



“Specializing in Healthcare Education”

2020

Program Catalog

CIE # 4704

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Jacksonville, FL 32216

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www.CAMSENEdu.com

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Welcome!

History of Camsen Career Institute

Camsen Career Institute was opened in 2012 by Jeff Campbell. Jeff is a professional Firefighter/Paramedic who hopes to share his lifelong passion for helping people, with every student that attends Camsen Career Institute. The goal in opening this campus is to provide quality education at an affordable price. We have developed this campus with the working adult student in mind. Our success can only be measured by the success of each student who, not only attends our school, but also uses the education provided to advance their career opportunities. We strive to meet the needs of each student on a personal basis. At Camsen Career Institute, we want each student to feel that their particular goals are addressed and exceeded, not that they are just part of a class.

This catalog is available anytime at www.CamsenEDU.com

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2020 Schedules

Paramedic

Jan 6 th	B-Shift	9:00 am – 6:00 pm	P058
Jan 14 th /15 th	Tue/Wed	9:00 am – 6:00 pm	P059/060
Apr 7 th	A-Shift	9:00 am – 6:00 pm	P061
Jul 13 th /14 th	Mon/Tue	9:00 am – 6:00 pm	P062/063
Jul 29 th	C-Shift	9:00 am – 6:00 pm	P064
Oct 5 th	B- Shift	9:00 am – 6:00 pm	P065

EMT

Jan 8 th	M,W,F Days	9:00 am – 6:00 pm	EMT046
Jan 29 th	M,W,Th Nights	6:00 pm – 10:00 pm	EMT047
Apr 29 th	M,W,F Days	9:00 am – 6:00 pm	EMT048
May 27 th	M,W,Th Nights	6:00 pm – 10:00 pm	EMT049
Aug 7 th	M,W,F Days	9:00 am – 6:00 pm	EMT050
Sept 9 th	M,W,Th Nights	6:00 pm – 10:00 pm	EMT051

PHLEB/EKG

Jan 21 nd	Tues & Thu	6:00 pm – 10:00 pm	Phleb018
May 5 th	Tues & Thu	6:00 pm – 10:00 pm	Phleb019
Aug 18 th	Tues & Thu	6:00 pm – 10:00 pm	Phleb020

Continuing Education

Contact our admissions office for dates, times and courses offered for continuing education or on our website www.criticalactions.net.

Mission Statement

At Camsen Career Institute our mission is to successfully prepare our graduates for new career opportunities in the health care field. Our goals are simple:

- Offer our graduates career opportunities by providing a quality education based upon the requirements of perspective employers.
- Create a positive, creative and exciting environment that recognizes an individual's learning style and one that will meet their unique learning goals.
- Use diverse instructional methods to foster a desire to learn.
- Maintain a qualified staff dedicated to the professional development of the individual student.
- Use the latest methods of instruction by constantly training our faculty and staff through continuing education.
- To invoke a personal desire for each student to want to be a life-long learner and constantly meet expectations.

We believe that training and education is the foundation that a successful career will be built upon.

We will help develop this philosophy by:

- Believing that all students should be treated as individuals and will always be encouraged to develop to their potential.
- Acknowledge that education must be responsive to the needs of the industry that the student intends to enter or advance.
- Acknowledge that each student shares the responsibility for his or her own achievements and successes.
- Providing each individual with the tools needed to achieve their career goals.
- Including all faculty members in the decision process regarding development and changes in curriculums.

Why should you choose Camsen Career Institute?

We Specialize in Career Development

Our instructors are lifelong learners and educators based in the fields of study. Our instructors are active in the fields that they are instructing. They will use this knowledge to help the student gain personal insight into the particular aspects of the industry.

Learn only what you need to succeed

Whether you need a particular class or want to complete an entire program, Camsen Career Institute can help you achieve that goal. We offer introductory and advanced classes in many areas including; Paramedic, Emergency Medical Technician, Phlebotomy and EKG

Technician. We also offer the following continuing educational classes:

- AHA – Basic Life Support
- AHA – Advanced Cardiac Life Support
- AHA – Pediatric Advanced Life Support
- NAEMT – Advanced Medical Life Support
- NAEMT – Pre-hospital Trauma Life Support

*The Commission for Independent Education does not license these courses.

Certification Exams

If your program requires a national or local certification exam, our staff will help you prepare for the exam and we are also an authorized testing center for many certification exams.

Flexibility

We know that many of our student's are already employed and need the flexibility of different schedules. We provide many different schedules for each program. This allows you to fit educational advancement needs into your schedule. We offer both day and evening classes.

Programs that are in demand

We constantly research the needs of the job force to develop classes that are in demand. We work with employers to determine what qualities and education is being sought for potential employees. We also work with employers to determine what educational requirements the employer looks for in determining advancement in their companies.

Technology

We will be using today's current technology to assist the individual student to understand and comprehend the information that they need. We also use this technology to show how this will help them better interact with technology in the workplace.

