



INFORMATION & REGISTRATION  
For  
EMT BASIC CLASS  
AT  
PRINCETON RESCUE SQUAD  
EDUCATION & TRAINING CENTER



## EMERGENCY MEDICAL TECHNICIAN PROGRAM (160 clock hours)

**PRINCETON RESCUE SQUAD, INC**

**701 STAFFORD DRIVE**

**PRINCETON, WV 24740**

**304-425-3914**

We at Princeton Rescue Squad are pleased that you have chosen to begin your Emergency Medical Service education with us. The mission of Princeton Rescue Squad's Education department is to effectively and professionally provide quality 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 EMT. Our Program follows the standards set forth by the U.S. Department of Transportation (US DOT), and the West Virginia Office of Emergency Medical Service (WVOEMS). Upon successful completion of the EMT Educational Program the student will be eligible to take the National Registry and/or West Virginia State EMT Certification Exams. This certification is also useful for military service, paid or volunteer fire departments, hospitals, security agencies, and many other career opportunities.

### **Administration & Operations:**

**Chief Executive Officer:** Stacey Hicks

**Chief Operational Officer:** Randall Brown, WVEMTP, NRP

### **Education Department:**

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

### **The Goal of an EMT-Basic:**

"The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as a part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the Emergency Health Care System."

*-National EMS Education Standards*



## Program Outcomes:

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

1. Sit for the National Registry EMT and/or West Virginia EMT Certification Exam.
2. Utilize effective therapeutic communication skills consistent with the role of the professional EMT.
3. Understand and appreciate the legal-ethical issues that influence critical decision-making in the out-of-hospital environment.
4. Employ leadership skills to facilitate fundamental emergency care of patients.
5. Apply fundamental knowledge and problem-solving skills to provide basic emergency care and transportation based on assessment findings for an acutely ill or injured patient.
6. Implement strategies in prehospital care to reduce morbidity and mortality of patients in the field.
7. Uphold the EMT professional standard of care.

## Enrollment Requirements:

Applicants wishing to register for the EMT Education Program:

1. Complete this enrollment application.
  - a. Must have a High School Diploma or a GED certificate.
  - b. Submit a photo ID with registration form. (Driver's License)
  - c. Provide a copy of college transcripts (*if applicable*).
2. Pay the enrollment fee of \$17.50
3. Schedule and complete the EMT Student Assessment test. (Please see "Tips for Success: EMT Student Assessment Testing")
  - a. The applicant MUST score NO LESS than an "8.0" on the Reading Level assessment to be considered in the program.
4. Complete 16 hours of Observational Ride-Time with an approved field preceptor and submit a "Student Ride Along" Form for each patient observed during the 16 hours.
5. Applicant must receive a letter of recommendation from the preceptor (*used in step 4*) OR an EMS agency sponsor to move forward in the enrollment process.
6. Attend an Education Consultation meeting with the Education Director and/or Enrollment committee (*comprised of the Instructor, Clinical Coordinator, and Director*).



- a. All documentation collected during the enrollment process will be reviewed and discussed at length with each applicant. Including an analysis of their Student Assessment Testing and the Ride-Time Documentation.
  - b. An education plan will be provided to the applicant to address any identified weaknesses.
7. At this point, a decision will be rendered based on the outcomes of this series and a letter of approval or denial will be sent to the applicant through the mail.
8. During the initial month of the program (PRIOR to Clinical Rotations) the student must:
- a. Submit a valid CPR card.
  - b. Submit an immunization record indicating; (Negative TB, Tetanus, MMR, Seasonal Flu shot, HEP B 1 – B3 series) prior to initiating clinical rotations.
  - c. Must begin their Hepatitis B Vaccine series one month prior to starting clinical internship. (See Hepatitis B Vaccine flyer) (Student out of pocket cost)
  - d. Must have completed and passed a criminal background check as directed by the WVOEMS prior to clinical rotations. (Student out of pocket cost)
  - e. Are required to take and pass a drug screening exam prior to clinical rotations. Student drug screening must be taken at the designated agency indicated by Princeton Rescue Squad. (Cost paid as part of tuition fees)

### Important Dates & Times

- **Classes Begin:** August 5<sup>th</sup>, 2021 (**ORIENTATION: 8/2/2021 at 5pm**)
- **Class Days & Times**
  - Mondays 5:00pm – 9:00pm
  - Thursdays 5:00pm – 9:00pm
- **Classes End:** December 16<sup>th</sup>, 2021
- **Class Length:** ~20 weeks
- **Course Payment Plan Deadlines**
  - 1<sup>st</sup> Payment Deadline – August 5<sup>th</sup>, 2021 (\$182.50)
  - 2<sup>nd</sup> Payment Deadline – September 2<sup>nd</sup>, 2021 (\$100.00)
  - 3<sup>rd</sup> Payment Deadline – October 4<sup>th</sup>, 2021 (\$100.00)
  - 4<sup>th</sup> Payment Deadline – November 1<sup>st</sup>, 2021 (\$100.00)
  - 5<sup>th</sup> Payment Deadline – December 2<sup>nd</sup>, 2021 (\$100.00)
- **Accepted Methods of Payment**
  - Cash, Check, Money Order, or Credit Card



