesla 440-746-8332
sciesla@cvccworks.edu

Administrative Assistant to Assistant Superintendent Carol Gileot 440-746-8270
cgileot@cvccworks.edu

Evening Allison Jouriles 440-746-8224
ajouriles@cvccworks.edu

INSTRUCTORS

Instructor Name	Subject	Credentials/Certification
Kathleen Alred	Nursing	MSN, BSN, RN, CNP
Ronald Angello	Industrial Training	
Florence Belton	Nursing	AAS, RN
Bernie Bodnar	Transition Coordinator	
Judy Brillinger	STNA	rn
Chris Croftcheck	SolidWorks	
Brian Collister	Industrial/Electrical Apprenticeship	
Steven Cook	Industrial/Electrical Apprenticeship	
Matthew Duplaga	Public Health & Safety/EMT	Paramedic/Fire
Nolan Dylag	Public Health & Safety/CPR	Paramedic/Fire/BLS Instructor
Tharon Eulinberg	Industrial/HVAC	OSHA Certified; Licensed Journey Plumber; CFC Certified
Thomas Farrugia	Industrial/Electrical Apprenticeship	Journeymen Electrician License
Anna Marie Fazio	Nursing	MSN, BSN, RN
Roenesha Feggett	EKG/Phlebotomy	

Melissa Fox	Cosmetology	Licensed Cosmetologist, Licensed Cosmetology instructor
Tim Gates	Industrial/Rope Rescue	BS, Firefighter/Rescue Certification
Joe Gedeon	HVAC	
Patrick Gnuschke	HVAC	
Liam Guiney	Personal Interest & Leisure	Certified Financial Planner
Sylvia Hauser	Software	
Daniel Hunter	Industrial/HVAC	
Ronald James	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Melinda Jencson	Personal Interest & Leisure	
Mary Kopczynski	Personal Interest & Leisure	Certified Balloflex Instructor
James Kovach	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Macario Llamas	EKG/Phlebotomy	MD
Shelia Loeding	Nursing, STNA	RN
Marie Luvison	STNA	RN
Lisa Mack	EKG/Phlebotomy	
Robert Mehling	Industrial Training	Westside Institute
Tanya Moore-Clemmons	Nursing	MSN, BSN, RN
Melissa Munro	Digital Design	
Nancy Muscatello	Cosmetology	Licensed Cosmetologist and Cosmetology Instructor
Thomas Nemeth	Public Health & Safety	EMT/Firefighter Certification
Joseph Pannitto	Leisure	
Richard Parrott	Industrial Training	Master Cam Certified Instructor
Jim Pavlik	Industrial/Electrical Apprenticeship	
Jill Pawluk	Nursing	MSN, BSN, RN
Remington Phillips	Graphic/Web Design	AAS
George Ponti	Industrial	Journeymen Electrician License
Candice Price	Personal Interest & Leisure	
Roberta Ritter	Esthetics	Licensed Advanced Esthetician/Licensed Esthetics Instructor
Laurie Robusto	Nursing	MSN, BSN, RN
Patrick Ruebensaal	Graphic Design	

Charles Russo	Industrial Training	A.S.E Certified Technician, 156 General Motors Certification, GM Master Technician, Automotive Electronics Degree
Stephanie Safranek	Cosmetology	Licensed Cosmetologist and Cosmetology Instructor
William Schmid	Industrial/HVAC	State Licensed HVAC Contractor, State Certified Journeyman Millwright
Matt Schoeffler	Industrial/HVAC	
Angela Shaw	Nursing/STNA	RN
Tammy Solin-Baer	Nursing/Health Careers	MSN, BSN, RN
Katherine Subotnik	Public Health & Safety/CPR	BSN, RN, BLS Instructor
Shirley Stubbs	Health Careers/Medical Administrative Specialist	
Lisa Theodore	Dental Assisting	CDA, RDA, CPFDA
Bernie Van Tilburg	Personal Interest & Leisure	IC3, Avid Pro Tools Certified User
Larry Walters	Industrial/Rope Rescue	EMT/Firefighter/Rescue Certification
Rita Warner	Nursing	MSN, RN, CHC
Joanna White	Software	
Howard (Dan) Workman	Graphic & Web Design	Adobe Certified Associate
Ashley Youngblood	STNA	LPN
Dan Zawadski	Industrial/Electrical Apprenticeship	
Dan Zezena	Public Health & Safety/EMT	Paramedic/EMS Instructor

Student Health And Safety

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

Health

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the Adult Education Coordinator before returning to class. A copy is filed in the student's file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the Adult Education Coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

Student Health Care Services

For Adult Education evening students, please contact your instructor or Adult Education Coordinator in the Adult Education Office in case of a medical emergency. Use your best judgment in dialing "911". Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

Crime Awareness And Campus Security

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one's own behavior and reporting incidents involving other

individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors a student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 “are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

Main Entrance

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE until 9:00 pm. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

Student Resources

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Coordinator to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Martin Luther King Jr. Observance, President’s Day, Good Friday, Memorial Day and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or Adult Education Coordinator.

School Closings

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

Job Search Assistance

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact mssluka@cvccworks.edu. CVCC does not guarantee employment or job placement.

Student Data

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or Adult Education Coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

Student Records

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

Release Policy

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

Non-Discrimination Policy

The Cuyahoga Valley Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael McDade
8001 Brecksville Road
Brecksville, Ohio 44141

Marcy Green
8001 Brecksville Road
Brecksville, Ohio 44141

Complaints may also be sent to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611.

Legal References:

Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII
Executive Order 11246, 1965, as amended by Executive Order 11375
Equal Employment Opportunity Act of 1972, Title VII
Education Amendments of 1972, Title IX (P.L. 92-318)

45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)
Public Law 93-162 (Section 504)

Americans with Disabilities Act (ADA)

The Adult Education Department at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the Adult Education Coordinator.

Consumer Information

Refer to our website for admission guidelines, refund policies, graduation rates, and other important information. See Student Resources on the Adult Education and Nursing pages at www.cvccworks.edu/FinancialAid.aspx

Course Admission

Registration is open to anyone 16 years of age or older. Age requirements may vary depending upon program offerings. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. High school students enrolled in programs with credentials earned upon completion may be subject to additional regulations depending on program. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite. Contact Adult Education Office at 440-746-8230 with program-specific questions.

District Senior Citizen

A District Senior Citizen is defined as individuals age 60 or more that are residents of the following school districts: Brecksville, Broadview Heights Schools, Cuyahoga Heights Schools, Garfield Heights Schools, Independence Schools, Nordonia Hills Schools, North Royalton Schools, Revere Schools and Twinsburg.

Grievance Policy

5710 - STUDENT GRIEVANCE

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy **9130**.

9130 - PUBLIC COMPLAINTS

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding the Superintendent or Treasurer

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding a Classified Staff Member

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

Matters Regarding District Services or Operations

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG **9130A** and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director, in writing, and shall include:
 1. author;
 2. title;
 3. publisher;
 4. the complainant's familiarity with the material objected to;
 5. sections objected to, by page and item;
 6. reasons for objection.

- B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
 1. one (1) or more professional staff members;
 2. one (1) or more Board members on the Board Curriculum Committee;
 3. one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.

- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. the accuracy of the material
 3. the objectivity of the material
 4. the use being made of the material

- D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

- E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The

Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

Revised 3/27/03

Financial Policies – General Guidelines

Tuition Statement

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the Adult Education Coordinator. Students in a financial aid eligible program may also speak with Student Support Services before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post-secondary institution for certification, licensure, or college credit transfer (CT²).