Mentoring

We offer mentoring to the individual student at no additional cost to the student. Appointments can be made and the student will receive one-on-one instruction in any area that they may need better understanding. Once again, we understand that each individual has different learning styles and we will help each student comprehend and further develop what learning style is best for them.

CamKo Education, LLC

dba

Camsen Career Institute

Is registered in the State of Florida as a Corporation owned by
Jeffrey Campbell – President/CEO

Administrative Staff

Jeff Campbell – President/CEO
Lynn Cosentino, M.D.– Medical Director
Jeff Campbell – Campus/Program Director
Amanda Campbell – Admissions
Eric Mitchell – Director of Education (Interim)
Barbara Smith – Student Services

Accreditation

Camsen Career Institute is *Nationally Accredited* by:
Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314
N. Falls Church, VA 22043
Telephone: (703) 917-9503

Certificate # I-416

Licensure

Camsen Career Institute is licensed by:
Commission for Independent Education

Florida Department of Education

Additional Information regarding this Institution may be obtained by contacting the
Commission at:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Telephone: (888) 224-6684

License Number #4704

Faculty

Jeff Campbell, PMD

President/CEO

Associates in Science – EMS Management, Florida Medical Training Institute

Associates in Science – Fire Science, Florida Medical Training Institute

Paramedic Certificate – U.S. Navy

Lynn Cosentino, MD

Medical Director

Doctorate Degree, University of Florida

Amanda Campbell, RN, PMD

Admissions Director

Instructor – Faculty

Associates Degree – Nursing, Florida State College of Jacksonville

Associates of Arts – Florida State College of Jacksonville

Paramedic Certificate – Florida State College of Jacksonville

Eric Mitchell, PMD

Director of Education – Interim

Masters Degree in Public Administration, University of North Florida

Paramedic Certificate – Florida State College of Jacksonville

Tony Hayes, ARNP, PMD

Instructor – Faculty

NAEMT – Regional Faculty

Masters of Science – Nursing, St. Petersburg College

Paramedic Certificate – Florida State College of Jacksonville

Cecil Hoskins, PMD

Instructor – Faculty

Associate in Arts, Florida State College of Jacksonville

Paramedic Certificate – Florida State College of Jacksonville

Mel Weisblatt, PMD

Instructor/Adjunct-Faculty

Bachelors Degree in Science, Syracuse University

Paramedic Certificate – Ohio Fire Academy

David Stevens, PMD

Instructor – Faculty

Associates in Science – EMS Management, St. Johns River State College

Paramedic Certificate – St. Johns River State College

Gary Daniels, PMD

Instructor/Adjunct – Faculty

Paramedic Certificate – Florida State College of Jacksonville

Joseph Dineen, PMD

Adjunct – Faculty

Associates in Arts, Florida State College of Jacksonville

Paramedic Certificate – Camsen Career Institute

Jared O'Brien

Instructor/Adjunct – Faculty
Paramedic Certificate – Camsen Career Institute

Tondi Colon, PMD

Instructor/Adjunct – Faculty
Associates in Science – EMS Management, Florida State College of Jacksonville
Paramedic Certificate – Florida State College of Jacksonville

Charles Edwards, PMD

Instructor/Adjunct – Faculty
Paramedic Certificate – Camsen Career Institute

Mike Gallatin, PMD

Instructor/Adjunct – Faculty
Paramedic Certificate – First Coast Technical Center

Eric Courtney, PMD

Adjunct – Faculty
Associates in Science – EMS Management, Florida State College of Jacksonville
Paramedic Certificate – Florida State College of Jacksonville

Non-Discrimination Statement

Camsen Career Institute does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Our Success Depends Upon Your Success!

School Facilities

Description of Facilities

Camsen Career Institute is located at 4401 Salisbury Rd, Suite 300. The recently renovated 12,620 sq. ft. facility is conveniently located in the Southpoint Business District off of I95 and J. Turner Butler Blvd. providing easy access from anywhere in Jacksonville and surrounding areas.

Camsen Career Institute has a business office, admissions, student lounge and library. The student lounge provides vending machines, refrigerator, coffee, and microwave for students to use. The library provides computers with Internet access and up to date periodicals and publications. The campus also has wireless Internet throughout the school.

The campus has several classrooms and multiple specialized labs. Several containing Human Patient Simulators and manikins for life like training and scenarios. We have separate areas for Advanced Cardiac Life Support, Pediatric Advanced Life Support, Basic Life Support, IV/Blood Draw Simulations, packaging, treatment and care. Camsen Career Institute maintains membership with several professional organizations including the National Registry for EMTs, National Association for EMS Educators, Florida Fire Chief's Association and the National Center for Competency Testing.

