

# Student Policy Manual

2023/2024 Edition  
Version 5

*Catalog certified as true and correct for content and policy.*

<b>Table of Contents</b>	Page 2
Accreditation and Program Information	Page 3
Admission Requirements	Page 6
Appeal and Grievance Process	Page 10
Articulation	Page 11
Attendance	Page 12
Cancellations and Refunds	Page 14
Class Representative	Page 16
Clinical and Internship Requirements	Page 17
Course Completion	Page 21
Course Descriptions	Page 22
Didactic & Internship Evaluation	Page 24
Discrimination and Reasonable Accommodation	Page 25
Dismissal	Page 26
Employment During Class	Page 27
Facilities	Page 28
Graduate Placement	Page 29
HIPAA & Confidentiality	Page 30
Leave of Absence	Page 31
Prior Credit & Experimental Credit	Page 34
Promotion and Graduation	Page 35
Religious Accommodation	Page 35
Smoking & Tobacco	Page 36
Standards of Progress	Page 36
Student Conduct	Page 37
Student Counseling and Evaluations	Page 38
Student Health	Page 39
Student Information Protection	Page 39
Student Performance Guidelines	Page 40
Technical Standards for EMS Programs	Page 41
Testing and Grading Criteria	Page 42
Transcripts and Letters of Recommendation	Page 44
Tuition	Page 45
Uniform and Personal Appearance	Page 47
Vacation and Holidays – School Closures	Page 48
Weather and School Closures	Page 49
Withdrawal and Readmission	Page 50
Veteran Pending Payment Policy	Page 51

**SUBJECT:** Accreditation and Program Office Information

**Washington State Program Information**

Providence Health Training is a Washington State EMS Training Program. Our Training Program Credential Number is 60114613-PRO. For questions or concerns please contact Dawn Felt at (360) 236-2842 or by email at dawn.felt@doh.wa.gov.

**CAAHEP/ CoAEMSP Information**

Providence St. Luke's Rehabilitation Institutes' paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions.

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

The program information is as follows:

Sponsor: Providence St. Luke's Rehabilitation Institute  
1313 N Atlantic, Suite 4900  
Spokane, WA 99201

Program Number: 600537

For questions call Providence Health Training at (509) 473-6007 or by email at [healthtraining.wa@providence.org](mailto:healthtraining.wa@providence.org).

**Vocational Education**

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504  
Web: [wtb.wa.gov](http://wtb.wa.gov)  
Phone: 360-709-4600  
E-Mail Address: [pvs@wtb.wa.gov](mailto:pvs@wtb.wa.gov)

Selected programs of study at Providence are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

**Sponsor Accreditation Information**

Providence St. Luke's Rehabilitation Institute is accredited by the Joint Commission. The Organization ID Number is 101448. Information about accredited organizations may be provided directly to The Joint Commission at 1-800-994-6610. Information regarding accreditation and the accreditation performance of individual organizations can be obtained through The Joint Commission's website at [www.jointcommission.org](http://www.jointcommission.org).

## **Providence Health Training Administrative Facilities**

Administration Office  
1313 N Atlantic, Suite 4900  
Spokane, WA 99201  
(509) 473-6007  
Hours: 8:30 am – 4:30 pm  
M-F

VA Student Point of Contact:  
Emily Fleury – Certifying Official  
emily.fleury@providence.org  
(509) 473-6007

## **Providence Health Training Auxiliary Facilities**

Providence Sacred Heart Medical Center  
101 W. 8<sup>th</sup> Ave.  
Spokane, WA 99204

Providence Holy Family Medical Center  
5633 N. Lidgerwood St.  
Spokane, WA 99208

Multicare Deaconess Medical Center  
800 W. 5<sup>th</sup> Ave.  
Spokane, WA 99204

Pullman Regional Hospital  
835 SE Bishop Blvd.  
Pullman, WA 99163

American Medical Response AMR  
915 W. Sharp Ave.  
Spokane, WA 99201

Deer Park Ambulance  
19 N. Arnim Ave.  
Deer Park, WA 99006

Spokane Fire Department  
44 W. Riverside Ave.  
Spokane, WA 99201

Tumwater Fire and Rescue  
311 Israel Rd. SW Tumwater, WA 98501

Spokane Valley Fire  
2120 N. Wilbur Rd. Spokane  
Valley, WA 99206

Spokane County Fire District 4 3219  
E. Chattaroy Rd.  
Chattaroy, WA 99003

Kootenai County Fire & Rescue 1590  
E. Seltice Way  
Post Falls, ID 83854

Richland Fire Department 1000  
George Washington Way  
Richland, WA 99352

Pend Oreille Paramedics  
121 N. State Ave.  
Newport, WA 99156

Grays Harbor Fire District 5 428  
Stamper Rd.  
Elma, WA 98541

Life Line Ambulance 501  
N. Wentachee Ave.  
Wenatchee, WA 98801

## **Providence Health Training Faculty**

Medical Director Jacob Rabe, MD

Director Vocational Programs  
Emily Fleury

Dean of Students  
Emily Fleury

CoAEMSP Program Director  
James Akramoff, BS, EMT-P

Administrative Lead  
Karleen Kettleon

Paramedic Instructor  
Haley Karnitz, EMT-P

EMT & AEMT Instructors  
Olivia Logan, BS, EMT-P  
Cassie Brantingham, EMT-P  
Rebecca Berg, EMT-P

Nursing Assistant Instructors  
Amberley Havercroft, RN  
Crystal Garcia, RN

Find a current list of Providence Leadership, including hospital leaders, Community Ministry Board of Directors, the Central Division Executive Leadership online at: [About Us](#) | [Sacred Heart Medical Center](#) | [Spokane, WA](#) | [Providence](#)

**SUBJECT:** Admission Requirements and Student Records

**POLICY:** Applicants wishing to be considered into a Providence Education Program must submit the following materials along with a completed application form to the school. All student application materials as well as student records will be kept on file for a minimum of 50 years as is Washington state policy.

### **EMR/EMT/AEMT Requirements**

1. Copy of current driver's license or state issued identification. Applicant must be at least 17 years of age prior to the beginning of the course and 18 at the time of internship.
2. Evidence of high school graduation or its equivalent (not necessary for EMR).
3. The applicant must include a copy of a current American Heart Association Basic Life Support (or equivalent) CPR card for EMT Online and AEMT courses.
4. Immunization records (or titer results) to include but not limited to MUST be provided:
  - Measles, Mumps, Rubella, Rubeola
  - Tdap within the past 10 years
  - Varicella
  - TB test results (results must be within the immediate past year)
  - \* Hepatitis B Series, if not completed, documentation of starting the series
  - \*Covid-19
  - \*Seasonal Flu VaccinationProof of immunization records are required as a contractual obligation with our affiliated clinical and internship sites.  
\*Declinations and/or exemptions are allowed for any immunization with an asterisk \* by it. However, they may not be accepted by all agencies.
5. Applicants to any program shall complete the course application form in its entirety. Incomplete application forms will not be considered.
6. All applicants must sign a release of information form and begin the process for the Criminal Background Check. Acceptance into the program is contingent upon an acceptable report from this agency.
7. The decision to accept an applicant into the EMR/EMT/AEMT program will be based on the following:
  - A complete application packet with supporting documentation
  - An acceptable background report
8. AEMT candidates must have minimum one year experience as an EMT.
9. Program will limit student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a class that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85% has been realized.

## Paramedic Requirements

1. Applicants to the Paramedic Program shall complete the course application form in its entirety and submit an application fee. Incomplete application forms will not be considered.
2. Copy of current driver's license or state issued identification.
3. Evidence of high school graduation or its equivalent as well as all H.S. or college level transcripts.
4. A copy of the applicant's current state EMT and/or National Registry Basic certificate or advanced level certificates, if applicable. At the time the application is submitted the applicant must have been an EMT for a minimum of one year. The applicant must include a copy of a current American Heart Association Basic Life Support (or equivalent) CPR card.
5. Evidence of successful completion (grade of C+ or better) of a 200 level Anatomy & Physiology course or completion of the Corexcel online Anatomy and Physiology course.
6. Evidence of successful completion of a Medical Terminology course with a grade of a C+ or better or the ed2go Medical Terminology: A Word Association Approach online course.
7. One letter of reference from the applicant's immediate supervisor.
8. A written or typed essay describing the applicants EMS experience. The essay must be 500 words or less.
9. When the above materials are received, the candidate will be notified of the entrance exam schedule. All applicants must successfully complete a computer-based exam.
10. All applicants must sign a release of information form and begin the process for the Criminal Background Check. Acceptance into the program is contingent upon an acceptable report from this agency.
11. The decision to accept an applicant into the Paramedic Program will be based on the following:
  - a. A complete application packet.
  - b. Applicant's essay
  - c. Completing the entrance exam
  - d. An individual oral interview with the selection committee
  - e. Successful completion of the Anatomy and Physiology course (grade of C+ or better) or the online Corexcel Anatomy and Physiology course.
  - f. Successful completion of the Medical Terminology course (grade of C+ or better) or the online ed2go Medical Terminology: A Word Association Approach.

