



**TCMI**  
Treasure Coast Medical Institute

# PROGRAM CATALOG

**Treasure Coast Medical Institute**  
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[www.treasurecoastmi.com](http://www.treasurecoastmi.com)

Licensed by the Commission for Independent Education, Florida Department of Education  
325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400  
(850) 245- 3200 and (888) 224- 6684  
**License # 5638**

*Catalogs are made available to our students online.*

Catalog: Dec. 2024 – Dec. 2025

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## INTRODUCTION

Treasure Coast Medical Institute, Inc. is owned by Kevin and Audrey Franklin. Treasure Coast Medical Institute, Inc. is located in Fort Pierce, Florida, and offers State of Florida and National Association of Emergency Medical Technicians (NAEMT) approved curriculum in Emergency Medical Technician, Paramedic, and Continuing-Education Courses. Treasure Coast Medical Institute, Inc. also serves as an Instructor Training Site for the American Heart Association (AHA).

“Treasure Coast Medical Institute” and “TCMI” are fictitious names used by Treasure Coast Medical Institute, Inc.

## STATE LICENSE AND AFFILIATIONS

Treasure Coast Medical Institute, Inc. is a legal private entity having active registration with the Florida Dept. of State, Div. of Corporations. We are licensed by the Commission for Independent Education, Florida Department of Education, License # 5638.

Additional information regarding this institution may be obtained by contacting the Commission at:  
325 West Gaines Street Suite 1414  
Tallahassee, FL 32399-0400  
Toll-free telephone number: (888)224-6684

## ACCREDITATION

Treasure Coast Medical Institute, Inc. is fully accredited by  
MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON SECONDARY SCHOOLS  
3624 Market Street | 2 West | Philadelphia, PA 19104  
Telephone: 267.284.5000 | FAX: 215.662.0957

"The Treasure Coast Medical Institute Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the National Registry's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:  
214-703-8445  
[www.coaemsp.org](http://www.coaemsp.org)"

## MISSION

To prepare competent entry-level EMS providers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to function as part of a comprehensive EMS response under medical oversight. Treasure Coast Medical Institute, Inc. provides a student-centered environment consistent with its core values, preparing graduates to apply knowledge, critical thinking skills, and abilities to succeed in employment, career advancement, and services to the community. Our graduates leave prepared to pass the required examinations with the skills necessary to immediately function as proficient technicians in the EMS field.

## VISION

We are striving to become one of the best training facilities in the Treasure Coast area. We will achieve this goal by earning and maintaining a reputation that promotes high-quality education and having a staff that has the dedication, skills, and heart to achieve this goal.

***Treasure Coast Medical Institute, Inc. does not discriminate in any form.  
Our students and staff are treated fairly and with respect.***

**CURRENT OFFICERS**  
President: Kevin Franklin

Responsibility and governance for the organization Treasure Coast Medical Institute, Inc., a registered Florida “S” Corporation, rests with Kevin Franklin, the President and co-founder of TCMI. Kevin Franklin, along with other staff members, exercises responsibility for establishing the basic policies that govern the operation of the school. The members meet regularly to review the implementation of these policies. The members are primarily concerned with the academic quality of the institution and regularly review data that allow them to ensure that the institution meets the needs of the students and serves the public interest of the communities the school serves.

**FACULTY AND ADMINISTRATION**

**Kevin Franklin, BA, FF/PM, Owner, President, Program Director, Instructor**

Kevin Franklin started his career in emergency medicine in 1995. His experience ranges from being a paramedic on the street, critical care air transport, and training and educating Emergency Medical Technicians and Paramedics. Kevin holds a BA in Organizational Management from Warner University and an AS in Fire Science from Indian River State College. He is a State of Florida certified Paramedic and Firefighter. He holds provider and instructional certificates in BLS, ACLS, and PALS. During his ten years at Indian River State College, he received the State of Florida EMT Instructor of the Year award from the Florida Association of EMS Educators. He also earned the Indian River State College Most Outstanding Adjunct of the Year award. He is currently a Paramedic with the St. Lucie County Fire Department. He also assists with district-wide training and education and assists with the quality assurance program at the Fire District. Throughout his career, Kevin has helped thousands of EMT and Paramedic students successfully complete National and State of Florida certifying exams.

**Dr. Michael Ferraro, ER Physician, Medical Director**

Dr. Michael Ferraro has worked in the medical field for over 25 years. His career began as an EMT in 1997. Since then, he has gained his Bachelor’s Degree in Marine Science and Master’s degree in Physiology and Neurobiology Science. He graduated with his Doctorate of Osteopathy at Nova Southeastern University in 2004. He holds provider certificates in BLS, ACLS, PALS, and APLS. Dr. Ferraro is an ER Staff Physician at Cleveland Clinic Martin Health in Stuart. He is also the Medical Director of Jupiter Island Public Safety and a Consulting Physician at the Florida Association of EMS Medical Directors. Dr. Ferraro has received various awards, including the “Kudos Award” featured in “Botsford on Rounds” for increased public relations (2007), a Certificate of Appreciation at the Florida Health-fair in Key West and Belle Glade (2003), and a Certificate of Appreciation from the Plantation Fire Department, Community Fire Education (2002). Dr. Ferraro has publications in the American College of Emergency Physicians and the Southeast Surgical Congress. He is part of many professional societies, including the Florida Association of EMS Medical Directors and the American College of Osteopathic Emergency Physicians.

**Amy Brown, BS, RN, Chief of Staff**

Amy Brown is the Chief of Staff for Treasure Coast Medical Institute. She leads, directs, and oversees the everyday administration of the office and staff at TCMI. Amy is a Registered Nurse who has worked in the medical field for over 25 years in a variety of areas of nursing from ER/trauma to home health, as well as, in management and marketing. Amy holds her Bachelor of Science degree in Nursing from Florida Atlantic University.

**Yvon Paiement, MS, FF/PM, Lead Paramedic Instructor**

Yvon Paiement started his career in emergency medicine in 1995. Yvon’s experience consists of being a Firefighter/Flight Paramedic in the street for the St. Lucie County Fire District, which responds to over 50,000 calls a year. He is also assigned to one of the busiest critical care air transport helicopters in the southeast region of the United States. He holds provider and instructional certificates in BLS, ACLS, PALS, and PHTLS. He has trained and educated various healthcare providers over the last 17 years, including Emergency Medical Technician and Paramedic students. He has successfully trained and assisted hundreds of students to pass the National Registry and State of Florida Emergency Medical Technician and Paramedic exam while teaching at Indian River State College. He has earned the Indian River State College Lead Lab Instructor of the Year award two years in a row. Yvon has been involved in the training, education, and recertification of St. Lucie County Fire District employees for the last 17 years. He is also a member of the quality assurance program at the St. Lucie County Fire District. He has been instrumental in the development of various programs at the St. Lucie County Fire District, such as the Field Training Instructor program, Air Rescue’s Flight Paramedic program, Medical Protocols, Field Training Office program, and Trauma Transport Protocol. Yvon holds a Bachelor of Science Degree in Fire Science from Columbia Southern University, a Master of Science Degree in Emergency Services Management from Columbia Southern University, and is currently completing a Master of Art in Organizational Leadership Fire/Rescue from Waldorf University.

**Andrew Willmore, BS, SPO/FF/PM, Lead Paramedic Instructor**

Andrew Willmore started his career in emergency medicine in 2016. Andrew Willmore’s experience consists of being a Special Operations Firefighter Paramedic in the street for the St. Lucie County Fire District, which responds to over 50,000 calls a year. He holds provider and instructional certificates in BLS, ACLS, PALS, PHTLS, LFAT, and Fire Officer I. He has trained and educated various healthcare providers over the last three years, including Emergency Medical Technician and Paramedic students, as well as four years at the university level. He has successfully trained and assisted hundreds of students to pass the National Registry and State

of Florida Emergency Medical Technician and Paramedic exam while teaching at TCMI. He also serves as Treasurer for the Firefighters Union with Local 1377 and a Trustee for the Employee Health Insurance Trust at the St. Lucie County Fire District. Andrew Willmore holds a Bachelor of Science Degree in Molecular Biology from Florida Atlantic University.

**Craig Stolzer, BS, SPO/FF/PM, Lead Paramedic Instructor**

Craig Stolzer started his career in EMS in 2006 with American Medical Response in Belle Glade, Florida. In 2008, he began working with the St. Lucie County Fire Department as a Firefighter/EMT and attended the IRSC Paramedic program with Dr. Marjorie Bowers and Kevin Franklin as his instructors. Craig is currently part of the St. Lucie County Fire Department special operations division as a Firefighter/Paramedic. Craig has a Bachelor's Degree in Communications from Texas Christian University and has been teaching since 2010. He is certified through the State of Florida as a Level A EMS Instructor and Fire Instructor 3. He is also a BLS, ACLS, and PALS instructor through AHA. He has been with TCMI since 2021 as an Adjunct Instructor, Lead Lab Instructor, and Lead Instructor.

**Casey Hogan, BS, Captain/FLUSAR Rescue Specialist, Lead EMT Instructor**

Casey Hogan has over twenty years of experience with the St. Lucie County Fire District. He is a Paramedic for the SLCFD, a FLUSAR Rescue Specialist, a Hazmat Tech, and a Special Operations Captain for the St. Lucie County Fire District. He has a Bachelor's degree in Fire Science from Columbia Southern, an Associate's degree in Business Administration from IRSC, and an Associate's degree in EMS from IRSC. Casey began instructing at TCMI in 2019 and was previously an instructor at IRSC. He has over fifteen years of instruction experience and has received the IRSC Instructor of the Year award numerous times.

**John Craton, BS, Captain/Paramedic, Lead EMT Instructor**

John Craton began his career in emergency medicine in 2001 when he started working for the St. Lucie County Fire District (SLCFD) as a Firefighter/EMT. In 2004, he completed paramedic school at Indian River State College (IRSC). John began teaching EMS in 2005 as an adjunct instructor at IRSC and became part of the staff at Treasure Coast Medical Institute in 2020 where he is currently the Lead Instructor for the night EMT class. John continues to work as a Captain with SLCFD, responding to emergencies in the St. Lucie West neighborhoods. John also participates in his Fire Department's Honor Guard team, Pipes and Drums band, Cadet Program, and the department's diversity committee. In addition to being a firefighter and paramedic, John has a Bachelor's Degree in Business Management. He is state-certified as a Fire Officer III, Fire Instructor III, and Level A EMS Instructor. John continues to enjoy "bending the minds" of future EMS professions after nearly 19 years of instructing.