Admission Requirements

The Admissions Office is open Monday through Friday from 8:30 am till 5:00 pm, except for Holidays (see page 15). Student may visit the campus or make an appointment with the admissions department. The following criteria are the general requirements for all programs offered:

1. Proof High School Diploma or equivalent.
2. Be at least 18 years of age upon graduating from the program. Must have parental consent if less 18 years of age upon enrollment.
3. Completion of application, background check and drug screen.
4. Signed enrollment agreement.
5. Documentation of U.S. citizenship.
6. Proof of good physical condition.
7. Person applying for the Paramedic Program must have completed a valid State of Florida EMT program prior to start of class and **must be licensed by the State of Florida prior to the end of Phase I.**

General admissions requirements must be met for all programs. Refer to the particular program for any additional requirements. Any student meeting all requirements for application will be placed into class on a space-permitting basis, based on the date of application. Students may enroll any time up to the beginning of any new class. Enrollment after the start of class will be at the discretion of the Program Director.

Specific requirements for some programs: (see program description)

1. Proof of good physical condition by a licensed Physician.
2. Proof of MMR Vaccination, current TB Test, Hepatitis B Vaccine.
3. Completion of criminal background check and drug screen.

Criminal Background History

Effective July 1, 2009, pursuant to Section 456.0635, Florida Statutes, health care review boards shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been convicted or plead guilty or nolo contendere, regardless of adjudication, to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801–970 or 42 U.S.C. ss. 1395–1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application, terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent 5 years) or terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years). The Florida nursing or allied health licensure or certification application requires disclosure of any criminal history and the disposition of all cases prior to board review. Being convicted of, or having entered a plea of guilty or nolo contendere to, any of the listed felonies in Florida Statute 456.0635 or termination for cause from the statutorily-described Medicaid programs will preclude an applicant from obtaining a nursing or allied health license or certification in the state of Florida. Entry and acceptance into the nursing or allied health program does not guarantee licensure or certification in the State of Florida.

Most clinical agencies require students to undergo drug screen and criminal background checks prior to placement in the agencies for clinical experiences. Students whose drug screening and criminal background checks are deemed unsatisfactory may be denied access to clinical experiences by the clinical agencies. Failure to qualify for and meet clinical requirements at clinical sites may prevent completion of the program. Withdrawal from the program may be necessary if students cannot be placed for clinical experiences.

Some practice settings may have additional requirements including health insurance, a volunteer application, references, fingerprinting and background check, drug testing, and/or an interview prior to the start of the clinical experience. The additional requirements are the responsibility of the student, including expenses.

Additionally, it is the student's responsibility to have all paperwork completed by the programs published deadline.

Program Cancellation

The school reserves the right to cancel class at any time up to three days prior to the class start date. In the event a class is canceled, the student will receive a full refund.

Transfer of previous students

Transfer into an existing program from another institution will be at the discretion of the program director. The program from which the student is transferring must be equivalent

in content. Minimum of 25% of program must be obtained at Camsen Career Institute. A transcript of completed hours and tasks from the previous program must accompany the students transfer request. (Consideration of credit from other institutions accredited by agencies recognized by the United States Department of Education (USDOE) or Council for Higher Education Accreditation (CHEA)). No credit will be awarded for Advanced Placement courses, this includes credits awarded at previous institutions for AP courses. Additionally, experiential learning is not recognized at Camsen, and will not be eligible for transfer.

Cancellations and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason all refunds will be made according to the following refund schedule;

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by dismissal from the program.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels with three (3) business days after signing the enrollment agreements and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid, with the exception of the application fee (not to exceed \$150.00).
4. Cancellation by the student, after attendance has begun through 40% completion of the program, will result in a Pro Rata refund of tuition only computed on the number of hours completed or last date attended to the total program hours. VA student pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.
5. Cancellation after completing more than 40% of the program or dismissal after completing 40% of the program will result in no refund.
6. Refunds will be made within 30 days after termination of the student's enrollment or receipt of a Cancellation Notice from the student and receipt of refund request form.

Veterans Services

For those who qualify

Veterans' Standards of Academic Progress

Students receiving VA educational benefits (VA students) must maintain a minimum grade point average (GPA). Minimum for each program outlined in chart below. A VA student whose GPA falls below minimum requirement will be placed on academic probation for a maximum of 3 weeks. If a VA student's GPA is still below minimum requirement at the end of the 3 weeks probation, the student's VA educational benefits will be terminated. A VA Student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified 30 days has elapsed and after attaining a minimum GPA.

<i>Grade</i>	<i>Interpretation</i>	<i>Points</i>	<i>Percentage</i>	<i>Included in CGPA</i>	<i>Included in Hours Earned</i>	<i>Included in Hrs Attempted</i>	<i>Included in MTF</i>
A	Excellent	4.0	90% - 100%	Yes	Yes	Yes	Yes
B	Above Average	3.0	80% - 89%	Yes	Yes	Yes	Yes
C	Average	2.0	70% - 79%*	Yes	Yes	Yes	Yes
F	Failing	0	69% or below	Yes	Yes	Yes	Yes
W	Withdrawal	0	-	No	No	Yes	Yes
D	Dismissed	0	-	No	No	No	No
TC	Transfer Credit	0	-	No	Yes	Yes	Yes

*Minimum GPA for EMT and Paramedic is 75%.