Any outstanding balance remaining on account will be referred to the Ohio Attorney General's Debt Collection Program.

FINANCIAL AID

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Direct Loans, Parent Plus Loans, WIA (Workforce Investment Act) are presently offered. Recipients of federal financial aid monies must comply with mandated provisions, which require 90% attendance and

"satisfactory academic progress" or funds will be withheld/withdrawn. *If you do not complete the portion of the program for which you were credited Title IV Federal Financial Aid, you will be billed for the balance, and you are responsible for payment in full.* A Sub/Unsubsidized Loan may be processed up to 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee.

Title IV Regulations

Title IV participants' student disbursements will comply with current Federal regulations. Students must complete more than 60% of each payment period to be fully eligible for the Pell grant and/or loans awarded. If student was given PELL or Direct Loan "credit" and now has not earned it, **he/she will be billed for the difference**, and may also owe the federal government, Department of Education a return of money. R2/T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order specified by the U.S. Department of Education. Details of their Federal Financial Aid will be provided to the student in their letter of withdrawal or dismissal.

Return of Title IV Funds

The Cuyahoga Valley Career Center Adult Education Coordinators will provide written notification to Student Support Services if a student officially withdraws or has been dismissed from a financial aid program. The coordinator will provide the hours attended and the last day of attendance to Student Support Services. If a student withdraws unofficially, the Adult Education Coordinator will provide the letter of dismissal with the last date of attendance which is determined by the program to Student Support Services. Student Support Services will complete the R2T4 Clock-Hour Form.

The Federal "Return of Title IV Financial Aid Funds" formula dictates the amount of Federal Title IV Financial Aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to a student receiving Federal Aid if that student's withdrawal date occurs after the point that the student was scheduled to complete more than 60% of the scheduled hours in the payment period or period of enrollment.

The percentage of the Title IV Financial Aid to be returned is equal to the number of clock hours attended in the payment period divided by the number of hours that were scheduled. For example, if a student has completed 30% of the payment period, they have earned 30% of their financial aid. However, once a student has completed over 60% of the hours in a payment period, 100% of the financial aid awarded during that payment period has been earned.

A post-withdrawal disbursement will be made if a student has eligibility for Title IV funds. The student disbursement will be made from available grant funds first then available loan funds. If the student is eligible for a Post-Withdrawal Disbursement, the student will be notified by letter

as soon as possible but within the thirty-day requirement. The student notification will include the fourteen-day response time and the explanation of PELL Grant LEU and loan balances where applicable. A school must maintain written records of its post withdrawal disbursement.

If there is a return of Title IV funds, the Treasurer will return the funds, they will be returned as soon as possible but no later than forty-five days from the date of withdrawal.

NOTE: If financial funds have been released to a student because of a student disbursement on the student's account, the student may be required to repay some of the aid if the student withdraws.

Order of Return of Student Financial Aid Program Funds

Funds that are required to be returned to the US Department of Education must be returned in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan (if applicable)
4. PELL Grant

The student will be responsible for any outstanding balance owed to Cuyahoga Valley Career Center Adult Education that Title IV (financial aid) funding did not cover.

Non-Refundable Administrative Seat Fee

A \$200, non-refundable, administrative seat fee is required for Financial Aid Programs when accepted for active enrollment to secure a "seat" in the class. Title IV monies shall not be utilized for non-refundable administrative seat fee. The non-refundable administrative seat fee is **not** a part of the tuition.

Workforce Innovation and Opportunity Act (WIOA)/Ohio Means Jobs Funding

In cases where WIOA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid tuition will be refunded by CVCC to the student upon receipt of WIOA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIOA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIOA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.

Additional Financial Information

- Pell grant monies and loans are to be utilized to pay tuition and book expenses included in the programs Cost of Attendance . A copy of the Cost of Attendance can be requested in the Student Support Services Office. The cost of attendance will be reviewed during the student financial aid appointment.
- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer or issuer if you are interested in this program for the application. Complete the student portion of the in-school deferment application and submit to CVCC Student Support Services office for completion
- At any time throughout the school year, the student may exercise the right to cancel or change Title IV loan monies prior to disbursement. Please make an appointment with the Student Support Services office to revise your award worksheet. Please see posted drawdown schedule for deadlines.
- Adult students at CVCC are protected under the Family Education Rights and Privacy Act (FERPA.) Your Financial Aid records will not be discussed with your parents, spouses or others without your written consent or certain requirements being met. Please review your FERPA rights on CVCC's website;
www.cvccworks.edu/FinancialAid.aspx
- If you have been previously, or are convicted in the future under Federal or State law, any offense involving possession or sale of illegal drugs while you are (were) receiving Federal Student Aid, you may be ineligible for additional aid. Please contact the Student Support Services Office to discuss any drug related convictions and your eligibility for additional Financial Aid.
- If your FAFSA has been flagged for an unusual enrollment history, Student Support Services will review your previous education transcripts to determine if you are eligible for Federal Financial Aid.
- All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a "grace" period of six (6) months upon successful completion of the program or withdrawal.
- Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, re-entry and in compliance with Title IV regulations.

Refunds and Withdrawal Policy

Refund Policy: Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

Textbook/Material/Supply/Uniform Fees: Fees are included in the tuition unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

Withdrawal: Students who withdraw before the first day of class and have made payment will be refunded their payment minus a \$20 administrative fee within the processing timeline. Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 60% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and seat fee (if required) are non-refundable. (The calculation to determine the percentage of a program completed by a student is based on the number of hours a student could have attended the class up to the date of withdrawal divided by the number of hours in the program.)

Cancellations: If CVCC needs to postpone, cancel, or combine classes for any reason, we will notify you. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

Student Conduct

CVCC reserves the right to dismiss a student for behavioral issues, cheating, or violating CVCC policies or guidelines.

Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student's permanent file.

Electronic Devices

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the “Commons Area” or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

Telephone Calls

Students may not make personal telephone calls during class. The Adult Education staff will take messages of an emergency nature will be taken by the Adult Education staff and present them to the students at the earliest convenience. **Please remember personal cell phones and other electronic devices are not permitted in the classroom or clinic.**

Food and Beverages

Beverages and snacks are available for purchase from vending machines in the Cafeteria. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, “Sexual Harassments” has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

Collaborations

Collaboration (group study) with other students while learning, preparing, reviewing, etc. is strongly encouraged. It's a great way to learn! Collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an individual assignment is unacceptable and considered cheating.

Plagiarism and Consequence of Violating School Anti-Plagiarism Policies

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

1. Another person's idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person's spoken or written words
4. Paraphrases of another person's spoken or written words
5. Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless, it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Cuyahoga Valley Career Center. The penalties for these offenses are as follows:

- First offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- Second offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- Third offense: Student receives a "0" on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course.

- Any further offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be suspended from the college for a period of six (6) months.
- Any further offense upon students return from suspension: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of “F” for the course and may be expelled from the college without the option to return.

Soliciting

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

Harassment

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

Anti-Harassment Policy

It is the policy (5517) of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, instructors, staff and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Each employee and student has a responsibility to maintain a work place and educational

environment free from harassment. Harassment under this policy includes, but is not limited to, slurs, jokes, intimidation or persistent abuse of another, whether physical, oral or written, which is directed at an individual's sex, color, race, national origin, religion or disability.

