EMERGENCY MEDICAL TECHNOLOGY (EMT)

GATEWAYCC.EDU/EMERGENCY-MEDICAL-TECHNOLOGY

[INFORMATION PACKET]









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The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, http://www.maricopa.edu/non-discrimination.

WELCOME LETTER

Welcome to the GWCC EMT community!

We are thrilled that you have chosen GateWay Community College to pursue an exciting and fulfilling career in Emergency Medical Services. This student handbook, developed by our dedicated staff and administration, is a comprehensive guide for all students enrolled in our programs. It is designed to supplement the GateWay Community College Student Handbook, so please familiarize yourself with all college policies and regulations and the information outlined here.

At GWCC EMT, we are committed to providing a supportive and enriching learning environment. Our experienced instructors and program supervisors are here to assist you every step of the way. Regardless of your background, we ensure equal opportunities for all students to learn, apply knowledge, and develop skills.

Once again, welcome to the GWCC EMT family. We are excited to embark on this educational journey together.

Sincerely,

Daniel Davis Program Supervisor of EMT and Fire Programs

Daniel Davis, – Program Supervisor / 602.392.5354 / E-mail: daniel.davis@gatewaycc.edu Please note that the curriculum and prerequisites for the program will be revised periodically. It is the applicant's responsibility to remain aware of any changes in admission requirements.

College Website: http://www.gatewaycc.edu

EMT Program Website: <u>https://www.gatewaycc.edu/degrees-certificates/emergency-medical-technology</u>

College Advising: gatewaycc.edu/advising; 602-286-8600; advisor@gatewaycc.edu



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PROGRAM OVERVIEW

Program Overview

The Certificate of Competency (CCT) in Emergency Medical Technology (EMT) program includes techniques of emergency care, stabilization, and immobilization of a victim's illness and injuries. Recognition and documentation of signs and symptoms of illness and injury, intervention, and evaluation of the intervention are integrated into the program. Techniques for assessment, administration of oxygen, use of specific immobilization devices, and preparation for transportation are other areas of the program.

EMT students will be challenged daily in class as they learn the crucial skills needed to perform in emergency medicine. The EMT program will take students with minimal to zero medical knowledge and in 20 weeks have them trained and prepared to assist people in their most critical time of need. EMTs are trained to handle events such as heart attacks, strokes, internal bleeding, diabetic problems, and trauma patients.

The Emergency Medical Technology (EMT) program is the first step towards a career in emergency medical services. The techniques taught in the program are in accordance with the state and national curriculum. Successful completion of this program will make students eligible to sit for the National Registry of EMTs certification examination in order to gain state certification.

Emergency Medical Technology

Are you searching for a service-oriented career where you can save lives? Consider the Emergency Medical Technology program to take the first steps toward a rewarding career as a firefighter or licensed emergency medical technician (EMT). Upon successful completion of this program, you will be prepared for the fire academy, as well as for EMT jobs with ambulance service companies, first responder agencies, fire departments, and hospitals. You will be eligible to sit for the EMT national certification examination and the Arizona certification examination for Hazardous Materials First Responder Operation, which meets the requirements of the Arizona Center for Fire Service Excellence.

Our qualified instructors will introduce you to fire service, wellness and fitness, and hazardous materials. You will also be trained to recognize and handle a range of medical situations — from minor to life-threatening, including learning how to perform cardiopulmonary resuscitation (CPR), automatic external defibrillation, and the procedures for administering oxygen and medication. We will also teach you how to stabilize and transport trauma victims and those suffering a major medical event like a heart attack or stroke.

If you're ready to make a difference as a firefighter or EMT, start your training in the Emergency Medical Technology program today!

Students at any Maricopa Community College may need to complete courses at more than one of our colleges.

Visit <u>https://www.gatewaycc.edu/degrees-certificates/emergency-medical-technology</u> for more information.