12. Residents in Eastern Washington, North Idaho and those with active employment by an ambulance or fire service are given priority for entrance into the Paramedic Program.
13. All applicants will be notified in writing regarding either their acceptance or their rejection into the Paramedic Program.
14. Applicants who are accepted will have to confirm their willingness to attend the program by submitting written acceptance. Payment of books and lab fees will secure the students enrollment in the course and act as notification of intent to attend.
15. Once Accepted: Immunization records (or titer results) to include but not limited to MUST be provided:
  - Measles, Mumps, Rubella, Rubeola
  - Varicella
  - Tdap
  - TB test results (results must be within the immediate past year)
  - \*Hepatitis B Series, if not completed, documentation of starting the series
  - \*Covid-19
  - \*Seasonal Flu Vaccination

Proof of immunization records are required as a contractual obligation with our affiliated clinical and internship sites.

\*Declinations and/or exemptions are allowed for any immunization with an asterisk \* by it. However, they may not be accepted by all agencies.
16. The school will limit student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a class that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85% has been realized.

### **NAC Requirements**

1. Copy of current driver's license or state issued identification. Applicant must be at least 17 years of age prior to the beginning of the course and 18 at the time of internship.
2. Evidence of high school graduation or its equivalent.
3. The applicant must include a copy of a current American Heart Association Basic Life Support (or equivalent) CPR card.
4. Once Accepted: Immunization records (or titer results) to include but not limited to MUST be provided:
  - Measles, Mumps, Rubella, Rubeola
  - Varicella
  - Tdap
  - TB test results (results must be within the immediate past year)
  - \*Hepatitis B Series, if not completed, documentation of starting the series
  - \*Covid-19
  - \*Seasonal Flu Vaccination



Proof of immunization records are required as a contractual obligation with our affiliated clinical and internship sites.

\*Declinations and/or exemptions are allowed for any immunization with an asterisk \* by it. However, they may not be accepted by all agencies

5. Applicants to the NAC Program shall complete the course application form in its entirety. Incomplete application forms will not be considered.
6. All applicants must sign a release of information form and begin the process for the Criminal Background Check. Acceptance into the program is contingent upon an acceptable report from this agency.
7. The decision to accept an applicant into the NAC Program will be based on the following:
  - a) A complete application packet with supporting documentation
  - b) An acceptable background report

**SUBJECT:** Appeal/Grievance Process

**PURPOSE:** 1. To establish a fair and equitable process for resolution of a student complaint.  
2. If a student is dismissed from the program for academic reasons, there is no grievance option. A student who is dismissed from the program for non-academic reasons may utilize the following process to grieve this action.

**PROCEDURE:**

1. A student wishing to file a written complaint (email is acceptable) or grievance should present his/her written complaint or grievance to the CoAEMSP Program Director within five (5) business days from the date of occurrence that initiated this action.
2. The CoAEMSP Program Director has five (5) business days in which to respond in writing (email is acceptable) to the complaint or grievance. The CoAEMSP Program Director may discuss the complaint or grievance with the Program Instructor(s), Clinical Supervisor(s), Field Internship Preceptor(s), and/or the Medical Director to make the determination on the status of the student's complaint or grievance.
3. If the student is not satisfied with the outcome of the decision from the CoAEMSP Program Director, the student may file the complaint or grievance in writing (email is acceptable) within five (5) business days to the Dean of the program. This final appeal must be made within five (5) business days of the response from the initial appeal to the CoAEMSP Program Director. The Dean and/or Medical Director will respond in writing within ten (10) days. The decision of the Dean is final and binding with all parties involved.

**SUBJECT:** Articulation

**POLICY:**

Providence Health Training Paramedic Program has an articulation agreement with Central Washington University. This agreement provides transfer admission opportunities for graduates of Providence Paramedic Program who are academically qualified and interested in completing the Bachelor of Science degree in EMS Paramedicine. Students must complete all 11 transferrable modules and receive their Paramedic Certificate to transfer a maximum of 44 credits to Central Washington University as an Advanced Standing student in the EMS Paramedicine major.

Depending upon the number of credits eligible for transfer, students may need to earn between 61 and 136 credits at Central Washington University to satisfy degree requirements. The credit requirements for the EMS Paramedicine major are specified in the degree plan for CWU. Other college transfer credits, in addition to these 11 modules, may be review on an individual basis. Students will be financially responsible to Central Washington University once enrolled.

**SUBJECT:** Attendance

**POLICY:**

1. Students are expected to attend all scheduled classes and all clinical and field rotations. In the event a student needs to leave a scheduled area early or report late it is the responsibility of the student to obtain prior approval from the Lead Instructor for the classroom segment and the Clinical/Internship Coordinator for the clinical and internship segments.
  - a. **DIDACTIC:** In the event of illness, the student shall notify their instructor via email prior to their absence or commencement of the class. Additionally, students must notify the Providence office voice mail by calling (509) 473-6007. The call should be made before class begins. It is the student's responsibility to obtain missed material.
  - b. **CLINICAL:** In the event of illness or injury, the student will notify the Lead Instructor by email prior to their absence or tardiness. The Lead Instructor will reschedule the missed time as can be arranged. Assigned shifts missed for any reason must be completed before advancing to the Field Internship.
  - c. **CAPSTONE INTERNSHIP:** In the event of illness or injury, the student will notify his or her preceptor by phone and the Lead Instructor by email prior to the beginning of the shift. Time missed for any reason must be completed prior to receiving a certificate of completion for the program.
2. **CLINICAL/FIELD SCHEDULE CHANGES:** Student rotation schedules will be changed only in the face of an emergency situation or in special circumstances. See Clinical/Field Manual.
3. **ABSENTEEISM:** The student is required to attend all classes, clinical rotations, and field rotations. It is recognized that there may be an occasion when a student may not be able to attend a class. *e.g.* illness, death in the family, etc. However, students are responsible for all program material. Therefore, the following policy has been established.
  - a. **Excused Absence:** Each student must attend 90% of all didactic classes. The Lead Instructor will make the determination of whether or not an occurrence is excused. A doctor's excuse may be requested. If a student misses more than 5% of total classroom or internship time, the CoAEMSP Program Director, Lead Instructor, Dean and Medical Director(s) will meet to review the student's status may be terminated from the program.
  - b. **Unexcused Absence:** Unexcused absenteeism will not be tolerated. In the event of an unexcused absence, the student will have a conference with the CoAEMSP Program Director or Lead Instructor. If a second unexcused absence occurs, the student may be terminated from the program.

- c. **Tardiness:** Unexcused Tardiness is not allowed. An occurrence of unexcused tardiness will result in a conference between the student and the Lead Instructor. Should subsequent occurrences of tardiness occur, other disciplinary action may be taken. A student may be terminated from the program should he/she accumulates two (2) occurrences of unexcused tardiness. The Lead Instructor will make the determination of whether or not an occurrence is excused or unexcused. Tardiness is defined as being 10 or more minutes late for class. Unexcused Tardiness after 30 minutes will be classified as an absence.

The Lead Instructor will make a determination on a case-by-case basis if a student will be able to take any exam in which the student is tardy by more than 10 minutes.

**SUBJECT:** Cancellation and Refund Policy

**POLICY:** Students who voluntarily withdraw from the program, or who are unable to meet the academic requirements of the program and are asked to withdraw from the program, may be eligible for a tuition refund. Tuition refunds will be based upon the following schedule:

1. The school must refund all tuition, book and lab paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school. This does not include any non-refundable application fees.
2. The school must refund all tuition monies paid if the applicant cancels within five business days after the day the contract is signed or an initial payment is made if training **has not** begun.
3. Monies paid for books and lab fees, which are due at the time of registration, are not part of tuition fees. Book and lab fees are non-refundable.
4. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels past the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.
5. If training is terminated after the student enters class the school may retain book and lab fees, the registration fee established under (4) of this subsection, plus a percentage of the total tuition as described in the following tables:

In Person Courses:

<b>*If the student completes this amount of training:</b>	<b>School may keep this percentage of tuition:</b>
Up to 10%	10%
11% - 24%	25%
25% - 49%	50%
50% or more	100%

\*EMT/AEMT based on 3 months of training, Paramedic based on 12 months of training, and NAC based on 6 weeks of training all starting day 1 of class.

Hybrid Courses:

<b>*If the student completes this amount of training:</b>	<b>School may keep this percentage of tuition:</b>
Up to 1.5 weeks of studies equaling 10%	10%
1.6 to 6.5 weeks of studies equaling 11% - 24%	25%
6.6 to 7.4 weeks of studies equaling 25% - 49%	50%
More than 7.5 weeks of studies equaling 50% or more	100%

\*EMT/AEMT based on 15 weeks of studies starting on the virtual orientation day 1.

When calculating refunds, the official date of a student's termination is:

1. When the school receives notice **in writing** of the student's intention to discontinue the training program; or,
2. When the student is terminated for a violation of a published school policy which provides for termination; or,
3. When a student, without notice, falls below a 90% attendance rate.

All refunds must be paid within thirty calendar days of the student's official termination date.