**Travis Deckers, FF/PM, Lead EMT Instructor**

Travis Deckers started his career in EMS in 2018 with the volunteer program at North Palm Beach Fire Rescue and was hired by the City of Stuart Fire Rescue in early 2020. He attended Indian River State College for EMT and Fire School and then completed his Paramedic certification at the Coral Springs Regional Institute of Public Safety. Travis has been working as a Preceptor for Paramedics in training at Stuart Fire Rescue for the past two years. He has also obtained his Fire Officer I and Safety Officer certifications. Travis completed the Level A EMS Instructor with the state of Florida when he started working at Treasure Coast Medical Institute and has worked through nearly every position at TCMI, including Lab, Clinical, and Lead positions.

**Instructors**

All of our instructors are experienced educators who have been employed in the medical profession. (See Appendix A)

**FACILITY AND EQUIPMENT**

Our classrooms are located at the Renaissance Business Park in Fort Pierce, Florida. Our location is roughly 8,000 sq/ft and has five large classrooms, four lab bays, a breakroom, a conference room, a learning resource center, and six offices. At our location, there is an abundant amount of free parking and there is also a security team during open hours. The classrooms and laboratories are outfitted with updated equipment to meet all training needs. Student break and restroom areas are conveniently located on campus. Although the school does not provide housing, transportation, or childcare for students, faculty, or staff, there are lodging options close to the facility, and public transit bus lines run nearby. Treasure Coast Medical Institute will always endeavor to aid all students, including those students requiring any special attention.

**School Office Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday.**

**CAMPUS SECURITY REPORT**

Treasure Coast Medical Institute, Inc. is a safe campus. No crime of any type has been reported to date. Students and employees should report any theft, vandalism, or crime, no matter how minor, to the President or staff. A campus security report is published annually by Treasure Coast Medical Institute, Inc. to the Commission of Independent Education. All students and employees should take reasonable precautions, such as not leaving personal possessions unattended and seeking an escort to one's vehicle after dark.

**NO SMOKING POLICY**

Treasure Coast Medical Institute provides a non-smoking work and study environment. Those who wish to smoke during breaks must go outside to do so. Under no circumstances may one smoke within 200 feet of any building entrance.

## **DRUGS AND ALCOHOL POLICY**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all locations on the property of or as part of any of the activities of Treasure Coast Medical Institute, Inc. We recognize the dangers of drug and alcohol abuse in the workplace, and it is our policy to ensure that our campuses are free of drug and alcohol abuse. The school will take appropriate action consistent with local, state, and federal law against a student or employee who violates the standards of conduct contained herein, up to and including termination from academic study or employment, and referral for prosecution for violations of the standards of conduct described above. All students enrolled at Treasure Coast Medical Institute, Inc. assume an obligation to always conduct themselves as responsible members of the community, to respect the personal and property rights of others, and to support the educational mission of the school. The school insists that its students demonstrate personal and professional integrity in addition to academic excellence.

## **SEXUAL HARASSMENT**

Treasure Coast Medical Institute, Inc. strives to provide a work environment free of sexual harassment. Harassment on the basis of sex is a violation of Section 703 of Title VII of The Civil Rights Act of 1964. It is also a violation of The APA Code of Conduct. It is the policy of Treasure Coast Medical Institute, Inc. that sexual harassment of employees or students is regarded as unprofessional and demonstrative of improper conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature. Conduct of this nature is improper whether 1) submission to the conduct is either an explicit or implicit term or condition of employment or student status; 2) submission to or rejection of the conduct is used as a basis of employment or student standing; 3) the conduct has the effect of substantially interfering with an individual's work or academic performance; or 4) the sexually suggestive conduct or language has the effect of causing uncomfortable living or working conditions. All employees and students of Treasure Coast Medical Institute, Inc. are expected to avoid any behavior or conduct toward any other employee or student that could be interpreted as sexual harassment. Reporting Harassment Students who believe they have been the victim of sexual or other harassment should immediately report the matter to the President.

Any faculty member or administrator who has received a complaint from an employee or student alleging harassment should immediately notify the President of Treasure Coast Medical Institute, Inc. Similarly, any administrator, faculty member, or supervisor who becomes aware of a situation involving potential harassment of an employee or student should contact the President. All complaints of harassment will be investigated promptly and will be kept confidential to any extent possible. Appropriate disciplinary action up to and including termination from academic study or employment will be taken against any employee or student found to have engaged in harassment. Reporting Health or Safety Hazards Students should immediately report health or safety hazards to the nearest available school representative and then to the President. Any accident or injury, no matter how slight, must also be reported immediately.

## **ADMISSION POLICIES AND PROCEDURES**

### **Applications**

Applications are available to download from our website at [www.treasurecoastmi.com](http://www.treasurecoastmi.com) upon paying the application fee.

Follow this five-step application process:

1. THOROUGHLY read the "Functional Job Description" and "Americans with Disability Act" information on the EMT/Paramedic Application. It is imperative that applicants new to the EMS field fully comprehend the challenges ahead.
2. Be certain that you can meet all the prerequisites.
3. Pay the \$150 non-refundable Application Fee to reserve your spot in the class.
4. Come in and tour our facility.
5. Submit the registration paperwork and participate in an admissions appointment.

### **General Prerequisites for Admission**

- Be at least 18 years of age with a valid Florida Driver's License
- Provide current State of Florida EMT License (Paramedic Application Only)
- Be financially capable of covering the cost of the course
- Provide a copy of a High School Diploma, G.E.D., College Transcript, or College Diploma
- Be free of any felony convictions.
- Be, and remain, drug and substance abuse-free.
- Complete and provide proof for an AHA BLS CPR card that must remain current throughout the entire course (available for students at the school for \$45 (not included in Tuition)) (Incoming EMT students must take a BLS course at our school)
- Obtain personal health insurance valid through the duration of the program
- Register for the physical and immunization CastleBranch tracker (MANDATORY - \$132.99 (not included in Tuition)) that includes:
  - 10-panel Drug Screening
  - Background Investigation
  - Signed statement (form provided by the school) from a Physician proclaiming you are of sufficient health to participate in the chosen course and are free of any communicable diseases
  - Up-to-date Shot Record showing MMR, Hep B, Varicella, PPD/TB, Tetanus, & FLU vaccines

- Ability to comply with the requirements for EMS personnel outlined in the Americans with Disabilities Act.
- Able to participate in clinical rotations at various hours/days.
- Participate in an admissions appointment.
- Read, sign, and submit all applicable paperwork.

### **FERPA Policy**

FERPA is the Family Educational Rights and Privacy Act enacted in 1974 (aka the Buckley Amendment) that protects the privacy of students' education records and provides guidelines for the appropriate maintenance and release of those records. Under FERPA, students have the right:

- To inspect and review their education records,
- To request an amendment to an inaccurate education record,
- To provide written consent before disclosure of personally identifiable information, and
- To file a complaint with the U.S. DOE concerning potential compliance issues.

FERPA rights are assigned to all students when they reach 18 years of age or when they enroll in postsecondary education. All students admitted to TCMI are protected by FERPA. Education Records regulated by FERPA are divided into two types of student information: Directory Information and Personally Identifiable Information. Directory Information is defined by the institution and is not considered to be an invasion of a student's privacy if disclosed. In general, requests for student Directory Information should be referred to the Office of Student Records. Treasure Coast Medical Institute, Inc. Directory Information that may be released per TCMI procedures includes:

- Student Name
- Student Address
- Dates of Attendance
- Program of Study
- Degrees/Awards/Scholarship

Personally Identifiable Information is any part of a student's education record that is not Directory Information and is defined by FERPA as protected and confidential. Personally Identifiable Information includes student education records such as:

- Academic standing
- Email address
- Gender
- GPA
- Grades
- Race
- Social Security Number
- Student ID Number
- Student Schedule
- Test Scores
- Financial aid information
- Billing information
- All information required for the processing of scholarship applications and financial aid

### **Enrollment**

Treasure Coast Medical Institute, Inc. does not discriminate regarding race, color, gender, ethnic background, or religion. Acceptance is dependent on the staff's determination that the applicant can handle the financial responsibility and meet the prerequisite requirements. If met, an individual Enrollment Agreement listing monies submitted, monies due, and a payment schedule will be developed for the student's signature.

### **FUNCTIONAL JOB DESCRIPTION**

To qualify for EMS certification, an individual must successfully graduate from a state-approved course and pass a State or National written examination.

The following is a general job description for EMS personnel. Specific requirements are determined by the employing agency:

- Ability to communicate verbally with patients, bystanders, and EMS personnel on the scene and hospital, and command over the telephone and radio.
- Ability to bend, stoop, crawl, or climb on uneven terrain and to lift and carry up to 125 pounds.
- Ability to interpret written, oral, and diagnostic instructions.
- Ability to use good judgment and remain calm when under stress.
- Ability to function effectively surrounded by loud noises and flashing lights.

- Ability to function efficiently throughout an entire work shift, regardless of weather conditions, low light, confined spaces, or other dangerous environments as required.
- Ability to calculate weight and volume ratios under stressful conditions.
- Ability to read and understand English language manuals, maps, street signs, and address numbers.
- Ability to document, in writing, all relevant information related to a call.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

The ADA has many implications for students in EMS courses. The intent of the ADA emphasizes that individuals are not excluded from jobs or training due to a disability, nor shall such disability influence the result of the examination process that is a prerequisite for a job. Passing the written and skills exams during an EMS Course and passing the National or State Certification Exam are prerequisites for a job as an EMT or Paramedic.

The law permits testing that requires the use of sensory, manual, or speaking skills, where tests are intended to measure the essential functions of the profession. For example, an applicant with dyslexia could be required to take a written exam, if the ability to read and process is an essential job function, and the exam measures the ability to read. Skills performance must be done within a certain time frame and utilizing certain equipment. The performance measurement for time and accuracy is an essential job function. Therefore, a person with a disability may not be denied the opportunity to take an exam, but the person may be required to take the exam within a certain time frame or to meet a certain criterion.

