



SOUTHEASTERN MEDICAL ACADEMY CATALOG

Mission Statement

"The mission of Southeastern Medical Academy is to provide the most current medical training in Emergency Medical Services which will enable the graduates to become proficient in their field of practice therefore providing quality medical care to the citizens in which they serve."

2018-2019 Catalog

8900 Overseas Highway

Marathon, Florida 33050

888-983-2423

www.semedicalacademy.com

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Name and Address of School

Southeastern Medical Academy

8900 Overseas Highway

Marathon, Florida 33050

Telephone # 888-983-2423

History

Southeastern Medical Academy was developed in 2014 as a subsidiary of International Consulting and Education Partners a Florida Limited Liability Partnership. The owners/operators of the institution discovered a need for Emergency Medical Services training in the Florida Keys. They partnered with local educators to establish a proficient, professional and academic environment that can provide the highest quality education possible and prepare students to serve the public of the Florida Keys

Purpose

This is an instructional program that prepares students for employment for Emergency Medical Technician and/or Paramedic, to function at the pre-hospital emergency level and treat various medical/trauma conditions, using appropriate equipment and materials. The program prepares students for certification as an EMT and or Paramedic in accordance with 64j-1 of the Florida Administrative Code.

The primary purpose of SEMA is to offer its students a skills focused education that prepares them for a career in the Emergency Medical Services.

Licensure

Southeastern Medical Academy is licensed by: Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. For further information contact the Commission for Independent Education, (850) 245-3200 or Toll Free (888) 224-6684.

Ownership

Southeastern Medical Academy is owned and operated by a Limited Liability Corporation Partnership under International Consulting and Education Partners.

Antonio Gandia, MD., FACEP is a board certified Emergency Physician and Fellow of the American College of Emergency Physicians. He is a practicing Emergency Physician since 1988, and has been involved in Pre-Hospital Emergency Medicine education since 1991 as a Medical Director and educator. Dr. Gandia is involved in numerous local, state and national committees; he was President of the Florida Association of EMS Medical Directors and has been honored by the Department of Health as Medical Director of the Year for the State of Florida. Dr. Gandia is also responsible for mentoring Emergency Medicine Residents at Mount Sinai Medical Center during their EMS education. He continues to be active throughout the state in committees, organizations and educational institutions.

Bill McGrath MPS; NREMT-P; Bill has been operating private schools in the State of Florida since 1999. He currently has an Associate's Degree in EMS, a Bachelors Degree in Organizational Leadership and a Master's Degree in Executive Management. Bill is the Chief of Operations for Southeastern Medical Academy. In addition, Mr. McGrath currently works in the fire service as a Battalion Chief.

Accreditation

Southeastern Medical Academy is accredited by the Accrediting Bureau of Health Education Schools (ABHES) ID# I-415. The institution does not offer any financial aid. Credits earned may not be transferable to another school or institution.

Administrative Staff

Program Director: Bill McGrath

Medical Director: Antonio Gandia MD

Advisory Board Members

Bill McGrath MPS; NREMT-P	Program Director SEMA
Antonio Gandia, MD	Medical Director SEMA
Frank Galgano, EMT-P	EMS Division Chief Pompano Beach Fire Rescue
Joe Forcine, EMT-P	Captain Marathon Fire Rescue
John Johnson EMT-P	Fire Chief Marathon Fire Rescue
Rob Vejhani DO	Emergency Room Physician
Terry Shore	Owner South Shore Plumbing
Richard Gonzalez	Medical Career Institute
Denis Timothy	SEMA Student Graduate
Freddie Batista	Professional Development; Greater Learning Works
Felix Marquez	Orlando Medical Institute/Orlando Fire Rescue

Faculty and Staff

Antonio Gandia, MD. Chief Medical Officer; Medical Director

Antonio Gandia, MD., FACEP is a board certified Emergency Physician and Fellow of the American College of Emergency Physicians. He is a practicing Emergency Physician since 1988, and has been involved in Pre-Hospital Emergency Medicine education since 1991 as a Medical Director and educator. Dr. Gandia is involved in numerous local, state and national committees; he was President of the Florida Association of EMS Medical Directors and has been honored by the Department of Health as Medical Director of the Year for the State of Florida. Dr. Gandia is also responsible for mentoring Emergency Medicine Residents at Mount Sinai Medical Center during their EMS education.

Bill McGrath MPS; NREMT-P; Program Director

Bill McGrath MPS; NREMT-P; Bill has been operating private schools in the State of Florida since 1999. He currently has an Associate's Degree in EMS from Broward College, a Bachelors Degree in Organizational Leadership and a Master's Degree in Executive Management from St. Thomas University. Bill is the Chief of Operations for Southeastern Medical Academy. In addition, Mr. McGrath currently works in the fire service as a Battalion Chief.

Joe Forcine; Course Coordinator

Joe Forcine has been involved in the Fire Rescue service since 1995 and has been an EMS Instructor for 15 years. Joe Forcine is currently serving as a Captain of Marathon Fire Rescue Services and is also the Training Officer for the Department's personnel. Joe obtained his EMT certification training from Miami Dade College and his Paramedic certification training from Broward College and his AS Degree in EMS from Medical Career Institute.

John Johnson; EMS Instructor

Chief Johnson has been involved in the Emergency Medical Services since 1981. He has served in every capacity in the fire service and is presently the Fire Chief for the City of Marathon. Chief Johnson holds a Bachelor's Degree in Professional Management with Distinction, Minor - Fire & EMS Administration from Nova Southeastern University. In addition, Chief Johnson is a graduate of the National Fire Academy's Executive Fire Officer Program.

Tony (Joseph) Chin; EMS Instructor

Tony Chin is a Captain with The City of Tamarac Fire Recue Department.. He holds an Associate's Degree in EMS and Fire Science from Florida Medical Training Institute.