In an effort to stop the offensive behavior, an employee or student who believes he/she has been subjected to harassment as described in this policy is encouraged to calmly inform the offender that the behavior is unacceptable. Any employee or student who believes he or she has been harassed as described in this policy, must report the alleged harassment to the Business Manager or other appropriate administrator (Principal or Assistant Principal). The District Title IX/Section 504 Coordinator, Business Manager, may be contacted at 440-838-8909 or the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Ave East, Suite 750, Cleveland, OH 44104-2611.

The complaint coordinator will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist members of the School District community and third parties who seek support or abide when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the member of the School District community or third party.

Complaint coordinator is assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Complaint Coordinator will begin either an informal or formal investigation (depending on the request of the member of the School District community alleging harassment), or the Complaint Coordinator will designate a specific individual to conduct such an investigation. In the case of a formal complaint, the Complaint Coordinator will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment which are reported to them to the Complaint Coordinator within five (5) calendar days of learning of the incident.

Reports of alleged harassment will be handled confidentially to the extent possible, as allowed by applicable law(s). Any individual who alleges harassment in bad faith or participates in any investigation in bad faith will be subject to corrective action. All persons are protected from coercion, intimidation, retaliation or discrimination for filing a harassment complaint or assisting in an investigation.

Sexual Harassment

A. Verbal: The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the District, or third parties.

B. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

C. Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including

patting, pinching the body, or coerced sexual intercourse.

Dating Violence

Dating violence is one serious form of bullying/aggressive behavior. Dating violence is defined as “a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner”.

A dating partner is “any person, regardless of gender, involved in an intimate relationship with another (person) primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term”.

Sexting

“Sexting” involves the use of computers and cell phones to send or forward nude or obscene photos of one’s self or others. It is illegal to possess, distribute or manufacture pornography involving anyone less than 18 years of age. Students found distributing (such as forwarding a photo to a friend) or even possessing (failing to delete a received photo) such images can be found guilty of child pornography and face criminal prosecution including being required to register as a sex offender. School officials may not keep these events within the school disciplinary system only. The law requires school officials to file a report with law enforcement authorities for investigation.

Gender / Ethnic / Religious / Disability / Height/ Weight / Sexual Orientation

A. Verbal: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s race, color, national origin, religious beliefs, or disability.

Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that she/he is the victim of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take promptly the following steps:

A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student’s principal, the affected student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing

incidents to the Principal.

B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Business Manager.

The student may make contact either by written report, telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the Business Manager.

Each report received by the high school administrator or Business Manager as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (may include parents) and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The District recognized that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive

behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial

parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy

Hazing

Students shall not plan, encourage or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy. All hazing incidents or knowledge of potential incidents must be reported immediately. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44.

Statement of Liability

The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.



CUYAHOGA VALLEY
CAREER CENTER

801 Brecksville Road
Brecksville, Ohio 44141



Emergency Medical Technician-Basic

Student Handbook



Welcome to the Cuyahoga Valley Career Center's Adult Education Emergency Medical Technician – Basic Program. We hope you have a memorable and rewarding experience during your time with us. As you read through the following pages, the rules are strict and expectations are high. CVCC is preparing you to successfully enter the EMS profession. Demands and expectations in this field are high and they begin in the classroom.

440.746.8230

www.cvccworks.edu

**** PLEASE NOTE: This Student Handbook contains important information – please read thoroughly****

Introduction

This handbook contains important information with reference to the Emergency Medical Technician-Basic (EMT) program.

(Please keep this handbook in a safe place for future reference)

Welcome to the Cuyahoga Valley Career Center's Adult Education Emergency Medical Technician-Basic Program (EMT). You are starting a challenging, but rewarding, educational program where you will learn the skills that it takes to make a difference in people's lives. Our instructors will be working closely with you during the coming weeks spending much time and effort in your education. For this time to be most productive, it is important that you understand what to expect from the program, as well as what is expected of you. This handbook is intended to provide you with that information. You are strongly encouraged to ask questions at any time about things that are unclear to you.

Contact Us

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Job Prospects

Employment for EMTs and paramedics is a very popular and increasingly competitive market. The demand for paramedic level education will continue to grow exponentially through the next decade. Job prospects for EMT's and paramedics are almost always available within the private ambulance industry and a variety of hospitals systems and Urgent Care Centers. It is becoming increasingly difficult for emergency medical services (EMS) and small Fire Departments to recruit and retain any unpaid volunteers because of the amount of training and the large time commitment these positions require. As a result, more paid EMTs and paramedics will be needed. Furthermore, as a large segment of the population—aging members of the baby boom generation—continues to suffer from medical emergencies, injuries and accidents, demand will increase for EMTs and paramedics. There will also continue to be a demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas. Competition will be greater for jobs in local government, including fire, police, and independent third-service rescue squad departments which tend to yield better salaries and benefits. Pre-hospital EMS workers who have advanced education and certifications, such as Paramedic level certification, will be in more demand as the industry and communities require this standard of care.

Please visit the following web-site for more information: <http://www.bls.gov/>

Career Options

Ambulance Services
EMS/Fire Departments
Dispatch Centers
First Responder Units
Hospitals/Emergency Departments
Industrial Safety Departments
Urgent Care Centers

Curriculum Design

This program is designed for individuals interested in providing emergency care to the public while in the pre-hospital setting. The EMT program offered at CVCC will provide the student with opportunities to gain information, acquire a specific skill set and afford direction in the management of mass casualty and hazardous scenes. Successful completion of this program awards the student with a Certificate of Completion which, in turn, enables their right to take the National Registry Exam. This exam is the testing mechanism for the State of Ohio and will certify the individual as a State of Ohio Emergency Medical Technician. The curriculum for the EMT program at CVCC is based on the Ohio Department of Public Safety, Division of Emergency Medical Services guidelines. Ohio Revised Code (ORC) Section 4765 and rules approved by the Board of Emergency Medical Services in the Ohio Administrative Code (OAC) Section 4765. (<https://ems.ohio.gov/>).

Criteria For Successful Completion

Components include but are not limited to patient assessment, airway management, managing emergency situations, using Basic Life Support equipment and techniques, CPR, operating an automated external defibrillator, bleeding control, recognizing and treating hypo-perfusion, stabilizing / immobilizing injured extremities, distinguishing and caring for environmental emergencies, ensuring the safety and management of traumatically injured individuals, emergency childbirth, pediatric and geriatric care and general ambulance operations.

- Exams
- Practical Skills and Examinations
- Simulation Training Evaluations
- Communication and Documentation
- The textbook and workbook will be provided to you at the start of this program. All paperwork, state forms, Cuyahoga Valley Career Center forms, and workbooks, must be thoroughly completed and turned into your instructor to meet the requirements for successful completion of the EMT program.
- *American Heart Association Basic Life Support (BLS) CPR training is included and must be completed before any clinical requirements are started.*

- The didactic portion of the program is evaluated through exams which include multiple choice given in the classroom or as a take home assignment by the lead Instructor. These tests will be comprised of both computer-based test format depending on the content
- **Student MUST maintain an 80% throughout each module, and pass each module final with an 80% or better. If a student fails a module exam it will result in consultation and the student will be given one attempt to retest a module exam or final exam throughout the program. Failure of any additional exams, after the consultation, will result in failure of the program. In addition, students must remain at or above an 80% cumulative grade point average throughout the program. Failure to maintain an 80% cumulative average will result in consultations and ultimately removal from the program.**
- As of September 2006, NIMS courses IS-100 and IS-700 are required for an initial certificate to practice as an EMS provider. The Department of Homeland Security pursuant to Homeland Security Presidential Directives HSPD-5 and HSPD-8 mandates the NIMS courses as being necessary for all first responders. Training can be completed at the following website:

<https://training.fema.gov/is/crslist.aspx>

A copy of your NIMS certificates validating the completion of these courses must be provided to your instructor.