## EMT Program Costs:

### **Paid Directly to Princeton Rescue Squad for Program Participation: \$600.00**

- The \$600.00 dollars covers the cost of the following:
  - Student tuition \$279.25
  - Application Fee \$17.50 (Non-Refundable Fee)
  - Textbook \$167.25 (Non-Refundable Fee)
  - Clinical Shirts \$18.50
  - CPR Card \$5.00
  - Drug Screen/Background Check \$62.50
  - EMS Testing \$50.00

### **Paid Directly to Providing Agency By the Student:**

- **State Application Processing Fee:**
  - Application Processing - \$120.00
- **EMT Written Certification Exam:**
  - National Registry of Emergency Medical Technicians - \$80.00

## **Student Withdrawal:**

Students may withdraw from the course at any time. 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:

- Receiving a “D” or “F” as a cumulative grade for a course.
- Absenteeism greater than 2 unexcused classes.
- 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 EMT 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 and textbook fee not to exceed \$200.00. 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: Emergency Medical Technician**

The National Registry of EMT’s Board utilized this functional job analysis in the development of examination accommodations to meet the requirements of the Americans with Disabilities Act. Readers and persons interested in utilizing this functional job analysis should refer questions related to specific indicators to occupational rehabilitation specialists for interpretation.

### *EMT-Basic Characteristics*

*EMT-Basics work as part of a team. Thorough knowledge of theoretical procedures and ability to integrate knowledge and performance into practical situations are critical. Self-confidence, emotional stability, good*



judgement, tolerance for high stress, and a pleasant personality are also essential characteristics of the successful EMT-Basic at any level. EMT-Basics also must be able to deal with adverse social situations, which include responding to calls in districts known to have high crime rates.

#### Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition which would not be adversely affected by lifting, carrying, and balancing at times, patients in excess of 125 pounds (250, with assistance). EMT-Basics must be able to work twenty-four-hour continuous shifts. Motor coordination is necessary for the well-being of the patient, the EMT-B, and co-worker over uneven terrain.

#### Comments

Driving the ambulance in a safe manner, accurately discerning street names through map reading, and the ability to correctly distinguish house numbers or business locations are essential to task completion in the most expedient manner possible. Use of the telephone for transmitting and responding to physician's advice is also essential. The ability to concisely and accurately describe orally to physicians and other concerned staff one's impression of the patient's condition is critical as EMT-Basics work in emergency conditions in which there may be no time for deliberation. EMT-Basics must also be able to accurately summarize all data in the form of a written report. Verbal and reasoning skills are used more extensively than math. Math does play a part, however, in determining medication ratios per patient's body weight.

Job Analysis Schedule 1. ESTABLISH JOB TITLE: Emergency Medical Technician - Basic 2. CODE 079026 WTA GROUP: Occupations in medicine and health 3. JOB SUMMARY: Administers life support care to injured and sick persons in prehospital settings as authorized and directed by physician. Assesses nature and extent of injury or illness to establish and prioritize medical procedures to be followed.

4. WORK PERFORMED RATINGS: Worker Functions Data People Things 3 7 4 Work Field: 930 M.P.S.M.S: 939 Medical and other health services. (Materials, Products, Subject Matter, and Services)

5. WORKER TRAITS RATINGS: Scale: Level 6, highest level; level 1, lowest level. G.E.D. 1 2 3 4 5 6 General Education Development Overall Rating - Level 4

Reasoning development (R) Level 4 - Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

\* NOTE: There appears to be components of level 5 in terms of dealing with several abstract and concrete variables. There were not enough components to rate this as a level 5.

Mathematical development (M) Level 3 - Compute discount, interest, profit, and loss; commission, markup, and selling price; ratio and proportion and percentage. Calculate surfaces, volumes, weights, and measures.

Language development (L) Level 4 - Reading: Reads novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.

Writing: Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.