Information Sessions

For more information on your program of interest, please attend one of the virtual information sessions. Participation in virtual information sessions is required (for some programs) and strongly suggested before enrollment. *Participation in an information session prior to contacting an Advisor is highly recommended.*

Attend a Virtual Information Session:

Visit <u>https://www.gatewaycc.edu/virtual-sessions</u> to register for a virtual information session:

To meet the advisor for the Emergency Medical Technology program use the online scheduling tool listed below:

- Self-schedule an appointment with advisor Debra Phillips <u>https://maricopa.craniumcafe.com/group/clock-hour-advisors-/scheduler</u> (Debra Phillips phillipsdm@gatewaycc.edu)
- Email advising: <u>advisor@gatewaycc.edu</u>
- Or call the Front Desk (602) 392-5401

For a complete listing of Clock Enrollment Steps, visit gatewaycc.edu/enroll/clock-enrollment-steps.

Instructor Meet and Greet

Join us in-person every Wednesday from 3:30 p.m. to 4:30 p.m. at the <u>SouthWest Skill Center</u> for a chance to meet with the instructors and learn more about the program!

- Check in at the SouthWest Skill Center front desk when you arrive.
- Please arrive early. Those arriving more than five minutes late will not be permitted to attend.
- Sessions are not held when GateWay is closed for a holiday.

Please <u>click here</u> to pre-register.



Apply for Program

If you are just starting college or new to Maricopa Community Colleges, or you already have an account and need to complete an application, reapply visit <u>www.gatewaycc.edu</u> and follow the directions below to apply for the program.

- Select "Apply Now" at the top of the page, in the banner.
- New Students click "New Student" and follow prompts
- Prior MCCCD Students click "Returning Student" and login. If you cannot remember your MEID and password, click "Forgot your Username?" and/or "Forgot your Password?" for assistance.

Enter/Verify Current Information		
Primary College of Interest	GateWay Community College	
Field of Interest	Health Sciences	
Primary Reason for Attending:	Get a Certificate	
Select a Plan	Emergency Medical Technology (EMT) (CER)	
Select Expected Start	Select Academic Year	

Application:

Call the Front Desk (602) 392-5401 and ask for Enrollment Services if you need assistance.



PRE-ENROLLMENT CRITERIA

Assessment and Placement Information

Student assessment helps us put you in the appropriate college classes in English, math, reading, or English as a Second Language (ESL) so you have a solid start to your educational career. At Maricopa Community Colleges, we use multiple measures like your high school GPA, GED scores, or college entrance exam scores, such as the ACT or SAT. We also provide placement testing through the EdReady online placement tool. And, we have placement information and options if you are a student in the English as a Second Language (ESL) program.

Visit <u>https://www.maricopa.edu/students/assessment-placement</u> for more information. To reach the Testing and Essential Skills Center visit <u>https://www.gatewaycc.edu/testing</u>, email <u>testing@gatewaycc.edu</u>, or call (602) 286-8160.

Reading Placement (need one of the following)

- High School GPA 3.0-4.0
- EdReady Critical Reading Score of 90 or above
 - <u>https://www.gatewaycc.edu/testing</u>
- ACT Reading Score of 22 or higher
- ACCUPLACER Next Gen Reading: 249 or higher
- ACCUPLACER Classic Reading: 92 or higher
- ASSET Reading†: 47 or higher
- COMPASS Reading†: 91 or higher
- HS GPA: 3.0 or higher
- ACT Reading Score: 22 or higher
- GED Reasoning Through Language Arts Score: 175 or higher
- SAT Reading & Writing Score:
 - Old Version (Prior to 2016): 860 or higher
 - New Version (2016 Current): 480 or higher

Request Enrollment

Using your Maricopa Student Email address, email an enrollment request to:

mailto:clockenroll@gatewaycc.edu

In your email, be sure to include:

- Program name and desired start date
- The funding source you intend to use to pay for your classes (self-pay, FAFSA, VA benefits, etc.)

Enrollment is based on eligibility, completed documents, and space in the program.



Uniforms and Professional Appearance

EMT Program uniform shirt (see below for purchasing instructions)

- Navy blue EMS Pants, or Navy Blue Dickies work pants (no scrubs)
- Black leather belt, utility or normal buckle
- Black leather safety toed boots (steel or composite toed shoe)
- Analog wrist watch with a second's hand, NO SMART WATCHES
- Optional: Program Logoed baseball hat (with brim facing forward)
- Optional: Program Logoed hooded sweatshirt in black, navy blue, gray or white colors

For uniform shirts, please go to the following Apparel Pro USA website: <u>http://www.apparelprousa.com/gateway-community-college-fire-science-t-shirts-pc54.html</u>

There are 3 colors to choose from and they are specific to each program. You cannot choose which one you like best.