All forms must be completed and turned into the instructor. This includes, but not limited to, skill sheets, CPR card, NIMS 100 and NIMS 700 and clinical sheets. If you do not complete all required forms you will not receive a certificate of completion, and will fail to meet the requirements for successful completion of the program.

Admission Requirements

- Registration is open to anyone who is at least 18 years of age.
- Students who are enrolled in a regular high school program must be in their senior year and have written permission from their parents and the school principal or counselor to register for a course.
- Have a valid Ohio driver's license
- High School Diploma or GED equivalent.
- Student must complete an Adult Education EMT Registration packet.
- Complete the WorkKeys Assessment (Applied Math, Workplace Documents, And Graphic Literacy).
 - Students will be required to take the WorkKeys exam prior to entrance into the program. Students scoring lower than a Level 5 on the Workplace Documents portion will be advised and given an individualized tutoring and support. The academic advisement session will include an overview of the program with the end goal of the student understanding the importance of reading comprehension and how their score can have a direct effect on their overall success rate. Tutoring will be offered after the first WorkKeys test, at the discretion of Student Support Services. The student will sign and adhere to the plan and the form will be included in the student file.

Attendance

- **Attendance is mandatory. Any planned absences must be discussed with the instructor before occurrence. Regular attendance and punctuality is expected of each enrollee. The State of Ohio mandates that all state required hours must be completed. (Additional hours may be required at the discretion of the instructor and/or the coordinator). Two (2) OR more unexcused absences can be cause for dismissal from the program. This decision comes at the discretion of the Lead Instructor and can be considered in conjunction with any other areas of weakness or issues that have been identified in the student's performance.**
- If a class is missed, any exams or assignments that were due must be completed and turned in before 3pm on the day of the next class meeting. Tests must be made up in the Adult Education office by way of appointment made with the EMT Administrative Assistant. Failure to do so will result in a "0" (zero) grade. If an assignment is given during a class that is missed, the student will be permitted to make the assignment up at the instructor's discretion, provided that the absence was excused.
- **Assignments cannot be made up for an unexcused absence.**

- Excused Absences:** Contact must be made with the assigned instructor for that class period. A phone call is preferred but text messaging is accepted. Please keep in mind that cell phone coverage does not always afford timely notification, especially by way of text messaging. If an instructor does not receive phone or text notification by the start of class time, it is considered an UNEXCUSED ABSENCE. If excused, exams or assignments that were due can be made up and/or turned in before the next class scheduled. Failure to turn in assignments or exams will result in a “0” (zero) grade.
- **Unexcused Absences:** Failure to notify the assigned instructor for that class period which includes the instructor not receiving timely notification by the start of class. Assignments and/or exams **cannot** be made up.
 - Any homework or other assignment that is not turned in by the designated due date will result in a “0” (zero) grade. There will be no opportunities to make these assignments up. If a homework assignment is due on a day of an excused absence, the student must turn the assignment into the Adult Education office before the next class meeting. Failure to do so will result in a “0” (zero) grade.
 - **Tardiness:** Habitual tardiness is disrupting to the other students as well as the instructor(s). This absence of respect can reflect a student’s lack of interest in an adult education program that demands the highest degree of mature dedication and responsibility. A student that is tardy three (3) times will equal one (1) unexcused absence and may face disciplinary action. A total of five (5) will equal two (2) unexcused absences and may be grounds for dismissal from the program.
 - Students should review the class syllabus immediately upon receipt and ensure that they make proper arrangements to be present for all classes scheduled.

Breaks

Breaks will be given periodically during lecture and laboratory classes. Please avoid leaving the classroom at times other than during breaks. Class will resume promptly at the time indicated by the instructor. The instructor will not wait for those who return late. If you are more than 5 minutes late to return from a break you may be prevented from joining the class which will result in an unexcused absence. This can enter the student into disciplinary action. Beverages will be permitted in the classroom in bottles or containers that accommodate a top or lid. There will be no open-top beverage containers by way of cup, glass or mug permitted in the classroom. Any food or snacks must be consumed outside of the classroom. There will be no food permitted in the classroom.

Smoking

CVCC is a non-smoking facility. There will be no smoking anywhere on school property, inside or outside. Any individual that is found smoking on CVCC property can be asked to leave the premises which will then result in an unexcused absence.

State and CVCC EMT Rules

The following rules are applicable to all students. Please read all rules thoroughly. If you should have any questions, please notify your instructor.

- 1) All cell phones/pagers must be either turned off or set to vibrate. During class time, there will be no phone calls or text messaging permitted. If any student is found to be text messaging during class, he/she may be asked to leave for the remainder of the class time and receive an unexcused absence. This will be at the discretion of the instructor. Family emergencies are the exception and simply require instructor notification.
- 2) Uniform shirts will be provided as per tuition/course fees. It will be the student's responsibility to purchase EMS uniform pants, belt and boots/shoes. The instructor will provide information on location and costs for purchasing. There are affordable options available. See an instructor for details.
- 3) Complete uniforms must be worn to each class and are required when completing clinicals. A neat, clean, professional appearance is expected in the classroom AT ALL TIMES. **No hats of any kind (snow, baseball, etc.), earrings, piercings or obstructive jewelry.** If any student is found to be out of uniform, they will be sent home at the discretion of the instructor with an unexcused absence. Again, a complete uniform is defined as: *uniform shirt, EMS pants, belt, black uniform boots or shoes, black socks.*
- 4) All information submitted on paperwork, state forms, Cuyahoga Valley Career Center forms, and workbooks, must be true and correct. **Any fraudulent entry may be considered a sufficient cause for dismissal.**
- 5) You are responsible for having all required materials with you in class. Be Prepared!
- 6) Skills taught and performed in class such as splinting, bandaging, lifting/moving, hands on assessment, blood pressures, etc. will be completed on a partner in class. This means there will be hands-on contact with other students. All contact will be under the direct supervision of the instructor after specific directions of what is

expected to be completed. Any problems related to this type of practice should be directed to the Lead Instructor.

- 7) No food or open bottle beverages are allowed in the classroom.
- 8) There will be **zero tolerance** for cheating. Student will be immediately dismissed with no refund.
- 9) There will be **zero tolerance** for sexual harassment. After review and investigation of the offense, the student may be dismissed with no refund. Professionalism and respect to your peers is expected.
- 10) This type of adult education program requires a high degree of mature responsibility that must yield self-control. There will be no unnecessary disruptions during class. Any unnecessary disruption may result in the student being sent home with an unexcused absence. This will be at the discretion of the instructor.
- 11) **You must go on the Internet to register for the National Registry EMT exam.** You must pass the National Registry Exam in order to be certified as an EMT-Basic in the State of Ohio. **(Please see attached information sheet explaining the procedure for registering).**

Testing and Grading Policy

The didactic portion of the program is evaluated through exams which include multiple choice given in the classroom or as a take home assignment by the lead Instructor. These tests will be comprised of both computer-based and written test format depending on the content.