- Prospective students should read and understand the Functional Job Description before entering the program.
- Students cannot be discriminated against because of a disability in the offering of the education program.
- There can be NO accommodation during screening tests or course testing that will compromise or fundamentally alter the testing of knowledge or skills that are required to function safely in the profession.
- Skills testing requirements and specific time frames must remain the same for all students, with no “shortcuts” permitted or additional time allotted.
- No unlimited time to complete a written exam.
- No specialized or simplified exams or reading material below the ninth-grade level.
- Exams must be taken during the scheduled time, as a member of the class.
- All test questions must be answered as written, without explanation by the test proctor or other individual.

### **FINANCE**

#### **Costs/Payments**

Students receive individual Enrollment Agreements detailing payment amounts.

- The schedule of tuition and fees are published with each program/course description of this catalog.
- Each program will show a breakdown of total costs per course including books and other materials.
- The non-refundable Application fee, Lab Fee, tuition/payment plan, required documents, and related fees must be fulfilled before the start of the program and acceptance of the enrollment agreement.
- Students may be required, in certain programs, to purchase uniform components.
- Students withdrawn for non-payment will not be reinstated into their classes.

#### Current Administrative Fees

Non-refundable Application Fee	\$ 150.00
Rejected Bank Transfer Fee/Returned Check Fee	\$ 10.00

***All Tuition Costs and Fees are Subject to Change***

Payment may be made in the form of cash, counter-check, online bank transfer, or credit/debit card (service fees may be applied for credit/debit payments). Counter Checks are to be made payable to “Treasure Coast Medical Institute, Inc.

### **CANCELLATIONS AND REFUNDS**

Treasure Coast Medical Institute, Inc. offers a refund to the student who withdraws from the program, or to the sources from which the student’s prepaid fees came according to the schedule outlined below. This refund is based on tuition charged for the semester. Any student wishing to withdraw should complete and sign a Withdrawal form. The Withdrawal form may be obtained at Treasure Coast Medical Institute, Inc.’s registration desk. Cancellations can be made in person, by electronic mail, by Certified Mail, or by termination. The termination date will be the last date of actual attendance by the student. If a refund is owed, the student must sign and return the Student Refund Request Form which will authorize the disbursement of funds based on the information provided in the form. The Student Refund Request Form may be obtained at Treasure Coast Medical Institute, Inc.’s registration desk.

The refund schedule is as follows:

1. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment.
2. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
3. Lab and PPE Fees become non-refundable after three (3) business days after signing the Enrollment Agreement.



4. Supplies, materials, and kits are not returnable because of use after three (3) business days after signing the Enrollment Agreement.
5. Textbook Fees become non-refundable once the access code has been redeemed.
6. All monies due will be refunded to the payee within 30 days of the date of determination of the student's withdrawal. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. The date of determination is based on the student's withdrawal based on the school's programmatic attendance policy the student is enrolled in.
7. Tuition for the EMT and Paramedic program will be refunded on a pro-rated basis:
  - For the EMT Program, cancellations after attendance has begun, through 40% completion of the semester, will result in a prorated refund computed on the number of class sessions that have occurred since the start of the semester. Cancellation after completing more than 40% of the semester will result in no refund.
  - For the Paramedic Program, cancellations after attendance has begun, through 20% completion of the semester, will result in a prorated refund computed on the number of class sessions that have occurred since the start of the semester. Cancellations after completing more than 20% of the semester will result in no refund.
8. Refunds will be made within 30 days of termination of students' enrollment or receipt of a Cancellation Notice from student.
9. All monies will be refunded in the event that Treasure Coast Medical Institute, Inc. cancels the class.

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

Students called to Active Military Duty must submit a copy of their orders and military identification. The student may opt to drop from the course and receive a refund under the Standard Refund Policy or enter Military Leave Status and have their files and finances put on hold. The student must notify the school within 180 days of discharge of their intention to return or drop. At what point in the course the student will be allowed to re-enter will be determined by the Lead Instructor. Those dropping out will receive the Standard Refund.

## ACADEMICS

### Clock Hours

A clock hour is defined as fifty (50) minutes of instruction followed by a ten (10) minute break.

### Course Numbering

The course numbering system is comprised of letters and numbers representing the content of the course or program. One clock hour equals a minimum of 50 minutes of Instructor-led training plus an appropriate break.

Credit Hours: 1 Credit Hour Lecture = 15 Clock Hours; 1 Credit Hour Lab = 30 Clock Hours; and 1 Credit Hour Externship = 45 Clock Hours

### Program Hours

We offer various traditional course schedules tailored to the needs of our students, such as:

EMT – Day Class:	9:00 AM-1:00 PM	Tuesday, Wednesday, & Thursday
EMT – Night Class:	6:00 PM-10:00 PM	Tuesday, Wednesday, & Thursday
Paramedic Class:	9:00 AM-6:00 PM	A-Shift Schedule (January-December)
Paramedic Class:	9:00 AM-6:00 PM	B-Shift Schedule (March-February)
Paramedic Class:	9:00 AM-6:00 PM	C-Shift Schedule (August-August)

Clinical and Field Internship hours are scheduled according to the availability of the student and clinical/field internship site(s) and are administered by the Clinical Coordinator.

### Calendars

The Academic Calendars are based on semesters (See Appendix B.) Four months or sixteen weeks will begin every January, April, and August. The school observes the following Federal Holidays:

New Year's Day	Martin Luther King, Jr. Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day	

### Transfer of Credits

Treasure Coast Medical Institute, Inc. does not accept credits or hours from previously attended institutions. Transferability of credit to another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

## **Advanced Placement/Experiential Learning**

No advanced placement credit or experiential learning credit can be applied to any part of a student's EMS education, including Paramedic training.

## **Grade Appeal Procedures**

The only grounds on which a formal grade appeal will be entertained are instances in which there is evidence of discrimination or factual error caused by the faculty member. Mere disagreement with a faculty member's professional judgment is insufficient grounds for a grade appeal. Any appeal by students of a grade or evaluative comment shall be initiated within one week of the day the grade or evaluative comment was given.

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

## **Attendance Policy**

The administration and faculty recognize that proper attendance is essential to the effectiveness of the training students receive in their educational pursuits. Cultivation of positive habits is as important as the acquisition of knowledge and the development of skills needed later in life. Consistent attendance is required to complete each program as scheduled. If a student is suspended, must repeat a course due to lack of academic progress, or withdraws and wishes to re-enter, Treasure Coast Medical Institute, Inc. is unable to ensure completion of the student's program in the prescribed amount of time. In this event, the student will be scheduled for any remaining courses as soon as they are offered per the usual schedule and on a space-available basis.

The school must be able to ensure to potential employers that a student will be a reliable employee. Therefore, punctual attendance is required at all classes, training sessions, and externships. Attendance is a crucial part of the training program and a requirement for graduation. Attendance is taken at every class (lab, externship, & clinical) for the entire time the class meets. Students will not be excused from part of a class to attend to personal business. The only excused absences are for illness and or emergency. Treasure Coast Medical Institute, Inc. recognizes there may be times when a student cannot attend class or arrives late because of unusual circumstances. The attendance policies have been formulated to allow for those circumstances, while at the same time ensuring that each student attends class enough time to master the subject matter and to meet the minimum criteria for the National Standard curriculum. Makeup work is given at the discretion of the instructor.

### Attendance

- Students are allowed to miss up to but not to exceed 2 days of class each semester. If a lab class is missed, the student must attend a makeup lab. This makeup lab will not excuse the lab absence. If a student misses a 3rd day of class within a semester, they will be automatically withdrawn from the program.
- Students are allowed to be tardy a maximum of 2 times per semester. If a student is tardy a 3rd time within a semester, it will count as an absence and the student will receive a write-up. If the student continues to be tardy, the student could be dismissed at the discretion of the President.
- All students must inform Treasure Coast Medical Institute, Inc. if they will be absent or tardy as soon as possible before their scheduled start time.
- Students are responsible for the material covered in ALL scheduled classes: lectures, reading assignments, practical sessions, and testing sessions. This work must be made up and cannot be skipped.
- Subject material cannot always be written as notes during classes; therefore, it is important to attend each session.
- Students who leave class early without prior permission from the instructor or EMS Coordinator will have an absence recorded for that class period.
- Other attendance requirements for externships are explained in detail within the program requirements.
- Students are to ensure that they are not to be subject to call or duty or duty during the training program.
- No less than 100% of Clinical attendance will be accepted. Clinical hours are scheduled based on the availability of the student and the facility.
- Rescheduling or canceling any scheduled Clinical or Field Internship will result in a \$25 fee, apart from cancellations due to illness, natural disasters, or other extenuating circumstances.
- Missing any Clinical or Field Internship hours is unacceptable. Students who are a "No Show" will be fined \$50. If proper notification is not given to the Clinical Coordinator or Lead Instructor at least 30 minutes before the assigned time, the absence will be considered unexcused. Additional violations are grounds for dismissal.

### Leave of Absence Policy

Situations may arise, such as family tragedies or medical emergencies, making it necessary for students to briefly interrupt their program of study. Recognizing this, Treasure Coast Medical Institute, Inc. permits students to request a Leave of Absence under the following conditions:

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

On the Leave of Absence Request form, the student must provide a written explanation as to the reason for the leave request, specify the expected duration of the leave, obtain the appropriate signature, and return the completed form to the Student Services Department. A leave of absence may not exceed six months. Students who stop attending classes without following the procedure for requesting a leave, or do not receive approval for their leave will be considered withdrawn from the program. Students who do not return from their approved leave of absence by the specified date will also be considered withdrawn.

### **Satisfactory Academic Progress Requirements**

Most of our students make satisfactory progress toward their diploma and placement, partly due to the high level of personal attention each student receives. At the same time, experience shows that the primary factor contributing to satisfactory academic progress is an individual's strength and motivation, along with a strong commitment. To demonstrate satisfactory academic progress toward program completion, students must maintain a specific course grade point average (see Required Grades) and progress through the program at a specific minimum pace.

#### Grading Scale

A	90-100
B	80-89
C	70-79
D	65-69
F	64-below

#### Required Grades

- A grade of (70%) or higher is required for the Emergency Medical Technician Course.
- A grade of (80%) or higher is required for the Paramedic Course.

#### Academic Warning

Students will be placed on Academic Warning for:

- A grade of less than 70% on any Emergency Medical Technician test or exam.
- A grade of less than 80% on any Paramedic test or exam.

