ENROLLMENT CONTRACT

For the

PARAMEDIC PROGRAM

AT

PRINCETON RESCUE SQUAD

EDUCATIONAL INSTITUE

Class Starting July 2026

PARAMEDIC PROGRAM (1027 clock hours)

PRINCETON RESCUE SQUAD, INC
701 STAFFORD DRIVE
PRINCETON, WV 24740
304-716-0129 Extension 602 or 604

We at Princeton Rescue Squad are pleased that you have chosen to continue 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 PARAMEDIC. Our Program follows the standards set forth by the National Registry of EMT's (NREMT), the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and is approved by the West Virginia Office of Emergency Medical Service (WVOEMS). Upon successful completion of the PARAMEDIC Program the student will be eligible to take the National Registry Certification Exam. 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: Mark Brooks, FP-C, NRP, MCCP
Chief Operational Officer: Jason Conner, RN, MCCN, CFRN

Education Department:

Director: Sean S. Wyatt, RN, BSN, MCCN, NRP

The Description of the Profession - PARAMEDIC:

"The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedics is a link from the scene into the health care system."

-National EMS Education Standards

PROGRAM GOAL:

"To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

PROGRAM OBJECTIVES:

Upon successful completion of the certificate program, the student will be able to:

1. Sit for the National Registry of Emergency Medical Technicians- Paramedic exam.
2. Use the problem-solving process in assessing the health/illness of individuals, families, and communities.
3. Utilize effective therapeutic communication skills consistent with the role of the professional paramedic.
4. Understand the legal-ethical issues that influence critical decision making in the out of hospital environment.
5. Utilize leadership skills to facilitate comprehensive emergency care of patients that access the healthcare system.
6. Apply critical thinking and problem-solving skills based on assessment findings, the principles of epidemiology, and pathophysiology to formulate and implement a comprehensive treatment disposition plan for a critically ill or injured patient of any age group.

POLICY REGARDING ADVANCED PLACEMENT & EXPERIENTIAL LEARNING:

Princeton Rescue Squad's Education Department does not recognize advanced placement and/or experiential learning for applicants to the PARAMEDIC Program.

ENROLLMENT REQUIREMENTS:

Applicants wishing to register for the Paramedic Education Program:

1. Complete the enrollment application
2. Submit a 500-750 word essay:
    a. Describing his/her EMS experience
    b. Explain why he/she should be considered for the program
3. Provide a copy of a high school diploma, GED, or college transcripts.
4. Pay the enrollment fee of $50.00
5. Schedule and successfully complete the Paramedic Student Assessment Test which will consist of the following:
    a. Reading level Assessment
        i. Applicants must score a minimum of 10.0
    b. Paramedic Entry Assessment
        i. Applicants must score a minimum of 70%
    c. EMT-P Math Assessment
        i. Applicants must score a minimum of 70%
    d. Test Anxiety, Learning Style, Motivation Assessments
        i. This section must be completed, but will not be assessed as exclusion criteria
6. Complete an interview with the Paramedic Enrollment committee
    a. Submit 2 letters of recommendation to the Enrollment Committee
    b. Candidates must score a minimum of 70% overall on the interview
7. Must provide copies of: (NOTE-ALL certifications and licenses MUST remain current throughout the paramedic course. A lapse in certification will result in immediate expulsion from the program)
    a. Driver's License
    b. CPR Certification

c. EMT Certification (NREMT or WV certification is permissible)

Once enrolled, the applicant will be required to submit the following before 2nd semester practicum begins:

1. Documented immunity to the following prior to initiating practicum:
    a. Rubella
    b. Rubeola
    c. Mumps
    d. Varicella (or provide written statement of dates when he/she had the infection)
    e. Tdap (within the last 10 years)
    f. Hepatitis B
2. Proof of negative TB skin testing (PPD) or chest X-ray
    a. If positive, document evaluation and/or treatment by a healthcare provider
3. Proof of a seasonal flu shot (if attending practicum between 10/1 and 3/31)
4. Negative drug screen
5. Physical Exam
6. Background check

NOTE: The cost of immunizations, titers, and/or boosters may vary based on many factors including, but not limited to, insurance and physician fees. **All costs of student compliance with the immunization requirements will be the responsibility of the student.**

Important Dates & Times

- **Program Begin:** July 14th, 2026 (**ORIENTATION: 7/7/2026)**
- **Class Days & Times**
    - Tuesday's 9:00 am – 5:00pm
- **Program End:** December 14th, 2027
- **Class Length:** 16 months
- **Course Payment Plan Deadlines**
    - **Semester 1:**
        - The 14th of each month beginning on July 14, 2026, in the amount of $367.00
    - **Semester 2:**
        - The 1st of each month beginning on December 1, 2026, in the amount of $258.75
    - **Semester 3:**
        - The 20th of each month beginning on April 20, 2027, in the amount of $237.75
    - **Semester 4:**
        - The 10th of each month beginning on August 10, 2027 in the amount of $224.00
- **Accepted Methods of Payment**
    - Cash, Check, Money Order, or Credit Card