Student MUST maintain an 80% throughout each module, and pass each module final with an 80% or better. If a student fails a module exam it will result in consultation and the student will be given one attempt to retest a module exam or final exam throughout the program. Failure of any additional exams, after the consultation, will result in failure of the program. In addition, students must remain at or above an 80% cumulative grade point average throughout the program. Failure to maintain an 80% cumulative average will result in consultations and ultimately removal from the program.

Grading Scale: Grades during the didactic phase will be determined on the basis of the following:

Passing-	80% or greater
Failing-	79.9% or less

Distribution of Didactic Grade:

Module Finals: Each student will be responsible to complete all required assignments prior to each Module Final. Student's failing to complete the required assignments will be given an incomplete grade constituting failure from the program.

Each Module Final will be graded on a criterion based standard, using the 80th% as the passing indication. All students will be required to successfully complete and pass each Module Final in order to continue in the program.

Students failing to pass the Module Final will be given one retest per class to use at their discretion. A student may use their single retest to retake a Module Final or Course Final. If the student fails to pass the exam on the retest, they will be dismissed from the program.

Course Final: The course Final will be a comprehensive exam measuring the student's ability to demonstrate proficiency of the curriculum. Students are required to pass the Course Final with an 80% or greater for course completion. Students failing to pass the Course Final may use their one retest option, if available, to retake the Course Final. Failure of the retest constitutes program failure and will result in dismissal from the program.

Remediation: Failure of a student to meet academic or skill performance standards will result in remedial action to address educational strategies. Such corrective action may include additional course work in the form of oral presentations; written assignments; one-on-one coaching by peers or staff and/or assignment of an academic or skills mentor. The student or the Lead Instructor may initiate remediation. All remedial sessions will be documented and the documentation forwarded to the students' program file. Inability to correct academic or skill performance deficiencies with remedial course work is grounds for dismissal. A student may discuss academic or skill performance difficulties at any time by making an appointment directly with the Lead Instructor or Program Director during posted office hours.

Disciplinary Procedures

The following is a list of actions that would require disciplinary action. Other actions may fall into this category at the discretion of the instructor. These actions may **be grounds for dismissal from the EMT program:*

- Tardiness that exceeds the aforementioned guidelines
- Two (2) or more unexcused absences
- Second failure of a required practical skill station

- Behavioral nonconformity to include, disrespect to other students or instructors, sexual harassment, offensive language or any disruption that is socially unacceptable.
 - Uniform discrepancy/non-compliance
 - Destruction of property
 - Leaving without permission
 - Carelessness of program/school property or equipment
 - Dishonesty/cheating
 - Lack of interest or motivation to learn
 - Sleeping in class
 - Cell phone usage/texting
 - Suspected of being under the influence of alcohol and/or drugs of abuse
 - Weapons/firearms possession.
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- Grievance Procedure - See Adult Education Grievance Procedure in the beginning of this Handbook.

General Class Information

- Conduct yourself with a “team” approach by working professionally with other students, instructors and guests.
- Be supportive and respectful of the educational pursuits of your classmates.
- Be attentive in classes and demonstrate a desire to learn and grow.
- Come to class prepared to participate, showing self-direction and motivation.
- The State of Ohio Department of Public Safety mandates that all forms must be completed and signed by each student. All information must be true and accurate.
- All completed forms will be kept in Cuyahoga Valley Career Center’s Public Safety office. All financial and personal information for each student is confidential and is the property of Cuyahoga Valley Career Center.
- Online and distant education courses are not available options for the EMT program.
- Cuyahoga Valley Career Center does not provide transcripts after the completion of the course. A Certificate of Completion is provided to each student upon successfully completing the course. If a letter of completion is needed for employment or future education, please contact the Adult Health Education Office.
- At the close of each course the adult enrollee completes a course evaluation and site evaluation. These instruments are studied and reviewed by the coordinator to identify areas in need of change, updating, and integrated into the curriculum as deemed appropriate by the faculty body.
- WorkKeys® tests in Applied Math, Graphic Literacy, and Workplace Documents will be given as a pre-entrance assessment to all Adult Education students. The State of Ohio Department of Education requires these tests for career development programs.
- Students must attend complete EMT program at Cuyahoga Valley Career Center. Cuyahoga Valley Career Center does not accept students transferring from an outside training facility.
- Students that successfully complete our EMT and/or Fire programs can receive credit from Cuyahoga Community College towards an Associate Degree. Please

visit the following web site for conditions, benefits and criteria. <http://www.tri-c.edu/transfer-center/index.html>

- Students can visit the following web site for sample EMT exams.

<https://www.cuyahogalibrary.org/Research/Resources/Learning-Express-Library.aspx>

Click on “Access Resource” to get to the tests. Students may need to sign in with their library card or create an account to access practice tests.

Course Syllabus

<u>Week</u>	<u>Chapter (Reading)</u>	<u>Topics</u>	<u>Assignment</u>	<u>Test/Module Final</u>	<u>Lab</u>
1	Chapter 1 Chapter 2 D. Zezena	Introduction Review Student Handbook Course overview Introduction to EMS Work Safety And Wellness	Intro/Tour		Intro/Tour
1	Chapter 8 Chapter 3 D. Zezena	Lifting and Moving Patients Medical, Legal, Ethical Issues	UNIFORMS REQUIRED		Picture ID's Lifting Moving
2	Chapter 5 Chapter 6 D. Zezena	Medical Terminology and A&P The Human Body	N/A	<i>Ch. 1,2,3 and 8 Test</i>	N/A
2	WORK KEYS Testing	WORK KEYS Testing	N/A	<i>Take Home Ch. 5 Test</i>	
3	Chapter 7 Chapter 9 D. Zezena	Life Span Development The Patient Assessment Vital Signs and	N/A	<i>Ch. 6 and 7 Test</i>	Assessment Vital Signs Monitoring Devices

		Monitoring Devices			
3	Chapter 14 D. Zezena	Assessment of the Medical Patient Reassessment	N/A	<i>Module Final Section 1</i>	Assessment Vital Signs
4	Holiday No Class	Holiday No Class	N/A		
4	Chapter 10 D. Zezena	Airway Management Respiration and Artificial Ventilation	N/A	<i>Ch. 9 and 14 Test</i>	Opening the Airway, Lung sounds, Adjuncts, Suction, NRBM, Simple Mask, Pocket Mask, BVM, OPA/NPA, Oxygen Tanks
5	Chapter 11 Chapter 15 D. Zezena	General Pharmacology Respiratory Emergencies	N/A	<i>Ch. 10 Test</i>	N/A

5	N/A	Module Review/Lab	N/A	<i>Ch. 11 and 15 Test</i>	Opening the Airway, Lung sounds, Adjuncts, Suction, NRBM, Simple Mask, Pocket Mask, BVM, OPA/NPA, Oxygen Tanks
6	Chapter 16 D. Zezena	Cardiac Emergencies	N/A	<i>Module Final Section 2-5</i>	Cardiac Assessment NTG Spray/Tabs EPI Pen
6	Chapter 4 Chapter 20 D. Zezena	Communication and Documentation Immunological Emergencies	N/A	<i>Ch. 16 test</i>	Radio Reports EPI Pen
7	Chapter 19 Chapter 17 D. Zezena	Diabetic Emergencies and Hematological Emergencies Neuro Emergencies	N/A	<i>Ch. 4 and 20 Test</i>	N/A