Alexander Bobadilla; EMS Instructor Alex has an Associate's Degree in EMS from Medical Career Institute and currently works for Marathon Fire Rescue. He obtained his EMT and Paramedic Licensure from Miami Dade College

Peter Meneses; EMS Instructor Peter has an Associates Degree in EMS from American Medical Academy, Peter obtained his EMT and Paramedic License from FMTI and currently works for Marathon Fire Rescue

Israel Vasquez; EMS Instructor Israel has an Associates Degree in EMS from Medical Career Institute, He obtained his EMT from American Medical Academy and Paramedic from City College. Israel works for Marathon Fire Rescue

Jean Prosper; EMS Instructor Jean has an Associates Degree from Miami Dade College and obtained his EMT and Paramedic licensure form Miami Dade College. He currently works for Marathon Fire Rescue

Jorge Garzon; EMS Instructor Jorge has an Associates Degree from Miami Dade College. He obtained his EMT and Paramedic Licensure from Miami Dade College and works for Marathon Fire Rescue

Denis Timothy; EMS Instructor Denis has an Associates Degree from Medical Career Institute. He obtained his EMT and Paramedic Licensure from Southeastern Medical Academy and works for Marathon Fire Rescue

Hilary Matas; Administrative Assistant Hilary has a background in EMS as a certified EMT and Paramedic and also works as a firefighter/paramedic with Key West Fire Department

Description of School Facilities & Equipment

SEMA is located directly within the facility of a 19,200 square foot, two-story Fire Rescue Station building. The Fire Rescue Station is already a training facility to multiple government military bases, police and fire rescue agencies and is training hub strategically located in mile marker 48 of the middle keys area of Florida. The Fire Station's address of 8900 Overseas highway is located 48 miles north of Key West and 50 miles south of Key Largo. Erected in 2006 this state of the art Fire Rescue training facility supports the highest level in hurricane building rating of a 5 of 5 scale and includes over 2,000 square feet of training space. This space includes two classrooms, a training supplies closet, EMS office, 2 staff and student computer areas with internet access and training equipment which meets or exceeds the training requirements set by the Florida Department of health for training programs.

Policy Statement

It is the policy of Southeastern Medical Academy not to discriminate against students on the basis of age, religion, disability, race, color, sex, or national origin to the extent of the law.

Catalog Distribution

All students will be made available one printed copy of the institutional catalog if requested. An electronic version of the catalog will be available on the institutional website.

Class Starting & Ending Dates for 2018-2019

EMT Basic Course Offerings

- April 9, 2018 – August 2018
- August 21, 2018 – December 2018
- April 9, 2019 – August 2019
- Sept 9, 2019 - December 2019

Paramedic Course Offerings

- January 10, 2018 – December 2018
- January 14, 2019 – December 2019
- September 6, 2019 -December 2020

Office Hours

School office hours are Monday, Thursday, Friday– 8:30am to 4:30pm, Tuesday and Wednesday 9:00am – 5:30 pm

Class Locations

All classes are held at the Southeastern Medical Academy location.
8900 Overseas Highway. Marathon, Florida 33050

Library

The Monroe County Public Library is located in Marathon. The physical location is 3291 Overseas Highway Marathon Florida 33050. Located in the heart of the Keys, the Marathon Branch Library serves the city of Marathon and the Middle Keys. Parents and children, readers and researchers, tourists looking for local atmosphere -- all come to the Marathon Branch to read, browse, learn, expand their horizons, and most of all, enjoy.

In addition the school location has a small resource/library equipped with trade periodicals, dictionary, thesaurus and several reference textbooks for student use. Students will also have access to internet for research and to log clinical information at the student resource area.

Operating hours: Monday and Tuesday: 9:30 am to 6:00 pm

 Wednesday: 9:30 am to 8:00 pm

 Thursday – Friday: 9:30 am to 6:00 pm

 Saturday: 10:00 am – 6:00 pm

Program Entrance Requirements

Emergency Medical Technician-Basic

1. Students must provide proof of a High School Diploma or GED equivalent
2. Current CPR Card (American Heart Association or American Red Cross) – Healthcare Provider/ Professional Level
3. Immunization records showing proof of vaccination against:
Varicella (chicken pocks), Mumps, Measles & Rubella or provide blood titers showing immunity
4. Proof of a negative Tuberculosis PPD Test (TB) or a negative chest X ray
5. Proof of Hepatitis “B” Vaccination Series (or proof the series has been started)
6. Students may also decline Hepatitis “B” Vaccination by signing the declination form.
7. Students are required to pass a 10-panel drug screen for illegal substance use, and a criminal background check.
8. All students must sign an enrollment agreement.
9. All students must complete an institutional application

Paramedic Program

1. Students must be eligible to take the EMT Certification Exam. (Must be certified by the completion of Phase 1 of the Paramedic course)
2. Students must provide proof of a High School Diploma or GED equivalent
3. Current CPR Card (American Heart Association or American Red Cross) – Healthcare Provider/ Professional Level
4. Immunization records showing proof of vaccination against: Varicella (chicken pocks), Mumps, Measles & Rubella or provide blood titers showing immunity
5. Proof of a negative Tuberculosis PPD Test (TB) or a negative chest X ray

6. Proof of Hepatitis “B” Vaccination Series (or proof the series has been started)
7. Students may also decline Hepatitis “B” Vaccination by signing the declination form.
8. Students are required to pass a 10-panel drug screen for illegal substance use, and a criminal background check.
9. All students must sign an enrollment agreement
10. All students must complete an institutional application

Class Schedule

Posted in the classroom is a day-by-day schedule of the instructional activities that will take place in each program. This schedule is subject to change at the instructor’s discretion. Every effort will be made to inform the student of changes in advance.

Student Materials

It is the responsibility of each student to provide their own pencils, pens, paper and notebooks.

Credit for Prior Learning and Transfer of Credit

Southeastern Medical Academy will review each student official transcript if transfer of credit is requested. The ultimate transfer of credit authority will be the Program Director. He or she may authorize previous credit received from an accredited institution within a reasonable time period. Should the National Standard Curriculum or State Curriculum Framework have changed since previous credit was awarded, the previous credit will not be granted. Prior life learning credits will not be awarded or applied to any program. The transferability of credits from this institution to another institution is at the discretion of the receiving school.

Holidays

School will not be held on the following holidays. This information will be provided to students in advance. In addition, each program may have days off as documented in the student syllabus.

New Year’s Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Veteran’s Day	Day After Thanksgiving

Re-Entry

A student who has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission requirements. A student that was terminated for any reason may request an interview with the Program Director and show cause why he/she should be re-instated. The decision of the Program Director is final. If the student is allowed re-entry into the school, refer to the Admission.

Course Cancellation

Should Southeastern Medical Academy have to cancel any courses prior to completion, students will have the option of a full refund of all monies paid, or to have guaranteed enrollment in the next course with no additional fees. See refund policy.

Transfer Policy

Students may transfer to another class (day to night, night to day) on a case by case basis that will be approved by the Program Director. A student who enrolls in a class and then wishes to transfer to another class before the start date must pay a \$50.00 transfer fee. Once classes begin, a student who is in good standing may transfer to another class provided the following conditions are met.

