



ENROLLMENT CONTRACT
For
CRITICAL CARE TRANSPORT (CCT)
PROGRAM
AT
PRINCETON RESCUE SQUAD



CRITICAL CARE TRANSPORT (CCT) PROGRAM (153 clock hours)

PRINCETON RESCUE SQUAD, INC

701 STAFFORD DRIVE

PRINCETON, WV 24740

304-716-0129

We at Princeton Rescue Squad are pleased that you have chosen to continue your Emergency Medical Service professional education with us. The mission of Princeton Rescue Squad's Education Department is to effectively and professionally provide educational experiences for students to meet the needs of the communities we serve. To fulfill our mission, the administration, faculty, and staff are committed to and focused on fostering the educational endeavors of our students through adherence to our core values in our daily work: Integrity, Compassion, Accountability, Respect, Empathy.

As a student progresses through the curriculum they will learn the critical knowledge and skill competencies necessary to work as a certified CCT in West Virginia. Our Program follows the standards set forth by the West Virginia Office of Emergency Medical Service (WVOEMS). Upon successful completion of the CCT Educational Program the student will be eligible to take the West Virginia OEMS CCT Certification Exam. This certification can also be useful for military service, paid or volunteer fire departments, hospitals, security agencies, and many other career opportunities.

Administration & Operations:

Chief Executive Officer: Mark Brooks, FP-C, NRP, MCCP

Chief Operational Officer: Jason Conner, RN, MCCN, CFRN

Education Department:

Director: Paula Johnson, M.Ed., NCEE, NRP, MCCP

The Goal of Critical Care Transport (CCT) Education:

Is to provide experienced Paramedics and Registered Nurses with the knowledge and skills necessary to deliver outstanding advanced care for the critical patient during transfers between hospitals, specialty referral centers, and extended care facilities.



Program Outcomes:

Upon successful completion of the CCT Education Program, the student will be able to:

1. Sit for the West Virginia OEMS CCT Certification Exam.
2. Utilize effective therapeutic communication and advanced assessment skills consistent with the role of the professional CCT to maintain and/or improve patient care in the interfacility setting under the guidance of physician provided orders.
3. Understand and appreciate the legal-ethical issues that influence critical decision-making in the interfacility transport environment.
4. Apply critical thinking and problem-solving skills to formulate and implement advanced emergency care based on assessment findings for a critically ill patient.
5. Identify and implement strategies to reduce morbidity and mortality during interfacility transports.

Requirements:

Applicants wishing to register for the CCT Education Program:

1. Must have 3 years of experience as a Paramedic, or 3 years' experience in an ER or ICU setting for *Registered Nurses.
2. Must provide copies of certifications in the following:
 - a. ACLS
 - b. PHTLS/ITLS/TNCC
 - c. PEPP/PALS
3. Submit an application along with the non-refundable fee of \$50.00 and copies of certificates to Princeton Rescue Squad's Educational Institute.
4. Need to have the physical ability to lift-up to 50lbs. for the lifting and movement of patients.
5. Submit documented immunity to the following prior to initiating clinical rotations:
 - a. Rubella
 - b. Rubeola
 - c. Mumps
 - d. Varicella
 - e. TB skin testing (PPD)
 - i. If positive, document evaluation and/or treatment by a healthcare provider.
 - f. Seasonal flu shot (if attending clinical between 10/1 and 4/30)
6. Must have completed and passed a criminal background check as directed by the WVOEMS. (Student out of pocket cost)



***NOTE: Nurses must fulfill additional requirements upon completion of the CCT program if he/she is to receive her MCCN certification through the WV Office of EMS. These requirements include:**

- 1) (Former or Current) EMT **OR** Completion of EMT modules [see “a” below] **OR** NAEMT Safety Course
 - a) Scene Safety, Scene Size up, and Operations
- 2) EMT Skill Exam
- 3) NREMT ALS Assessment Exam
- 4) Submit a Background check (if the nursing license was issued before the standard background check requirements were expected)

Important Dates & Times

- **Classes Begin:** August 17th, 2023
- **Class Days & Times**
 - Thursdays 9:00am – 5:00pm
- **Class Length:** 16 weeks
- **Course Payment Deadlines**
 - **APPLICATION FEE DEADLINE – August 10th, 2023**
 - 1st Payment Deadline – August 17th, 2023 (\$200.00) – *textbook fee*
 - Payment due dates will be on the 1st of each month. Course must be paid in full by December 7th, 2023 to prevent delay of State Examination.
- **Accepted Methods of Payment**
 - Cash, Check, Money Order, or Credit Card

CCT Program Costs:

Paid Directly to Princeton Rescue Squad for Program Participation: \$800.00

- The \$800.00 dollars covers the cost of the following:

○ Student tuition	\$395.00	
○ Application Fee	\$50.00	(Non-Refundable Fee)
○ Textbook	\$200.00	
○ Clinical Shirts	\$20.00	
○ CCT Skill Examination	\$135.00	

Paid Directly to the Providing Agency By the Student: (Out of Pocket Expense)

- **State Application Processing Fee: (Avg. Cost)**
 - Application Processing - \$10.00 (upgrading from former OEMS level)
 - Application Processing - \$120.00 (new OEMS applicants only)



Student Withdrawal:

Students may withdraw from the course at any time. If a student withdraws PRIOR to the first day of the course, a full refund will be provided of any monies paid EXCLUDING the \$50.00 non-refundable application fee. Any student that misses more than two (2) consecutive class sessions without contacting the course instructor will be considered to have withdrawn from the course.