## CANCELLATION AND REFUND POLICY FOR VA STUDENTS:

The school agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

1. **Registration Fee** - An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.
2. **Books, Supplies, and Equipment**
  - a. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:
    - i. The school furnishes the book, supplies, and equipment,
    - ii. The school includes their costs in the total charge payable to the school for the course,
    - iii. The veteran or eligible person withdraws or is discontinued before completing the course.
  - b. The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.
3. **Tuition and Other Charges** - Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.
4. **Prompt Refund** - In the event that the veteran, spouse, surviving spouse or child fails to enter the course, or withdraws, or is discontinued there from any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

**SUBJECT:** Class Representative – Paramedic Only

**PURPOSE:** To enhance communication between students, faculty and program

1. At approximately mid-term the class will nominate and vote (written) for a class representative.
2. Issues that impact the entire class will have facilitation through the class representative.
3. Issues from the class will be facilitated through class representative to faculty and program.
4. The representative will gather information from the class through interviews and present positive and negative feedback to the Program Director and/or Lead Instructor as part of an exit QA discussion.
5. The class representative will sit on the Advisory Board for two (2) years. The first year will be as a student and the second year will be as graduate representative.



**SUBJECT:** Clinical and Capstone Internship Requirements

**POLICY:** To give students information on available clinical and field internship sites are located as well as requirements for program affiliation.

1. Vocational education students are required to attend program specific internships (please see course descriptions) as part of state and national graduation standards. Placement may be assigned at both pre-hospital and hospital agencies and organizations all of which will hold a contract Affiliation Agreement with Providence.
2. All clinical and field internship hours are under the coordination of a qualified school employee who is designated to ensure all hours are completed and program requirements are met. This designee may also have direct on-site supervision of students in addition to designated agency/organization appointed preceptors.
3. Student placement will be arranged and approved by school staff exclusively. Students may not ride with unaffiliated agencies. Students will be placed in a timely manner so that the education instruction is continuous.
4. Prior to placement, all students must provide required proof of immunization and/or titer as listed on the program application and Admission Requirements section of this publication.
5. There will be no additional fees for student placement other than those costs associated with clinical onboarding, immunizations, required attire costs, housing, and drug screening.
6. Each clinical and field internship affiliated site will have on hand the school policies to include student and preceptor expectations.
7. Current affiliated clinical and internship locations can be found in the Accreditation and Program Office Information section of this manual.

Clinical and field internship requirements are determined by the school with input from its Advisory Board, Medical Director, and staff. Minimum objects are followed from the Washington State Department of Health Office of Community Health Systems EMT and Trauma Sections EMT Training Program and Instructor Manual.

At a minimum: Each student should be neat, clean, and well-groomed; and physically fit enough to perform the minimal entry-level job requirements while in clinical/field experience rotations. Students who fail to exhibit good hygiene habits while the program is in session will be counseled to provide them an opportunity to correct the habits. Students will arrive on time and stay until the end of the scheduled rotation. The SEI/LI/clinical coordinator must clear any changes to the scheduled rotation before the change and will notify the clinical/field site in a timely manner.

Students should bring all equipment necessary to perform at the clinical/field site, to include at a minimum:

- Equipment: pen penlight, scissors, stethoscope
- Clothing: change of clothes if uniform becomes contaminated, coat, gloves, hat as necessary.
- Paperwork: clinical/field rotation student evaluations forms, any other forms deemed necessary by training program.
- Other: EMS textbook/protocols to study during 'downtime'.

### **Emergency Medical Responder Clinical/Field Requirements**

The student must participate in and document five patient interaction/clinical contacts in the clinical/field setting. If clinical/field settings are not available, and if approved by the MPD, the student may conduct these on patients using standardized patient scenarios. A patient interaction/clinical contact requires the completion of an assessment, and the recording of the patient history and assessment information, and must be recorded on an electronic or written prehospital patient care report; i.e., Washington State Medical Incident Report (MIR), just as if interacting with this patient in a field setting. The prehospital patient care report is then reviewed by the SEI to ensure competent documentation practices in accordance with the minimum data set.

### **Emergency Medical Technician Clinical/Field Requirements**

Students should observe emergency department operations for a time sufficient to gain an appreciation for the continuum of care. Students must successfully complete 10 hours of patient care observation in any combination of the clinical/field resources listed above. The student must participate in and document 10 patient interaction/clinical contacts. Five of these are required in the clinical/field setting, and when approved by the MPD, the other five may be on patients using standardized patient scenarios if clinical/field settings are not available. A patient interaction/clinical contact requires the completion of an assessment. The patient history and assessment information must be recorded on an electronic or written prehospital patient care report; i.e., Washington State Medical Incident Report (MIR), just as if interacting with this patient in a field setting. The prehospital patient care report is then reviewed by the SEI to ensure competent documentation practices in accordance with the minimum data set.

### **Advanced Emergency Medical Technician Clinical/Field Requirements**

At a minimum, students must successfully complete the following objectives in a clinical or field setting; or in the absence of resources, as determined by the county MPD, completed in a lab-based, patient scenario setting using a patient simulation aid. See maximum allowed number of lab-based scenarios, identified below in parentheses ( ), modification requests must be in writing to the MPD and department.

The student must:

- Demonstrate the ability to safely administer medications. The student should administer medications at least 15 times to live patients, performing all steps of each procedure safely and properly. (No more than seven lab-based scenarios are allowed unless approved by department and MPD).
- Demonstrate IO infusions in a lab setting within the course, safely and effectively, while performing all steps of each procedure properly.
- Demonstrate the ability to assist patients with medications safely and properly.
- Demonstrate the ability to safely access the venous circulation. The student should, while performing all steps of each procedure, successfully access the venous circulation at least 25 times on live patients of various age groups. (This excludes cannulation for the sole purpose of blood draws.) (No more than 10 lab-based scenarios are allowed unless approved by the department and the MPD).
- Demonstrate the ability to effectively ventilate non-intubated patients of all age groups. The student should effectively, and while performing all steps of each procedure, ventilate at least 20 live, non-intubated patients of all age groups. (No more than 10 lab-based scenarios are allowed unless approved by department and MPD.)

- Demonstrate supraglottic airway insertion in a lab setting within the course, safely and effectively, while performing all steps of each procedure properly.
- Demonstrate the ability to perform a comprehensive assessment for patients with chest pain, then formulate and implement a treatment plan.
- Demonstrate the ability to perform a comprehensive assessment for patients with dyspnea/respiratory distress, then formulate and implement a treatment plan.
- Demonstrate the ability to perform a comprehensive assessment for patients with altered mental status, then formulate and implement a treatment plan.
- Demonstrate the ability to perform a comprehensive assessment, for patients with syncope, then formulate and implement a treatment plan.
- Demonstrate the ability to perform a comprehensive assessment for obstetric patients, then formulate and implement a treatment plan.
- Demonstrate the ability to perform a comprehensive assessment for psychiatric patients, then formulate and implement a treatment plan.
- Demonstrate the ability to perform a comprehensive assessment on pediatric, adult and geriatric patients, then formulate and implement a treatment plan.
- Demonstrate the ability to monitor blood glucose levels with use of automated devices or reagent strip safely and successfully.
- Demonstrate the ability to monitor oxygen saturation with the use of pulse oximetry, while performing all steps of each procedure safely and properly.
- Demonstrate the ability to complete comprehensive medical legal documentation, relative to the advanced EMT scope of practice.
- Participate as team leader and document the prehospital field experience situations.

### **Paramedic Clinical/Field Requirements**

Paramedic students must complete the clinical/field internships/rotations within 18 months of completing the didactic portion of the course. At a minimum, students must successfully complete the following objectives in the clinical/field internships/rotations, on actual patients, and in accordance with the training program accrediting agencies' guidance. Items in **bold text** are essentials; completion is required. Items in normal text are minimum standards to achieve the essentials. Minimum standards are not the only way to achieve the essentials. The basis for this is survey data from paramedic training program directors, expert opinion, including input from representatives of Washington's accredited paramedic training programs, and the EMS Education Workgroup.

#### Ages exposure

- The student must demonstrate the ability to perform a competent and comprehensive assessment on pediatric, adult, and geriatric patients to the satisfaction of the training physician.

#### Resuscitative pharmacology

- The student must demonstrate competency in safe administration of medications to the satisfaction of the training physician.
- The student must demonstrate the ability to manage the pharmacology of resuscitation and understand the risks of emergency medications, including those appropriate for cardiac arrest to the satisfaction of the training physician.

#### Psychomotor skills

- The student must demonstrate competency to perform endotracheal intubation to the satisfaction of the training physician.

- The student should safely, and while performing all steps of each procedure, successfully intubate at least 20 live patients.
- The student must demonstrate competency to gain venous access safely and to the satisfaction of the training physician.
  - The student should safely, and while performing all steps of each procedure, successfully access the venous circulation at least 25 times on live patients and must demonstrate competency to the satisfaction of the training physician. (This excludes cannulation for the sole purpose of blood draws.)
- The student must demonstrate the ability to ventilate a patient effectively.
  - While performing all steps of each procedure, the student should effectively demonstrate competency to the satisfaction of the training physician.
- The student must demonstrate the ability to perform a comprehensive assessment of obstetric patients to the satisfaction of the training physician. (Observation time of “live” births is desirable.)
- The student must demonstrate the ability to perform a comprehensive assessment on psychiatric patients to the satisfaction of the training physician.
- The student must demonstrate competency to the satisfaction of the training physician in the ability to establish a central line safely and effectively. (Upon paramedic certification, must have county MPD approval.)
- The student must demonstrate the ability to perform a competent and comprehensive assessment on patients who present with medical, trauma, or cardiac related complaints to the satisfaction of the training physician.