#### Academic Probation

Students can be placed on Academic Probation for:

- More than the allowed absences of any course
- A violation of the Student Code of Conduct

#### Unsatisfactory Grades

A student placed on Academic Warning must meet with the Program Director/President and Lead Instructor for a formal, documented counseling session. Based upon the student's willingness to learn, attendance, and motivation, the faculty will draw up a Student Academic Progress Form designed to clarify academic expectations and discuss how the student can meet them, including but not limited to tutoring, study groups, extra credit or assignments, and specific objectives.

- The student placed on Academic Warning must bring their GPA up to the required average within the following two written exams.
- After two written exams, if the student has brought their average to school standards, the student will be evaluated for release from probation.
- If a student is having trouble with the practical application portions of the program, they will be brought in for counseling.
- If, however, the student's academic standards remain below average or the student cannot grasp the practical aspects of the program, the student will receive counseling, leading to the development of an alternative resolution or an evaluation for program dismissal.

#### Academic Dismissal

Upon admission into the program, students are made aware that they may be dismissed from the program if academic or clinical standards are not met. In addition, they may be dismissed for any of the following (please note that this is not meant to be an exhaustive list):

- A third written counseling document during the cohort.
- A grade of less than 70% on three (3) Emergency Medical Technician tests or exams.
- A grade of less than 70% on the Final Practical Examination and the Final Written Examination in the Emergency Medical Technician Program.

- A grade of less than 80% on a retake of a Paramedic test or exam.
- Failure to meet the requirements of Academic Probation.
- Failure to follow Satisfactory Academic Progress Requirements.
- A second violation of the Student Code of Conduct.
- Severe violations of rules, regulations, or policies of the EMS department, TCMI, the hospital sites, or the Fire Rescue/ambulance service sites.
- Possession or distribution of alcohol, illegal narcotics/ drugs, or controlled substances during any school function including classes, labs, clinical sites, or ambulance rotation.
- Reporting to or attending class or clinical under the influence of alcohol, illegal narcotics/ drugs, or controlled substances. Not notifying the Program Director of prescription drugs which could affect judgment.
- Malicious destruction or theft of property of TCMI, a clinical education site, their visitors, guests, or employees.
- Refusal to comply with the Program's policies or requirements.
- Academic dishonesty.
- Unprofessional or unethical conduct.

Dismissal occurs when the institution determines that the student cannot satisfactorily meet the academic, professional, and ethical program expectations or fails to comply with the institution's rules and regulations.

#### Conditions for Reinstatement

A student who has withdrawn or has been dismissed and desires to return must, within ten (10) working days, request to meet with the Program Director for consideration of reinstatement.

A student presenting just cause for reinstatement must agree to comply with stipulations set forth by the school, including being placed on probation. The reinstatement does not guarantee the student's return to their original class. Placement into a later class may be more convenient and appropriate.

To ensure that the student's knowledge remains current and to reduce significant gaps between semesters, reinstatement is only permitted in the term immediately following withdrawal. Beyond that point, the student must restart the program. Specifically, a Paramedic student who withdraws during Semester 2 may be reinstated at the beginning of Semester 2, provided they return in the next term and receive approval from the Program Director/President. Beyond this grace period, such students will be required to re-enter the program starting from Semester 1. Reinstatement to Semester 3 will be determined by the Program Director/President on a case-by-case basis.

Students dismissed for disciplinary reasons will not be asked back to the school. Students requesting readmission must meet the following criteria:

- Had an 80% or higher GPA before withdrawal or dismissal
- Had received satisfactory practical skills evaluations before withdrawal or dismissal
- Had received satisfactory clinical evaluations before withdrawal or dismissal
- Had no outstanding financial balance to the school at the time of dismissal

#### Withdrawals

Notification of withdrawal must be in writing and made as far in advance as possible. An exit interview with the Student Services Coordinator or Program Director will be required.

#### Scholastic Dishonesty

Anyone, regardless of status, caught cheating in any manner will be dropped from enrollment or dismissed, as applicable.

#### **Assignments**

Students will be given various assignments during the program that will count towards their course overall average. These assignments are important and must be completed in the allotted time. The assignments may include, but are not limited to, the following:

- Group research projects
- Individual oral presentations
- Written reports
- Homework assignments
- Research project utilizing both in-house library resources and online resources

Failure to complete or to participate in any assigned project will result in a zero (0). The grade assigned will be calculated into the student's overall average. Points will be deducted for assignments turned in late, incomplete, or un-submitted and may disqualify the student from participating in the Final Exam and/or be evaluated for dismissal.

## STUDENT EVALUATIONS

Students will be evaluated on their academic, psychomotor, and affective performance through examinations, quizzes, and skill evaluations.

Cognitive Evaluation: Didactic evaluation will consist of written tests, quizzes, and oral examinations. For each instance, the student will be made aware of the evaluated objectives. Topics are derived from:

- Lecture Materials
- Reading Assignments
- Handouts
- Policies and Procedures
- Texts
- Any other material covered in the course

Psychomotor/Skills Evaluations: Practical skills examinations are the indicators of the student's actual capability to comprehend and apply the subject matter of the course. While there are often many ways to perform a particular procedure correctly, only those variants sanctioned by the National Registry and the Florida Department of Health are acceptable. The school will maintain a 1:6 instructor-to-student ratio during lab/skills testing components.

Affective Evaluation: Evaluations in these areas of professional behavior will include:

- **Integrity:** Consistent honesty, trust, confidentiality, accurate documentation of patient care and learning activities.
- **Empathy:** Showing compassion, appropriate handling of emotional responses from patients and family members; demonstrating respect for others; presenting a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.
- **Self-motivation:** Taking the initiative to complete assignments and to improve/correct behavior; taking on and following through with tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence, accepting constructive criticism positively; and taking advantage of learning opportunities.
- **Appearance and Personal Hygiene:** Required uniform is appropriate, neat, clean, and well maintained; good personal hygiene and grooming.
- **Self-confidence:** Demonstrating ability to trust personal judgment, awareness of strengths and limitations, and exercising good personal judgment.
- **Communications:** Speaking clearly; writing legibly; listening attentively; and adjusting communication strategies to various situations.
- **Time Management:** Consistent punctuality, completing tasks and assignments on time.
- **Teamwork and Diplomacy:** Placing the team's success above self-interest; not undermining the team; helping and supporting others; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.
- **Respect:** Being polite, not using derogatory or demeaning terms, and behaving in a manner that brings credit to the profession.
- **Patient Advocacy:** Not allowing personal bias or feelings to interfere with patient care; placing the patient's needs above self-interest; protecting and respecting patient confidentiality and dignity.
- **Careful Delivery of Service:** Mastering and refreshing skills; performing complete checks; demonstrating careful and safe ambulance operations; following policies, procedures, and protocols; following orders.
- These professional behaviors will be assessed during classroom activities, practical lab sessions, clinical rotations, and field internships. Interactions between the student and other students, instructors, preceptors, patients, and others will form the basis for evaluations in this area.

Areas in need of improvement will be discussed with the student in counseling sessions. Documentation will include the areas of improvement and corrective actions to take. Continued problems in this area could lead to dismissal from the program.

Course Diplomas will not be issued until all requirements are met.

## GENERAL POLICIES AND PROCEDURES

### Ethical Code of Conduct

Students are expected to conduct themselves in an ethical, professional, and civil manner. One of the most important standards of conduct at Treasure Coast Medical Institute, Inc. is the individual's responsibility to the classroom community. This entails not only being attentive and respectful in class but also helping one another toward success.

Students found guilty of violating the Ethical Code of Conduct, committing academic dishonesty or plagiarism, or failing to meet the professional standards of the school shall be liable for sanctions up to and including dismissal from the school. Any student suspected of violating these standards will be referred to the President's office to investigate the allegations. The investigation is conducted by

the President, the Director of the Program, and a faculty representative. Students are not permitted to bring or be represented by legal counsel during committee proceedings. The student will be provided an opportunity to respond to the allegations in writing and/or in person. The committee may elect to exonerate the student, issue a warning to the student, place the student on an administrative leave of absence, place the student on general probation, or dismiss the student from the school. Students will be informed in writing of the disciplinary action and the conditions that must be met to remove the disciplinary action.

### **Student Conduct Code**

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

The student:

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

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

- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of the school.
- Academic dishonesty concerning examinations or coursework. This includes any form of cheating and plagiarism from the internet.
- Falsification or alteration of school documents, records, or identification cards.
- Using the computer password of another or accessing computer files other than one's own.
- Forgery, issuing bad checks, or not paying financial obligations to the school.
- Theft or deliberate damaging or misusing of property belonging to others or the school.
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on school property.
- The possession, display, or use of any dangerous instrument, weapon, or explosives.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of the school community
- Discrimination towards any individual or group, verbal or nonverbal.

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

### **Skills Practice**

During our program, students will be taught skills necessary for the assessment and management of patients during emergencies. Mannequins will be used at first, but it is essential, especially for Paramedic students, that they practice and perfect these skills using human subjects. Students are hereby advised that the practice of non-invasive skills will be conducted on each other under the supervision of instructors. This includes limited physical contact with all areas of the human body, including the chest and pelvis.

### **PARTICIPANTS ARE EXPECTED TO DISPLAY TACT, PROFESSIONALISM, AND RESPECT, AND TO BEHAVE UNDER ETHICAL AND LEGAL GUIDELINES AT ALL TIMES!**

Should a student believe that the practice of a particular skill places him or herself in an uncomfortable position, that student has the responsibility to advise the instructor before beginning the exercise.

Should a student feel that the practice of a skill on themselves by another student or as demonstrated by an instructor crosses the line of professionalism into overt sexual contact, the student has the responsibility to immediately make that belief known to the student or instructor involved and take the complaint up the chain-of-command.

### **Dress Code Policy**

As a professional and a representative of Treasure Coast Medical Institute, Inc., students should be acutely aware of the image they project to the public and other healthcare professionals. First impressions are based on appearance. A poor appearance not only reflects on the student but also on the entire profession and EMS program.

Any student may be sent home by an instructor, preceptor, or official representative if the student does not conform to the dress code. Disciplinary action will be taken by the Lead Instructor and/or Program Director.