Grounds for Dismissal:

A student may be dismissed from the program for the following reasons:

- Absenteeism greater than 2 unexcused classes per semester.
- Insubordination (in classroom or in clinical)
- The conviction and/or known use of, distribution of, or possession of illegal drugs, or controlled substances.
- Failure to accomplish clinical assignments and objectives
- Unprofessional or unethical conduct
- Cheating in related or professional CCT courses or in clinical documentation

Cancellation and Refund Policies:

Payment of course fees, either the instalment or full payment, is due by the start date/time of the program. Any student that does not show up on the first day of class, or chooses to cancel their enrollment agreement prior to the start date/time of the class will be treated as a cancellation and a full refund will be issued to the student within 45 calendar days of the first scheduled day of class or the date of cancellation, whichever comes first. Also, a full refund will be issued if an applicant is rejected prior to the start date/time of the course, or the program is cancelled by the Squad. A student is classified as a "withdrawal" if he/she attends at least one class, but does not complete the program. Any student that withdraws or is dismissed and has completed less than 70% of the period of attendance for which the student is charged will be issued a pro-rated refund based on the last date of attendance and paid within 45 calendar days from the documented date of determination. (*The Date of Determination is the date the student notifies the institution of withdrawal or the date the institution dismisses the student.*) The refund will be less the application fee. If the student has completed 70% or more of the period of attendance for which the student is charged, the tuition is considered fully earned and the student will receive no refund.



Employment Guarantee Disclaimer:

Princeton Rescue Squad provides job referral services for students. Princeton Rescue Squad is unable to research the integrity of the employers and as such, makes no representations, recommendations, or guarantees regarding the accuracy or reliability, or otherwise, of any employer, posted job listing, or employment data provided. Additionally, while Princeton Rescue does hire some graduates, this program of study or registration handbook is in no way to be interpreted or construed as a contract of employment or guarantees of continued employment for any specific period of time. No verbal communication or written document will provide such a contract, assurance, or guarantee unless specified in writing and signed by a company official who is authorized to enter into such agreement.

FUNCTIONAL JOB ANALYSIS: CRITICAL CARE TRANSPORT (CCT)

Technical Standards and Essential Functions:

The CCT Program at Princeton Rescue Squad's Education Department has established technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the program. Students are required to meet the technical standards and essential functions for the program as indicated below. If an applicant is unable to meet all of the outlined standards, he/she may withdraw from the program.

Introduction:

Section 504 of the Rehabilitation Act of 1973 [29 U.S. Section 794] prohibits Princeton Rescue Squad's Education Department from denying benefits to an "otherwise qualified" handicapped person solely because of his or her documented handicap. No qualified handicapped person shall be excluded from participation, admission, matriculation, or denied benefits or subjected to discrimination solely by reason of his or her handicap. However, a handicapped person can be required to meet the institutions "academic and technical standards." The Princeton Rescue Squad's Education Department admissions process will not discriminate against qualified handicapped individuals but will expect CCT candidates and students to meet minimum academic and technical standards.

Technical Standards for the Critical Care Transport Program:

The holder of a CCT certification must have the foundational knowledge and skills identified in the U.S. D.O.T. NHTSA Functional Job Analysis Code 079.374.010, SOC Code 3690, GOE 10.03.02 [https://one.nhtsa.gov/people/injury/ems/EMT-P/disk_1%5B1%5D/Intro-C.pdf] (and as redefined in the evolution of practice by the NHTSA) to function as an acute interfacility care provider with the requisite decision making skills of high complexity to assess, manipulate, and support vital organ system failure and/or to prevent further life threatening deterioration of the patient's condition during transport.



A patient requiring critical care transport is defined as one that has a critical illness or injury that acutely impairs one or more vital organ systems such that there is a high probability of imminent or life-threatening deterioration in the patient's condition during transport. Examples of vital organ system failure that may contribute to morbidity or mortality include but are not limited to: central nervous system failure, circulatory failure, shock, renal, hepatic, metabolic, and/or respiratory failure.

Candidates for the CCT program must be able to consistently quickly and accurately learn, integrate, analyze, and synthesize data leading to treatment and transport decisions affecting patient care. A candidate should have the abilities, attributes and skills in five major areas: observation, communication, motor, intellectual, and behavioral/social. Technological competencies and reasonable accommodations can be made for some handicaps in certain areas, but a candidate must be able to perform in a reasonably independent manner.