1. A written letter must be submitted to the lead instructor.
2. The student must sign the transfer form.
3. The Student has been in class 30 calendar days or less
4. The ability for students to transfer credits from an outside educational facility does not exist at this time.
5. Students shall not have failed any exams, quizzes, or performance objectives, & missed any hours of the program which includes classroom, ride and clinical time.
6. A student who suffers a traumatic injury during the program, which precludes him/her from continuing the program, will be allowed to enter the next available class at no charge within 12 months of date of release or with written approval from the Program Director or his/her designee. A physician must give the student full medical clearance prior to registering for the next class.
7. For those students who request a medical transfer for a traumatic injury that occurred outside of the program shall refer to the Refund policy.

Cancellation and Refund Policy

Should a student be terminated or cancel for any reason, a refund will be made according to the following refund schedule:

1. Cancellation must be made in person or by Certified Mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of tuition only paid.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a pro-rated refund computed on the number of hours completed to the total program hours.
5. Cancellations/Dismissal after completing more than 40% of the program will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed, at the discretion of the Program Director, for insufficient progress, non-payment of costs, or failure to comply with rules.
9. Should Southeastern Medical Academy have to cancel any courses prior to completion, students will have the option of a full refund of all monies paid, or to have guaranteed enrollment in the next course with no additional fees.
10. For those students who sustain an injury outside of the program shall have their money refunded at the current pro-rated rate for any of the allotted time not used and upon clearance of a physicians be allowed into the next class of the students choice at full cost of the program.

Student Services

1. Southeastern Medical Academy does not maintain housing for students.
2. A Regional Library is available to all students and faculty, which is located at 3251 Overseas Highway Marathon, Florida. The campus also has a student resource area for student use. See Page 9 for hours of operation.
3. Student records are permanently retained by the school and are available to students upon individual request. Student records may be provided to a potential employer only after the student has made written request. For those students who are denied entry or dismissed from the school, his/her records will be on file for at least one year.
4. Academic Advisement will be provided. Students seeking academic advisement should first see their lead instructor. If further assistance is needed, students should make an appointment with the Program Director.
5. Placement services or assistance is available to all students without an additional charge. Southeastern Medical Academy does not directly or indirectly imply any guarantee of employment.
6. No financial aid is available.
7. There will be no meals provided on campus for students.

Placement Assistance

Southeastern Medical Academy does not guarantee, or directly or indirectly imply, graduates of the EMERGENCY MEDICAL TECHNICIAN-BASIC or PARAMEDIC Program employment. However, the school will help graduates who wish to receive information on seeking employment. Students will be counseled in the methodology for employment in the emergency medical job market. Names of potential employers will be provided to graduates on request. Employer requirements and continuing education requirements will be pointed out to students.

Attendance

All students are responsible for completing all appropriate didactic, lab, clinical, and ride time requirements for both the EMT-B and Paramedic programs. Make up assignments will be given at the instructor's discretion for any absence. For the EMT-B program, a student who has absences amounting to eight hours will be counseled by the Lead Instructor or his/her designee and shall be placed on probation for the duration of the program. For the Paramedic program, any student who has absences amounting to 18 hours will be counseled by the Lead Instructor or his/her designees and shall be placed on probation for the duration of the program. Should the student have another absence while on probation, (from either program) the student shall be released by the Program Director. Missed ride time or clinical time shall be counted as 1 absence. A total of 2 absences will be grounds for immediate dismissal from the EMT-B or Paramedic program.

Tardiness

The student must have a legitimate reason for the tardiness. The instructor will counsel a student after the second lateness. Continued tardiness can lead to dismissal from the program. No student shall be permitted to miss more than a total of 8 hours for EMT and 18 hours for Paramedic during the program. This includes missed time due to tardiness or absence. Time missed due to tardiness shall be rounded upward toward the next hour. **Example:** Arrival at 09:15 will be counted as arrival at 10:00; arrival at 10:05 shall be counted as arrival at 11:00, etc. Early departures, class cuts, tardiness, etc for any portion of the class will be counted as one absence. If

you are ill or will be late (emergency only) call your lead instructor and leave a message. The Lead Instructors or their designees contact numbers will be provided to you at the start of the program. Failure to call the Lead Instructor or his/her designee and report that you will miss or be late to class will be grounds for dismissal from the course.

Make-Up Work

Students who have been absent for any reason are required to make up any missed quizzes, tests, or skills within one week of the absence or at the discretion of the Lead Instructor. The Student will schedule appropriate make up work with the instructor.

Conduct

Students are expected to conduct themselves in a professional manner at all times. Students violating normal classroom demeanor or disrupting lab session will be asked to leave for the remainder of the session. Admittance will be allowed only upon written permission of the instructor and counseling with the Program Director. Possession of illegal drugs, alcoholic beverages, firearms (unless student is a certified law enforcement officer), foul language, or disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts him/herself in a manner detrimental or disrespectful to the institution personnel, staff, other students, or hospital personnel will be terminated. Cheating on any written exam or practical exam is grounds for immediate dismissal. Theft of property from the school or other students is also grounds for immediate dismissal. While at Fire Department and Hospital facilities, students will follow and obey all appropriate rules and regulations of that facility. Lying to an instructor or agent of the institution shall be grounds for dismissal from the program.

Student Dress Code

Uniform dress code shall be enforced at all times, Male members of the class shall be clean shaven with mustache, trimmed to the edge of the mouth, sideburns will be trimmed to the center of the ear, hair to their collar. All students will be required to have their hair neatly combed, excessive length of hair will have to be pinned up at all times. No earrings or jewelry hanging from neck or wrists or the wearing of sunglasses will be permitted at any time during class. The uniform in the *classroom* will be: Southeastern Medical Academy T shirt and navy blue uniform pants, black belt, and black steel toed shoes/boots. *Externship* dress code will be Southeastern Medical Academy Polo shirt and navy blue uniform pants, black belt, and black steel toed shoes/boots, Stethoscope, watch with a second hand and student ID.

Student Appeals/Grievance Procedure

Students may appeal or grieve academic/disciplinary actions, disciplinary procedures, instructor actions or inactions within 3 work days from the time of the infraction/problem. Students shall call the office to set an appointment with the Program Director. Student appeals or complaints will be evaluated and documented by the Program Director. The Program Director will take action as necessary based on the validity of the appeal or their grievance with school, management, or the corporate office by means of the Institutions Grievance Policy.

Students may refer their grievance, if unresolved, to the following address

Commission for Independent Education
Florida Department of Education
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200 or Toll Free (888) 224-6684

No-Smoking Policy

Southeastern Medical Academy has a strict no smoking policy and or use of tobacco products in or on the institution property or while in uniform outside the institution. Failure to comply with this rule shall constitute dismissal from the program.