### **Field Internship Requirements**

The student field intern must demonstrate the ability to assess and manage a minimum of 130 patients, and to document the patient care provided.

- A paramedic, proficient as a preceptor and must evaluate the intern in a third person environment.
- Interns must not staff or be assigned as the regular on-duty EMS provider.
- Interns must successfully complete specific patient contacts according to the specific pathologies identified below:

### **Pathologies**

**A. Cardiac:** The student must demonstrate the ability to perform a comprehensive assessment on **15 cardiac patients**, who must include enough critical cardiac patients to the satisfaction of the training physician. (5 as the lead medic on patients suffering a cardiac arrest.)

**B. Trauma:** The student must demonstrate the ability to perform a comprehensive assessment on **25 injured patients** to the satisfaction of the training physician. (5 as the lead medic.)

**C. Medical:** The student must demonstrate the ability to perform a comprehensive assessment on **20 medical patients** to the satisfaction of the training physician. (5 as lead medic.)

The above listed information can be found here: [EMS Training Program and Instructor Manual - Washington State Department of Health](#)

**SUBJECT:** Course Completion Timeline

**POLICY:** To give students information on what the official length of time to complete all the requirements for consideration from Vocational Education program

### **EMR/EMT/AEMT**

Students enrolled in an EMR/EMT/or AEMT Training Program are required to complete all of the requirements for course completion to be considered a graduate by the last day of class that will be listed on the course schedule.

Students that have not completed all of the requirements, including payment for the course, by the last day of class will not be allowed to complete the Training Program and a certificate of completion will not be given to the student.

### **Paramedic**

Field Experience is an optional, component that may be used for students that may need more patient exposure or are not passing their Professional Behavior (Affective) Evaluations with a minimum of 80%. Field experience time does not contribute to the definition of Capstone Field Internship.

Successful completion of the Didactic phase, including all module exams ACLS, PALS, PHTLS, required skills exams and simulations will allow the student to move on to the clinical phase. Successful completion of the clinical rotations will allow the student to move on to the Capstone Field Internship phase. At the end of the Capstone Field Internship, each student will meet with the Medical Director for final approval. With successful completion of all components of the Paramedic Training Program, the student is eligible to take the National Registry Paramedic Cognitive. Students Testing for the National Registry of EMT after June 30, 2024, will not be required to complete a psychomotor exam.

Students enrolled in the Paramedic Program must complete all phases of the program with in eighteen (18) months from the completion of the Didactic phase. Students that have not completed all requirements at that time will not be allowed to complete the Paramedic Program.

### **NAC**

Students enrolled in the NAC Training Program are required to complete all of the requirements for course completion to be considered a graduate by the last day of class that will be listed on the course schedule.

Students that have not completed all of the requirements for course completion by that date will not be allowed to complete the Training Program.

**SUBJECT:** Course Descriptions

**EMR:**

The Emergency Medical Responder (EMR) course is an entry-level emergency medical provider course that will prepare individuals for employment or a volunteer position in a variety of pre-hospital, industrial and first responder settings. The successful completion of an approved EMR course can be a pre-requisite to pursuing training as a Fire Fighter and many Law Enforcement programs.

The course consists of 40 hours of classroom time and 16 hour of hands-on lab skills training sessions. The student is also required to complete one, 12-hour shift in the Prehospital setting where they will ride-along with an ambulance crew. Students who successfully complete this program are eligible to seek national certification as an Emergency Medical Responder through the National Registry of EMTs.

**EMT Courses:**

This course highlights the basic knowledge and skills necessary for individuals who wish to obtain state or national certification as an Emergency Medical Technician and adheres to the 2021 National EMS Education Standards. The National EMS Education Standards outline the minimal competencies for entry-level EMS clinicians to perform their roles as outlined in the 2019 and 2021 updated National EMS Scope of Practice Model. Courses include an in-class option as well as a hybrid option.

**EMT In-Person:**

The in-person course consists of 178 hours of classroom time that includes hands-on skills training sessions. The student is also required to complete Two, 12-hour shift in the Prehospital setting where they will ride-along with an ambulance or fire department crew. Students who successfully complete this program are eligible to take the National Registry of EMTs cognitive exam which is a computer adaptive test (CAT), as well as with the National Registry of EMTs.

**EMT Hybrid:**

The online course is a self-directed, interactive, distance learning course that is approved for NREMT and Washington certification. The course curriculum covers all EMT knowledge and skill requirements for the EMT National Education Standards. This course is 200 clock hours and allows for 132 online hours of student module time, 56 hours of in-person lab/skills time (students must complete required online content to attend) and two 12-hour shift in the prehospital setting where they will ride-along with an ambulance crew. Students who successfully complete this program are eligible to take the National Registry of EMTs cognitive exam which is a computer adaptive test (CAT), as well as with the National Registry of EMTs.

*\*\*Veterans cannot use their benefits to cover the cost of the online option.*

**AEMT Hybrid :**

The online course is a self-directed, interactive, distance learning course that is approved for NREMT and Washington certification. The Advanced Emergency Medical Technician (AEMT) Course is a comprehensive program consisting of Distance learning (didactic), skills lab, clinical (hospital experience) and field experience components. The course adheres to the 2021 National EMS Education Standards based on the National EMS Core Content and the National EMS Scope of Practice Model 2019 that define the minimal entry-level educational competencies for each level of EMS training.

The course consists of 100 hours of self-paced online education, 20 hours of virtual education with an instructor and 48 hours of skills/lab that are in person. The student will be scheduled to complete clinical internship rotations consisting of at least one shift in the Operating Room to focus on BVM's, a shift in an Emergency Department and a shift in a Pediatric ED or clinic (if available) to learn assessment and management of patients within the scope of practice for the AEMT. The student is also required to complete at least four 12-hour shifts in the prehospital setting with an EMS agency. Students who successfully complete this course are eligible to take the National Registry of EMT's cognitive exam which lead to certification at the AEMT level in the State of Washington, as well as with the National Registry of EMT's.

**Paramedic:**

This 1,326-hour Paramedic Program allows you to test with National Registry of Emergency Medical Technicians and then apply for state certification. It follows the 2021 National EMS Education Standards.

The Providence Health Training Paramedic Program is conducted in three phases. This three-quarter time program consists of 29 weeks of intensive classroom training, three days a week from 9:00 a.m. to 5:30 p.m. The didactic/lab portion consists of 696 hours of intensive, classroom/lab training; followed by a minimum of 270 hours of supervised hospital clinical time; and a minimum of 360 hours of supervised paramedic field internship. Clinical rotations and field internships are available at several approved locations or set up at other locations.

Credentials obtained: Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Prehospital Trauma Life Support. NRP is also offered as an optional certification.

The success of the program and its training is reflected in a 100% pass rate on the National Registry Exam for Paramedics, which has been maintained since the inception of the program in 2012.

It is the mission of Providence Health Training to Educate and empower a new generation of EMS providers with knowledge and skills necessary to provide the highest quality of pre-hospital care to communities they serve. To foster and develop values in accordance with the EMS code of ethics. To advocate for and be committed to equity, inclusivity, and educational excellence. It is the goal expectation to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domain

**SUBJECT:** Didactic and Internship Evaluation Forms

**POLICY:**

1. Following a presentation from some of the guest speakers involved with each program, students will be asked to complete a performance evaluation of the session taught. There will also be intermittent evaluation of staff members. Students will be required to complete all evaluations throughout the program. The evaluations are used for:
  - a. Future faculty selection for each Training Program
  - b. Giving feedback to the lecturers as to how well they presented the material.
  - c. Report back to accrediting bodies as needed.
2. Throughout Didactic, Clinical and Field students will be evaluated on their Affective Domain, or Professional Behavior. Students must be continually passing all Affective Domain evaluations at an 80%. Students not to standard will be put on a Performance Improvement Plan (PIP) and re-evaluated at the discretion of their instructor, Clinical Coordinator or Program Director. Students not to standard after the duration of the PIP will be subject to dismissal.
  - a. Paramedic students not to standard on their Professional Behavior may not be allowed to begin their Clinical Internship or may be required to partake in the Field Experience prior to beginning their Capstone Field Internship.
3. Throughout Clinical and Field students will be evaluated on their daily performance, both self-rated and by their respective preceptors. Please see Clinical & Field Manual for details.



**SUBJECT:** Discrimination and Reasonable Accommodation

Providence Health Training does not discriminate on the basis of race, creed, color, national origin, sex/gender, sexual orientation, age, religion, veteran or military status or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in admission to its programs, services, employment practices, treatment of individuals, or any aspect of their operations.

Providence Health Training is committed to providing access, equal opportunity and reasonable accommodation in its services, programs and education for individuals with disabilities. Information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual bases. If this information is presented, Providence Health Training will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program; some programs require medical documentation because of the rigors of the curriculum.