Treasure Coast Medical Institute, Inc. issued clothing is to be worn only during lecture, lab, ride-time, and clinical sessions. Students must not go to any commercial establishments (Restaurant, Bar, etc.) while in uniform. Appearance and demeanor will always be critiqued by others. Students must always put their best foot forward by projecting a positive image.

The designated student uniform shall be worn in its entirety with no additions or deletions during all lecture, lab, ride-time, and clinical sessions.

### Uniform Shirts

EMT students must wear the supplied Treasure Coast Medical Institute, Inc. grey polo shirt, and Paramedic students must wear the burgundy polo shirt. The shirts are embroidered and must be picked up at Daydream Uniforms Inc. in Port St Lucie. One shirt is provided to each EMT student, and two shirts are provided to each Paramedic student. EMT students must purchase a 2nd shirt because they need to have another shirt to change into if their shirt is soiled in the field. Uniform shirts must always be tucked into belted pants. A white, black, or grey crew-neck short or long-sleeved t-shirt is permitted to be worn under the student uniform shirt. The undershirt shall be free of any graphics and/or lettering that may show through the uniform shirt.

### Pants

Long, navy blue, BDU-style cargo pants are the only pants permitted for both EMT and Paramedic students, which can be purchased from Daydream Uniforms Inc. in Port St. Lucie or an alternative store. Pants shall not be tucked into or bunched at the top of shoes. Students must always wear an all-black belt with a plain belt buckle while in uniform.

### Shoes

All black closed-toe boots, sneakers, or dress-type shoes shall be worn in both programs. Slides, sandals, "Crocs," or "Hey Dudes" are not permitted at any time. Only plain navy blue, white, or black socks are permitted.

### Outerwear/Hats

Students may only wear jackets, sweatshirts, or hats with the Treasure Coast Medical Institute, Inc. logo. These items are available for purchase at Daydream Uniforms Inc. in Port St. Lucie. Hats are permitted in all settings, except when during clinical rotations at hospitals. No other outerwear or hats are permitted at any time.

### Jumpsuit

Students who plan on doing 24-hour ride-time rotations must have a jumpsuit, which can be purchased from Daydream Uniforms, Inc. in Port St. Lucie. Jumpsuits are required to be worn during night ride-time rotations after receiving approval from a preceptor at the station. When wearing the jumpsuit, it shall not be tucked into the boots and shall be zipped completely up.

### Uniform Inspections

All students must be clearly identifiable as Treasure Coast Medical Institute, Inc. students for lecture, lab, ride-times, and clinicals. No other clothing, such as fire department uniforms, are permitted. Should a student's appearance be deemed unacceptable, the student will be asked to comply. Any personal issues that would result in not complying shall be discussed with the lead instructor. Violations will be documented, and violators may be suspended or dismissed from the program.

### Jewelry

No jewelry is permitted to be worn, except a wedding band and a watch. If a student wears a smartwatch, they must have the ability to download a face with a second hand. No earrings, facial jewelry, necklaces, or bracelets are permitted. Sunglasses may be worn outside with the uniform but may not be worn indoors during operations.

### Fingernails

Fingernails should be trimmed to not extend beyond the end of the fingers. Fake nails or nail extensions are a health concern and may not be worn while in the program. The risk of infection and spread of disease, as well as safety to self and others, is always a concern. Clear nail polish is the accepted uniform standard.

### Hair/Facial Hair

Hair must be professional, neat, and clean. Only naturally occurring hair colors are allowed. For males, hair must be cut above the ear, eyebrow, and collar. For males, no buns, ponytails, or pigtails are permitted. Females' hair should be in a ponytail during lectures but must be pinned up in a bun while in the lab or out in the field. Students must be clean-shaven while enrolled in the class. No beards, goatees, or long sideburns are permitted. The only facial hair permitted is a mustache not to extend further down than 2 inches from the corner of the mouth.

### Tattoos

The following tattoos are prohibited: Anti-American, Racist, Ethnically or Religiously Discriminatory, Obscene, and those depicting drug use or paraphernalia. Tattoos must be completely covered while on clinical rotations and ride times. Long-sleeve undershirts and sleeves are permitted to cover tattoos in the field. No neck, face, head, or hand tattoos are permitted at any time.

### Cologne/Scented Toiletries

Students shall not wear cologne/perfume or other strongly scented toiletries during any EMS training activities or clinical assignments due to the risk of patient sensitivity and allergies. Deodorant/Antiperspirant is encouraged.

### Additional Equipment

Students are required to have a stethoscope, penlight, black pen, eye protection, scissors, and a watch with a second hand. The student will be required to provide Safety Goggles. These are to be worn when there is a potential for blood or body fluids to splash. The student may wear the goggles around his/her neck on a chain or use a plain black fanny pack to keep goggles and other supplies in. Students are not permitted to wear hospital-issued scrubs.

### **Illness and Injuries**

Regardless of how minor, an EMS student who has become ill or injured while in the class is required to report the illness and/or injury to the Lead Instructor. Failure to report the illness and/or injury may result in disciplinary actions including removal from the program.

The Lead Instructor, Program Director, or administrative staff may remove students from class to seek medical evaluation for any injury or illness that restricts them from participating in any activity. The safety of the student, classmates, and instructional staff will be of utmost importance and priority.

### **Physician Consult and Medical Release**

Students who have been medically evaluated for an illness or injury while in class and students who have declared their pregnancy before or while participating in the program must provide a medical release form. This standard is mandatory for the student to continue involvement within the program.

The medical release form must be signed by a practicing licensed physician in Florida and include the name of the physician, office practice, and contact information. The medical release form must attest to the student's ability to participate in clinical and field rotations. Physician-directed limitations may require the student to withdraw from the program.

The medical release form is required to clearly state the following:

- Any physical limitations the student may have (i.e., standing, lifting, radiation exposure, fumes from cold sterilization agents or other chemicals, etc.)
- A date when the student can return to and participate in "Full Activity" or "Nonrestrictive Activity."
- Documentation of the nature and severity of the illness/injury.
- Documentation of follow-up medical consult if determined.

Treasure Coast Medical Institute may request subsequent clearance notes from the doctor as the illness, injury or pregnancy progresses so that the student can continue participating in clinical and field rotations. Pregnancy itself is not a disability; therefore, a declared pregnant student does not automatically qualify for reasonable accommodation under the Americans with Disabilities Act (ADA).

Missing more than 2 class days in a semester may result in the student being removed from the program as the hours required to meet Treasure Coast Medical Institute standards are not met. The student will meet with the Program Director for further discussions and direction.

## **COMPLAINTS AND DISCIPLINARY PROCEDURES**

### **Academic Dishonesty/Plagiarism**

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

### **Student Grievance Policy**

Treasure Coast Medical Institute has a formal procedure to resolve complaints and concerns that students may have about the implementation of the policies and procedures that govern the institution. The institutional community benefits from prompt resolution of any issue that may arise. The general student grievance procedure will be followed only in cases where there is not a grievance procedure governing a specific policy. Before pursuing the general student grievance procedure, every reasonable effort will be made to constructively resolve issues with faculty, staff, or administrators. Therefore, the problem or complaints must first be discussed with the individuals involved in the grievance. Faculty, staff, and administrators will make a prompt response to answer any questions or resolve the complaints brought to their attention. Should these efforts be unsuccessful, the following process should be undertaken. If the grievance is with a faculty member, the issue should be referred directly to the Program Director/President by the complainant who will have filled out a Complaint Form for the Program Director/President who will investigate the grievance and present a recommendation. Students presenting grievances for resolutions must present them within 14 days of the incident that prompted the grievance.



## **Student Complaint Procedure**

Schools licensed by the Florida Commission of Independent Education must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing a Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Commission for Independent Education: 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400

Phone: 850-245-3200; Toll-free Phone number: (888)224-6684

[www.fldoe.org/cie](http://www.fldoe.org/cie)

## **Suggestion Box**

There is a suggestion box in the front lobby where students are welcome to offer comments.

## **CLINICALS & FIELD EXTERNSHIPS**

### **Objectives**

Clinicals and Externships are designed to provide the student the opportunity to experience, firsthand, the application of EMS procedures and protocols. Preceptor feedback is essential to determining how well the student is learning.

Students are expected to perform assessments and skills on patients, following the standards taught in class. Students are required to document those assessments and skills, utilizing the forms provided.

### **Policies and Procedures**

- Students are not permitted to be on-duty or on-call with any EMS organization while participating in a Clinical or Externship rotation or class.
- Students must be in a properly worn full uniform, always present a professional appearance and demeanor, adhere to all grooming standards, and comply with all Rules and Regulations of the Clinical and Externship Sites.
- Students will observe patient care activities and assist only as directed by the Preceptor.
- Students will perform only patient care that has been covered and checked off in their present program of study.
- Patient privacy and confidentiality are paramount. Students must limit their discussion of patients to the necessary facts and only with the medical personnel involved.
- A Clinical Instructor will meet with the students at each of their new clinical experiences and be present the entire shift.
- Students must contact our Staff IMMEDIATELY if any incident occurs on their Clinical or Externship and observe all personal and patient safety rules and where protective equipment is required. Students must always wear their seatbelts while in rescue trucks.
- Students are required to have the following equipment/material for all clinicals and externships:
  - Watch with second hand or counter, Stethoscope, Trauma Scissors, Pen (black ink), Clinical Evaluation Forms, and All Personal Protective Equipment required by the Clinical Site

We are fortunate to have several Hospital and Ambulance/Rescue sites available in the area. Attempts will be made to assign students to Clinical and Externship locations as conveniently as possible. The Clinical Coordinator, under the guidance of the Program and Medical Directors, may substitute areas of training such as Dialysis Unit, Burn Unit, or Assisted Living Facility hours due to non-availability of Clinical sites.

### Scheduling

- Clinical and externship hours will begin when the appropriate level of training is reached per the applicable syllabus.
- Site day/hour assignments will depend on availability and timing.
- The Clinical Coordinator will assign available hours. Students are not authorized to make any clinical rotation schedule of their own accord.
- Students must sign up for the hours needed to fulfill their clinical responsibilities.
- Once assigned to a specific clinical slot, the student accepts the responsibility of satisfying all aspects of the clinical rotation.
- Tardiness and no-shows at clinical or externships will not be tolerated except for true emergencies. Students must contact the Clinical Coordinator as soon as possible should such a situation occur. Unacceptable excuses will reflect poorly on one's evaluations and may result in disciplinary action or removal from the program.