Cell Phone and Electronic Device Policy

Southeastern Medical Academy is dedicated to providing an ideal learning environment, where we can also keep all testing material secure. In order to do this, all cell phones and electronic devices will be prohibited in the classroom unless required by your lead instructor or designee. You may keep your personal cell phones in a book bag or some other carrying device that is not attached to your uniform. The use of Cell Phones in class or on externships for taking pictures or video is prohibited. All devices must be on "Silent." Cell phones may only be checked while on break or while you are off school grounds. Specific situation will be handled on a case by case basis that will be approved by the Lead, Co-lead or instructor of the day. Such examples of specific situations include but not limited to; family illness, child care issues, birth of a newborn, etc. Any infraction of this policy will be strictly enforced resulting in probation to dismissal of the program.

Reporting of an Accident

It is the responsibility of the student to report all accidents immediately to the class instructor and the proper forms completed. **It is your responsibility to report any injury that occurs to you during training. Failure to do so may lead to dismissal from institution.**

Hurricane Policy

Southeastern Medical Academy will cancel all classes, clinical, and field rides upon the announcement of a Hurricane warning. If local county schools cancel classes prior to the notice of a hurricane warning then the institute will follow local advisory and cancel classes. In the case of cancelled classes the institute will have to either extend the graduating date or make up the dates during unscheduled classes. All students must be in agreement of such action and each sign a letter acknowledging such action.

Policy for Satisfactory Academic Progress (SAP)

Students' must make satisfactory progress for Satisfactory Academic Progress.

1. All students will receive a SAP evaluation at the midterm, at the final exam.
2. During a program, the instructor, Program Director, Medical Director will review each SAP form thoroughly.
3. If the student's SAP report is unsatisfactory, the student will be placed on academic probation not to exceed 60 days.
4. On the probation form a solution for improvement will be made and implemented immediately.
5. If at the end of the probation SAP has not improved then the student will be removed from the program. The student will have a failing grade placed on his transcript and will have to reenroll for the next course. The student may grieve the decision if they choose to but must follow the grievance procedure and policy outlined in their handbook.
6. **Leave of Absence** - Under no circumstance does Southeastern Medical Academy allow for any student to take a leave of absence during their enrollment in any program. If a student is unable to complete a program they will automatically be withdrawn pending a refund if applicable. On certain occasions other than GPA attendance or conduct violation, a student **MAY** be allotted a time frame for completion of the program. The time absent may not exceed the length of a normal program. Students' must remember that clinical and field rides may not be more than 12 months old at the time of graduation. The student will not be required to repay a registration fee to enter into another course and may have to repay certain clinical and field times based on the amount completed from previous class. In order for this to be valid the student must have not failed any exams prior to the separation be on any type of probation and must be financially up to date. The Program Director has the final decision on allowing separation; if not then the student must reapply to the next available class and repay tuition and all applicable fees.
7. Southeastern Medical Academy does offer remedial courses to help improve academic progress. The school does offer remedial time to assist the students in understanding the certain topics and no additional fees to the student.
8. Class, clinical, field attendance, testing requirements, and GPA requirements are listed in each student handbook. For the purpose of SAP the following minimum standards are followed in the following:

Program Title	Max Hours missed	Minimum cumulative GPA	Minimum score on modular or chapter test	Re-test allowed
Emergency Medical Technician-Basic	8	80%	75%	2 modular or chapter exams may be retaken
Paramedic	18	80%	75%	3 modular or chapter exams

Unit Clock Hours

All classes are based on (1) clock hour system.

Definition of a clock hour: One (1) clock hour is a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Student Records Policy

The General Education Provisions Act, Section 438, as amended, and the regulations promulgated for the enforcement of the act, found at 45 Federal Register 30911, as amended at 45 Federal Register 86296, provide all students enrolled or previously enrolled at Southeastern Medical Academy have the following rights in relation to their educational records:

I. General Policy

No information from records, files, or other data directly related to a student, other than public information defined below, shall be disclosed to individuals or agencies outside the institution without the written consent of the student, except those disclosures set forth in paragraph IX.

II. Definition of Educational Record

Student educational records are defined as those records, files, documents, and other material which contain information directly related to students and which are maintained by Southeastern Medical Academy. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational record. Records which are made or maintained by physicians, psychiatrists, psychologists, or other professionals or paraprofessionals and which are maintained in connection with treatment and are not available to anyone else are also excluded from a student's educational record, but such records are available to another physician or appropriate professional of the student's choice if requested. Records, which only contain information relating to a person after that person is no longer a student, are not considered part of the student's educational record.

III. Definition of Student

For the purpose of this policy a student is defined as any individual currently or previously enrolled in any academic offering of Southeastern Medical Academy. It does not include prospective students.

IV. Public Information

The following is a list of public information which may be made available by SEMA without prior consent of the student and which is considered part of the public record of the student's attendance: Name, address (local and permanent), telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, schedule of classes, and institution most recently previously attended. The information will not be made available if a student directs a written instruction to the appropriate records official prior to the end of the registration period for any given term.

V. Types and Location of Records

Each program maintains a file on each student enrolled, containing applications, grade reports or other performance evaluations, and correspondence. Southeastern Medical Academy has designated the Program Director as responsible for student records; The records official is responsible for maintaining a listing of student records within the records official's area of responsibility, indicating the location and general content of the records. Any student request concerning records or files, including requests that

public information not be disclosed, requests for disclosure to third parties, and requests for access by the student should be directed to this official. Forms for all such requests may be obtained from these officials. These persons will also act as hearing officers when the content of a record is challenged as provided below.

VI. Disclosure of Student Records to the Student

The student is accorded the right to inspect, in the presence of a SEMA staff member, records, files, and data primarily and directly related to the student. To inspect a file a student should go to the office of the records official and initiate a request in writing. If a student desires to obtain copies of the items in the educational record rather than personally reviewing the record, the written request to the records official for copies must be signed and notarized to prevent disclosure to persons other than the student. A time for inspection shall be granted within 45 days of the date of the request, and copies will be mailed within the same time period. Copies shall be made and provided to the student at a cost to the student equal to actual cost of reproduction and payable in advance.

The right of inspection does not include financial statements of parents, confidential recommendations placed in the file prior to January 1, 1975, provided that such recommendations were solicited with a written assurance of confidentiality or sent or retained with a documented understanding of confidentiality and used only for the purpose solicited, and other confidential recommendations, access to which has been waived by the student in accordance with paragraph VIII.

VII. Challenging the Contents of the Record

SEMA will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed in writing to the appropriate records official.

If, after inspecting a record, a student believes that information contained in the educational record is inaccurate or misleading or violates his or her privacy, the student may request that the record be amended by presenting such request in writing to the appropriate records official. A request that the record be amended shall be answered by the records official within 15 days of its receipt with information that the record has been amended as requested or that the record has not been amended and that the student has a right to a hearing on the matter. A written request for a hearing should be addressed to the appropriate records official as listed in V, who will set a date and time for hearing with reasonable notice of same to the student within 45 days of receiving the request.