7	Chapter 21 Chapter 22 D. Zezena	Toxicology Behavioral & Psychiatric Emergencies/Suicide	N/A	Ch. 19 and 17 test	SELF DEFENSE: Escort Positions Patient Restraint Personal Safety
8	Chapter 18	Gastrointestinal and Urological Emergencies	N/A	Ch. 21 and 22 test	Open Lab Mid-term Review D. Zezena
8	N/A	<u>DO NOT MEET</u> <u>AT</u> <u>CVCC</u> CLINICAL ORIENTATION Meet at Brecksville Fire Dept. – 6pm	N/A		<u>Tour</u> Brecksville Fire Marymount Hospital Packard
8	Basic Life Support Provider Course Book N. Dylag	SATURDAY CLASS American Heart Association Basic Life Support Provider Course	N/A		Basic Life Support Provider Course
9	Chapter 24 Chapter 25	TRAUMA Bleeding	N/A	Ch. 18 Test Take Home Ch. 24/25	

				Test	
9	Lab	Lab Patient assessment Airway Assessment	N/A		Lab
9	Lab	SATURDAY CLASS Module Review / Lab Patient assessment Airway Assessment	N/A		Lab
10	Chapter 26 D. Zezena	Soft-Tissue Trauma CLINICALS START THIS WEEK	N/A	Module Final Section 6	Dressings Bandaging Bleeding Control
10	Chapter 31 D. Zezena	Musculoskeletal Trauma	N/A	Ch. 26 test	SPLINTING: Hare/Sager Air Vacuum Board Splints Backboard
11	Chapter 27 Chapter 28	Trauma Head,	N/A	Ch. 31 test	Trauma Assessment Cervical

	D. Zezena	Neck and Spine			Immobilization Backboard Bandaging Splinting
11	Chapter 29 Chapter 30 D. Zezena	Chest and Abdominal Trauma Assessment of the Trauma Patient	N/A	Ch. 27 and 28 Test	Trauma Assessment
12	Chapter 32 D. Zezena	Environmental Emergencies	N/A	Ch. 29 and 30 Test Take Home Ch. 32 Test	
12	Chapter 33 Chapter 23 D. Zezena	Obstetric and Gynecologic Emergencies	N/A	Ch. 32	Assessment Normal Delivery Abnormal Delivery Care of the Newborn Complications
12	N/A	SATURDAY CLASS Trauma Labs	N/A	Take home Ch. 33,23 test	Trauma Assessment /Skills
13	Chapter 34 Chapter 35	Pediatric Emergencies	N/A	Module Final Section 7	

	D. Zezena	Geriatric Emergencies			
13	Chapter 36 Chapter 37	Patients with Special Challenges Transport Operations	N/A	Ch. 34,35 Take home Ch. 36 and 37	
14		Open Labs	N/A	Module Final Section 8	OPEN LAB
14	Chapter 38 Chapter 39	Extrication ICM	N/A	Take Home Ch. 38,39 Test	Open Lab
15	Chapter 40 Chapter 41	EMS Response to Terrorism Team Approach	N/A		
15	Holiday No Class	Holiday No Class			
16	Lab	Open Labs	N/A	Ch. 40 and 41	open labs
15	Lab	Open Labs	N/A	Module Final Section 9	

16		Workbook check off Registry practice *ALL CLINICAL REQUIREMENTS DUE*	ALL PAPERWORK DUE	<i>Module Final Section 10 workbook</i>	
16		Class Final	N/A	<i>Final</i>	N/A
17	NR Exam Practice	NR Exam Skill Practice	N/A		Open Lab
17	N/A	National Registry Skills Testing	N/A		N/A
17		Graduation			

Lecture / Lab = 152
Clinical & Field Training = 20
Total = **172 hours**

National Registry Practical Examination (Skills Testing)

- Patient Assessment - Trauma
- Patient Assessment - Medical
- Cardiac Arrest Management /
AED
- Oxygen Administration by Non-Rebreather Mask
- Bag Valve Mask Ventilation of an Apneic Adult
- Patient Spinal Immobilization (Supine Patient)
- Random EMT Skills:
 - Spinal Immobilization (Seated Patient)
 - Bleeding Control/Shock Management
 - Long Bone Immobilization
 - Joint Immobilization

**A larger variety of Course Curriculum Skills will be required to pass in LABS prior to NR Testing.*

Clinical Information

Cuyahoga Valley Career Center holds affiliation agreements with area hospitals and fire departments for various types of clinical externships. It is our goal at CVCC to provide a clinical opportunity for each student; however, acceptance of students into a clinical environment is at the discretion of area health care facilities based on their staff availability and needs. This is standard practice for all health care facilities, causing competition between health care students at all educational institutions for limited space.

- The clinical experience is a learning experience not a working experience.
- Students will be required to attend a clinical experience in both the Emergency Room and in the Pre-hospital (EMS) field. Hours completed in each will be assigned at the discretion of the Lead Instructor.
- Students are not to replace any employee or assume anyone's job responsibilities.
- There are no financial benefits paid.
- The clinical facility has the right to make scheduling adjustments or reassignments based on staffing and departmental needs.
- Students will be assigned to an on-site staff member (preceptor) to supervise the clinical experience.
- Clinical scheduling times are the responsibility of the student and the schedule must be completed as designated by the Lead Instructor.
- Clinical times must be scheduled outside of classroom time.
- Blood-borne pathogens will be taught and followed in all practical and clinical settings.
- If employed by contracted agency, the student must not be counted as essential personnel but be attending as a student representing Cuyahoga Valley Career Center.
- The on-site preceptor may change from day to day based on the facility's staffing schedule.
- The preceptor is responsible to document the student's experience and evaluate performance.
- Student will provide, upon request, a certified copy of his/her health insurance policy. While at the facility, the students will not be considered as employees or agents of the facility; therefore, they will be ineligible for remuneration and will not be covered by the facilities social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits except as set forth herein.
- The clinical facility has the right to dismiss a student from a clinical experience for behaviors including but not limited to the following: if the students is not in compliance with facility policies and procedures, unexcused absence, inappropriate behavior, or violation of patient confidentiality. *It will be at the discretion of your instructor to allow and reschedule the clinical experience.*

When doing your clinical time, the following rules apply:

- Students are expected to be fifteen minutes early.
- Will be dressed in FULL UNIFORM: CVCC uniform shirt, dark uniform EMS pants, uniform boots or shoes, black socks and black belt. If you are out of uniform, you will be sent home.
- No facial piercings or obtrusive jewelry.
- Students must be equipped with a stethoscope, pen, and a watch with a second hand.
- Professional behavior will be expected during all clinical hours.
You are a reflection of the school, your instructors and the EMS/Fire industry. Any behavior that is reported to be unprofessional, disrespectful or otherwise socially unacceptable will result in immediate dismissal from the program following confirmation from a detailed investigation conducted by the Lead Instructor, CVCC representatives, law enforcement or other required professional agencies or personnel.
- Students must complete a minimum of six (6) in hospital patient assessments and at least three (3) pre-hospital assessments.
- Clinical time must be scheduled and completed prior to the course final exam and course completion.
- **If a student cannot attend a scheduled clinical session, phone notification must be made by the student to the clinical site with an explanation. Clinical discipline policy is outlined below:**
 - Excused Absence (*with notification*) ----- Accepted
 - Late to clinical (*with notification*) ----- Verbal Warning
 - Late to clinical (*no call*) ----- Verbal Warning
(Explanation required)
 - No show to clinical (*no call*)----- Written Warning
(Explanation required)

For any “*second offense*” the student may face dismissal from the program.