1. **Observation:** Candidates and students must have sufficient vision to be able to observe and demonstrate classroom, laboratory, clinical and field exercises. They must be able to observe a patient accurately at close range. They must be able to observe clinical and field settings utilizing hearing, vision, smells, and touch. Examples of this standard may include but are not limited to: reading small medication labels, gauges and print on equipment; assessing patients and including color changes, skin temperature and odors; observing details in the patients' environment including odors, colors, and sounds; listening to heart tones, lung sounds, blood pressures using a stethoscope in a noisy environment.
2. **Communication:** Candidates and students should be able to speak, hear, and observe patients and peers in order to elicit information, examine patients, describe changes in moods and posture, as well as perceive and interpret nonverbal communications. They must be able to communicate effectively and sensitively with patients and peers. Communications include not only speech, but also reading and writing in English. They must be able to communicate effectively and efficiently in both oral and written form with all members of the health care team.
3. **Motor:** Candidates and students must demonstrate the sufficient motor functions needed to execute the movements reasonably required of a CCT provider to perform a patient physical examination as well as to provide general care or emergency treatment to patients. Examples of patient care are not limited to, cardiopulmonary resuscitation, application pressure to stop bleeding, lifting up to 50 pounds, inserting an advanced airway, frequent bending, stooping, standing, kneeling and reaching, and occasional crawl or lying.
4. **Intellectual:** Candidates and students should possess conceptual, integrative, and quantitative abilities. These abilities include measurement, calculation, reasoning, analysis and synthesis, problem solving, the critical skill demanded of CCT providers requires all of these intellectual abilities. Candidates and students must be able to give and receive verbal and written instructions and directions reliably. In addition, candidates and students should be able to comprehend three-dimensional relationships and understand the spatial relationship of structures.



5. **Behavioral and Social Attributes:** Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities, attention to the diagnosis and care of the patients, and the development of mature, sensitive and effective relationships with patients. Candidates and students must demonstrate maturity of judgement, good moral character, motivation, and dependability. Candidates and students must be able to tolerate physically taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical and field problems of many patients.

Conclusion:

The Princeton Rescue Squad Education Department's CCT program will attempt to develop creative ways of working with competitive qualified individuals with handicaps. In doing so, Princeton Rescue Squad's Education Department must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of CCT. Princeton Rescue Squad's Education Department cannot compromise the health and safety of patients. It is inevitable that adherence to minimum requirements will disqualify some candidates and students, including some with handicaps. Exclusion of such an individual does not constitute unlawful discrimination. The Rehabilitation Act of 1973 prohibits discrimination against an "otherwise qualified" person with a handicap. An applicant or student who is unable to meet the minimum academic and technical standards is not qualified for the CCT profession.

Candidates or students who believe they qualify as a party with disabilities must inform Princeton Rescue Squad Education Department's program staff of the needs associated with their participation in the program a minimum of one month prior to the beginning of the program. All requests will be reviewed by the Education Director together with the Advisory Board and in communication with the WV Office of Emergency Services. Granting any privileges will be at the discretion of the board.

All special need requests require documentation of the need form your primary care provider and/or specialist at the time of the initial request.



CRITICAL CARE TRANSPORT PROGRAM

LAST NAME

FIRST NAME

MIDDLE INITIAL

Mailing Address:

Phone Number:

City, State, Zip Code

Email Address:

Date of Birth:

CLINICAL SHIRT SIZE: _____ WV CERT #: _____ WV Nurse License: _____

EMPLOYER/SPONSORING AGENCY: _____

ADDRESS: _____

AGENCY CONTACT PERSON: _____ PHONE #: _____

YEARS OF ALS EXPERIENCE: _____

Please mark all that apply:

- ACLS **(Required)**
- CPR
- NRP
- MCI

- PHTLS, ITLS, OR TNCC **(Required)**
- AMLS
- PALS/PEPP **(Required)**
- HazMat

I certify that I have valid/current certifications in each of the required courses and a copy of the cards will accompany this application. I also certify that I have read, understand, and can meet the health and technical standard requirements of a Critical Care Transport Paramedic.

Furthermore, I understand that this application will NOT be accepted if the Non-Refundable Application Fee of \$50.00 and copies of ALL required certifications are not received by the application deadline.

Signature

Enrollment Agreement Page 9 of 10



I verify and attest that I have received, read, and understand the content found within this registration and application booklet (*Pages 1 through 8*) and the catalog regarding, but not limited to: tuition, fees, external fees, cancellation and refund policies. Furthermore, I acknowledge that I have entered into a legal and binding contract for education with Princeton Rescue Squad once this application has been signed by both parties.

SIGNATURE

PRINT NAME

DATE

I certify that all information given in this registration form is true and valid to the best of my knowledge. I understand that any information that has been falsified or labeled as misleading, can lead to expulsion from the program and/or hinder the ability to test for the State of West Virginia CCT certification. All disability information must be given to Education Director at a 30-day minimum before conclusion of class and testing to allow time for accommodations. I also to agree to abide by the rules and regulations of the host educator, Princeton Rescue Squad, Inc, when partaking in CCT program events and on company property

SIGNATURE

PRINT NAME

DATE

Date: Received:
Agency Representative Signature

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