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, inappropriateness. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file if appropriate, and shall examine any documents or hear any testimony the student wishes to present. A student may be assisted or represented by individuals of his or her choice, including an attorney, at his or her own expense. The records official may decide that the item should be retained or that it should be deleted or altered. The records official shall issue a written decision, based solely on the evidence presented at the hearing, within 10 days of the conclusion of the hearing. If the decision is adverse to the student, the notice of decision shall include a statement that the student has the right to place a statement in the record commenting on the information and/or setting forth reasons for disagreeing with the decision.

VIII. Waiver of Access

SEMA may request that a student waive the student's right to inspect confidential recommendations respecting that student's application for admission, provided that the student be notified, upon request, of the names of all those providing the recommendations, the recommendations are used only for the purpose solicited, and the waiver is not a condition of admission or any other benefit. Confidential recommendations respecting application for employment or the receipt of an honor or other recognition may also be waived.

A waiver may be revoked with respect to actions occurring after revocation by so notifying the records official in writing.

IX. Providing Records to Third Parties

The general policy of Southeastern Medical Academy is to refuse access to or disclosure of information from student records to third parties without the written consent of the student. Should a student wish to have such records released, a signed and dated written request must be directed to the proper records official, specifying the records to be released, the reason for release, the party or class of parties to whom records are to be released, and a request for copies to the student, if desired. SEMA will then transfer or grant access to the information. The transferred information shall contain a statement that the information may be used by the receiving party or, if an organization, by its officers, agents, and employees for the purpose requested, but that the party shall not transfer the information to any other party except with the written consent of the student. A charge not to exceed the actual cost of reproduction will be assessed against the student when copies are made for the party or the student. Student records are available to the following persons with the accompanying conditions without written consent of the student: Instructional or administrative personnel whose duties include responsibilities to students, which in the institution reasonably require access to student records.

1. Officials of other schools in which a student seeks to enroll. SEMA will make a reasonable attempt to notify the student of the transfer, as well as the student's right to a copy, upon request, and the right to a hearing to challenge the contents if desired.
2. Certain representatives of federal departments or agencies or state educational authorities as provided by the law. In absence of consent or specific authorization by federal law of the collection of personally identifiable data, data collected by excepted officials shall be protected in a manner which will not permit personal identification of students and parents by other than those officials, and personally identifiable data shall be destroyed when no longer needed.
3. Organizations conducting studies for administrative evaluation, tests, etc., provided that studies are not conducted in a manner which will permit personal identification of students or their parents by other than representatives of the organization and that the information will be destroyed when no longer needed for the purposes collected.
4. Accrediting organizations.
5. Other appropriate persons in an emergency to protect health or safety of students or others. In determining appropriateness of disclosure, consideration will be given to the seriousness of the threat to health or safety of the student and others, the need for information to meet the emergency, whether the parties requesting information are in a position to deal with the emergency, and the extent to which time is of the essence.
6. In response to lawful subpoena or court order.

SEMA will keep a record, indicating the name and legitimate interest, of all disclosures except those made to a student, those made pursuant to written consent, those designated as public information, and

those made to persons at Southeastern Medical Academy with a legitimate educational interest. This record of disclosure will become a part of the educational record, subject to inspection and review.

X. The SEMA Student Records Policy shall be published in the catalog of the school, and a copy shall be displayed prominently on a bulletin board of the school. In order to comply with the requirement that SEMA give annual notice of this policy to enrolled students, a short notice of the policy shall be included in the Class Schedule for each term.

XI. Any student who believes that SEMA has violated his or her right to access or privacy of educational records as established by the Family Education Rights and Privacy Act of 1974, as amended, the accompanying regulations published at 45 Federal Register 30911, as amended at 45 Federal Register 86296, and this policy may address a complaint to:

The Family Educational Rights and
Privacy Act Office
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Emergency Medical Technician – Basic
270 Clock Hours

*This program is offered in a residential format
Program Cost

REGISTRATION FEE (Non-Refundable)	\$ 100.00
CRIMINAL BACKGROUND CHECK (Non-refundable)	\$ 50.00
TUITION	\$ 1,450.00
TEXTBOOKS and SUPPLIES	\$ 400.00
TOTAL PROGRAM PRICE	\$ 2000.00

Student supply fee includes T shirt, Polo shirt, student handbooks and school ID

METHODS OF PAYMENT – VISA/MC – cardholder must be present in order to process this form of payment. CANNOT BE USED AS DEBIT.

OR

Cashiers' Checks or Money Orders ONLY accepted. The \$100.00 registration, \$50.00 background check fees must be paid at enrollment. The balance of \$1800.00 shall be paid one week prior to the start of class.

Payment can be made as follows:

- () Full payment at signing of enrollment agreement.
- () Registration fee and background check fee at signing of enrollment agreement, with balance paid prior to class starting date.

NOTE: All fees and tuition must be paid prior to class starting date.

FINANCIAL AID: Financial aid is not available.

All prices for the program are as printed herein. There are no carrying charges, interest charges or service charges connected with the programs.

EMT Basic Program Objectives

1. Student shall complete all the requirements set forth by the most current United States Department of Transportation, National Highway Traffic Safety Administration.
2. The student will need to have passed all module exams with a passing score of 75% and the midterm and final with an 80% or higher.
3. The student will need to have successfully completed and passed the practical portion of the EMT Basic course, set forth by the National Registry guidelines.
4. Successfully complete the required clinical and field internship set forth by SEMA.
5. Be competent in all the objectives of the National curriculum.
6. Demonstrate, and comprehend all the clinical and didactic material through a final written and practical exam.
7. Demonstrate the ability to adhere to rules and responsibilities set for the by the institution throughout the course
8. Comprehend and apply clinical information relevant to the role of the EMT
9. Demonstrate proficiency in all of the skills necessary for the entry level EMT

10. Demonstrate personal behaviors consistent with professional and employer expectations for the EMT
11. To assist the entry level EMT in the recognition of the need for continuing education.

Prerequisites

There are no pre-requisites for this program

Delivery Method

There program is only offered in a residential format

Special Requirements

Prospective students need to be aware that the Basic Emergency Medical Technician program and career requires that students are physically able to complete all necessary tasks, such as, bending, stooping, working on their knees for extended periods, working in dangerous environments, doing CPR for extended periods, lifting and carrying persons and equipment in excess of 175 pounds, and other tasks requiring manual dexterity and strength. Students should also be aware that prospective employers normally require criminal and personal background checks, therefore, any criminal record or serious offenses on driver licenses may exclude certain employment opportunities.