Veterans' Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

Veterans' Transfer of Credits

The Veterans' Administration benefit recipient has the responsibility to report all previous education and training to Camsen Career Institute. Camsen Career Institute will evaluate such and grant appropriate credit, with training time and tuition reduced proportionally, with the veteran student and Veterans' Administration so notified.

Veteran students must report all previous education and training. The school will evaluate such and grant appropriate credit, with training time and tuition reduced proportionately, and with the VA and student so notified.

Veterans' Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students' file. Early departures, class cut, tardiness, etc., for any portion of an hour will be counted as a full hour of absence. Students exceeding 20% total absences in a calendar month **WILL BE TERMINATED FROM THEIR VA BENEFITS** for unsatisfactory attendance.

Student Services

Student Insurance

Camsen Career Institute carries liability insurance on all students. This coverage is only valid while conducting student activities. This is limited to class hours, clinical hours, and any other specifically required activity assigned by the instructor. This does not include travel to and from the above noted. All matters in reference to the liability insurance ne dot be communicated to the student's primary instructor and will be referred to the President/CEO. Personal medical insurance is the responsibility of the individual student.

Student Transcripts

Student transcripts are available upon request only if the student is in good financial standing with Camsen and/or there are not pending legal matters between the student and Camsen. In the event of legal matters between t he student and Camsen, the student may request the transcripts through the Camsen Career Institute designated attorney.

Student Tutoring and Academic Advising

Camsen Career Institute clinical educators and faculty are committed to student success. Both individual and group tutoring are available upon request. Faculty office hours are posted and available upon scheduled request. Faculty will meet with students on a regular basis to counsel students on progress and performance.

Career Advising

Clinical Educators and Faculty are available to advise student about the various employment opportunities available to them. EMS and Allied Health related publications; websites, list serves and local and regional employment opportunities are provided to the students as they become available, and also upon student request.

Instructors are also available to provide individual assistance on how to improve employment success by assisting the student with interview strategies, resume critique, or simply on how to gain field experience as a volunteer EMS/Fire crew member. Faculty focus on guiding the student step by step through the NCCT, National Registry and State of Florida credentialing process that is necessary for employment in each field. Camsen Career Institute Faculty is committed to providing all the necessary guidance in order for our students to successfully obtain employment in the field. Ultimately the responsibility lies with the student and Camsen Career Institute cannot guarantee employment or placement in their field of study.

Code of Conduct

Students are required to adhere to all of the rules and regulations of the campus. Students are expected to behave in a professional manner that reflects that of the workplace environment and to be courteous to instructors, staff and other students. Students are to adhere to the dress code and maintain and neat and professional appearance. Students are not to use offensive or vulgar language at any time.

Students are to use the campus computers for official school business only. Students are

not to use the computers to download software or conduct any personal business. No inappropriate language or pictures are to be displayed. The use of the school Internet is not to be used for the download of any software unless the instructor gives permission. The use of the schools Internet for any behavior deemed inappropriate will result in the revocation of the privilege including potential dismissal from the program. Students will be held financially responsible for any property damaged or destroyed. Any intentional defacing, damaging or destruction of school property will result in immediate dismissal from the program.

The campus is a drug free facility and adheres to the Drug Free Workplace Act of 1988. No tobacco products are allowed in the campus. A designated area for smoking is provided outside the campus.

Camsen Career Institute has a **zero tolerance** drug and alcohol policy. All students will receive Drug and Alcohol testing prior to attending any externship. Failure of the initial testing will result in the student retaking the test within two weeks of initial screening. A positive result on the second screening will result in immediate dismissal from the program. The cost of the second screening will be solely a responsibility of the student. Students will also be subject to random drug and/or alcohol screening or anytime that Camsen Career Institute staff deems it necessary. The cost of this screening will be solely upon the school. Any student who refuses a drug and/or alcohol screening will be dismissed from the program.

Conditions for Dismissal

Any conduct that reflects negatively on Camsen Career Institute can result in discipline, up to expulsion from the program. Students will adhere to any confidentiality agreements relating to persons within or outside the campus. Any violations of the policies of the school will result in a meeting with the administrators of the campus. This meeting will determine what disciplinary actions are carried out. Some examples of infractions, which will result in disciplinary action, are:

- Cheating or any type of dishonesty
- Unprofessional behavior during class or any field externships
- Harassment or hazing of any kind toward students or staff
- Falsification of any documents pertaining to the campus or program
- Breach of patient confidentiality

Failure to comply with the campus rules and regulations will be considered reason for the student dismissal from the program. The student may file a complaint or grievance regarding a suspension or dismissal within 72 hours to the President/CEO. The decision of this meeting will be final. If the student is reinstated, the time missed will be made up at the discretion of the instructor. The student will be under a probationary period, not to exceed 3 weeks, after reinstatement.