**Clinical & Field Externship paperwork must be turned in within three (3) working days.**

## **CLASS, CLINICAL, & EXTERNSHIP CANCELLATIONS**

We follow the St. Lucie County School system's lead on canceling classes due to inclement weather or emergencies. Monitor the local news stations, our website, and our Facebook page for updates. The Clinical Coordinator will reschedule clinical & externship rotations as needed. Closure of the School facility due to power outage and maintenance does not excuse students from attending scheduled off-site clinicals and externships.

**ALL CLINICAL AND FIELD INTERNSHIP HOURS MUST BE COMPLETED BEFORE THE FINAL EXAM.**

## **RIDE-ALONGS**

Enrolled students may take advantage of opportunities to ride along with EMS agencies as community citizens. However, they will not be on a clinical rotation and are not authorized to imply or present themselves in uniform or any manner as a school representative.

## **STUDENT SERVICES**

- Student Records are kept online and in files maintained by the Student Services Coordinator. Access to Student Records is restricted to staff members on a need-to-know basis. Students may obtain copies of their files by sending a request to [info@treasurecoastmi.com](mailto:info@treasurecoastmi.com).
- The Student Services Coordinator may serve as a liaison between the student and senior staff personnel.
- As a service to our students, we provide a regularly updated job listing board at the school and invite area recruiters to come to give presentations relative to hiring EMTs and Paramedics.
- We will provide placement assistance as aggressively as possible, but there exists no guarantee of employment.

## **LEARNING RESOURCE CENTER**

Our Learning Resource Center includes:

- The most current student textbook, hard copy, and online components.
- Current online resources, such as skills tracker, scheduler, practice exams, preceptor courses, required student forms, and student evaluations.
- Current titles of student manuals, relevant current periodicals, relevant reference materials, and professional journals and magazines relevant to the EMS Profession.
- Current unabridged dictionary, a thesaurus.
- BLS and CPR AHA books for reference and other medical reference materials.

The Learning Resource Center has open office hours Monday-Friday, 9:00 AM-5:00 PM. Students also have 24/7 access to online resources and reference material, including texts, practice exams, and professional periodicals. The school has appropriate and adequate terminals for students to access these online materials.

## **EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAM**

An instructional program designed to prepare students for employment as Emergency Medical Technicians SOC 29-2041, to function at the basic pre-hospital Emergency Medical Technician level and treat various medical/trauma conditions using appropriate procedures, equipment, and materials. This is the initial level of education for those entering EMS and a prerequisite for paramedic training and certification. The student must be proficient in patient assessment/evaluation, the use of suctioning devices, oral and nasals airways, oxygen equipment, sphygmomanometer and stethoscope, splints, pneumatic anti-shock garments, patient assist medication, paramedic assist skills, extractions, dressings and bandages, and patient carrying devices. This program also meets the Dept. of Health's HIV/AIDS education requirements as specified in Sect. 381.0034, Fl. Statutes.

## **EMT PROGRAM OBJECTIVES**

- Understand, apply, and evaluate clinical information relevant to the role of an EMT. This will be accomplished by a comprehensive course of exams and skill practical competencies, culminating in being prepared to pass the NREMT Examination.
- Demonstrate technical proficiency in all medical skills necessary to fulfill the role of an entry-level EMT. A final comprehensive exam, hospital clinical rotations, and field externship evaluations will complete this evaluation.
- Demonstrate personal behaviors consistent with professional and employer expectations for an EMT.

Upon course completion, the student will have met the State of Florida minimum requirements to take the State Certification exam.

## **EMT PROGRAM CURRICULUM**

The EMT Program requires a minimum of 300 program hours, broken down as follows:

- 180 Didactic and Lab hours
- 60 Ambulance/Rescue hours (Five, 12-hour Fire Rescue Shifts)
- 20 Emergency Room hours (Two, 10-hour Medical Facility Shifts)
- 40 Hours

The student will utilize the current course textbook, workbook, and skill exercises to learn and demonstrate proficiency in pre-hospital patient care. Emphasis will be placed on hands-on applications.

EMT-101 Preparatory (30 hours)

- Introduction to Emergency Medical Care
- Medical and legal issues
- Human Body/Anatomy & Physiology
- Introduction to Taking Vital Signs and Patient History
- HIV/AIDS awareness (FS 401.2701(1)(a)5c)

The student will learn medical and legal issues surrounding the emergency medical services field, how to take patient vital signs, and obtain relevant history concerning the present and any recent illnesses or injuries. This is presented through lectures and practical skill sessions.

EMT-102 Airway (10 hours)

- Proper use of oxygen therapy and ventilation techniques.
- How EMTs maintain a patient's airway, along with respiratory illnesses and treatments.
- Hands-on airway management, oxygen therapy, and assisting the Paramedic with intubations. This portion will emphasize equipment familiarization and application.

EMT-103 Patient Assessment (30 hours)

- Access a medical emergency scene.
- Conduct a proper physical examination on both trauma and medical patients.
- Assessment of pediatric, adolescent, and geriatric patients.
- Evaluate patients with various medical emergencies, assess vital signs, and provide patient care.
- Manage patients in both stable and unstable conditions.

Emphasis will be placed on practical skills to obtain accurate and thorough patient assessment.

EMT-104 Medical Emergencies (40 hours)

- General Pharmacology
- Respiratory Emergencies
- Allergies/Allergic Reactions
- Cardiovascular Emergencies
- Diabetic Emergencies
- Altered Mental Status/Neurological Problems
- Behavioral Emergencies
- Poisoning and Overdoses
- Environmental Emergencies
- Obstetrical/Gynecological Emergencies

The student will learn when the EMT can administer certain medications and what treatments can be given for various medical emergencies.

EMT-105 Trauma Emergencies (26 hours)

- Bleeding and Shock
- Soft tissue Injuries
- Musculoskeletal Care
- Head/Spinal Injuries
- Florida Trauma Score Methodology (FS 401.2701(1)(a)5c)

Proper techniques of bleeding control. Specific management of spinal injuries is covered in lectures and practical skills. The student will learn to manage and properly package patients for transportation.

EMT-106 Pediatrics (10 hours)

- Care of Infants and Children
- SUIDS (FS 383.3362(1)(3))

Infants and children with medical emergencies can be challenging and emotional scenes to manage. This chapter covers the different anatomy of pediatrics and the unique medical treatments involved. The student is instructed on how to interact with children on their level to provide proper care. Sudden Infant Death Syndrome (SUIDS), child neglect, and abuse are also covered.

EMT-107 Operations (22 hours)

- Ambulance Operations
- Gaining access and Special Operations

Proper lifting techniques of an ambulance stretcher, extrication, and other applicable techniques are covered emphasizing hands-on practical skills.

EMT-108- Lab Skills (52 hours)

- BLS
- Spinal Immobilization
- Ambulance operations
- Pediatrics

EMT-109 Clinical Externship (20 hours)

- Hospital Emergency Department

EMT-110 Ambulance Externship (60 hours)

- Fire/EMS Agency Advanced Life Support Ambulance Service

**EMT PROGRAM COSTS**

Tuition is based on a 300 Clock Hour Diploma Course.

**Tuition and Fees**

Non-refundable Application Fee	\$ 150.00
Tuition	\$ 1400.00
Textbook Fee	\$ 300.00
<u>Lab Fee</u>	<u>\$ 1200.00</u>
Total	\$ 3050.00

*Tuition and Fees include:*

Personal Liability Insurance, instructor fees, instructional materials/supplies, teaching aids, provider and course fees, certificates, and one uniform shirt.

*Tuition and Fees do not include:*

AHA BLS CPR card that must remain current throughout the entire course, CastleBranch tracker that includes State Background Check and 10-panel Drug Screening (\$132.99), vaccinations, titers, physical examination, black closed-toe shoes, navy cargo pants, black belt, and watch.

**EMT PROGRAM GRADUATION REQUIREMENTS**

To be eligible for graduation and receive a certificate, the student must have:

- Completed required clock hours for the program in which they were enrolled.
- Completed the course requirements for the program in which they were enrolled.
- Repeated and completed any failed courses, with the understanding that the maximum time frame shall not exceed 1.5 times the typical duration or number of clock hours required to complete the program.
- Completed each course with a minimum grade of 70

Graduates of the EMT program are eligible to take an examination to become certified by the State of Florida through the Florida Bureau of Emergency Medical Services or become Nationally Certified through the National Registry of Emergency Medical Technicians.

**PARAMEDIC PROGRAM**

This certificate program is offered for the student who wishes to complete the core curriculum and be eligible for certification by the State of Florida to practice as a paramedic. Paramedics are trained to provide advanced life support in medical and trauma-related emergencies. Approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch connect 401, FS, Ch. 64J-1,

FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum [FS 401.2701(1)(a) 5a].

### **PARAMEDIC PROGRAM OBJECTIVES**

- Understand, apply, and evaluate clinical information relevant to the role of a paramedic. This will be accomplished by a comprehensive course of exams and skill practical competencies, culminating in being prepared to pass the National Registry Examination.
- Demonstrate technical proficiency in all medical skills necessary to fulfill the role of entry-level paramedic. A final comprehensive exam, hospital clinical rotations, and field externship evaluations will complete this evaluation.
- Demonstrate personal behaviors consistent with professional and employer expectations for a paramedic.

Upon successful completion of the course, the student will have met the State of Florida minimum requirements to take the National Registry Exam.

### **PARAMEDIC PROGRAM CURRICULUM**

The Paramedic Program requires a minimum of 1110 program hours, broken down as follows:

- 734 Lecture and Lab hours
- 64 Hospital Clinical hours
- 312 ALS Ambulance hours

#### *Paramedic I Term*

##### PARA2100 Lecture/Lab (296 hrs.)

This is the first of three, limited-access didactic/lab, courses in the Paramedic program. It will cover Modules I, II, and III of the January 2009 D.O.T. Paramedic National EMS Education Standards, as well as CPR, Anatomy and Physiology, and basic ECG interpretation. Two hours of instruction on the Trauma scorecard methodologies.

##### PARA2100C Clinical (128 hrs.)

This is the first of three, limited-access clinical rotations, in the Paramedic Program. Based upon knowledge and skills being taught in EMS2000C, the paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors.

