



TCMFI
Treasure Coast Medical & Fire Institute

PROGRAM CATALOG

Treasure Coast Medical & Fire Institute, Inc.
4172 Okeechobee Rd.
Ft. Pierce, FL 34947

772-672-4251
info@tcmfi.com
www.tcmfi.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: Jan. 2025 – Dec. 2025

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INTRODUCTION

Treasure Coast Medical & Fire Institute, Inc. is owned by Kevin and Audrey Franklin. Treasure Coast Medical & Fire 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 & Fire Institute, Inc. also serves as an Instructor Training Site for the American Heart Association (AHA).

“Treasure Coast Medical & Fire Institute” and “TCMFI” are fictitious names used by Treasure Coast Medical & Fire Institute, Inc.

STATE LICENSE AND AFFILIATIONS

Treasure Coast Medical & Fire 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 & Fire 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 & Fire 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"

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 & Fire 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 & Fire 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 & Fire Institute, Inc., a registered Florida “S” Corporation, rests with Kevin Franklin, the President and co-founder of TCMFI. 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 & Fire Institute. She leads, directs, and oversees the everyday administration of the office and staff at TCMFI. 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 TCMFI. 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 TCMFI 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 TCMFI 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 & Fire 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 & Fire Institute and has worked through nearly every position at TCMFI, 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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.tcmfi.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.

Returning Student Policy

Students who have previously withdrawn from TCMFI may reapply and be considered a "Returning Student" for the next available semester only. Returning Students are exempt from the application fee and will receive reduced book and lab fees.

Admission Requirements for Returning Students

- Updated Application
- 10-panel Drug Screening
- Current Health Insurance Card
- Returning Student Lab Fee (Due by Admission Day)
- Returning Student Book Fee (Due by Admission Day)
- PPE Fee (Paramedic students only) (Due by Admission Day)
- Tuition (Due by Orientation)

If a student does not return by the next available semester, the Returning Student status will no longer be available, and the student must reapply as a new applicant. TCMFI reserves the right to deny re-admission at its discretion.

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 TCMFI 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 & Fire Institute, Inc. Directory Information that may be released per TCMFI 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 & Fire 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, PPE Fee, Book 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 |
| Non-refundable 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 & Fire Institute, Inc.

CANCELLATIONS AND REFUNDS

Treasure Coast Medical & Fire 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 & Fire 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 & Fire 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. Uniform vouchers and EMCE registration are non-refundable once issued.
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. Lab and PPE Fees become non-refundable after orientation.
7. 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.
8. 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.
9. Refunds will be made within 30 days of termination of students’ enrollment or receipt of a Cancellation Notice from student.
10. All monies will be refunded in the event that Treasure Coast Medical & Fire 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.

Refund Schedule

| Time Period | Refundable Items |
|--|--|
| Before Admission Day (1st Day of Class) | Lab Fee (minus uniform voucher if issued), PPE Fee, Book Fee, and Tuition |
| Within 3 Days after Admission Day | Lab Fee (minus uniform voucher, minus supplies if not returned unused), PPE Fee, and Tuition |
| 3 Days after Admission Day, before Orientation | Lab Fee (minus uniform voucher & supplies), PPE Fee, and Tuition |
| Paramedic: After Orientation, before 20% of the Semester | Prorated Tuition |
| EMT: After Orientation, before 40% of the Program | Prorated Tuition |
| Paramedic: After 20% of the Semester | No Refunds |
| EMT: After 40% of the Program | No Refunds |

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 (December-December) |
| Paramedic Class: | 9:00 AM-6:00 PM | B-Shift Schedule (February-March) |
| Paramedic Class: | 9:00 AM-6:00 PM | C-Shift Schedule (July-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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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, TCMFI, 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 TCMFI, 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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 & Fire 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

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@tcmfi.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 (Independent Course Study)

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 |

Reduced Fees for Returning EMT Students: Textbook Fee (\$225) and Lab Fee (\$600)

Tuition and Lab Fees include:

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

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), 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

Reduced Fees for Returning Paramedic Students: Textbook Fee (\$350) and Semester 1 Lab Fee (\$350)

