

## Course Catalog

### Pro-Tech Life Safety Services

**January 1st 2020-December 31st 2020**

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet prior to signing an enrollment agreement.

Introduction/Mission Statement:

Pro-Tech Life Safety Services is large enough to accommodate your needs but small enough to care. We aspire to educate our future emergency medical providers with the best education on the market.

#### **Our Location**

School [Instructional](#) Address: 1380 S Sanderson Ave  
Anaheim, CA  
Mailing Address: 1211 N Richman Ave  
Fullerton, CA 92835  
714-732-0761  
[bwilder@protechlss.com](mailto:bwilder@protechlss.com)  
[www.pro-techlifesafetyservices.com](http://www.pro-techlifesafetyservices.com)

Bureau for Private Postsecondary Education

Pro-Tech Life Safety Services is a private institution that has been approved by the Bureau for Private Postsecondary Education. Approval to operate means that Pro-Tech is in compliance with state standards that are set forth in this chapter.

Any questions that a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at the address below. This catalog is available on our website for prospective students and the public to view and is updated annually.

A student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained on the bureau's website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

#### **Information for the Bureau for Private Postsecondary Education**

[1747 N. Market Ave., Suite 225, Sacramento, CA 95834](#)

Mailing Address:  
PO Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897

Website: [www.BPPE.CA.Gov](http://www.BPPE.CA.Gov)

### **Program Information:**

Our program offers either a thirteen week evening course or a six week accelerated course. The EMT Course totals **186 hours** of instruction comprised of 160 classroom hours and at least 24 clinical hours. This course is specifically designed to prepare the student for a career as a professional Emergency Healthcare Provider in a pre-hospital setting. The course material is drawn from the current National Education Standards Curriculum. This program places a strong emphasis on academic achievement within the specified curriculum as well as a solid understanding of the importance of teamwork. (SOC 29-2041)

Key objectives of understanding:

- Clinical knowledge and application for treatment of the sick and injured
- Common sense approach to solve problems
- Critical thinking skills
- Safety of ourselves and others
- Ethics and Integrity

During this course the student will receive **162** hours of classroom lecture. The EMT-1 Course is broken down into four methods of instruction:

- Individual testing of didactic material. Written exams and a final exam
- Lecture Based Via PowerPoint with Audio-Visual aids to maximize student reaction
- Group practice and interactive study groups for skills requirements. This will reinforce the importance of teamwork to reach a common goal.
- Individual testing stations for students to demonstrate proficiency on manipulative skills

Each Student will also be required to complete the Clinical Experience portion of this course to receive a passing grade. All 24 hours must be completed prior to week 8 for hybrid, or week 10 for traditional course format. There are 2 parts to the Clinical Experience:

- 2-12-hour Ambulance Ride-Along/Field Observations
- 4-4-hour skills labs

### **Required Textbook and Materials:**

The required textbook is Pre-Hospital Emergency Care 11th edition.

### **Faculty:**

Daniel Ko is a field supervisor with Care Ambulance Company and has over 20 years in public safety including working as a police officer for the state of Calif. He holds a bachelor's degree in kinesiology and has been teaching EMT for over 10 years.

Vishal Raj is a training manager with care ambulance. He holds a Masters degree and has been teaching emr and emt for an Orange County ROP program for over 5 years.

Jerry Melendrez is our lead skills instructor and is currently employed by care ambulance as their lead training officer responsible for training over 600 employees per year.

Brad Wilder is a retired fire captain/paramedic who holds a teaching certificate and has been teaching emr and emt for over 15 years. He also trains law enforcement personnel in tactical medicine along with running a CPR training facility.

**Attendance Policy:**

Attendance is extremely important. Student's must make every attempt to be at all class sessions. If a student is unable to attend because of other obligations a MAXIMUM of two class sessions will be excused.

**Leave of Absence Policy:**

Any student who is absent for more than two class sessions without contacting ProTech will be dropped from the class or will be placed on a leave of absence per our discretion. If placed on a LOA, the student will have the option to enroll in the next course available to them.

**Probation:**

Any student who receives an exam score with less than 80% will be placed on academic probation throughout the duration of the course. Probation consists of a signed document signed by both Pro Tech and the student, which states the student has achieved a sub-standard exam score and may be in danger of not passing the final with an 80% without corrective action.

**Dismissal:**

Failure to abide by all local and federal laws will be grounds for immediate dismissal from the program. Furthermore, all rules of conduct found under the "Program Code of Conduct" shall be followed with strict adherence. Any student dropped for violation of any policy shall be dropped from class without a refund. Any student found cheating will be immediately removed from class and dropped without a refund. Violence or threatening behavior will not be accepted in any way. This will lead to dismissal and notification to local Law Enforcement.

**Right to Cancel:**

Institution shall refund 100% of the amount paid for institutional charges, less a reasonable registration fee not to exceed \$250, if notice of cancellation is made prior to the first-class session or the seventh day after enrollment, whichever is later. Pro Tech shall pay or credit refunds within 14 days of a student's withdrawal. The institution shall advise each student that a notice of cancellation shall be in writing and that withdraw may be effectuated by the student's written notice or by the students conduct including, but not necessarily limited to a student's lack of attendance.

**Refund Policy:**

The refund policy for the return of unearned institutional charges for students who have completed 60% or less of the education program shall be a pro-rata refund minus the 250-registration fee.

An institution may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code, and must refund all institutional charges upon a

student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)((8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution. Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded. Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

### **Transferability of Credits:**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at [Pro-Tech Life Safety Services](#) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn [in the Emergency Medical Technician program](#) is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) that you earn at this institution is/are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after [Pro-Tech Life Safety Services](#) to determine if your certificate will transfer.