#### *Paramedic II Term*

##### PARA2200 Lecture/Lab (296 hrs.)

This is the second of three, limited-access didactic/lab, courses in the Paramedic Program. It will cover Modules IV and V of the January 2009 D.O.T. Paramedic National EMS Education Standards, as well as ACLS, ITLS, and 12 Lead ECG. Sudden Unexpected Infant Death Syndrome (SUIDS) training.

##### PARA2200C Clinical (128 hrs.)

This is the second of three, limited-access clinical rotations, in the Paramedic Program. Based upon knowledge and skills being taught in EMS2001C, the paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors.

#### *Paramedic III Term*

##### PARA2300 Lecture/Lab (142 hrs.)

This is the third of three, limited-access didactic/lab, courses in the Paramedic Program. It will cover Modules V, VI, VII, and VIII of the January 2009 D.O.T. Paramedic National EMS Education Standards and certifications in ACLS, PALS, and PHTLS.

##### PARA2400 Paramedic Capstone Field Internship (120 hrs.)

This is the third of three, limited-access didactic/lab, courses in the Paramedic Program. It will cover Modules V, VI, VII, and VIII of the January 2009 D.O.T. Paramedic National EMS Education Standards.

### **PARAMEDIC PROGRAM HOURS**

The Paramedic Program consists of 3 semesters and is approximately 12 months long, excluding observed holidays.

#### Lecture/Lab Hours

- Semester 1 & 2 – 592 Hours combined (32 Classes each semester)
- Semester 3 – 142 Hours (16 Classes)

### Clinical/Hospital Externship Hours

- Semester 1 & 2 – 64 Hours combined (Four, 8-hour Medical Facility Shifts per semester)

### Ambulance/Field Externship Hours

- Semester 1 & 2 – 192 Hours combined (Eight, 12-hour Fire Rescue Shifts per semester)
- Semester 3 – 120 Hours (Five, 24-hour Fire Rescue Shifts per semester)

Total Externship Hours = 376 Hours

### **PARAMEDIC PROGRAM COSTS**

Tuition is based on an 1110 Program Hour Diploma Course.

#### **Tuition and Fees**

<i>Paramedic I Term Costs</i>		<i>Paramedic II Term Costs</i>		<i>Paramedic III Term Costs</i>	
Non-refundable Application Fee	\$150.00	Tuition	\$2925.00	Tuition	\$1050.00
Book Fee	\$500.00	Lab Fee	\$700.00	Lab Fee	\$700.00
Tuition	\$2925.00	PPE	\$100.00	NREMT Review	\$150.00
Lab Fee	\$700.00				
PPE	\$100.00				
Total:	\$4375.00	Total:	\$3725.00	Total:	\$1900.00

**Total Program Cost with All Three Semester Fees: \$10,000.00**

#### *Tuition and Lab Fees include:*

ACLS/PALS/PHTLS certifications, Medical Liability Insurance, instructor fees, instructional materials/supplies, teaching aids, provider and course fees, certificates, and two uniform shirts.

#### *Tuition and Lab Fees do not include:*

AHA BLS CPR card that must remain current throughout the entire course, CastleBranch tracker that includes State Background Check and 10-panel Drug Screening (\$132.99), Inoculations, physical examination, black closed-toe shoes, navy cargo pants, black belt, and watch.

### **PARAMEDIC PROGRAM GRADUATION REQUIREMENTS**

The Paramedic student must complete the following to receive a certificate upon graduation. These requirements must be met before sitting for the final exam:

- Complete all class, lab skill sheets, and clinical hours.
- Complete ACLS, PALS, and PHTLS certifications and NREMT Paramedic Exam Review Class.
- Pass each module exam, cumulative final, and comprehensive final with a minimum of 80%
- Demonstrate competencies in required critical tasks, including passing a comprehensive final scenario.
- Meet all financial responsibilities.
- All required paperwork has been turned in and checked by the EMS Program Director, including but not limited to the required number of patient contact reports.

***This stipulation must be met each semester and before the Comprehensive Final.***

Graduates of the Paramedic program are eligible to take an examination to become certified by the State of Florida through the Florida Bureau of Emergency Medical Services. Graduates must receive final approval (release) from the EMS Program Director and the Medical Director before registering for State of Florida Certification.

## APPENDIX A - FACULTY LISTING

INSTITUTION DATA					
Name: Treasure Coast Medical Institute, Inc.					ID No.: 5638
FACULTY					
FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:	FLORIDA PROFESSIONAL CREDENTIAL(S)		
			TYPE:	LICENSE NUMBER:	EXP. DATE:
Kevin Franklin	EMT Paramedic	BA Organizational Management, Warner University	Paramedic	PMD 200110	12/01/2026
Scott Adams	EMT Paramedic	BS Business, Barry University	Paramedic	PMD 511759	12/01/2026
Matthew Amato	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 206322	12/01/2026
Hunter Aranda	EMT Paramedic	Paramedic, HCI College	Paramedic	PMD 541460	12/01/2026
Eric Barnes	EMT Paramedic	BS Fire & Emergency Services, University of Florida	Paramedic	PMD 205035	12/01/2026
Richard Bellomy	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 15974	12/01/2026
Kyle Bergener	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 542711	12/01/2026
Michael Blazek	EMT Paramedic	AS Culinary Arts, New England Institute of Technology	Paramedic	PMD 206334	12/01/2026
Allen Civita	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 200195	12/01/2026
Sarah Chacon	EMT Paramedic	AA General Studies, Palm Beach State College	Paramedic	PMD 537552	12/01/2026
Brett Chavez	EMT Paramedic	AS Fire Science Technology, Indian River State College	Paramedic	PMD 532831	12/01/2026
Roger Clark	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 540231	12/01/2026
Madelyn Cook	EMT Paramedic	Paramedic, Treasure Coast Medical Institute	Paramedic	PMD 543915	12/01/2026
Kevin Cornine	EMT Paramedic	BS, Industrial Organizational Psychology	Paramedic	PMD 529919	12/01/2026
John Craton	EMT Paramedic	BS Business Administration, Columbia Southern University	Paramedic	PMD 509419	12/01/2026
Corey Curtis	EMT Paramedic	AA Criminal Justice, Indian River State College	Paramedic	PMD 541609	12/01/2026
Travis Deckers	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 539064	12/01/2026
Edward Doonan	EMT Paramedic	AS EMS, Palm Beach State College	Paramedic	PMD 512262	12/01/2026
Drew Duplessis	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 538116	12/01/2026
Maria Fernandez	EMT Paramedic	BS Health Science, Florida Gulf Coast University	Paramedic	PMD 532017	12/01/2026
Dr. Michael Ferraro	EMT Paramedic	Doctorate of Osteopathy, Nova Southeastern University	Osteopathic Physician	OS 10265	12/01/2026
Bryan Fields	EMT Paramedic	Paramedic, Health Career Institute	Paramedic	PMD 517920	12/01/2026
Nicholas Fioretto	EMT Paramedic	AS Fire Science Technology, Indian River State College	Paramedic	PMD 533332	12/01/2026
Corey Flowers	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 524996	12/01/2026
Fred Griffin	EMT Paramedic	BA Journalism, University of Florida	Paramedic	PMD 523512	12/01/2026
Casey Hogan	EMT Paramedic	BS Fire Science, Columbia Southern University	Paramedic	PMD 510881	12/01/2026
Dillon Honeycutt	EMT Paramedic	Paramedic, Treasure Coast Medical Institute	Paramedic	PMD 544041	12/01/2026
Raymond Hooper	EMT Paramedic	AS EMS, Florida Medical Training Institute	Paramedic	PMD 11592	12/01/2026
Thomas Hutchinson	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 19487	12/01/2026
Dorian Jackson	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 512564	12/01/2026

Matthew Kenney	EMT Paramedic	BS Criminal Justice, Indian River State College	Paramedic	PMD 542988	12/01/2026
Kevin Key	EMT Paramedic	Paramedic, HCI College	Paramedic	PMD 538098	12/01/2026
Peter Kosloski	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 206403	12/01/2026
Roberto Lara	EMT Paramedic	AS EMS, Palm Beach State College	Paramedic	PMD 537609	12/01/2026
Daniel Lee	EMT Paramedic	AS EMS, Indian River State College	Paramedic/ RN	PMD 9923 RN 9599221	12/01/2026 4/30/2026
Andrew Murphy	EMT Paramedic	AA General Studies, Eastern Florida State College	Paramedic	PMD 540184	12/01/2026
Timothy Myers	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 510261	12/01/2026
Matthew Neilson	EMT Paramedic	AS EMS Technology, Indian River State College	Paramedic	PMD 206875	12/01/2026
Rob Newman	EMT Paramedic	BS Business, Columbia Southern University	Paramedic/ RN	PMD 206301 RN 9520014	12/01/2026 4/30/2025
Jacob Ortiz	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 542633	12/01/2026
Yvon Paiement	EMT Paramedic	MS Emergency Services Management, Columbia Southern University	Paramedic	PMD 17581	12/01/2026
Anthony Pesaturo	EMT Paramedic	Paramedic, Palm Beach State College	Paramedic	PMD 525737	12/01/2026
Dylan Petzold	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 537948	12/01/2026
Christopher Prieto	EMT Paramedic	BS Public Administration, Indian River State College	Paramedic	PMD 537545	12/01/2026
Freddie Ramirez Jr.	EMT Paramedic	AA General Studies, Indian River State College	Paramedic	PMD 539605	12/01/2026
Ciaran Reilly	EMT Paramedic	Paramedic, Health Career Institute	Paramedic	PMD 532309	12/01/2026
Markus Rodriguez	EMT Paramedic	AA General Studies, Indian River State College	Paramedic	PMD 541613	12/01/2026
Christopher Severino	EMT	AS EMS, Indian River State College	EMT	EMT 571878	12/01/2026
Kole Shagena	EMT Paramedic	Paramedic, Palm Beach State College	Paramedic	PMD 535934	12/01/2026
Austin Spiegelhalter	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 534103	12/01/2026
James Stack	EMT Paramedic	Paramedic, Palm Beach State College	Paramedic	PMD 532693	12/01/2026
Cory Stafford	EMT Paramedic	BA Psychology, Tennessee Temple University	Paramedic	PMD 542840	12/01/2026
Craig Stolzer	EMT Paramedic	BS Communications, Texas Christian University	Paramedic	PMD 517331	12/01/2026
Patrick Tierney	EMT Paramedic	Paramedic, HCI College	Paramedic	PMD 536941	12/01/2026
Andrew Willmore	EMT Paramedic	MS Biological Science, Florida Atlantic University	Paramedic	PMD 534907	12/01/2026
Eric Wright	EMT Paramedic	Paramedic, Indian River State College	Paramedic	PMD 18070	12/01/2026