Camsen Career Institute does not allow the possession of any object deemed a weapon of any kind on campus. This includes any object capable of inflicting serious harm.

Camsen Career Institute will not discriminate or allow discrimination against any student or employee on the basis of race, color, sex, sexual orientation, religion, age, marital status, and disability or ethnic background. The campus is designed to comply with all federal ADA requirements. Camsen Career Institute is an equal opportunity employer. Any complaint regarding discrimination should be in writing to the Campus/Program Director. The Director will respond to the complaint within two weeks.

Disciplinary Counseling

All counseling session between students and faculty will result in a counseling form. The form will address specific actions and corrective actions to be taken. A copy of the signed form will be provided to the student and a copy placed into the students' personal file. Any grievance deemed necessary by the student shall be in writing to the Campus Director. If the meeting between the Campus/Program Director and the student remains unsatisfactory a meeting between the student and the President/CEO will be scheduled. Any dispute that remains unresolved can be taken to the Commission for Independent Education through a grievance procedure. CIE contact information is located on page 8.

Financial Aid

Camsen Career Institute provides several options for payment, including in-house financing. We have agreements with several banks to provide the student with financing options. Contact our Admissions Department for specific programs available. The campus accepts Visa, MasterCard, Discover and American Express. At this time we currently do not participate in any Federal assistance program.

Holiday Schedules

The school will observe the following Holidays and remain closed:

New Years Day: January 1st

Memorial Day: May 25th

Labor Day: September 7th

Thanksgiving: Nov 26th – 27th

Martin Luther King, Jr. Day: Jan 20th

Independence Day: July 4th

Veteran's Day: Nov 11th

Christmas Day: Dec 25th

Standard of Satisfactory Academic Progress

All certificate/diploma-seeking students of Camsen Career Institute must meet the following standards in order to continue their academic pursuits. The Standards of Satisfactory Academic Progress (SAP) is measured by using qualitative and quantitative standards.

Qualitative progress is measured by Rate of Progress:

- A student must successfully complete 95% of all clock hours attempted for each course.
- Any credits transferred in from another institution will be used to calculate Rate of Progress but not towards CGPA: credits attempted and completed

❖ **Maximum Time Frame Requirement**

Students must complete the program within 150% of the normal program length in weeks of instruction. For example, a student completing an EMT Program requiring 300 clock hours and 13 weeks, may attempt an additional 150 clock hours to complete but must complete the program by 19 ½ weeks. Another example, a student completing a shift based Paramedic Program requiring 1100 hours and approximately 38 weeks of training, may attempt an additional 550 clock hours to meet requirements but the program but must be completed by the end of the 57th week or 150% of the normal program length.

Quantitative progress will be measured by using the Cumulative Grade Point Average (CGPA).

- Students must maintain a minimum CGPA of 2.0, for EMT and Paramedic 2.0 minimum is 75%

Grades are decided on the scale outlined in this table:

Grade	Interpretation	Points	Percentage	Included in CGPA	Included in Hours Earned	Included in Hrs Attempted	Included in MTF
A	Excellent	4.0	90% – 100%	Yes	Yes	Yes	Yes
B	Above Average	3.0	80% – 89%	Yes	Yes	Yes	Yes
C	Average	2.0	70% – 79%*	Yes	Yes	Yes	Yes
F	Failing	0	69% or below	Yes	Yes	Yes	Yes
W	Withdrawal	0	-	No	No	Yes	Yes
D	Dismissed	0	-	No	No	No	No
TC	Transfer Credit	0	-	No	Yes	Yes	Yes

**Minimum GPA for EMT and Paramedic is 75%.*

The Standards of Satisfactory Academic Progress and Rate of Progress are evaluated per chart below. If a student is not meeting SAP then they will be notified in writing using the **Academic Progress Notifications**. Students can request their average at any time from their lead instructor or any member of the administrative staff.

Program	Evaluation Check Point	Minimum GPA	Minimum Completion of Clock Hours
EMT	Every 4 weeks / 48 class hrs ¹	75% or 2.0	95% (8 hrs total that can be missed)
Paramedic	Every 12 weeks / 115 class hrs ²	75% or 2.0	95% (18 hrs total that can be missed)
Phleb/EKG	Every 4 weeks / 32 class hrs ³	70% or 2.0	95% (8 hrs total that can be missed)

¹ By the end of the 13 week EMT Program all 176 hours of didactic/lab and 124 hours of externship must be completed

² By the end of the 38 week or 58 week Paramedic Program all 690 hours of didactic/lab hrs and 410 hrs of externship must be completed

³ By the end of the 12 week Phleb/EKG Program all 96 hours of didactic/lab hrs and 24 hrs of externship must be completed

ACADEMIC PROGRESS NOTIFICATIONS

❖ Good Standing

Students who are meeting all of the Standards of Satisfactory Academic Progress, and are not in a period of “Warning”, “Probation”, and “Dismissal” or have “Withdrawn” are considered to be in good standing and no additional enrollment, advising, or academic counseling requirements are specified.