Gray = EMT class Orange = West Mec EMT Class Red = EMS & Fire Prep

Please ensure you are selecting the proper color for your class.



FINANCIAL INFORMATION

Program Costs *

REQUIRED TUITION AND FEES

PROGRAM TUITION AND FEES	EMT
Registration Fee	\$ 15.00
Tuition Clock Hour	\$ 1,100.00
Course Fees	\$ 728.00
TOTAL Tuition & Fees	\$ 1,843.00

ADDITIONAL EXPENSES ESTIMATED COST

ADDITIONAL EXPENSES	ESTIMATED COST
Uniform (approx. cost per uniform)	\$100.00+

*Please note that these are only estimates and may change. Additional fees may apply.



Payment Options

Once you register for your classes, you will need to pay your tuition. There is no single best way to pay your tuition, but knowing your options will help you create a plan that works best for you.

Take action early if you plan to apply for financial aid or need to set up a payment plan. Be sure to monitor your Maricopa student email and Student Center regularly for new payment balances, due dates, and other updates, such as financial aid awards.

Students are responsible for the total program cost, which includes tuition and fees, out-of-pocket expenses, and any additional expenses associated with this program. Each student is expected to secure sufficient financial aid or Agency funding for their tuition and fees, and/or establish a payment plan during their enrollment.

We understand that the process of paying for college involves many steps. Because tuition & fees are due before classes start, we have compiled the following list of payment methods now accepted by the College.

Please Note: You will not be able to obtain your certification until your tuition & fees are paid in full.

For payment options and timeframes, visit <u>https://bit.ly/GWCCWaysToPay</u>

Scholarship Information and Alternate Funding Sources

- Visit <u>https://www.mcccdf.org/scholarships/</u> for more information
- For details regarding scholarship opportunities, please visit https://www.gatewaycc.edu/scholarships

What you should know about payment plans:

- This is not a loan program
- No interest or finance charges will be assessed
- No credit check
- Down payment is required
- Divides payments over time period

Contact Student Business Services for details at (602) 238-4347 or (602) 286-8277, as payment plans differ depending on the program.

- 10% down payment due 30 days prior to start date
 - 1 6 scheduled payments require 10% down payment plus \$25 enrollment fee*
 - 7 12 scheduled payments require 10% down payment plus \$45 enrollment fee*



Payment Plans must be set up online through your Student Center. All payment options require an immediate (same-day) down payment. If you choose to sign-up for the payment plan, please do so before your tuition due date, otherwise, your classes may be dropped.

* Nelnet payment plan enrollment fee is non-refundable

You May Pay Your Tuition & Fees By:

- Automatic Bank Payment (ACH) This is a pre-approved bank-to-bank transfer of funds from your checking or savings account, processed on the 5th of each month until your balance is paid in full within your enrollment period.
- Credit Card Monthly payments will be automatically charged to your credit card, processed by American Card Services, Inc. on the 5th of each month until the balance is paid in full within your enrollment period. eCashier registration is available online with this option

Use this link to pay for College <u>gatewaycc.edu/pay-college</u>

Your Financial Account

- For your convenience, you can view your financial account activity in your Student Center located at <u>Students | Maricopa Community Colleges</u>
- Credit/debit payments can be made online through MCCCD Student Center, in person at Student Business Services Department, or over the phone at (602) 238-4347 or (602) 286-8277
- Cash/check payment can be made in person at the Student Business Services Department (Check website for hours).

Payment Reminders

If you applied for and received financial aid, please check your student center to determine if you have any To Do List items as this may prolong being Awarded.

- Students unable to secure financial aid prior to their start date will be required to utilize a payment plan or third-party funding source.
- Your seat will not be secured until you have verified funding for your program. Failure to secure your seat by your due date may result in a drop from your program for Non Payment.
- Continued enrollment in the program is contingent upon the ability to secure tuition funding. Students who do not adhere to tuition payment guidelines will be withdrawn from the program.
- Students who are withdrawn prior to the program start date due to failure to comply with tuition payment guidelines will void their seat in class and it will be given to the next student in line who is on the waitlist.