# APPENDIX B - ACADEMIC CALENDAR



## Treasure Coast Medical Institute Academic Calendar | Jan. 2024 - Jun. 2024

JANUARY						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan. 3: EMT 38/39/40 Orientation  
 Jan. 3: Para 08/09 (C-Shift) Sem. 2 Begins  
 Jan. 4: Para 10 (A-Shift) Orientation  
 Jan. 5: Para 11 (B-Shift) Orientation  
 Jan. 15: Martin Luther King Jr. Day – School Closed

FEBRUARY						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb. 15: Registration Opens for Summer EMT Classes

MARCH						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar. 18-22: Para 11 (B-Shift) Spring Break  
 Mar. 25: Registration Documents Due for Summer EMT Classes  
 Mar. 25-29: Para 08/09 (C-Shift) Spring Break

APRIL						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr. 1-5: Para 10 (A-Shift) Spring Break  
 Apr. 17: EMT 38/39/40 Admin Day  
 Apr. 23: EMT 41/42 Orientation

MAY						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 20: Para 08/09 (C-Shift) Sem. 2 Ends  
 May 21: Para 10 (A-Shift) Sem. 1 Ends  
 May 16: Para 11 (B-Shift) Sem. 1 Ends  
 May 27: Memorial Day – School Closed  
 May 28: Para 11 (B-Shift) Sem. 2 Begins  
 May 29: Para 08/09 (C-Shift) Sem. 3 Begins  
 May 30: Para 10 (A-Shift) Sem. 2 Begins

JUNE						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jun. 1: Registration Opens for Fall Paramedic Classes (9am) and Fall EMT Classes (12pm)

**Color Key:**

A-Shift Paramedic Dates
B-Shift Paramedic Dates
C-Shift Paramedic Dates
EMT Dates
Holidays
Registration Dates

**EMT Program Dates:**

EMT 38/39/40: 1/3/2024 – 4/17/2024  
 EMT 41/42: 4/23/2024 – 8/8/2024  
 EMT 43/44/45: 7/26/2024 – 11/27/2024  
 EMT 46/47: 12/12/2025 – 4/24/2025

**Paramedic Program Dates:**

Para 08/09 (C-Shift): 8/9/2023 – 8/6/2024  
 Para 10 (A-Shift): 1/4/2024 – 12/17/2024  
 Para 11 (B-Shift): 1/5/2024 – 12/9/2024  
 Para 12 (C-Shift): 7/31/2024 – 7/29/2025  
 Para 13 (A-Shift): 12/11/2024 – 12/18/2025  
 Para 14 (B-Shift): 2/25/2025 – TBD

Note: The dates listed above are subject to change.



## Treasure Coast Medical Institute Academic Calendar | Jul. 2024 - Dec. 2024

JULY						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jul. 4: Independence Day – School Closed  
 Jul. 12: Registration Documents Due for Fall Paramedic Classes  
 Jul. 26: Registration Documents Due for Fall EMT Classes  
 Jul. 31: Mandatory Admission Day for Fall Paramedic Classes

AUGUST						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 1: Mandatory Admission Day for Fall EMT Classes  
 Aug. 6: Para 08/09 (C-Shift) Graduation  
 Aug. 8: EMT 41/42 Graduation  
 Aug. 9: Para 12 (C-Shift) Orientation  
 Aug. 15: EMT 43/44/45 Orientation

SEPTEMBER						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sep. 2: Labor Day – School Closed  
 Sep. 18: Information Session (10am & 6pm)

OCTOBER						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct. 4: Para 11 (B-Shift) Sem. 2 Ends  
 Oct. 5: Registration Opens for Jan. A-Shift Paramedic Class (9am) and EMT Classes (12pm)  
 Oct. 9: Para 10 (A-Shift) Sem. 2 Ends  
 Oct. 10: Para 11 (B-Shift) Sem. 3 Begins  
 Oct. 15: Para 10 (A-Shift) Sem. 3 Begins

NOVEMBER						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 22: Registration Documents Due for Jan. A-Shift Paramedic Class  
 Nov. 27: EMT 43/44/45 Graduation  
 Nov. 28-29: Thanksgiving Break – School Closed

DECEMBER						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 6: Registration Documents Due for Jan. EMT Classes  
 Dec. 9: Para 11 (B-Shift) Graduation  
 Dec. 11: Mandatory Admission Day for Jan. A-Shift Paramedic Class  
 Dec. 12: Mandatory Admission Day for Jan. EMT Classes  
 Dec. 17: Para 10 (A-Shift) Graduation  
 Dec. 19: Para 12 (C-Shift) Sem 1 Ends  
 Dec. 21-Jan 3: Christmas Break – School Closed

**Color Key:**

A-Shift Paramedic Dates
B-Shift Paramedic Dates
C-Shift Paramedic Dates
EMT Dates
Holidays
Registration Dates

**EMT Program Dates:**

EMT 41/42: 4/23/2024 – 8/8/2024  
 EMT 43/44/45: 8/1/2024 – 11/27/2024  
 EMT 46/47: 12/12/2025 – 4/24/2025

**Paramedic Program Dates:**

Para 08/09 (C-Shift): 8/9/2023 – 8/6/2024  
 Para 10 (A-Shift): 1/4/2024 – 12/17/2024  
 Para 11 (B-Shift): 1/5/2024 – 12/9/2024  
 Para 12 (C-Shift): 7/31/2024 – 7/29/2025  
 Para 13 (A-Shift): 12/11/2024 – 12/18/2025  
 Para 14 (B-Shift): 2/25/2025 – TBD

Note: The dates listed above are subject to change.



## Treasure Coast Medical Institute Academic Calendar | Jan. 2025 - Jun. 2025

JANUARY						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 4: Registration Opens for Spring B-Shift Paramedic Class (9am)  
 Jan. 6: Para 12 (C-Shift) Sem. 2 Begins  
 Jan. 7: Para 13 (A-Shift) Orientation  
 Jan 8: Information Session (10am & 6pm)  
 Jan. 9: EMT 46/47 Orientation  
 Jan. 20: Martin Luther King Jr. Day – School Closed

FEBRUARY						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb. 15: Registration Opens for Summer EMT Classes (9am)  
 Feb. 25: Mandatory Admission Day for Spring B-Shift Paramedic Class

MARCH						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar. 3: Para 14 (B-Shift) Orientation  
 Mar. 17-21: Para 12 (C-Shift) Spring Break  
 Mar. 24-28: Para 13 (A-Shift) Spring Break

APRIL						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr. 16: Mandatory Admission Day for Summer EMT Classes  
 Apr. 24: EMT 46/47 Graduation  
 Apr. 30: EMT 48/49 Orientation

MAY						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 19: Para 13 (A-Shift) Sem. 1 Ends  
 May 21: Para 12 (C-Shift) Sem. 2 Ends  
 May 26: Memorial Day – School Closed  
 May 27: Para 12 (C-Shift) Sem. 3 Begins  
 May 28: Para 13 (A-Shift) Sem. 2 Begins

JUNE						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jun. 1: Registration Opens for Fall C-Shift Paramedic Classes (9am) and Fall EMT Classes (12pm)

**Color Key:**

A-Shift Paramedic Dates
B-Shift Paramedic Dates
C-Shift Paramedic Dates
EMT Dates
Holidays
Registration/Admission Dates

**EMT Program Dates:**  
 EMT 46/47: 12/12/2025 – 4/24/2025  
 EMT 48/49: 4/16/2025 – 8/13/2025  
 EMT 50/51: TBD – 12/4/2025

**Paramedic Program Dates:**  
 Para 12 (C-Shift): 7/31/2024 – 7/29/2025  
 Para 13 (A-Shift): 12/11/2024 – 12/18/2025  
 Para 14 (B-Shift): 2/25/2025 – TBD  
 Para 15 (C-Shift): TBD – TBD

Note: The dates listed above are subject to change.



## Treasure Coast Medical Institute Academic Calendar | Jul. 2025 - Dec. 2025

JULY						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jul. 4: Independence Day – School Closed  
 Jul. 22: Para 14 (B-Shift) Sem. 1 Ends  
 Jul. 29: Para 12 (C-Shift) Graduation  
 Jul. 31: Para 14 (B-Shift) Sem. 2 Begins

AUGUST						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug. 4: Para 15 (C-Shift) Orientation  
 Aug. 13: EMT 48/49 Graduation  
 Aug. 21: EMT 50/51 Orientation

SEPTEMBER						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sep. 1: Labor Day – School Closed

OCTOBER						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct. 4: Registration Opens for Spring EMT & A-Shift Paramedic Classes  
 Oct. 10: Para 13 (A-Shift) Sem. 2 Ends  
 Oct. 13: Para 13 (A-Shift) Sem. 3 Begins

NOVEMBER						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov. 27-28: Thanksgiving Break – School Closed

DECEMBER						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec. 4: EMT 50/51 Graduation  
 Dec. 16: Para 14 (B-Shift) Sem. 2 Ends  
 Dec. 18: Para 13 (A-Shift) Graduation  
 Dec. 20-Jan 4: Christmas Break – School Closed

**Color Key:**

A-Shift Paramedic Dates
B-Shift Paramedic Dates
C-Shift Paramedic Dates
EMT Dates
Holidays
Registration/Admission Dates

**EMT Program Dates:**

EMT 46/47: 12/12/2025 – 4/24/2025  
 EMT 48/49: 4/16/2025 – 8/13/2025  
 EMT 50/51: TBD – 12/4/2025

**Paramedic Program Dates:**

Para 12 (C-Shift): 7/31/2024 – 7/29/2025  
 Para 13 (A-Shift): 12/11/2024 – 12/18/2025  
 Para 14 (B-Shift): 2/25/2025 – TBD  
 Para 15 (C-Shift): TBD – TBD

Note: The dates listed above are subject to change.