Program Content

The EMT program offered by Southeastern medical Academy is based on the most current curriculum set forth by the United States Department of Transportation. This 270 hour program uses 3 objectives for teaching; Cognitive, Affective, and Psychomotor. The student must successfully pass each phase of the EMT program, which covers, didactic, hands on training (lab), hospital externship rotations, and field internship which is covered in the student handbook. The student will also be taught 4 hours of HIV/Aids Education.

Course Description

The course numbering system begins with the letters EM followed by a sequential number for each section of the program starting with 001 and ending with 004.

EM001. Lecture This module will cover the didactic portion of the program. It will consist of preparatory (14 hours including safety, well-being, communications and documentation, the human body and life span development), Pharmacology (6 hours including the principles of pharmacology), patient assessment (5 contact hours), airway (6 hours including the management of airways), shock and resuscitation (6 hours including shock management and BLS review), medical emergencies (25 hours including specific medical conditions relating to each body system), trauma (20 hours including specific traumatic injury process and management of the adult patient), special patient population needs (15 hours including obstetrics, pediatrics and geriatric emergency management), EMS operations (8 hours including terrorism and disaster response, special rescue and extrication), and ALS techniques (5 hours including how to assist the paramedic in ALS procedures). This module will account for 110 total contact hours. This module will include 4 hours of instruction on HIV/Aids infection control. Students will be familiarized with Section 401, Florida Statutes, and Chapter 64J-1, FAC.

Clock Hours: Lecture: 110 Lab: 0 Pre-REQUISITE: CPR for Healthcare Providers

EM002. Laboratory This module will consist of the laboratory or psychomotor requirements of the program. Each student will complete the required hours in the lab setting and demonstrate the required skills set forth by the most current United States DOT curriculum and National Educational Standards. Students will be provided individual lab skill sheets that must be completed during the skill sessions. Upon conclusion of the program, each student will receive a comprehensive final practical exam which must be passed with an 80% in order to pass this module. Individual skill sheets will be provided in the student manual. This module consists of 88 contact hours.

Clock Hours: Lecture: 0 Lab: 88 CO-REQUISITE: EM001 Lecture

EM003 Field Ambulance Field Training: This module requires the student to ride with an assigned Emergency Medical Services system for 48 hours to acquire hands on experience in emergency medical procedures. In addition, student will have clinical objectives that must be completed in order to pass the module. Those objectives can be found in the student clinical manual.

Clock Hours: Lecture: 0 Lab: 0 Externship: 48 CO-REQUISITE: EM001, EM002

EM004 Hospital - Emergency Department Clinical Training: Students will be required to attend assigned hours in an Emergency Department for a total of 24 hours. This will allow the student to experience Emergency medical care in an acute setting. In addition, student will have clinical objectives that must be completed in order to pass the module. Those objectives can be found in the student clinical manual.

Clock Hours: Lecture: 0 Lab: 0 Externship: 24 CO-REQUISITE: EM001, EM002

Program Length

The EMERGENCY MEDICAL TECHNICIAN-BASIC program is 270 total hours in length. The class meets 12 hours per week for lecture and laboratory skills practice. Students will complete 24 hours of clinical rotation in a hospital emergency department and will complete 48 hours of ride along time with an Advanced Life Support transport unit. The program may be completed in approximately 15 weeks. The reason for approximation is to allow for holiday days or other days with no class. Upon completion of the program, graduates are eligible to take the National Registry of Emergency Medical Technicians exam for national certification or the State of Florida Emergency Medical Technicians exam for state certification.

Disclosures

The student registration fee of \$150.00 is non-refundable. The student supply fee of \$100.00 will provide each student with a Student Manual, a Hospital Manual, a student t-shirt and a student golf shirt. This supply fee is non-refundable. A non-refundable fee of \$50.00 is charged for a criminal background check. Students must complete a 10-panel drug screen. Results will remain strictly confidential. These results can be documented by a Florida Licensed physician on the student physical form or physician's form but must specify results and 10-panel drug screen.

Students must return the academy issued photo ID card to receive a diploma or to receive a refund upon withdrawing or dismissal.

Students will not be admitted to the institution if their background check shows a felony conviction or a conviction for a crime involving moral turpitude or illegal drug dealing.

Students who receive an EMERGENCY MEDICAL TECHNICIAN-BASIC diploma from Southeastern Medical Academy will be eligible to take the Florida and/or National EMERGENCY MEDICAL TECHNICIAN-BASIC examination.

In order to practice as an EMERGENCY MEDICAL TECHNICIAN-BASIC in the State of Florida, students must become certified by the State of Florida Bureau of Emergency Medical Services. To become certified, students must pass a written exam given by the National Registry of EMT's. Students wishing to practice in another state must comply with that state's regulatory policy.

Course Hours

Classes are held as follows: Shift Schedule (every 3rd day) 17:30 – 21:30

NOTE: Certain circumstances may require schedule changes.

Clinical rotation at the hospital emergency department and advanced life support transport unit ride along times will be scheduled by the instructor. Students must complete 24 hours of clinical training in the hospital emergency room and 48 hours of ride along time on an advanced life support transport unit. All hospital clinical time and field ride time must be completed prior to the course final exam.

Graduation Requirements

A Diploma is presented to students who have complied with the following:

1. Must maintain a minimum grade average of 80% or (B). All formal exams must be passed with a 75% or (C). Passed a comprehensive final examination, with a passing score of 80% or (B)
2. The final exam will consist of a written test and practical skill assessments. Both the written and practical exams must be passed with a 80% or (B)
3. Turned in their completed Student Manual.
4. Attended required class hours, clinical hours and objectives; and
5. Fulfilled all monetary obligations to the school.
6. Students must have an overall score of 80% (B) or better at the completion of the program in order to graduate

Grading

Students are graded in a variety of areas as follows, and is based on a percentage:

Modular or Chapter Exams	50%
Skills	Pass or Fail
Mid-term exam	25%
<u>Final exam</u>	<u>25%</u>
	100%

Grading System

A	90-100%
B	80-89%
C	70-79%
D	60-69%

Standards of Academic Progress: Students must maintain a minimum grade percent average of 80% or (B) or better throughout the course, and must pass a comprehensive final examination, with a passing percentage score of 80% or (B) The final exam will consist of a written test and practical skill assessments.

Remedial Training Policy

There will be several formal exams throughout the program. Students failing a formal exam or the mid-term will get one opportunity to take a make-up that exam. This will be taken within a week of the first exam. Remediation will include the instructor reviewing the first test with the student, and helping the student understands his/her incorrect answers at no additional cost to the student. The student must pass a make-up exam with a 75% (C) or better. A student that fails one make-up exam, after remediation and additional study time, will be terminated from the class. Students who pass one make-up exam will be given only one additional opportunity to take a make-up exam for a second failed formal exam.