**SUBJECT:** Dismissal

**POLICY:** Dismissal from the program will include but not be limited to the following:

1. Failure to comply with the Tuition Payment policies.
2. Poor attendance demonstrated by excessive unexcused absences and/or reoccurring tardiness.
3. Inability to show adequate progression on classroom, lab, clinical, and field activities.
4. NAC/EMR/EMT/AEMT students who fail to complete a skill after remedial help or failing three (3) section exams (as defined by less than 70%) may result in dismissal from the program and Paramedic students who fail three (3) major exams (as defined by less than 80%) may be dismissed from the program.
5. NAC/EMR/EMT/AEMT students who fail to obtain an overall passing grade of 80% or higher at the end of the course, may be dismissed from the program.
6. Lack of discipline such as disruption of class, clinical or field experience.
7. Demonstrated lack of medical ethics such as disclosure of confidential information.
8. Failure to follow EMS Service or Hospital policies.
9. Paramedic Only - Failure to successfully complete ACLS, PALS, and PHTLS components. Students will be allowed only two (2) attempts to complete ACLS, PALS and PHTLS; the initial testing session and one re-testing attempt. Failure to complete these components within these guidelines may result in termination from the program.
10. Failure to complete or meet the requirements of the Clinical and/or Field portion of the program. (Refer to Clinical and Field Manual.)
11. Failure to successfully complete, or comply with, a Plan of Action developed as the result of any Student Counseling Session.
12. Other examples listed in Conduct and Disciplinary Code.
13. The Program Director, Lead Instructor, Dean, and the Medical Director(s) will review questionable student performance situations for action.

**SUBJECT:** Employment during the Vocational Education Class

**POLICY:**

1. The student may be counseled regarding employment if it is felt to interfere with his/her performance.
2. While involved in the clinical or field component of the training program, students may **NOT** be used in lieu of professional or nonprofessional staff.

**SUBJECT:** Facilities

Providence Health Training has both an Administrative Office and Training classrooms at one location. Location address can be found on page 4 of this manual.

The location features a reception area, multiple classrooms, laboratory, instructor workstations, and administrative offices. The workstations and offices are off limits to students unless accompanied by a staff member. The lab includes many training mannequins (airway, IV, CPR, etc.) in addition to both an adult and pediatric SimMan Simulation mannequins. Additionally, all necessary equipment and supplies are provided to each student and can be found in the lab i.e. IV start kits, stethoscopes, EMS bags, etc.

The school has a small kitchen for students and staff with microwaves, refrigerators, and sink. There is also a large, shared lobby available for student use. There is not seating for students in the kitchen but there is gathering space in the building lobby, outdoor patio, or unoccupied classrooms. Male and female restrooms are available along with water bottle filling stations. Free Parking is available next to the parking garage, or across Normandy Street in the parking lot. Maximum class size is 32 and the student/teacher ratio is 8 to 1.

This facility is location in close proximity to public transit and has free, well-lit parking. This is an ADA accessible facility with handicapped ramps and restrooms, reasonable accommodation will be provided at the request of the student.

**SUBJECT:** Graduate Placement – EMS Programs

**POLICY:**

1. A listing of all operational Advanced EMS Service programs within the State of Washington and Idaho can be made readily available to any student.
2. When available, information is maintained from EMS services with specific information on:
  - a. Job availability
  - b. Entrance requirements
  - c. Continuing education availability
  - d. Salaries and fringe benefits
3. National magazines are available to canvas for possible position availability.
4. Job openings are made known to the students and assistance is provided when requested by the student in preparing applications or preparing for interviews. This information is updated periodically in an effort to maintain the most current information for our students.
5. Availability of employment will be posted in a designated area for students to review.
6. Providence cannot guarantee job placement upon graduation.

**SUBJECT:** HIPAA/Confidentiality

**POLICY:**

Providence Health Training requires all student complete the on-line Confidentiality and HIPAA training produced by Providence. Proof of completion must be submitted as well as a signed copy of the Confidentiality Form.

Providence Health Training realizes the following to be true:

- There is a zero-tolerance policy when it comes to any and all HIPAA violations, both verbal and in writing including but not limited to social media, Platinum reporting, emails, voicemails, texts, and all in-person communication.
- Cell phones or photos are not allowed to be used in any area where patients are present including the training facility's waiting room or hallways.

**PROCEDURE:** Leave of Absence

**1. VOLUNTARY LEAVE**

**Policy:** PROVIDENCE Health Training recognizes that situations may arise when a student may want to voluntarily interrupt his or her academic studies. We are committed to handling reasonable requests for leaves in a responsible manner. This policy may not be used in lieu of disciplinary action to address any violations of rules, regulations, policies, or practices. A student who is granted a voluntary leave while on academic and/or disciplinary status will return to that same status.

**Definition:** A voluntary leave is defined as a student's request to separate from PROVIDENCE Health Training for a temporary period.

**Applicability:** This policy applies to all courses within PROVIDENCE.

**Basis for Leave:** A voluntary leave may be requested for national service or for a serious illness. Since certain academic programs, departments, or schools may have additional specific criteria for voluntary leave, a student considering a voluntary leave should also consult his or her academic program advisor in addition to consulting this policy. A voluntary leave should be requested prior to the leave, if possible.

A student who is granted a voluntary leave is still required to complete all requirements within the specified time of enrollment. A leave does not extend the specific time period for obtaining a certificate unless a waiver is granted by the Dean.

This policy does not have any effect on the exemption of students from finance obligation/payment plan arrangements. Before taking a voluntary leave of absence, a student should contact his or her lender regarding repayment obligations that may arise as a result of their leave.

**Duration of Leave:** Except where a leave is mandated by compulsory national service, or where the school indicates otherwise, a voluntary leave may be granted by the Dean of the School or the Dean's designee. The duration of the leave generally will be a minimum of one academic month, to a maximum of four academic months. An extension or reduction of the leave period may be granted for good cause. Students cannot be reinstated for a particular program after the registration deadline for that program has passed.

**Procedures:**

1. The student should discuss a leave of absence with the lead instructor.
2. The student must complete a "Leave of Absence Form" and provide supporting documentation. The "Leave of Absence Form" is submitted to the Dean or the Dean's designee of the student's academic.
3. If the student is seeking a voluntary leave due to a medical or psychological condition, the Dean or Dean's designee must confer with Medical Director depending on whether the leave is for a medical or psychological condition. For voluntary leaves based on psychological or medical conditions, an evaluation of the student may be required.

4. The student will be notified in writing by the Dean or the Dean's designee of the approval or denial of the request for a leave. If the request is approved, the terms and conditions of the leave shall be set forth in the approval letter.
5. The Dean will be responsible for notifying the appropriate administrators and instructors of the approval of the leave.
6. The notation "leave of absence" will be entered on the student's transcript.

#### **Return from a Voluntary Leave/Re-enrollment:**

1. **On/about six (6) weeks prior to the first day of classes of class in which the student seeks to return, the student** must notify the Dean of his or her school or the Dean's designee, in writing, of the Intention to return or re-enroll at the conclusion of the leave period.
2. If the voluntary leave was due to a psychological or medical condition, the student must have his or her health care provider complete a doctor's note to return.
3. A student who fails to register for classes after three (3) consecutive programs must apply for readmission.
4. Failure to contact the school within the designated time period may result in the denial of re-enrollment.

**Appeal of Decision Denying Re-enrollment:** A student may appeal a decision denying re-enrollment to the Dean in writing within ten (10) business days (excluding weekends and federal and state holidays) of receiving the decision. The Dean shall review the record and any additional information submitted by the student and render a decision within ten (10) business days (excluding weekends and federal and state holidays) of receiving the appeal. The Dean's decision shall be final. The Dean may extend the time limits set forth above as necessary.

## **II. INVOLUNTARY LEAVE**

**Policy:** PROVIDENCE Health Training may place a student on an involuntary leave of absence from that student's academic program when that student: (1) poses a direct threat to health and safety of self or others; and (2) is not able or not willing to take a voluntary leave of absence. This policy may not be used in lieu of disciplinary actions to address any program rules, regulations, policies, or practices. A student who is placed on an involuntary leave while on academic and/or disciplinary status will return on that same status.

#### **Procedures:**

1. When an involuntary leave is under consideration, the Program Director will notify the Dean.
2. Following the review a decision will be reached by the Dean or the Dean's designee. The student will be informed in writing of the decision and the terms and conditions of the leave and re-enrollment.
3. The student may visit the campus and any other PROVIDENCE facilities only with the written permission of the Dean or the Dean's designee. Such permission may be set forth in the letter notifying the student of the involuntary leave. Otherwise, the student must be off the campus during the approved period of leave.



4. The relevant Dean will be responsible for notifying the appropriate PROVIDENCE offices, administrators, faculty advisors, and instructors of the involuntary leave.
5. The notation "leave of absence" will be entered on the student's transcript.

**Appeal of an Involuntary Leave Decision:** A student who is placed on an involuntary leave may appeal the decision to the Dean within ten (10) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The Dean shall review the record and any additional information submitted by the student. The Dean has ten (10) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The Dean may extend the time limits set forth above as necessary.

**Duration of Leave:** The duration of the leave generally will be a minimum of one academic month, to a maximum of four academic months. An extension or reduction of the leave period may be granted for good cause. Students cannot be reinstated for a particular program after the registration deadline for that program has passed.

#### **Return from an Involuntary Leave/Re-enrollment:**

1. **On/about six (6) weeks prior to the first day of classes of class in which the student seeks to return, the student** must notify the Dean of his or her school or the Dean's designee, in writing, of the Intention to return or re-enroll at the conclusion of the leave period.
2. If the voluntary leave was due to a psychological or medical condition, the student must have his or her health care provider complete a doctor's note to return.
3. A student who fails to register for classes after three (3) consecutive programs must apply for readmission.
4. Failure to contact the school within the designated time period may result in the denial of re-enrollment.