Refund Policy

Students who officially withdraw from classes within the withdrawal deadlines listed below will receive a 100% refund for tuition, course and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

* Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

Visit this webpage for additional information: https://www.maricopa.edu/students/tuition-payment-information/student-refunds

How to Obtain a Refund

When dropping classes, you must officially do so during the refund period to be eligible for a refund. You can do this online using your Online Student Center or in person at your college's Admissions, Records, and Registration office.

Once you have officially dropped from your classes, and if you are eligible for a refund, you must contact Student Business Services at your college to receive your refund.



Student Business Service processes all refunds. All refunds of cash, check, and checking/saving payment plan payments are issued through the Maricopa Student Refund Program (MSRP). No refunds of cash are available. Refunds of credit card payments will be made only to the credit card on which the original payment was processed.

To ensure you receive your refund as quickly as possible, make sure your current address is correct, and update it if necessary in your Student Center in the Personal Information section.

If financial aid was used to pay your tuition, you may receive a refund via your selected refund method for any funds remaining after your tuition, fees, and other charges have been paid.

Click this link for additional information: https://www.maricopa.edu/students/tuition-payment-information/student-refunds

Disability Resources

Students with disabilities who believe that they may need accommodations in a class or program must contact the Disability Resource Center (DRC) at Gateway at (602) 286-8171. The Director of Disability Resources, Learning, & Testing Services is responsible for determining a student's eligibility for services and will notify the faculty in writing of the accommodations requested. During the first class session, faculty members shall announce that students may meet with them during office hours if they need special accommodations for a disability. If you have a question or concern, please contact the DRC.

gatewaycc.edu/disability-resources | email: disability.services@gatewaycc.edu | 602-286-8171

Medical Marijuana Policy

Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including clinical externship and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108, which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational externship - will be subject to disciplinary action and criminal prosecution.

Urine drug screens are required of students prior to attending healthcare clinical externship. Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.



Nondiscrimination Policy

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam era/disabled Veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

Notice

GateWay Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication

STUDENT RESOURCES

Courtesy of the Student Help Desk

Admissions and Records CALL: (602)286-8200 (Option1) HOURS: M -Th, 8a – 6p LOCATION: IE1214 CHAT: https://www.gatewaycc.edu/chat EMAIL: enroll@gatewaycc.edu or mailto:clockenroll@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/students/ad missions-and-records	Financial Aid Office CALL: (602) 286-8117 HOURS: M – Th, 8a to 6p LOCATION: IE1214 CHAT: https://www.gatewaycc.edu/chat EMAIL: finaid@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/pay-college /financial-aid	Student Business Services CALL: (602) 238-4347 or (602)286-8277 HOURS: M-Th, 8a-6p LOCATION: IE1214 EMAIL: mailto:DL-GWC-CAS@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/pay-college
Academic Advising CALL: Washington Campus and 18 th St.: (602)286-8600 HOURS: 8a-6p Call to schedule an appointment Trade and Technical Training Programs, Central City Campus and 18 th St. (602)649-3722 Southwest Skill Center: (602)392-5401 ROOM # (Washington St.): IE1214 WEBSITE: https://www.gatewaycc.edu/students/ac ademic-advising	Learning Center CALL: (602)286-8800 Summer Hours: May 30 – Aug 3 Virtual Hours: M –Th, 8a-6p In-Person Services (Computer lab, Printing, and Study Space): M-Th, 8a – 3p LOCATION: IE2108 EMAIL: lctutoring@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/students/le arning-center	Veterans Services Center CALL: (602)286-8076 HOURS: M-Th, 7:30a-6:00p LOCATION: MA1220 EMAIL: veterans@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/students/ve terans-services