Students who fail the final exam shall be dismissed from the program.

Students who fail any skill station of the final practical exam will be given one additional opportunity to pass that station. Instructors will review the station with the student the same day, and allow the student to go through the station again. Should a student still fail a station after remediation, he/she will have to make an appointment with the instructor within a week to take a retest. Students must pass all skill stations to successfully pass the practical final exam. If the student fails any station for a third time they will be dismissed from the program

Paramedic
1110 Clock Hours

*This program is offered in a residential format only.

Program Cost

REGISTRATION FEE (Non-Refundable)	\$ 100.00
BOOKS, SUPPLIES, FISDAP	\$ 1,200.00
BACKGROUND CHECK (must be within a year of previous)	\$ 50.00
ACLS, PALS, PHTLS, AMLS CERT FEE	\$ 500.00
TUITION	\$ 6100.00
TOTAL COURSE PRICE	\$ 7,950.00

*Supplies include 2 T-shirts, 2 school polo shirts, student handbook, clinical handbook, FISDAP access and school issued ID

METHODS OF PAYMENT – VISA/MC – cardholder must be present in order to process this form of payment. CANNOT BE USED AS DEBIT.

OR

Cashiers' Checks or Money Orders ONLY accepted. The \$100.00 registration, \$1,000.00 book and supplies and \$150.00 T-shirt and uniform fees must be paid at enrollment. The following shall pay the balance of \$6,700.

Payment can be made as follows:

- () Full payment at signing of enrollment agreement.
- () Minimum payment of \$2000.00 of tuition balance with remaining amount paid in six (6) monthly installments to Southeastern Medical Academy.

FINANCIAL AID: Financial aid is not available.

All prices for the program are as printed herein. There are no carrying charges, interest charges or service charges connected with the programs.

Paramedic Program Objectives

The Paramedic Program will demonstrate personal behaviors consistent with professional and employer standards and expectations for an entry-level paramedic. To successfully complete the classroom/lab sections and clinical components of the program, the student in the paramedic program will be able to:

1. Understand the roles and responsibilities of the entry-level paramedic.
2. Demonstrate the understanding of the medical/legal aspects of pre-hospital emergency care
3. Comprehend the legal components of a medical patient care report and convey medical information accurately for a continuation of care
4. Prepare the correct medication dose and administration routes for a pre-hospital patient
5. Understand the importance of vascular access in a pre-hospital setting
6. Comprehend basic pathophysiology of the airway and respiratory system

7. Understanding ECG interpretation and treatment for cardiac arrhythmias
8. Possess an understanding of the various body systems and disease processes associated with each
9. Ability to provide emergency care to the trauma patient
10. Discuss the complications associated with pre and post term labor
11. Demonstrate the ability to care for the neonate and pediatric patient in an emergent setting
12. Understand the components associated with response to Mass Casualty Incidents
13. Must complete all chapter exams with an 75% or higher
14. Complete ACLS, PALS, PHTLS and AMLS
15. Complete all hour requirements for Hospital and Field externships
16. Complete the cognitive and psychomotor objectives associated with externship rotations

Prerequisites

1. Must successfully complete the American Heart Associations' Healthcare Provider CPR course
2. Must be eligible to take the EMT-Basic certification exam.
3. ALL STUDENTS MUST BE A STATE OF FLORIDA EMT BY THE COMPLETION OF PHASE 1 AS DEFINED BY THE PROGRAM DIRECTOR

Delivery Method

This program is only offered in a residential format

Special Requirements

Prospective students need to be aware that the Paramedic program and career requires that students are physically able to complete all necessary tasks, such as, bending, stooping, working on their knees for extended periods, working in dangerous environments, doing CPR for extended periods, lifting and carrying persons and equipment in excess of 175 pounds, and other tasks requiring manual dexterity and strength. Students should also be aware that prospective employers normally require criminal and personal background checks; therefore, any criminal record or serious offenses on driver licenses may exclude certain employment opportunities.

Program Content

This course is based on guidelines set by the most current United States Department of Transportation (DOT), particularly the 2010 Emergency Medical Technician – Paramedic National Standard Curriculum. The course consists of four (4) sections including Paramedic I (PM001), Paramedic II (PM002), Paramedic III (PM003) and Paramedic IV (PM004). The student will complete 320 classroom hours, 230 lab hours (PM001 and PM002), 200 clinical hours in a hospital setting (PM003), and 360 hours of ride time with an Advanced Life Support unit (PM004). One Clock hour is equal to 50 minutes of instructor lead training followed by an appropriate break.

Program Description

The Paramedic Program set forth by Southeastern Medical Academy is based on the most up to date curriculum set forth by the United States Department of Transportation. The program consists of 1110 contact hours using three (3) objectives for teaching; Cognitive, Affective and Psychomotor domains. The program consists of 4 modules including didactic, lab, hospital, and field externships. The program prepares the graduate to function in an emergency setting at an advanced level and able to demonstrate this advanced knowledge in patient assessments for adults and pediatrics, administration of various emergency medications, EKG monitoring, and advanced skills in an emergent setting. The Paramedic Program will prepare the student to take the Florida State Paramedic and/or National Registry exam. Upon successful completion of the program a Diploma is granted.

The course numbering system begins with the letters PM followed by an abbreviation of the module name and a number starting with 001 for Paramedic I and going up to 004 for Paramedic IV.

Course Descriptions

Paramedic I (PM001) Lecture This module will consist of EMS Preparatory, EMS Systems, Roles and responsibilities of the Paramedic, work force safety and wellness, EMS Research, Public Health, Medical/Legal aspects, Ethics, EMS Systems Communications, Documentation, **4 hour mandatory HIV/AIDS Education**, Pathophysiology, Human Life Span Development, Emergency Pharmacology, Drug calculations, Intravenous Access and medication administration, Airway management and ventilation, Scene size-up, Primary and secondary assessment, Therapeutic communication, history taking, patient monitoring technology, pulmonology, Cardiology, Neurology, Endocrinology, Immunology, Gastroenterology, Urology and Nephrology, Toxicology and Substance Abuse, Hematology, Infectious Disease and Sepsis, Psychiatric and behavioral disorders, Diseases of the eye, ears, nose and throat, non-traumatic musculoskeletal disorders, Trauma and Trauma systems (**including Trauma scored methodology**), Blunt trauma, Penetrating trauma, Hemorrhage and shock, Soft tissue trauma, Burn trauma, Orthopedic trauma, Thoracic trauma, Abdominal trauma, Head facial neck and spinal trauma, Nervous system trauma, Environmental trauma, Special considerations in trauma, Gynecology, Obstetrics, Neonatology, Pediatrics, Geriatrics, Abuse neglect and assault, The challenged patient, Acute interventions for the chronic patient, Ground ambulance operations, Air medical operations, Multiple casualty incidents and incident management, Rescue awareness and operations, Hazardous materials, Crime scene awareness, Rural EMS and Responding to terrorist attacks

Clock Hours: Lecture: 320 Lab: 0 Co-REQUISITE: PM002, PM003 and PM004

Paramedic II (PM002) Laboratory. This module will consist of all psychomotor requirements of the program. It will run concurrent to PM001 and will enhance the cognitive portion of the program. Students will receive all skill sheets required to complete this portion of the program in his/her student manual. Upon completion of the program, the students will receive a comprehensive practical exam that must be passed with an 80% or above to pass this module.