*Speaking: Participate in panel discussions, dramatizations, and debates. Speak extemporaneously on a variety of subjects.*

*\* NOTE: In the analyst's opinion, the General Educational Development level appears to be an area in which skill levels could be separated, particularly the math. Precise reading of medications, however, is essential, e.g., Tylenol vs. Tegretol.*

*SVP 1 2 3 4 5 6 7 8 9 Special Vocational Preparation (Time requirement) Level 4 - Over three months and including six months*

*Aptitudes: G 3 V 3 N 3 S 3 P 2 Q 2/3 K 2 F 1/2 M 2 E 2 C 1*

*Scale: Level 1, highest degree of particular aptitude; level 5, lowest degree of particular aptitude.*

*G - Intelligence Level G-3:1 Renders general nursing care to patients in hospital, infirmary, sanitarium, or similar institution: Intelligence is required to learn and apply principles of anatomy, physiology, microbiology, nutrition, psychology, and patient care used in nursing; to make independent judgements in absence of doctor; and to determine methods and treatments to use when caring for patients with varying illnesses or injuries.*

*V - Verbal Aptitude Level V-3:9 Questions patients to obtain their medical history, personal data, and to determine if they are allergic to dental drugs or have any complicating illnesses. Converses with patient in reassuring manner; explains post-operative care, oral hygiene, and importance of preventive dentistry to patients.*

*N - Numerical Aptitude(The ability to perform arithmetic operations quickly and accurately) Level 3 - No illustrations in EMS field. Level N-3:2 Treats patients with disabilities, disorders, and injuries to relieve pain, develop or restore function, and maintain maximum performance, using physical means such as exercise, massage, heat, water, light, and electricity as prescribed by physician:*

*Numerical aptitude is required to interpret clinical tests such as range of motion, muscle response, and functional tests to ascertain extent of physical loss; to determine intensity and duration of manual or mechanical therapy treatment or procedures such as weight lifting, diathermy, traction, or electro-therapy.*

*S - Spatial Aptitude Level S-3:1 Treats patients with disabilities, disorders, and injuries to relieve pain, develop or restore function, and maintain maximum performance, using physical means such as exercise, massage, heat, water, light, and electricity, as prescribed by doctor:*

*Spatial aptitude is required to visualize anatomic positions and the relationship between the point of forces and the area affected (as in traction); and to place treatment devices or administer manual treatment in relationship to the affected body part.*

*P - Form Perception Level P-2:6 Diagnoses and treats diseases and disorders of animals. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines. Form perception is required to perceive pertinent details of size, shape, and form in skeletal structure, organs, tissue, and specimens of various animals.*

*Q - Clerical Perception Level Q-2:19 (for Paramedic and Intermediate) - Renders general nursing care to patients in hospital, infirmary, sanitarium, or similar institution: Notes pertinent detail in written instructions, especially amounts and strengths of medications to administer; accurately perceives numbers when reading instruments, preparing medications, and filling syringes for injections; accurately records data on patients' charts such as*





temperature, respiration, pulse count, blood pressure, medications and dosage administered. Level Q-3:3 (for Basic)  
 - Prepares and compiles records in hospital nursing unit, such as obstetrics, pediatrics, or surgery:

Clerical perception is required to post information to patients' charts from doctors' and nurses' notes and laboratory reports; to file charts in chart racks; to make up daily diet sheet for unit; and to maintain inventory of drugs and supplies.

*K - Motor Coordination K-2:5 Renders general nursing care to patients in hospital, infirmary, sanitarium, or similar institution: Coordinates vision and finger and hand movements to give injections with hypodermic needle, medication, position or remove dressings, and to measure medicines.*

*F - Finger Dexterity F-1:2 No description for EMT-Basic, however, Level 2 is recommended due to ability to wrap bandages and apply splints.*

*M - Manual Dexterity Level M-2:12 Renders general nursing care to patients in hospital, infirmary, sanitarium, or similar situation. Controls and extinguishes fires, protects life and property, and maintains equipment as volunteer or employee of city, township, or industrial plant. Manual dexterity is required during emergency situations, in positioning ladders and nets; clasping rungs to climb ladders; and in giving artificial respiration.*

*E - Eye-Hand-Foot Coordination No description given. Level 2 recommended as job may require balancing of ladders, stairs, or walking on uneven terrain while carrying patient. Eye-HandFoot coordination required to permit ambulance operation and balancing, lifting, positioning, and transporting patient.*

*C - Color Discrimination C-1:4 Performs surgery to correct deformities, repair injuries, prevent diseases, and to improve functions in patients:*

*Uses color discrimination and color memory in making diagnosis of patient's affliction or condition, by recognizing any deviations in color of diseased tissue from healthy tissue; evaluating color characteristics such as hue and saturation of affected body parts; and making determination as to extent or origin of condition.*

*Temperaments D F I J M P R S T V*

*J - Adaptability to making generalizations, evaluations or decisions based on sensory or judgmental criteria.*

*M - Adaptability to making generalizations, judgments, or decisions based on measurable or verifiable criteria.*

*P - Adaptability to dealing with people beyond giving and receiving instructions.*

*S - Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or in situations in which working speed and sustained attention are 'make or break' aspects of the job.*

*T - Adaptability to situations requiring the precise attainment of set limits, tolerances, or standards.*

*V - Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.*

*Interests 1a 1b 2a 2b 3a 3b 4a 4b 5a 5b 2b - A preference for activities of a scientific and technical nature.*