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 & Fire 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 |
| Robert Carter | EMT Paramedic | AS EMS, Palm Beach State College | Paramedic | PMD 534250 | 12/01/2026 |
| Allen Civita | EMT Paramedic | AS EMS, Indian River State College | Paramedic | PMD 200195 | 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 & Fire Institute | Paramedic | PMD 543915 | 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 |
| 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 |
| Corey Flowers | EMT Paramedic | AS Fire Science, Indian River State College | Paramedic | PMD 524996 | 12/01/2026 |
| Alexia French | EMT Paramedic | BS Public Safety Administration, Indian River State College | Paramedic | PMD 515377 | 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 & Fire 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 |
| 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 |
| Drew Robidoux | EMT Paramedic | AS Fire Science Technology, Indian River State College | Paramedic | PMD 529845 | 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 |
| Christina Sims | EMT Paramedic | AS Fire Science Technology, Indian River State College | Paramedic | PMD 542432 | 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 |
| 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 & Fire 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. 6: Para 12 (C-Shift) Sem. 2 Begins
 Jan. 7: Para 13 (A-Shift) Orientation
 Jan. 8: Information Session (10am & 6pm)
 Jan. 9: EMT 46/47/48 Orientation
 Jan. 11: Registration Opens for Spring B-Shift Paramedic Class (9am)
 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. 13: Mandatory Admission Day for Spring B-Shift Paramedic Class
 Feb. 15: Registration Opens for Summer EMT Classes (9am)

| 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. 14: Mandatory Admission Day for Summer EMT Classes
 Apr. 24: EMT 46/47/48 Graduation
 Apr. 30: EMT 49/50 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 20: Information Session (10am & 6pm)
 May 26: Memorial Day – School Closed
 May 27: Para 12 (C-Shift) Sem. 2 Ends
 May 28: Para 13 (A-Shift) Sem. 2 Begins
 May 30: Para 12 (C-Shift) Sem. 2 Begins
 May 31: Registration Opens for Fall C-Shift Paramedic Classes (9am) and Fall EMT Classes (12pm)

| 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 | | | | | |

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): 2/13/2025 – 3/10/2026
 Para 15 (C-Shift): 7/23/2025 – 8/11/2026

Color Key:

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

EMT Program Dates:
 EMT 46/47/48: 12/12/2025 – 4/24/2025
 EMT 49/50: 4/14/2025 – 8/13/2025
 EMT 51/52/53: 8/6/2025 – 12/4/2025

Note: The dates listed above are subject to change.



Treasure Coast Medical & Fire 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. 23: Mandatory Admission Day for Fall C-Shift Paramedic Class
 Jul. 25: Para 14 (B-Shift) Sem. 1 Ends
 Jul. 28: Para 14 (B-Shift) Sem. 2 Begins
 Jul. 29: Para 12 (C-Shift) Graduation

| 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. 6: Mandatory Admission Day for Fall EMT Classes
 Aug. 13: EMT 49/50 Graduation
 Aug. 14: EMT 51/52/53 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 A-Shift Paramedic Classes (9am) & Spring EMT Classes (12pm)
 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. 25: EMT 51/52/53 Graduation
 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 51/52/53 Graduation
 Dec. 11: Mandatory Admission Day for Spring EMT Classes
 Dec. 15: Mandatory Admission Day for Spring A-Shift Paramedic Class
 Dec. 17: Para 15 (C-Shift) Sem. 1 Ends
 Dec. 18: Para 13 (A-Shift) Graduation
 Dec. 19: Para 14 (B-Shift) Sem. 2 Ends
 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 Dates |

EMT Program Dates:

EMT 49/50: 4/14/2025 – 8/13/2025
 EMT 51/52/53: 8/6/2025 – 11/25/2025
 EMT 54/55/56: 12/11/2025 – 4/28/2026

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): 2/13/2025 – 3/10/2026
 Para 15 (C-Shift): 7/23/2025 – 8/11/2026
 Para 16 (A-Shift): 12/15/2025 – TBA

Note: The dates listed above are subject to change.