Clock Hours: Lecture: 0 Lab: 230 Co-REQUISITE: PM001, PM003 and PM004

Paramedic III (PM003) Hospital Externship This module will consist of the necessary hours and necessary cognitive objectives required in for certification. *Note: Cognitive/psychomotor objectives must be completed through PM003 and PM004 clock hours combined.

Clock Hours: Externship: 200 CO-REQUISITE PM001, PM002, PM004

Paramedic IV Field Externship (PM004) This module will consist of the required clock hours and cognitive objectives necessary for certification. *Note: Cognitive/psychomotor objectives must be completed through PM003 and PM004 clock hours combined.

Clock Hours: Externship 360 CO-REQUISITE PM001, PM002, PM003

Program Length

The Paramedic program is 1110 total hours in length. The class will be conducted twice a week for a total of 12 contact hours. Students will complete 200 hours of clinical rotation in a hospital setting and will complete 360 hours of ride along time with an Advanced Life Support unit. The students will not only be required to complete the clock hours of the externship, but complete cognitive objectives as outlined in the student manual. Additional time may be necessary to complete the requirement. The clock hours listed however is a minimum. The program will be completed in approximately 11 months. The reason for approximation is to allow for holiday days or other days with no class. Upon completion of the program and all other graduation requirements, graduates are eligible to take the State of Florida Paramedic exam for state certification.

Disclosures

The student registration fee of \$150.00 is non-refundable. The student supply fee of \$1000.00 will provide each student with a Student Manual, a Hospital Manual, Field Internship Data Acquisition Project (FISDAP) student access, all textbooks and online resources. This supply fee is non-refundable. A non-refundable fee of \$50.00 is charged for a criminal background check (background valid for one year). Students must complete a 10-panel drug screen. Results will remain strictly confidential. These results can be documented by a Florida Licensed physician on the student physical form or physician's form but must specify results and 10-panel drug screen. Students must return the academy issued photo ID card to receive a diploma or to receive a refund upon withdrawing or dismissal.

Students will not be admitted to the institution if their background check shows a felony conviction or a conviction for a crime involving moral turpitude or illegal drug dealing.

Students will be required to complete all class requirements and maintain a grade point average of % 80 (B) or better to take the final practical and written examinations. Upon successful completion of the program and meeting all course requirements and financial obligations, the student will be issued a diploma.

Students who receive a Paramedic diploma from Southeastern Medical Academy will be eligible to take the Florida Paramedic Examination.

In order to practice as a Paramedic in the State of Florida, students must become certified by the State of Florida Bureau of Emergency Medical Services. To become certified, students must pass a written exam given by the Bureau of EMS. Students wishing to practice in another state, must comply with that state's regulatory policy.

Course Hours

Classes will be held for 12 hours per week.

NOTE: Certain circumstances may require schedule changes.

The instructor will schedule clinical rotation at the hospital setting and advanced life support unit ride along times. Students must complete 200 hours of clinical training in the hospital and 360 hours of ride along time on an advanced life support unit along with the required cognitive objectives. All hospital clinical time and field ride time must be completed prior to the course comprehensive final exam.

Graduation Requirements

A Diploma is presented to students who have complied with the following:

1. Maintained a minimum grade average of 80% or (B). All formal exams must be passed with a 75% or better. Passed a comprehensive final and midterm examination, with a passing score of 80% or better
2. The final exam will consist of a written test and practical skill assessments. Both the written and practical exams must be passed with a 80% or better.
3. Turned in their completed Student Manual and returned their school issued photo ID card.
4. Turn in their completed clinical manual
5. Complete all fisdap requirements
6. Attended required class hours/lab hours and clinical externship hours
7. Pass ACLS, PALS, PHTLS and AMLS
8. Fulfilled all monetary obligations to the school.

Grading

PM001 Lecture students are graded in a variety of areas as follows, and is based on a percentage, PM003 and PM004 :

Formal Exams	50%
Mid-term exam	25%
<u>Final exam</u>	<u>25%</u>
	100%
PM002	Pass or Fail
P003 and P004 Externship	Pass or Fail

Grading System

A	90-100%
B	80-89%
C	70-79%
D	60-69%

Standards of Academic Progress: Students must maintain a minimum grade percent average of 80% or (B) or better throughout the course, and must pass a comprehensive Midterm and Final (completion of PM001) examinations, with a passing percentage score of 80% or (B). The final exam will consist of a written test and practical skill assessments (Completion of PM002).

Remedial Training Policy

Students must maintain a grade of 80% or (B) throughout the class to graduate from the program.

Students failing a formal exam or the mid-term will get one opportunity to take a make-up exam. This will be taken within a week of the first exam. Remediation will include the instructor reviewing the first test with the student, and helping the student understand his/her incorrect answers at no additional cost to the student. The student must pass a make-up exam with a 75% (C) or better. A student that fails one make-up exam, after remediation and additional study time, will be terminated from the class. Students will only be permitted to re-test up to 3 exams.

Students who fail the final exam shall be dismissed from the program.

Students who fail any skill station of the final practical exam will be given one additional opportunity to pass that station. Instructors will review the station with the student the same day, and allow the student to go through the station again. Should a student still fail a station after remediation, he/she will have to make an appointment with the instructor within a week to take a

retest. Students must pass all skill stations to successfully pass the practical final exam. If the student fails any station for a third time they will be dismissed from the program.

Southeastern Medical Academy

Catalog Agreement Form

I, _____ hereby agree that I have read and understand all the details of the SEMA Catalog. By signing this form I promise to adhere to all the institutional rules and responsibilities. In addition, I understand the Satisfactory Academic Performance standards set forth by the institution. All program costs and fees are also outlined in the catalog for my reference.

Student Signature

Date

Institution Representative Signature

Date