❖ Academic Warning

Students who have been in “Good Standing” but now fail any cognitive or psychomotor exam with a grade of less than 70% (75% for EMT and Paramedic courses), the student will receive an academic warning from the instructor with information on any remediation and/or grade recovery available. Students that are placed on “Warning” are strongly encouraged to meet with their program director to develop a plan for academic success. A “Warning” is intended to alert students to a current deficiency in their academic progress. Continued lack of progress will ultimately lead to “Probation” or “Failure”.

❖ Academic Probation

Students must maintain a minimum course average of 70%. Course average requirement for EMT and Paramedic courses is a 75%. Course average includes all coursework receiving a letter grade (including remedial coursework) a student has taken while at Camsen Career Institute. Camsen’s course average does not include grades from transfer coursework.

Students who were previously placed on “Warning” but have not improved since their last SAP evaluation are placed on “Probation”. Students on “Probation” are counseled and an ***academic plan for improvement*** and success is implemented.

❖ Academic Improvement Plan

Once placed on probation, an Academic Improvement Plan will be implemented. The Academic Improvement Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan may be designed by the Lead Instructor or Program Director and must be approved by the Director of Education. The plan must be communicated to the student in writing and will be regularly evaluated and refined as internal and external developments warrant. The maximum time period an individual Academic Improvement Plan will be implemented is three weeks. While on an Academic Improvement Plan, the student is required to attend tutoring sessions with the Lead Instructor or Program Director. If the student is improving in accordance with written academic plan the status of “Probation” will be removed. If it is determined that the student is not improving based on the written academic plan, the student will be considered an academic “Dismissal” and will need to reenroll in the next available/equivalent program.

❖ Academic Dismissal

Students that are on academic “Probation” and fail to meet the conditions and time frame set forth for removal of probation status will be dismissed from the program. Academic

dismissal requires involvement from the lead Instructor, Program Director, President/CEO and if needed the Medical Director.

❖ **Course Withdrawal**

When a student withdraws from an enrolled course Student Services shall denote the reason in the student's file by completing a drop form. Student Services will process a refund request per the published guidelines.

- Students that withdraw from the course are not issued a diploma; certificate of completion and attendance for the hours completed prior to the date of withdrawal will not be transferable or available on the student transcript.
- Students that withdraw from the course are not eligible for the corresponding credentialing exams.

❖ **Course Dismissal**

Students that have been progressively disciplined for Academic or Behavioral based issues may be dismissed from the course.

- Students that have been dismissed from the course are not issued a diploma; certificate of completion and attendance for the hours completed prior to the date of withdrawal will not be transferable or available on the student transcript.
- Students that have been dismissed from the course are not eligible for the corresponding credentialing exams.
- Students that do not complete a course within the maximum time frame may reapply to a future course; however, the student must begin course work as a new student and repeat all course content. Prior learning or previously completed course work is not transferrable to future classes.
- Students that are dismissed from the program are not eligible for a refund.

❖ **Leave of Absence**

Camsen Career Institute does not allow any leave of absence. In the event a student cannot complete the program within the originally scheduled amount of time, they will receive an academic dismissal for that course/program. Only under special circumstances, other than GPA or attendance, a student may be given a specific time frame to complete the course/program requirements. This allotted timeframe is not to exceed 150% the total length of the program. In the event that this is not accomplished the student must reenroll in the next available/equivalent program.

APPEALS TO REGAIN ELIGIBILITY IN COURSE/PROGRAM

Students may appeal ineligible SAP status by following the School's appeal process.

❖ **The Appeal Process**

When a student feels he/she has been treated unfairly or otherwise wishes a review of an action that has been taken, both the student and faculty bear the responsibility to openly and honestly communicate. In order to facilitate this process, the following procedure should be initiated within five (5) school days:

- **Step One:** The student will submit a written request for an appointment with the instructor or individual involved in the situation and a summary of the situation, which will include all pertinent facts. The student, by appointment, confers with that instructor or individual. If the problem is not resolved, Step Two shall be initiated within three (3) school days.
- **Step Two:** The student bears responsibility for bringing the grievance to the attention of the Faculty Curriculum Committee through his/her Instructor or the Program Director.

The request for a hearing and reason should be in writing and submitted to Faculty Curriculum Committee within three (3) school days after meeting with instructor or individual involved. If the instructor or individual involved in the grievance is a member of the Faculty Curriculum Committee, the Program Director will appoint another faculty member to replace that person for the scheduled hearing.