Paramedic Program Costs:

Total Paid Directly to Princeton Rescue Squad for Program Participation: $4400.00

- The $4400.00 dollars (broken down below into each semester) covers the cost of the following:

Semester One: $1,518.00	
Program Application Fee due at time of enrollment:	$50.00 (non-refundable fee)
Medic Book:	$367.00 (non-refundable fee)
EMS Testing/Platinum planner:	$205.00 (non-refundable fee)
Tuition	$896.00
Semester Two: $1035.00	
Drug Screening	$25.00
(Castle branch) Background check	$54.00
Clinical Uniform/ID Badge	$60.00 (2 polo shirts)
Tuition	$896.00
Semester Three: $951.00	
Certification Card(s) Fee	$55.00
Tuition	$896.00
Semester Four: $896.00	
Tuition	$896.00

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

- **State Application Processing Fee: (Avg. Cost):** Application Processing - $10.00
- **NREMT Testing Fee:** Pay directly to NREMT $175.00

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 any course within the Paramedic Program.
- Absenteeism greater than 1 unexcused class within a 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 complete the minimum number of hours for all Practicum.
- Failure to complete all skill labs, scenario-based labs, and practicum competency requirements.
- Unprofessional or unethical conduct
- Cheating in of any kind related, or professional EMS 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 withdrawals or is dismissed and has completed less than 50% 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 than the non-refundable fees not to exceed $200.00. If the student has completed 50% 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's Education Department 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: PARAMEDIC

Paramedic Characteristics: The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self - disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently, at optimum level, in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two- person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only have knowledge about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-consultants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholerginics, cholergenics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmic, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, antiparasitic, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge-based current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using non- prescription/over the counter drugs. Awareness of drug reactions and the synergistic

effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible 1 risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature area between Centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies(i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal precautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient system and be cognizant that route of administration is critical in relation to patient=s needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgment along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands: Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of

125 pounds. Motor coordination is necessary because over uneven terrain, the patients', the Paramedic's, and other workers' well-being must not be jeopardized.

Comments: The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When an emergency exists, the situation can be complex, and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgments while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

Source: USDOT 1998 National Standard Paramedic Curriculum

Occupational Risks:

"Paramedics, as non-physician medical workers, have an irreplaceable role at present, therefore our aim is to point out their most prevalent occupational risks, assess their most frequent occurrences during the performance of their paramedic duties… The greatest occupational risk of a paramedic becomes the risk of infection (75%). The risk of emergency intervention with an aggressive patient (15%) came second… The risk of an ambulance being involved in a traffic accident during an emergency ride is reported by 5% of respondents, and the same number of responding paramedics (5%) report the risk of injury during the performance of their duties.

The profession of paramedic as a lifelong mission associated with the sense of responsibility and conscientiousness in providing pre-hospital emergency care encounters many risks and pitfalls. Speaking of long-term monitored risks in the work of a paramedic, we can also verify the fact that the profession of paramedic is difficult not only from the physical, but also mental aspect. The good performance of a paramedic does not only depend on his professional adaptability to risks and stressful situations, but mainly on his motivation to pursue his profession, because after a long and conscientious approach, his job may become a routine, carried out without interest and undervalued at that."

Source : https://www.ncbi.nlm.nih.gov/pmc/articles/PMC9020853/

Conclusion:

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 from your primary care provider and/or specialist at the time of the initial request.

RIGHT TO PRACTICE IN EMERGENCY MEDICAL SERVICES

Simply completing the course requirements and obtaining a course completion certificate does not grant privileges to practice as a Paramedic. To become a certified provider with privileges to practice in West Virginia you must complete the following:

- Pass Written and Psychomotor testing through the National Registry of EMT's.
- Apply to the West Virginia Office of EMS for certification/licensure as a Paramedic.
- Complete all WVOEMS specified documentation regarding Initial Certification-Education Record, which may require additional in-services and training.
    - You are strongly encouraged to speak with the Faculty or Education Director for the most recent WVOEMS requirements for certification.

Princeton Rescue Educational Institute

LAST NAME **FIRST NAME** **MIDDLE INITIAL**

Mailing Address:

Phone Number:

City, State, Zip Code

Email Address:

WV Certification Number:

Date of Birth:

Uniform Shirt (polo) Size:

Current Employer:

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 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 11)* **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 National Registry of EMT's Paramedic 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 participating in EMs program events and on company property

_____.

SIGNATURE

_____

PRINT NAME

_____

DATE

Date: Received:
Agency Representative Signature