Students in a clinical environment will be evaluated on the following:

- Appearance (personal grooming, uniform, etc.)
- Attitude (interest, courteous, confident, cooperative)
- Maturity (accepts supervision, adapts to situation, accepts assignments)
- Dependability (punctual, completes tasks, accepts responsibility)
- Initiative (seeks new learning opportunities)
- Clinical Tasks (performs lab and diagnostic skills)
- Interpersonal (cooperates with co-workers, supervisors, physician)

Marymount Hospital Clinical Hours

LOCATION

***Marymount Hospital
Cleveland Clinic Health System
12300 McCracken Road
Garfield Heights, Ohio 44125***

Directions to Marymount Hospital:

Near I-480 and I-77, just 4 miles west of I-271

From the West:

Exit I-480 at East 98th Street. Turn left; follow East 98th Street about 2 miles. Turn right onto Granger Road and follow the signs to the Hospital.

From the East:

Exit I-480 at Broadway. Turn right; follow Broadway for approximately 1 mile. Turn left onto Henry Street. Follow Henry Street to McCracken; Hospital is visible at intersection.

Marymount Hospital: 216-581-0500

Emergency Department: 216-587-8170

Jeff Gembus – EMS Director: 216-587-8236 jgembus@ccf.org

Brian Summers bsummers@ccf.org

Parking – There is no charge for parking.

Fire Department Clinical Sites

BRECKSVILLE FIRE DEPARTMENT

9023 Brecksville Road

Brecksville, Ohio 44141

440-526-2640

Fax: 440-526-6654

Contact: Mike Packard-Medmike18@yahoo.com

Chief: Nickola Zamiska

BROADVIEW HEIGHTS FIRE DEPARTMENT

3591 Wallings Road
Broadview Heights, Ohio 44147
440-526-4493
Fax: 440-526-6153
Contact: Patricia Koss-pkoss@bhfd.org
Chief Jeff Hajek

COPLEY FIRE DEPARTMENT

1540 S. Cleveland-Massillon Road
Copley, Ohio 44321
330-666-6464
Fax No. 330-666-2245
Contact: Jeff Varga-JVARGA@copley.oh.us
Chief Chris Bower

GARFIELD HEIGHTS FIRE DEPARTMENT

5115 Turney Road
Garfield Heights, Ohio 44125
216-475-4053
Fax No. 216-475-4053
Contact: Sandy Mistur-SMistur@garfieldhts.org
Chief Tom Nemetz

NORTHFIELD VILLAGE FIRE DEPARTMENT

10271 Northfield Road
Northfield Village, Ohio 44067
330-467-7139
Fax: 330-467-7152
firechief@northfieldvillage-oh.gov
Chief Jason L. Buss

PHYSICIANS MEDICAL TRANSPORT TEAM

4495 Cranwood Pkwy
Warrensville Heights, Ohio 44128
216-714-0100
Fax: 216-823-2169
swildenheim@physiciansambulance.com
Contact: Scott Wildenheim

SOLON FIRE DEPARTMENT

5595 Harper Road
Solon, Ohio 44139
440-349-6333
Fax: 440-349-6337
Contact: Margie Advent madvent@solonohio.org
Chief William Shaw wshaw@solonohio.org

*Call Fire Department for Station Assignment Prior to Going

TWINSBURG FIRE DEPARTMENT

10069 Ravenna Road

Twinsburg, Ohio 44087
330-963-6256
Fax: 330-467-7152
Chief Tim Morgan

Registration Procedures - National Registry EMT Test

***Once you have been approved by CVCC to take the NR EMT exam, you will have no longer than fourteen (14) days to schedule and sit for the exam.**

(Information on computer based testing is on the NREMT website at nremt.org. Please refer to the NREMT website for the most current policies and procedures).

Follow these easy steps 3 to 4 weeks in advance of when you plan to test. If you need additional assistance, please contact the NREMT at 614-888-4484.

Step 1: Create Your Account

- Go to nremt.org and click on 'Create New Account'.

Step 2: Login

- After you have completed Step 1, you can return to the home page and log in with the username and password you created.

Step 3: Manage Your Account Information

- Complete all the information in the Personal Account Information fields as prompted. The first and last name you include in this area should be the same as what appears on your driver's license (or the ID you will present at the testing center), and is what will appear on your application, National Registry certificate, and card upon successful completion of the examination.

Read this to avoid delay! *Make sure the first and last name you use to set up your Account matches the name on your driver's license EXACTLY (or the ID you will present at the testing center) or you will be denied access to the testing center on the day of your exam!*

Step 4: Create a New Application

- Click on 'Create Initial Entry Application' to apply to take your exam.
- Review the Personal Information Summary – if any items are incorrect, you can make corrections by clicking on 'Manage Account Information'.
- Select the application level you wish to complete.

Step 5: Pay Application Fee

- Your application fee is part of your tuition and it is recommended that you complete your online application at the school on the designated date; in order to prevent delays. However, you may pay at a later date.
- To pay at a later date, go to ‘Check Initial Entry Application Status’ and choose ‘Application Payment’.

Read this to avoid delay! *An Authorization to Test (ATT) Letter allowing you to schedule your exam will not be issued until payment has been received and successful course completion verification has been completed. If you do not complete your application at the school on the designed date, it is YOUR responsibility to call the Adult Education Office to schedule your payment.*

- While you can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT, **CVCC will not reimburse your exam fee..**

Step 6: Check to See if You Are Approved to Take Your Exam

Read this to avoid delay! *You will only see ‘Print ATT Letter’ when you have been verified to test! This link will not appear if the verification process is not yet complete!*

- Monitor the progress of your application and watch for your Authorization to Test (ATT) Letter by going to the NREMT home page and logging in using your username and password.
- Click on ‘Check Initial Entry Application Status’.
- If you see ‘Submitted’ next to ‘Course Completion Verification’, this means the NREMT has submitted your information to the program you indicated, and is waiting for authorization from the education program director indicating that you have completed the course.
- If you see ‘Not Submitted’ next to the ‘Application Payment’, you must pay the fee prior to receiving an ATT Letter.
- When successful course completion has been verified by your education program director and payment has been made, you will see the following link: ‘Print ATT Letter’.

Step 7: Print the ATT Letter to Schedule Your Exam through Pearson VUE

- Scroll down to see if the ‘Print ATT Letter’ appears.

Read this to avoid delay! *Click on this link to print your ATT Letter. Print and follow the instructions in your ATT Letter.*

- Your ATT Letter will contain instructions on how to schedule your examination through the Pearson VUE website.
- Your ATT Letter will also include other important information you should read carefully!

Read this to avoid delay!

- Schedule your exam carefully! Rescheduling fees apply!
- Refunds cannot be issued for no-shows.
- If you arrive late for your exam, you may lose your appointment!

NREMT Application Progress

Monitor the Progress of your Application

You can monitor the progress of your application at any time. • Login on the NREMT Home Page using your username and password

- Click on 'Candidate Services'
- Click on 'Check Application Status'
- Three areas of the application process are displayed:

1. Course Completion Verification. 2. Payment of Application Fee and 3. Practical Skills Verification.

Each topic provides an explanation of the status and who to contact for further assistance, if necessary. **Monitor the Progress of Your Application**

You will need the following information:

This course has been approved in the state of: **Ohio**

Program Name: **Cuyahoga Valley Career Center**

State Application Procedure

Ohio Department of Public Safety *State of Ohio Initial Certification Directions:*

- Go to the following website –

<https://www.ems.ohio.gov/certifications-initial-ems.aspx>

- Click “Application-EMS Provider Initial Certification”
- Type in the Course ID: (given to you in class)
- Type in the Password: (given to you in class)
- Complete online Application

- Submit application – once you have submitted your application, you will be required to fill out a DMA form. If you answer “yes” to having a criminal conviction, or having a certification revoked or suspended, you will be required to fill out a Criminal History form.
- After you have applied for certification, you will be listed as pending approval. Once you have passed the National Registry exam, you will be approved for your State card by Cuyahoga Valley Career Center. Your application will then be processed by EMS and the certification will be granted.