Testing Center CALL: (602)286-8160 HOURS: M – Th, 8a-5p LOCATION: IE 1252 EMAIL: testing@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/students/te sting-center/testing-essential-skills-cent er	Disability Resources & Services CALL: (602)286-8171 Hours: M-Th, 9a-4p; Appointment Hours: M-Th, 9a-4p LOCATION: IE1202 EMAIL:	Library REFERENCE DESK: (602)286-8458 CIRCULATION DESK: (602)286-8454 Summer 2023 Hours: May 30 – Aug 3 HOURS: M-Th, 10a – 4p LOCATION: IE1115
	disability.services@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/disability-re sources	EMAIL: library@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/students/lib rary
Student Help Desk CALL: (602)286-8413 (Option 6) CHAT: gatewaycc.edu/chat HOURS: M-Th, 8a-5p LOCATION: IE1120	Children's Learning Center CALL: (602)286-8130 HOURS: M-Th, 7a-5p LOCATION: Between the CH and CP buildings on the Washington campus (until Aug., MA11 is home because of	Bookstore CALL: (602)286-8400 HOURS: M, W, 10a -3p; T, Th, 11a -4p LOCATION: MA1200 Bookstore Manager:
EMAIL: studenthelpdesk@gatewaycc.edu WEBSITE: https://www .gatewaycc.edu/student-help-desk For 24/7 Support: (888)994-4433	remodeling) EMAIL: clc@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/childcare	Daniella Hernandez CALL: (602)286-8318 FAX: (602)286-8319 EMAIL: 0179mgr@follet? WEBSITE: https://www.gatewaycc.edu/bookstore ORDER ONLINE: https://www.bkstr.com/gatewayccstore

Counseling CALL: (602)286-8900 HOURS: M-Th, 9a-2p; Schedule an appointment. LOCATION: MA1300 EMAIL: Counseling@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/counseling CRISIS LINE: La Frontera EMPACT: (480)784-1500 National Suicide Prevention Lifeline: 1 (800) 273-8255	Online & remote learning: WEBSITE: https://www.gatewaycc.edu/students/cl asses	Student Success Services CALL: (602) 286-8082 HOURS: M-Th, 8a-5p LOCATION: MA1372 WEBSITE: https://www.gatewaycc.edu/student-suc Cess Ace Program (602)286-8195 Dual Enrollment (602)286-8195 Hoop of Learning (602)286-8195 Trio Upward Bound, (602)286-8201 TRIO SSS (602)286-8199 Gecko Gear Up (602)286-8178 Honors Program: honors@gatewaycc.edu Campus Tours: (602)286-8178
Student Life & Leadership CALL: (602)286-8700 HOURS: M-Th, 8a-6p LOCATION: MA1132 WEBSITE: https://www.gatewaycc.edu/student-life Director: Jesse Palacio (602)286-8141 Email: palacio@gatewaycc.edu Coordinator: Ila Washington (602)286-8207 Email: washington@gatewaycc.edu	Campus Dining Gecko Café: CALL: (602)286-8308 HOURS: M-Th, 7:30a -2:00p LOCATION: MA1114 Director, Dining Services: Victor Teran Email: victor.teran@gatewaycc.edu WEBSITE: https://www.gatewaycc.edu/dining Gecko Espresso: M-Th, 7-1	Year Up CALL: (480)376-0898 In-Person: T, Th 8:00a – 4:30p Virtual: M, W 8:00a – 4:30p Fri 8:00a – 2:00p LOCATION: MA2113 EMAIL: azadmissions@yearup.org WEBSITE: https://www.gatewaycc.edu/degrees-ce rtificates/year



Diversity, Equity, & Inclusion	Gateway Early College High School	Career Center
Coordinator: Mikaela Figueroa	CALL: 602-286-8759	CALL: (602)286-8500
CALL: (602)286-8220	HOURS: M-Th, 7a-5p	HOURS: M-Th, 8a-6p
HOURS: M – Th, 8a – 6p	LOCATION: MA2350	LOCATION: IE1234
LOCATION: MA1150	EMAIL: GWECHS@gatewaycc.edu	EMAIL: careercenter@gatewaycc.edu
EMAIL: dei@gatewaycc.edu	WEBSITE:	WEBSITE:
WEBSITE: https://www.gatewaycc.edu/diversity-eq uity-inclusion	https://www.gatewaycc.edu/gateway-ea rly-college-high-school	https://www.gatewaycc.edu/career-service <u>s</u>