1. The Curriculum Committee Chairman will notify the student of the hearing date within two (2) school days of the submission of the request.
2. The student may have one (1) person (parent, friend, or significant person other than an attorney) present during the grievance. This individual may **not** address the panel, speak on behalf of the student, question witnesses or otherwise participate in the hearing.
3. The instructor(s) or individual(s) involved may be present at the hearing.
4. Following the hearing, the Curriculum Committee Chairman will notify the student of the decision in writing within two (2) school days.
5. If the student is not satisfied with the decision or does not receive a response within two (2) days, Step Three may be initiated.

- **Step Three:** The student requests in writing an appointment with the Director of Education or his designee. The student, by appointment, confers with the Director of Education or his designee. The decision of the Director of Education or his designee is **final**.

- ❖ If the student is granted reinstatement, attendance will be made up at the discretion of the lead instructor.
 - **Maximum Time Frame** – The Student must not exceed maximum time frame for the program, which is 150% of the normal program schedule.
- ❖ Upon reinstatement students will be placed on a “probation” status not to exceed 3 weeks. At the end of the 3 week period, a SAP review will be conducted. If the student meets minimum SAP requirements then they will be taken off of probation and placed in “good standing”.
- ❖ SAP Appeals DO NOT guarantee approval. Students are encouraged to complete a SAP Appeal, however with the understanding that there is no guarantee of approval.

Course Hours

One clock hour constitutes 50 minutes of directed, supervised instruction and appropriate breaks.

Transfer of Credits

Transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits.

Course Numbering

The course numbering system is designed to give the student a listing of each course offered. Course titles are shortened and reflect the first letters of the program in an abbreviated form. The numbers used in association with the course letters gives the student a breakdown of the different sections of each program.

PARAMEDIC PROGRAM

Program Hours: 1100 Clock Hours

Program Objectives:

This course will prepare the prospective student to fulfill the requirements of the highest level of Pre-hospital Provider riding an ALS transport and non-transport unit or assist with patient care in an Emergency room setting. Upon successful completion of this program the student will receive a diploma.

Program Description:

The 1100 clock hour program consists of four separate classes. This course is designed to follow the requirements set forth by the United States Department of Transportation. The course uses, lecture, labs and clinical environments to prepare the student for the certifications of the State of Florida and/or the National Registry. This course is residential and all lecture/lab classes are held on site.

Prerequisites:

Person applying for the Paramedic Program must have completed a valid State of Florida EMT program prior to start of class and **must be licensed by the State of Florida prior to the end of Phase I**. Phase I is defined as start of the program until the midterm exams also known as Paramedic I or PM 100.

Fulfillment of all admission requirements

Students must maintain a current Basic Life Support card from the American Heart Association or equivalent.

Program Cost

Tuition:	\$5139.00
Application Fee:	\$ 50.00 (non-refundable)
Lab Fee:	\$ 175.00
Books and Materials:	<u>\$1236.00</u>
Total:	\$6600.00

Course Schedules and Descriptions:

PM 100: Paramedic Lecture/Lab I: 314 Clock Hours

Includes class and lab activities at the campus and is from the first day of class until mid-term. This class includes an Introduction into the course, Anatomy and Physiology, Respiratory and Cardiac emergencies and care, Pharmacology, and Medication administration. The also includes 4 hours of mandatory HIV/Aids Awareness training.

PM 101: Paramedic Lecture/ Lab II:**376 Clock Hours**

Includes class and lab activities at the campus and continues from Mid-term to the Final exam. This class includes trauma care, Obstetrics, Pediatric and geriatric care. This part of the course also covers Hazardous Materials, the National Incident Management System and a comprehensive review of the program.

PM 102: Hospital Externship:**60 Clock Hours**

This is clinical hours performed during the hospital externship. Students are required to complete 60 hours of hospital externship. Externships are performed in various areas of the hospital including Emergency Room, Labor and Delivery and the Operating Room (if available).

PM 103: Field Externship:**350 Clock Hours**

These hours are externship hours performed on an ALS unit, 280 hours must be performed on an ALS transport unit, while 70 hours may be performed on a non-transport ALS unit. This program offers several options for scheduling of class hours. Externship hours must be completed prior to the Final exam date.

Schedule I: Classes meet one day per week with consecutive days repeating. Ex. Tuesdays class is repeated on Wednesday. This class meets one day per week from 9 am to 6 pm. This class is approximately 58 weeks in duration.

Schedule II: Shift Schedule: This schedule is on a rotating shift schedule. The class meets every third day excluding Saturdays or Sundays. This class meets from 9 am to 6 pm. This class is approximately 38 weeks in duration.

Schedule III: This schedule meets three nights per week. The class is held on Monday, Wednesday and Thursday nights from 6 pm to 10:30 pm. This class is approximately 45 weeks in duration.