*4a - A preference for working for the presumed good of the people.*

*Physical Demands S L M H V 2 3 4 5 6*



Explanation of terms: 1. Strengths 2. Climbing and/or balancing 3. Stooping, kneeling, crouching and/or crawling 4. Reaching, handling, and fingering and/or feeling 5. Talking and hearing 6. Seeing

Environmental Conditions I O B 2 3 4 5 6 7 Explanation of terms: 1. Work location (I = Indoors, O = Outdoors, B = Both) 2. Extreme cold, with or without temperature changes 3. Extreme heat, with or without temperature changes 4. Wet and/or humid

5. Noise and/or vibration 6. Hazards 7. Atmospheric conditions

U.S. DEPARTMENT OF LABOR MANPOWER ADMINISTRATION Physical Demands and Environmental Conditions

ESTAB. JOB TITLE EMT-Paramedic ESTAB. & SCHED. NO. DOT TITLE & CODE 079.010

Code: F = Frequently O = Occasionally NP = Not present

PHYSICAL DEMANDS COMMENTS

1. STRENGTH a. Standing 45% 1a. Very little time is Walking 50% spent sitting down, except Sitting 5% for incident report writing.

b. Lifting F 1b. EMTs are required to Carrying F assist in lifting and Pushing O carrying injured or sick Pulling O persons to ambulance, removal from ambulance, and into emergency care setting.

2. CLIMBING F 2. Climbing and balancing are BALANCING F required for safe transport of patient.

3. STOOPING F 3. Patients are often KNEELING F found injured or sick CROUCHING F in locations where removal is CRAWLING F possible only through EMT's stooping, kneeling, crouching, or crawling. 4. REACHING F 4. Transporting life saving HANDLING F equipment, arm extension, handling FINGERING F carefully patients in fragile FEELING F conditions, feeling to assess vital signs are part of the nature of this position.

5. TALKING 5. Responding to patients, Ordinary F physicians, and co-workers through Other NP hearing is necessary in transmit- HEARING ting patient information and Ord. Conv. F following directions. Other F

6. SEEING 6. Sight is used to Acuity, Near F drive ambulances, distinguish Acuity, Far F landmarks, and visually Depth Percptn F inspect patients. Accommodat F Color Vision F Field of Vision F

RATINGS: S L M H VH 2 3 4 5 6

Analyst Cathy Cain Date 1/25/92 Estab. Reviewer Reviewer Date Title Date

7. GENERAL EDUCATION High school graduate or equivalent. Must be at least 18 years old.

8. VOCATIONAL PREPARATION a. College: None, however, some EMT courses are taught at local colleges. b. Vocational Education Courses: For EMT-Basic - 110 hours specialized training. c. Apprenticeship: None d. Implant Training: None e. On-the-Job Training: During course of training, students will have engaged in various clinical experiences in supervised hospital and field settings. Amount of time spent varies. f. Performance on Other Jobs: None 9. EXPERIENCE None 10. ORIENTATION None 11. LICENSES, ETC. Certification or Licensure. 12. RELATION TO OTHER JOBS AND WORKERS Promotion: From EMT-Basic to EMT/ Intermediate to (based on training) Transfers: None Supervision Received: Physicians Supervision Given: None 13. MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS Ambulance, radio/telephone, extrication devices, cardiac monitors, defibrillator, injection needles, pneumatic anti-shock garments, stretchers, "jaws-of-life". 14. MATERIALS AND PRODUCTS Bandages and tape



\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE INITIAL

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
Phone Number:

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email Address:

\_\_\_\_\_  
Date of Birth:

**COPY OF DRIVER'S LICENSE or PHOTO REQUIRED with APPLICATION**

HAVE YOU EVER BEEN CONVICTED OF A FELONY:                     YES             NO

IF YES PLEASE EXPLAIN

DO YOU CURRENTLY REQUIRE ANY DISABILITY (ADA) ASSISTANCE?     YES             NO

IF YES, PLEASE EXPLAIN, AND BRING PHYSICIAN STATEMENT

HAVE YOU EVER WORKED IN HEALTHCARE FIELD BEFORE?                     YES             NO

IF YES, PLEASE EXPLAIN (PLEASE INCLUDE TYPE AND STATE OF LICENSURE/CERTIFICATION)

HAVE YOU EVER HAD ABOVE LICENSURE/CERTIFICATION OR RESTRICTED?     YES             NO

IF YES, PLEASE EXPLAIN (PLEASE INCLUDE TYPE AND STATE OF LICENSURE/CERTIFICATION)



I verify and attest that I have received, read, and understand the content found within this registration and application booklet (*Pages 1 through 12*) 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 and / or National Registry EMT 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 EMT program events and on company property

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

Date: Received:
Agency Representative Signature