**Appeal of Decision Denying Re-enrollment:** A student may appeal a decision denying re-enrollment to the Dean in writing within ten (10) business days (excluding weekends and federal and state holidays) of receiving the decision. The Dean shall review the record and any additional information submitted by the student and render a decision within ten (10) business days (excluding weekends and federal and state holidays) of receiving the appeal. The Dean's decision shall be final. The Dean may extend the time limits set forth above as necessary.

## **II. OTHER LEAVE ISSUES**

**Confidentiality of Information Regarding Leaves:** Providence will maintain the confidentiality of information regarding voluntary and involuntary leaves in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such leaves.

**Confidentiality of Records:** All records concerning both voluntary and involuntary leaves of absence are confidential and the official copy of such records shall be retained by the Dean or the Dean's designee of the program. Access to these records is limited by appropriate federal, state, and local law. Such records will be destroyed seven (7) years after the student's graduation

**SUBJECT:** Prior Credit and Experimental Learning Policy

**POLICY:** To give students information on what previous EMS education merits and previous experimental learning credit towards their EMS program.

1. The minimum entry level for admission into the Paramedic Training Program is the EMT level. Any training that a student has above this minimum (Advanced EMT or Paramedic), will not be used for credit for training purpose.
2. There will be no credit or award given for academic merits (neither didactic, clinical or field) to any student for previous education other than education prerequisites as set forth prior to acceptance into the paramedic program.
3. Prior related education and/or military experience of veteran students will be reviewed, and appropriate credit awarded. All military experience and relevant transcripts will be evaluated and placed in the students file, regardless of if credit is awarded or not.
4. If a student is re-taking a course due to an approved Leave of Absence, prior credit will be reviewed on a case -by-case basis.

**SUBJECT:** Promotion and Graduation

**POLICY:**

1. All components of the course must be successfully completed prior to taking the National Registry Cognitive examination.
2. All Paramedic students **MUST** meet with the Medical Director at the completion of their capstone field internship for an exit interview as a final competency evaluation of the student's knowledge and skills and meeting all objectives set forth on the Terminal Competencies Form. A student will not receive a certificate of completion without successful completion of the interview. During this meeting the student can expect the interview to include but will not be limited:
  - A. Mega Code
  - B. Oral Scenario Evaluation
2. A certificate from Providence will be awarded upon successful completion of the program.
3. Before graduates of this training program may practice the skills they have learned at their given level, they must:
  - a. Pass the National Registry cognitive examinations.
  - b. Be certified or licensed by their State's regulatory agency for EMS
  - c. Work for an approved advanced EMS service or hospital
4. All fees incurred by the student must be paid in full prior to the receipt of his/her certificate of completion unless an approved payment arrangement is in place and in good standing

**SUBJECT:** Religious Accommodation

**POLICY:**

Providence will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work. Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates.

**SUBJECT:** Tobacco

**POLICY:** Tobacco and Providence Properties

The Rockpoint East Building (1313 N Atlantic) does not allow smoking in stairwells or in front of buildings entrances and air intake locations. Smoking is only prohibited in approved locations where ash trays are present outdoors. Never within 25 feet of any door or window.

Providence hospitals are completely tobacco/smoke-free, both indoors and outdoors, for all employees, customers, students, and patients. This includes parking areas and the vehicles parked there. This covers all tobacco products including e-cigs and chewing tobacco.

**SUBJECT:** Standards of Progress for Hybrid Courses

**POLICY:**

Students in one of our Hybrid courses will be required to progress through the online curriculum a designated pace to ensure timely completion of all didactic materials. Completion of curriculum at required pace will also allow students to comply with the cancellation and refund policies set forth in the Enrollment Agreement. Students are expected to follow the progression of the curriculum given to them in the course syllabus. Students who do not complete the required online content prior to the in-person skills date will be subject to disciplinary action up to and including dismissal from the program.

**SUBJECT:** Student Conduct & Professional Behavior

**PURPOSE:**

1. To define general rules and regulations for student behavior and performance.
2. The obligation each student has to conform to a reasonable code of behavior.
3. Consequences if violation of the established rules.

**POLICY:**

Students are a representative of the Providence Health Training education program from start to finish. The patients and staff of the clinical and field sites will develop an opinion of your professional behavior. The opinion they form of you is the opinion they form of Providence. Therefore, acceptable professional behavior is expected from all students at all times. The following examples of unacceptable behaviors and the recommended discipline are not intended to cover every possible situation. Providence reserves the right to determine what behaviors, other than those shown below, are unacceptable and are therefore subject to appropriate disciplinary action. There are three progressive levels of disciplinary action.

Verbal Warning = *VW*, Written Warning (including email) = *WW*, *Termination* = *T*

- |   |   |
|---|---|
| 1. Cheating ( <i>T</i> )  | 10. Failure to follow established department, clinical or field site policies or procedures (variable).                       |
| 2. Absenteeism or tardiness ( <i>VW</i> , <i>WW</i> , <i>T</i> )  | 11. Failure to report injuries during clinical or internship rotations ( <i>VW</i> , <i>WW</i> , <i>T</i> )                   |
| 3. Insubordination ( <i>WW</i> , <i>T</i> )   | 12. Breach of patient confidentiality ( <i>T</i> )  |
| 4. Thievery ( <i>T</i> )  | 13. Damaging training facility or clinical/field property ( <i>WW</i> , <i>T</i> )  |
| 5. Use of illicit drugs and/or alcohol during, or affecting, education-related activities ( <i>T</i> )  | 14. Distribution of any unauthorized material, i.e. literature, use of pornography, etc. ( <i>VW</i> , <i>WW</i> , <i>T</i> ) |
| 6. Profane language and interruption ( <i>VW</i> , <i>WW</i> , <i>T</i> )                               | 15. Failure to meet Dress Code ( <i>VW</i> , <i>WW</i> , <i>T</i> )   |
| 7. Sleeping during the didactic/clinical/field rotations ( <i>VW</i> , <i>WW</i> , <i>T</i> )           | 16. Improper grooming ( <i>VW</i> , <i>WW</i> , <i>T</i> )  |
| 8. Inappropriate behavior at a clinical or field site resulting in dismissal from the site ( <i>T</i> ) | 17. Falsification of documentation ( <i>T</i> )   |
| 9. Leaving clinical/field premises without permission ( <i>VW</i> , <i>WW</i> , <i>T</i> )              | 18. Affective Domain/Professional Behavior ( <i>VW</i> , <i>WW</i> , <i>T</i> )   |

At the time any disciplinary action is taken, the student will be advised, in writing, of any time limits that may apply to the individual circumstance, e.g., when the circumstance will be reexamined, behavior/performance modification should be completed, etc.

When termination is considered, the Lead Instructor, Program Director, Dean and Medical Director(s) will be involved in the decision-making process.

Nothing in the policy prevents the student from contacting the Workforce Board at 360-709- 4600 at any time with a concern or complaint.

**SUBJECT:** Student Counseling/Evaluations

**POLICY:**

1. A student having specific academic/clinical/field problems will be counseled as needed. There are ways in which a student's need for counseling becomes apparent. This includes, but is not limited to:
  - a. A student who is having difficulty understanding a portion of the assigned material and asks for assistance will be assigned to instructor or other personnel who will provide extra assistance.
  - b. Anytime the student displays, or is reported to have displayed, poor professional behavior / attitude in an academic/clinical/field setting.
2. A counseling session to include the development of an individual education improvement plan will take place for students who are not performing at an acceptable level during the didactic, clinical, or field portions of the program.
3. Prompt consideration will be given to the student whose personal problems interfere with their didactic, clinical, or field performance. Such a student will meet with the Lead Instructor, Program Director, and Medical Director(s) for counseling.
4. Paramedic Only - At least three (3) evaluations will be scheduled with the student during the training program for the purpose of discussing the student's progress and status.
  - a. Evaluations may be conducted with the students following each major exam (3 module exams, the midterm, and the final exam).

**SUBJECT:** Student Health

**POLICY:**

1. Each student is responsible for his/her own health needs including health insurance coverage, which is suggested while enrolled in the program.
2. Students who become ill or injured during didactic, clinical, or field rotations must report it at once to their instructor or preceptor. If it occurs after normal business hours the student is to call Providence at (509) 473-6007 and leave a message reporting the illness or injury, and the student's name and a phone number so a staff member can return the call.
3. If the student becomes ill or has an injury caused either within or outside the training program, it is his/her responsibility for fees incurred for professional services.
4. Students must report the occurrence of all sore throats, communicable diseases, herpes virus infections, boils, lesions, and broken skin areas (especially on the hands and arms) to their preceptor before beginning clinical/field assignments.
5. It is suggested that students undergo a physical exam prior to entrance into the program. The student will be responsible for charges.
6. All accidents and/or injuries that occur during the didactic, clinical, or field experience must be reported to the instructor or clinical coordinator immediately.

**SUBJECT:** Student Information Protection

**POLICY:** Providence adheres to all state and accreditation requirements in regards to student information as well as to the Family Educational Rights and Privacy Act (FERPA).

1. Providence will disclose information from a student's educational record only with the prior written consent of the student, except that educational records may be disclosed without consent to Providence staff having a legitimate educational interest in the records and to third parties specifically authorized by FERPA.