Ohio Administrative Code

4765-8-01 Qualifications for a certificate to practice.

(A) An applicant for a certificate to practice as an emergency medical responder, Emergency Medical Technician-Basic, advanced Emergency Medical Technician-Basic, or paramedic must meet the following requirements:

- (1) Submit a completed application on a form approved by the board;
 - (2) Successfully complete an EMS training program through an accredited institution, pursuant to section 4765.17 of the Revised Code and Chapter 4765-7 of the Administrative Code, and receive a certificate verifying completion of such program at the level for which the certificate to practice is sought. Such program must have been completed no more than two years prior to making application;
 - (3) Submit documentation of successful completion of the following federal emergency management agency training courses:
 - (a) National incident management system course IS-700.a:
 - (i) For online courses, the web site can be accessed at <https://training.fema.gov/is/crslist.aspx>;
 - (ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at <https://training.fema.gov/emiacourses/emiacatalog.aspx>;
 - (b) Incident command system course IS-100.b:
 - (i) For online courses, the web site can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>;
 - (ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at <http://www.training.fema.gov/is/coursematerials.aspx?code=is-100.b> .
- Completion of the above courses is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, December 17, 2003) and approved by the board as being necessary for initial training.
- (4) Pass an initial certification examination in accordance with rule 4765-8-05 of the Administrative Code;
 - (5) Be at least eighteen years of age;

(6) Has not been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, any of the following:

(a) Any felony;

(b) A misdemeanor committed in the course of practice;

(c) A misdemeanor involving moral turpitude;

(d) A violation of any federal, state, county, or municipal narcotics or controlled substance law;

(e) Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph.

(7) Has not been adjudicated mentally incompetent by a court of law;

(8) At the time of application, is not under indictment for any felony or has any misdemeanor charges pending as outlined in paragraph (A) (6) of this rule;

(9) Does not engage in the illegal use or illegal acquisition of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as an EMS provider;

(10) Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4765. of the Revised Code;

(11) Has not been convicted, in this state or another state, of providing emergency medical services or representing himself/herself as an EMS provider without a license or certificate, or similar crime directly related to the profession of EMS;

(12) If the applicant is, or has been, certified or licensed as an EMS provider in this state or another state, the applicant's certificate or license is not currently on probationary status nor has it been suspended or revoked by the board or the EMS certifying or licensing entity in another state.

(B) In deciding whether to grant a certificate to practice, the board has the following options:

(1) The board shall issue a certificate to practice to an applicant who meets all of the requirements listed in paragraph (A) of this rule;

(2) The board shall refuse to grant a certificate to practice to an applicant who fails to meet one or more of the requirements listed in paragraphs (A)(1) to (A)(5) of this rule;

(3) The board may grant, refuse to grant, or limit a certificate to practice to an applicant who meets the requirements listed in paragraphs (A)(1) to (A)(5) of this rule, but fails to meet one or more of the requirements listed in paragraphs (A)(6) to (A)(12) of this rule.

Effective: 4/1/2016

Five Year Review (FYR) Dates: 01/15/2016 and 01/14/2021

Promulgated Under: [119.03](#)

Statutory Authority: [4765.11](#), [4765.30](#)

Rule Amplifies: [4765.30](#)

Prior Effective Dates: 1/1/96, 2/22/99, 4/29/00, 1/13/02, 3/23/03, 2/13/06, 9/28/06, 7/2/09, 2/06/12

Ohio Revised Code

4765-15-01 Emergency Medical Technician-Basic Curriculum Prior to September 1, 2012.

[Comment: For dates and availability of material incorporated by reference in this chapter and Chapters 4765-01 to 4765-10 and 4765-12 to 4765-19 of the Administrative Code, see rule [4765-1-03](#) of the Administrative Code.]

(A) Prior to September 1, 2012 an EMS training program for a certificate to practice as an Emergency Medical Technician-Basic or an Emergency Medical Technician-Basic refresher program shall be conducted in accordance with the curriculum as set forth in this rule or in rule [4765-15-05](#) of the Administrative Code. An EMS training program for a certificate to practice as an Emergency Medical Technician or an Emergency Medical Technician refresher program starting on or after September 1, 2012, shall be conducted in accordance with rule [4765-15-05](#) of the Administrative Code.

(B) An EMS training program for a certificate to practice as an Emergency Medical Technician-Basic shall be conducted in accordance with division (C) of section [4765.16](#) of the Revised Code, and shall follow the United States department of transportation (USDOT) "1994 Emergency Medical Technician-Basic National Standard Curriculum." Such program shall be one hundred thirty hours, allocated as follows:

- (1) Ninety-five hours devoted to emergency victim care, assessment, and management of the adult and pediatric patient;
- (2) Three hours devoted to reading and interpreting the vital signs of a trauma victim;
- (3) Two hours devoted to pathophysiology of the airway, ventilation, and respiration;
- (4) Six hours devoted to mechanics of intubation, including dual lumen airway and endotracheal;
- (5) Six hours of training in cardiopulmonary resuscitation;

(6) One hour devoted to pharmacology and subcutaneous auto-injection of epinephrine;

(7) Ten hours devoted to one of the following:

(a) Clinical experience;

(b) Prehospital internship;

(c) Combined clinical experience and prehospital internship;

(8) One hour of emergency vehicle operator training;

(9) Six hours of written and practical testing.

(C) An "Emergency Medical Technician: Basic Refresher Curriculum" shall consist of thirty hours according to objectives approved by the board for the number of hours listed in each of the following subject areas:

(1) Eight hours on trauma issues, two of which must pertain to triage and transportation protocols approved by the board;

(2) Six hours on pediatric issues;

(3) Six hours on medical emergencies;

(4) Two hours on geriatric issues;

(5) Two hours on cardiology;

(6) Two hours on airway and ventilation;

(7) Two hours on EMS operations;

(8) Two hours on obstetrics and gynecology.

(D) An accredited or approved institution offering a training program or refresher program, as outlined in paragraphs (B) and (C) of this rule, shall provide for regular evaluation of student performance and achievement through written and practical testing, prior to issuance of a certificate of completion.

Effective: 6/15/2018

Five Year Review (FYR) Dates: 3/12/2018 and 03/01/2023

Promulgated Under: [119.03](#)

Statutory Authority: [4765.11](#)

Rule Amplifies: [4765.16](#)

Prior Effective Dates: 01/01/1996, 01/25/1999, 03/23/2003, 08/30/2008, 02/06/2012,
10/18/2013

Receipt of Handbook

(This form will be provided for you to complete at the time of registration)

EMT

I attest to the fact that the Cuyahoga Valley Career Center's EMT Instructor has read and explained the EMT Student Handbook and I understand the rules and expectations within that handbook. I hereby give permission to Cuyahoga Valley Career Center to verify any information given. I understand that I shall be dismissed from any and/or all of Cuyahoga Valley Career Center's Public Safety programs if circumstances justify such dismissal.

Printed Name

Signature

Date

Please sign and return this form to your instructor.