### **Facilities:**

[Our facility is located in Anaheim Ca just off Ball Rd. and the 57 fwy. We have a classroom that is 1000 square feet and is located in a large commercial building. It has audio visual equipment along with being air conditioned and having private restroom facilities. We have all the required equipment including backboards, traction splints, common splinting material, c-collars, flats, bandaging material, medications used in the field, ekg equipment, airway trainers, and all other required ems equipment.](#)

### **Ride Along:**

Each student is required to complete two ride alongs with an ambulance company for a total of 24 hours. During the ride along the student will assist certified EMT's with basic skills such as loading a patient, taking vital signs and documentation of patient care.

The ride along will take place with one of our contracted ambulance providers.

Upon completing the ride alongs each student will have their ride along sheet signed by the EMT stating what skills they performed and how many patients they dealt with during their shift.

### **Grading Policy:**

### **Course Points**

- Final Exam- 150 Question multiple choice
- Exams (6) - 35 Questions multiple choice-The average of these exams is an accurate marker of how students will perform on the final.
- Clinical Ride Along- 2-12-hour ride-along Pass/Fail
- Attendance- No more than 10 hours missed will greatly affect one's ability to be successful
- Practical Skills Exam - Pass/Fail

### **Course Grading Scale**

Class total= 200 points

A- 180-200 = 90-100%

B- 160-178 = 80-89%

C- N/A

D- N/A

F- N/A

It should be noted that any student pursuing National Registry Exam must score 80% or above on the final exam and pass all pass/fail requirements.

### **Initial Certification:**

After a student successfully completes our EMT program, the student receives an EMT Course Completion Certificate. In order to work in the field as an EMT the student must have successfully completed a certified EMT training course within two years of taking the National Registry Exam. They must then pass the National Registry of EMT's computer test, undergo a background check and meet any of the additional standards put forth by the certifying agency in California.

Students will need to complete the online application for the National Registry upon completion of the course. An instructor will then approve the student to take the test. Once you pass the National Registry a certification card will be issued.

### **Recertification:**

In California the EMT Certification is only good for two years. This means that you must take a refresher course or complete twenty-four hours of approved CE for the EMT. You can not continue to work as an EMT if you let your license expire before you complete either a refresher course or CE.

### **Dress Code:**

During regular classroom hours we do not require students to dress a certain way. However, during Skills days you must wear your Pro-Tech polo shirt (provided by us at orientation), Dickies or some sort of practical black pants and closed toe shoes.

### **Program Eligibility/ [Admissions Policy](#)**

1. The student must be at least 18 years of age, possess a high school diploma or its equivalent and meet the additional requirements at the time of application for local certification. You may enroll in the course six months prior to your eighteenth birthday with the understanding that you cannot obtain your certification until the age requirements are met.
2. BLS Certification. You must provide a copy of your Basic Life Support for Healthcare Providers CPR card from the American Heart Association. We offer this course during Orientation.
3. Vaccination Proof. You must have a Hepatitis B vaccine. If the Hepatitis B vaccine has been started but not completed proof that you started the series must be provided when your application is submitted. Students electing not to receive the HBV vaccination must sign a waiver or provide documentation of HBV immunity (titer).
4. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
5. This institution does not award credit for experiential learning.
6. This institution has not entered into an articulation or transfer agreement with any other institution.

**Fee Schedule:**

- Tuition \$825
- Registration Fee \$250 (non refundable)
- STRF Fee \$0- (non-refundable)

**Total Cost: \$1075.00 USD**

Total Charges for a Current Period of Attendance	\$1,075
Estimated Total Charges for the Entire Educational Program	\$1,075

Deposit: \$400 USD

Second Payment: \$675 (Due at the end of the first week of class)

We take Credit Card, Debit Card, Cash, Check and Paypal.

**Loans:**

Pro-Tech Life Safety Services does not offer any loans to pay for the course [nor does it participate in any state or federal financial aid programs.](#)

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

**Bankruptcy:**

Pro-Tech Life Safety Services does not have a pending petition for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a

petition in bankruptcy filed against it within the preceding five years that result in re-organization under Chapter 11 of the United States Bankruptcy Code.

**Placement Program:**

At this time, we do not offer Job Placement Services to candidates that have passed this program successfully. Pro Tech has established well-respected and professional relationships with many employers throughout Orange County. It is our desire to eventually become a recruiting platform for employment within these organizations.

**Student Tuition Recovery Fund:**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

### **Learning Resources:**

ProTech Life Safety Services has a host of books and resources in the classroom for student use. Students can access these materials by asking the instructor before or after class sessions.

### **Student Services:**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### **Students with Disabilities:**

Pro-Tech is willing to try to offer accommodations to students who require them. However these accommodations must not alter the program. If you have concerns please contact Brad Wilder at 714-732-0761.

### **Housing:**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in one and two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,500 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

### **VISA/Language Proficient Information:**

We do not admit students from other countries at this time.

The institution does not provide ESL instruction

The student taking the course must have the ability to proficiently read and write in English. Pro-Tech does not offer the course in any other language at this time.

### **Records:**



-Name, address, e-mail, and telephone number of each student who is enrolled in an education program within this institution.

-Shall maintain, for each student granted a certificate, permanent records of the following  
Course completion certificate granted and the date on which it was granted  
Courses and units on which the certificate was based  
Grades earned by the students

For a period of five years complete and accurate records of the following will be held  
Educational programs offered by institution and curriculum for each  
Names and addresses of the members of the institution's faculty.  
any other records required to be maintained by this chapter, Article 16

**Accreditation:**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

**Grievance Policy**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: Pro-Tech Life Safety Services, 1211 N. Richman Ave. Fullerton, CA 9283.

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. The student may always contact the BPPE at 1747 N. Market Ave. Sacramento, CA 95834 or by calling (888) 370-7589.