**SUBJECT:** Student Performance Guidelines (*Didactic*)

**POLICY:**

1. Students must attend all classes. Absences will be handled as outlined under the Attendance Policy of this manual.
2. Students must be present for all exams unless prior approval from the Lead Instructor or Program Director has been given. Make-up exams will be administered at the discretion of the Lead Instructor. Under no circumstances will a make-up exam be administered if a student's absence/tardiness is considered unexcused.
3. **EMR/EMT/AEMT** - A score of 70% on section exams is a passing score. Skills are graded on a competent/not competent basis. An overall end of course passing score is 80%.

**Paramedic** - A score of 80% on the weekly exams and 70% all "major" (module & final) exams is considered a passing score. Students who fail three (3) major exams will be dismissed from the program. Students will be given 2 attempts for each test. Students will have 2 weeks from time of receiving their grade to complete their second testing attempt. If a student fails on the second attempt the higher of the 2 grades will be taken as is and input as their grade for that module exam. A Performance Improvement Plan will be put in place for any student who fails a test if they are at risk of failing a total of 3 module exams after.

Practical examinations will be conducted following each major examination. Skills are graded per the National Registry Guidelines.

**NAC** - A score of 80% on section exams is considered a passing score. Skills are graded on a competent/not competent basis. An overall end of course passing score is 80%.

4. Cheating on any exam shall be grounds for immediate dismissal of the student from the program. Removal of any quiz, exam or answer sheet from the testing room or any reproduction of an exam or quiz will be grounds for immediate dismissal from the program.
5. Use of cellphones, pagers, PDA's, electronic devices during testing is prohibited. These devices must be turned off before the beginning of any testing session.
6. The use of cell phones, pagers, or any other electronic communication device during didactic sessions is prohibited. These should be in a silent/vibrate mode and answered only outside the classroom during scheduled breaks.
7. Laptop computers may be used during the program for educational purposes only.
8. Homework is expected to be turned on or before the due date. Homework will be awarded points and will go towards the student's cumulative score. Students may not miss more than three assignments; anything more will result in termination from the course.
9. **Paramedic** – Final exam will be given at the end of the didactic portion before the clinical rotations. Students will be given 2 attempts to pass the computer-generated exam.



**SUBJECT:** Technical Standards for EMS Programs

**POLICY:** In order to achieve the curriculum objectives, a student must be able to:

- Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
- Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath or inside a vehicle, and in vehicles with electrical hazards.
- Walk, stand, lift, carry, and balance in excess of 125 pounds without assistance, (250 pounds with assistance) while lifting, pulling, pushing and carrying a patient.
- Stoop, kneel, bend, crouch or crawl on uneven terrain to gain access to a patient.
- Climb stairs, hillsides, and ladders to gain access to a patient.
- Communicate verbally in person, via telephone and radio equipment.
- Work in chaotic environments with loud noises and flashing lights.
- Perform patient assessments, implement treatment, and calculate weight and volume ratios under threatening time constraints.
- Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while remaining calm.
- Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
- Perform fine motor movements to perform procedures within the students Scope of Practice while in stressful situations and under threatening time constraints.
- Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick's Extrication Device, scoop stretcher, traction splint, long bone immobilization devices, etc.

**SUBJECT:** Testing / Grading Criteria

**POLICY:**

1. The following grading system will be used for the didactic segment of the program:

98-100: <b>A+</b>	91-92: <b>B+</b>	85-86: <b>C+</b>
95-97: <b>A</b>	89-90: <b>B</b>	83-84: <b>C</b>
93-94: <b>A-</b>	87-88: <b>B-</b>	80-82: <b>C-</b>
2. Students who are not in the classroom by assigned start time identified on the class schedule (using the clock in the classroom) will be allowed to take any scheduled tests only at the discretion of the Lead Instructor.
3. All quizzes, exams and tests will be given at the discretion of the Lead Instructor. Exam content will include material discussed during lectures, demonstrations, assigned readings, daily objectives and handouts.

**EMR/EMT/AEMT**

1. The student's clinical and field grade will be obtained as follows:
  - Completion of required number of hours in all identified areas
  - Completion of a minimum number of required skills at the competent level
  - Completion of the minimum number of required patient contacts
2. Failure to show competency in clinical and/or internship per evaluation will result in the student being required to complete additional clinical and/or capstone field internship rotations.
3. Successful passing of Affective Domain Professional Behavior. An evaluation that will be graded through the didactic (and Internship) portion of the program. This is worth 15% of the total grade. This is graded by Competent/Not yet Competent. If at any time a student is graded NYC, a performance improvement plan will be put into place. Failure to become competent in any area may lead to dismissal.

**Paramedic**

1. Weekly tests, "major" exams (module exams, midterm and final exam) will be given to evaluate the student's knowledge base. Exam content will include material discussed during lectures, demonstrations, assigned readings, homework assignments, webinars, daily objectives and handouts.

2. Successful completion of ACLS, PALS, according to the American Heart Association guidelines, and PHTLS, according to National Association of EMT standards, are mandatory components of the Paramedic Training Program. Each of these must be successfully completed before the student will be allowed to attend the clinical portion of the program. Students will be allowed only two (2) attempts to complete components; the initial testing session and one re-testing attempt. If, after the retest, performance remains unsatisfactory, the student may be dismissed from the training program.
3. Five (5) Module Exams will be administered following the end of major portions of curriculum. Material on these exams will come from all materials covered during that period. Information covered previously in the course is also subject to testing on module exams as well.
4. Successful passing of Affective Domain Professional Behavior. An evaluation that will be graded through the didactic (and Internship) portion of the program. This is worth 15% of the total grade. This is graded through a grading scale of affective domain criteria established through COAEMSP during class and lab time. If at any time a student is failing in any area of the Affective Domain, a performance improvement plan will be put into place. It will be separately utilized during field/clinical internship on a pass/fail criteria. Failure to become competent in any area may lead to dismissal.
5. Practical Skills Exams will be administered in conjunction with major exams. These exams will be scored on a pass / fail basis. The National Registry of EMT's psychomotor exam documents, the Paramedic Lab Manual and grading criteria will be used in all practical skills exams. Failure to show competence in any area of practical examination after 3 attempts may result in dismissal or remediation. Failure to show competence in any area of practical examination after 6 attempts will result in dismissal.
6. Students who do not have 80% cumulative GPA prior to the final exam will not be allowed to take the final exam and may be terminated from the training program. Students who do not have an 80% cumulative after final exam will be dismissed from the program. Students will have an opportunity to retake the final exam once to increase their grade to 80% if needed. Students will have 2 weeks to retake this exam from the time they receive their grade.
7. Students who fail three (3) Major Module exams will be dismissed from the program. Failure is recorded as any score below 70%. Students will be given 2 attempts for each test. Students will have 2 weeks from time of receiving their grade to complete their second testing attempt. If a student fails on the second attempt the higher of the 2 grades will be taken as is and input as their grade for that module exam. A Performance Improvement Plan will be put in place for any student who fails a test if they are at risk of failing a total of 3 module exams after.
8. Students who cannot obtain a final exam score of at least 10% below the Cut Score will be dismissed from the program. Students will be given 2 attempts. Students will have 2 weeks to retake this exam from the time they receive their grade. All test retakes will need to be completed before moving into clinical rotations.

9. The student's clinical and field grade will be obtained as follows:

- Completion of required number of hours in all identified areas
- Completion of a minimum number of required skills at the competent level
- Completion of the minimum number of ALS EMS calls and Team Leads
- Completion of the minimum number of required patient contacts
- Completion Run Reviews with the Medical Director

10. Students must receive an average Shift Performance Rating of "3" or above an 80% of the Clinical/Field Internship Forms within each Clinical/Field area. An average rating of below "3" during the last 80% of rotation within a Clinical/Field area will result in repeating that Clinical/Field area with remediation.

11. Weighted grades are as follows:

- Homework – 10%
- Presentations – 5%
- Weekly Tests – 20%
- Professional Behavior – 15%
- Unit Exams – 25%
- Final Exam – 25%

**SUBJECT:** Transcripts and Letters of Recommendation

**POLICY:**

1. A graduate of a Providence Program may request (in writing) a letter verifying the number of hours completed and that he/she successfully completed the Training Program.
2. Letters of recommendation for a graduate of a Providence Training Program may be sent to an institution or service program upon receipt of a written request from the institution and a written release from the graduate.
3. Requests for transcripts and/or letters of recommendation must be made in writing. The first transcript request and letter of recommendation will be free of charge. There will be an additional fee for further requests. Transcripts are kept for 50 years.
4. A minimum of seven (14) business days must be allowed to complete any of the above requests.