*** This program complies with Florida Statute 401.2701 to meet a 6:1 student ratio during skills laboratory training.**

EMERGENCY MEDICAL TECHNICIAN

Program Hours: 300 Clock Hours

Program Objectives:

This course is designed to provide entry-level training into the pre-hospital or hospital setting. Students will learn basic skills and will be competent in functioning in the emergency setting as an EMT. Upon successful completion of this program the student will receive a diploma.

Program Description:

The 300 Clock hour program consists of three separate courses, all of which must be taken at the same time. This program is designed to follow the requirements set forth by the United States Department of Transportation. This program uses, lecture, labs and clinical environments to prepare the student for the certifications of the State of Florida and/or the National Registry. This program is Residential and all lecture/lab classes are held on site.

Prerequisites:

Fulfillment of all admissions requirements

Students must maintain a current Basic Life Support card from the American Heart Association or equivalent.

Program Cost:

Tuition:	\$1725.00
Application Fee:	\$ 50.00 (Non-refundable)
Lab Fee:	\$ 100.00
Books and Materials:	<u>\$ 525.00</u>
Total:	\$2400.00

Course Schedules and Descriptions:

EMT 100: EMT Lecture/Lab:

176 Clock Hours

Includes class activities at the campus and is from the first day of class until the Final Exam. This class includes all aspects of emergency basic care. Some topics covered include cardiac and respiratory emergencies, trauma and special populations. This also includes 4 hours of mandatory HIV/Aids Awareness training. This course also includes hands-on laboratory skills at the campus. These skills will be practiced from the beginning of the class through to the final exam. Hands on testing will be demonstrated by each student to show a competency in each skill.

EMT 101: Hospital Externship:**24 Clock Hours**

These externship hours are completed in the Hospital Emergency Room setting. This provides the ability for the students to demonstrate skills on live patients.

EMT 102: Field Externship:**100 Clock Hours**

These externship hours provide the student the ability to demonstrate skills and abilities in the emergency setting of an Ambulance or Rescue Unit.

This program offers several options for scheduling of class hours. Externship hours must be completed prior to the Final exam date.

Schedule I: Classes meet three nights per week on Monday, Wednesday and Thursday. Class hours are from 6 pm to 10 pm. This class is approximately 13 weeks in duration.

Schedule II: Classes meet three days per week on Monday, Wednesday and Friday. Class hours are from 9 am to 1 pm. This class is approximately 13 weeks in duration.

Schedule III: Classes meet one day per week on Thursdays. Class hours are from 9 am to 6 pm. This class is approximately 13 weeks in duration.

- * **This program complies with Florida Statute 401.2701 to meet a 6:1 student ratio during skills laboratory training.**

PHLEBOTOMY / EKG TECHNICIAN

Program hours: 120 Clock Hours

Program Objectives:

This course will prepare the student for certification and employment as an entry level Phlebotomist and EKG Technician. Upon successful completion of this program the student will receive a diploma.

Program description:

Upon completion of this program the student will have the option of being certified by a National exam. This program will prepare the student for collection of blood specimens using a safe and aseptic technique. The student will be trained to collect samples through capillary or venipuncture on adults and pediatric patients. The student will also be prepared to obtain and interpret EKG tracings. This program consists of classroom, simulated lab and clinical hours at an outside agency offering Phlebotomy and EKG tracings from humans. The clinical portion of this program allows the student to experience time in a real working lab. The student will have to demonstrate successful blood specimen collection with 30 successful venipunctures, 15 skin punctures, and record a minimum of 10 EKG tracings. This course is residential and all lecture/lab classes are held on site.

Prerequisites:

Fulfillment of all admissions requirements

Students must maintain a current Basic Life Support card from the American Heart Association or equivalent.

Program Cost:

Tuition:	\$1123.50
Application Fee:	\$ 50.00 (non-refundable)
Lab Fee:	\$ 125.00
Books and Materials:	<u>\$ 301.50</u>
Total:	\$1600.00

Class Schedules

Phleb-100: Phlebotomy Technique Lecture/Lab

64 Clock Hours

This program covers introduction, anatomy and physiology, medical terminology, CPR, and 4 hours of HIV/AIDS awareness education. The program will also cover Laboratory math and safety, equipment, and lab values.

Phleb-101: EKG Lecture/Lab**32 Clock Hours**

This program provides the student with the knowledge and skills necessary to retrieve and interpret EKG tracings.

Phleb-102: Phlebotomy/EKG Technician Externship**24 Clock Hours**

This externship will provide the student access to a real clinical experience. The students will demonstrate the skills learned on actual patients. Each student is required to meet the competencies above.

This program offers two schedules for completion.

Schedule I: Day classes meet on Tuesday and Thursdays from 9 AM – 1 PM. This class is approximately 12 weeks in duration

Schedule II: Night classes are offered on Tuesday and Thursday nights from 6 PM – 10 PM. The class is approximately 12 weeks in duration.