**SUBJECT:** Tuition and Financial Aid

**POLICY:**

1. Tuition for Providence training programs are as follows. Fees are subject to change without notice.

<b>Program</b>	<b>Tuition</b>	<b>Lab Fees</b>	<b>Book Fees</b>	<b>Total</b>
NAC	\$815	\$140	\$45	\$1,000
EMT	\$1,219	\$100	\$325	\$1,644
Advanced EMT	\$1,290	\$180	\$420	\$1,890
Paramedic	\$11,880	\$650	\$1,350	\$13,880

2. All fees must be paid in full prior to the completion of the first day of class unless prior arrangements have been made with Providence.
3. All checks/money orders shall be made payable to: "Providence".
4. The student's professional liability insurance is provided through Providence and is included in the fees for the student.
5. The National Registry Cognitive computer-based examination fee is the responsibility of the student. Register online at [www.nremt.org](http://www.nremt.org)
6. The National Registry of Emergency Medical Technicians Paramedic Psychomotor or Advanced Psychomotor examination fees are not included in the fees. Any and/or all testing fees for any outside the practical exams are the responsibility of the student.
7. Financial Aid is not available.
8. Providence does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

**Paramedic**

NOTE: This table was designed to assist the Paramedic student anticipate some of the costs associated with the Paramedic Training Program. It is an estimate only and does not include the expenses associated with incidentals, travel, and room and board. These expenses are subject to change without notice.

Application Fee	\$50
Tuition	\$11,880

Textbooks (Required)	\$1350
Jones and Bartlett Emergency Care in the Street 9 <sup>th</sup> Edition	
Advanced Medical Life Support AMLS 3 <sup>rd</sup> Edition	
PreHospital Trauma Life Support with ebook 10 <sup>th</sup> Edition	
Pre-Hospital Emergency Pharmacology 8 <sup>th</sup> Edition, Bledsoe	
Aehlert's ECG's Made Easy, 7th edition	
Aehlert's 12 Lead ECG in Acute Coronary Syndromes, 4 <sup>th</sup> Edition	
Emergency and Critical Care Pocket Guide 8 <sup>th</sup> Edition	
American Heart Association ACLS Student Manual American	
Heart Association PALS Student Manual American Heart	
Association ECC Student Manuals	

Lab Fees	\$650
Platinum Education -	
online tool PHTLS	
Uniform Shirts (3)	
Identification Badge	
Criminal Background Check	
Disposable Supplies	
Certificate	

ANTICIPATED PARAMEDIC PROGRAM EXPENSES \$13,880

Other Expenses not provided by Providence cost varies by vender and are subject to change:	
Immunizations	Varies
10 Panel Drug Test	\$55-\$75
NREMT Psychomotor Exam	\$450
NREMT Cognitive Exam	\$110
Anatomy & Physiology	Varies
Medical Terminology	Varies
Clinical onboarding fee through CPNW	\$50-\$75

**SUBJECT:** Uniform / Personal Appearance

**POLICY:**

1. During all phases of the program, appropriate attire must be worn, and the student must at all times be clean, neat and well groomed.
2. Hair, shoulder-length or longer, will be tied back when in the clinical and field areas. Facial hair must be kept trimmed.
3. Fingernails must be kept short and clean. Subtle nail polish is permitted.
4. No jewelry except wedding rings, one pair of post earrings and a watch may be worn during the clinical and field components.
5. Tattoos and body art with wording or images that may be perceived as offensive (such as racial slurs, swear words, revealing body parts in a way that a reasonable person could perceive as inappropriate, symbols of death) to patients, families or other persons must be covered during the didactic, clinical and field internship segments.
6. Name badges provided by Providence are to be worn at ***all times*** during the Clinical and Field phases of the program. The ID must be worn above the waist, without attachments, and with picture and name forward, immediately visible to patients, visitors, and other staff. Pins and awards are to be attached to clothing or a lanyard, not the ID badge.
7. Students inappropriately dressed will be asked to return home and change clothes. If attire is not provided by the individual site, use the following as a guide.
8. Didactic Attire (Program staff will determine acceptability)
  - a. Casual pants
  - b. Casual tops (no offensive words or pictures, no tank tops or sleeveless shirts)
  - c. Appropriate footwear (a student must be prepared to work in field situations during a lab)
  - d. Lab scrubs or Internship uniform may be required at the discretion of the instructor.
9. Clinical Attire (unless scrubs are required)
  - a. Dark solid color pants (may be EMS style, no shorts or Capri style)
  - b. Program-approved polo shirts (with logo, Dark Blue, Gray or Black)
  - c. Dark appropriate footwear – no heels
  - d. Must also meet any specific institutional requirements.
10. Field Attire (may have to meet site requirements)
  - a. Dark solid color pants (may be EMS style, no shorts or Capri style)
  - b. Program-approved polo shirts (with logo, Dark Blue or other approved uniform shirt as required by an employer)
  - c. Dark appropriate footwear (no heels, preferably boots but black shoes can be worn)
  - d. Appropriate outer attire as dictated by weather conditions may be worn with the approval of the field site preceptor.
  - e. Students must be **clearly identified as such from across the room.**

**SUBJECT:** Vacation/Holidays/Schedule

**POLICY:**

1. Providence Health Training recognizes the following holidays. Classes will not be conducted on these holidays. Additionally, Students will not be assigned to clinical or field rotations unless mutually agreed upon by the student, preceptor and program officials.
  - New Year's Day
  - Martin Luther King Jr. Birthday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
2. Paramedic students will get a winter break over the Christmas holiday. Duration of said break is one full week (7 days).
3. EMR courses consist of a total of 56 didactic/lab hours. Courses may run over a period of two to four weeks with class time running from 4 to 8 hours. In class EMR students will also participate in a 12-hour field internship shift with an area ambulance agency. Enrollment is ongoing until class is full or starts. Start and end dates may be found on our registration page at [Providence.org/SpokanePECclasses](http://Providence.org/SpokanePECclasses) or on the class syllabus.
4. EMT and AEMT in person courses consist of three months of classes. In class EMT students will also participate in at least one 12- hour field internship shifts with an area ambulance agency. Online EMT students will participate in one 12-hour field internship shift with an area ambulance agency. AEMT students will also participate in three 12-hour field internship shifts with an area ambulance agency and at least one 12-hour shift in the OR. Enrollment is ongoing until class is full or starts. Start and end dates may be found on our registration page at [Providence.org/SpokanePECclasses](http://Providence.org/SpokanePECclasses) or on the class syllabus.
5. Paramedic course consists of 6 months of classes running three full days a week. Students will also complete 270.5 hours of clinical shifts and an estimated 3 months of field internship shifts. Enrollment period begins six months prior to the start of the course; it is ongoing until class is full or starts. Start and end dates may be found on our registration page at [Providence.org/SpokanePECclasses](http://Providence.org/SpokanePECclasses) or on the class syllabus.
6. Hours of operation for the office/classrooms are Monday through Friday 8 am to 4:30 pm, with additional hours when night or weekend class is in session.



**SUBJECT:** Weather Policy/School Closures

**POLICY:**

1. On occasion, it may be necessary to postpone or even cancel classes due to bad weather, hazardous driving or emergency situations. Should Providence deem action appropriate; students can expect one of the following status decisions.

Classes Are Postponed – Classes will happen but start time will be delayed.

Classes Move to Virtual Setting – Classes will happen through a virtual platform. Times and duration may vary.

Classes are Cancelled – No classes will happen for that day.

Class Status decisions will be made at least 2 hours prior to class start time. This includes both day and evening classes and on campus or offsite classes. **Student notifications will be made via email by Providence** or direction communication from your instructor. Email addresses will be collected from initial course paperwork.

When the weather is bad, we urge students to evaluate driving conditions carefully, regardless of if classes are canceled or not. If conditions are not safe, students should inform their instructor of their inability to attend class.

**SUBJECT:** Withdrawal/Readmission

**POLICY:**

1. A student who finds it necessary to withdraw or who is requested to withdraw may have an exit conference with an instructor or program coordinator or manager before leaving.
2. Students who withdraw either voluntarily or are dismissed are subject to refund policy timeline on page 14.
3. Students who are requested to withdraw from the program are not eligible for readmission into the current course.
4. Students who have withdrawn for acceptable personal reasons may reapply for admission into a subsequent course with approval of the Program Director. Readmission may be at the appropriate time in the curriculum, as decided by the Program Director, Lead Instructor and Medical Director(s).
5. Providence reserves the right to request withdrawal of any student whose conduct, academic achievement, clinical work, or field work is not satisfactory or in compliance with the policies contained in this manual.
6. Students that were dismissed from the class due to poor academic achievement may be given the opportunity to enroll in a subsequent class. This will be at the discretion of the Program Director, Lead Instructor and Medical Director(s) and availability of class space. The tuition for subsequent classes will be the current tuition for that class and is subject to change.

## Pending Payment Policy for Veteran Students

### SEC. 103. DISAPPROVAL FOR PURPOSES OF EDUCATIONAL ASSISTANCE PROGRAMS OF DEPARTMENT OF VETERANS AFFAIRS OF CERTAIN COURSES OF EDUCATION THAT DO NOT PERMIT INDIVIDUALS TO ATTEND OR PARTICIPATE IN COURSES PENDING PAYMENT.

(a) IN GENERAL.—Section 3679 of title 38, United States Code, is amended by adding at the end the following new subsection: “(e)(1) Notwithstanding any other provision of this chapter, beginning on August 1, 2019, a State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following: “(A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates: “(i) The date on which the Secretary provides payment for such course of education to such institution. “(ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility. “(B) A policy that ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title. “(2) For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of this title. “(3) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate. “(4) It shall not be inconsistent with a policy described in paragraph (1) for an educational institution to require a covered individual to take the following additional actions: “(A) Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual’s entitlement to educational assistance. “(B) Submit a written request to use such entitlement. “(C) Provide additional information necessary to the proper certification of enrollment by the educational institution.”.