



College of Emergency Services

Course Catalog

2026

January 1, 2026 – December 31, 2026

Administrative Office and Main Campus

12438 SE Capps Rd
Clackamas, Oregon, 97015
971 236-9231
www.CollegeofEMS.com

Lori Burns, RN, MSN

Chief Academic Officer

Margaret Franklin, MSA

Director of Education Services/Dean

Lena Rohrbaugh

Director of Learning Administration

Charise Arthur

Manager of Business Administration

David P. Lehrfeld, MD

Program Medical Director

Andi Pumarejo, BS, Paramedic

Program Director

Zach Williams

Program Assistant II

Mission Statement

The College of Emergency Services is dedicated to the delivery of high-quality education in the field of emergency medical services.

Goals

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

Objectives

1. Graduates will achieve a 70% success rate on the national certifying examination.
2. Attrition rate will not drop below 70%.
3. Paramedic graduate placement rate will not drop below 70%.
4. Employer satisfaction will meet entry level competency ratings in cognitive, psychomotor, and affective domains.
5. Graduate satisfaction will meet entry level competency ratings in cognitive, psychomotor, and affective domains.

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Catalog Information

Note: this catalog is updated annually

Note: the Course Catalog is available on the website at <https://collegeofems.com/> or by contacting the College of Emergency Services at CESadmin@gmr.net or 971-236-9231 to request a copy via mail or email.

Program Information Disclaimer

From time-to-time various regulatory, accreditation, public health, or other operational requirements make changes to Program information and policies necessary. When this occurs, changes may be implemented during the term the student is enrolled or the catalog year. In this situation, the staff will work the students to meet and accommodate the new requirements.

Message from the Chief Academic Officer

Thank you for considering the College of Emergency Services for your education in emergency medical services. College of Emergency Services was founded in 1995 to prepare emergency medical responders of all levels. The EMS profession has grown and changed over the years: from our professional designations (EMT, AEMT, and Paramedic for example), equipment, and scope of practice to name a few. Our curriculum has changed and evolved as well: from the National Standard Curriculum to the National EMS Education Standards. And with the curriculum changes, at the College of Emergency Services, our instructional methodologies have also evolved. Our classrooms are interactive, and the learner is engaged as an active participant in the education process. All domains of learning are stressed and critical thinking and problem solving are emphasized. Knowing the what, why, and when (cognitive) is reinforced with how (psychomotor) and how to interact with our patients and team members (affective). At the College of Emergency Services our goal is to graduate competent practitioners who care for their patients and strive to be future leaders of their profession.

If you are interested in beginning or continuing a career in emergency medical services, talk to the Program Director or the Administrative Office and find a schedule that fits your needs. Best of luck in your career!

A handwritten signature in blue ink that reads "Lori A. Burns".

About the College of Emergency Services

Prospective students are encouraged to visit the College of Emergency Services campus and discuss personal educational and occupational plans with the Program Director prior to applying or signing an enrollment agreement. The College of Emergency Services offers certificate of completion programs. College credits are available for the Paramedic Program and are applicable to an Associate degree. The College of Emergency Services Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program currently does not participate in federal Title IV student financial aid, though from time-to-time other private sponsorship or scholarship programs are available from EMS employers. In some locations, grant funding is periodically available to qualified individuals to pay for or assist with tuition and/or fees. Veteran education benefits are available to eligible participants.

The College of Emergency Services is incorporated in the State of Oregon as a nonprofit organization and maintains a Management Services Agreement with NCTI.

“All information in the content of this school catalog is deemed current and correct as of the date of revision and is so certified.”

Discrimination Statement

The College of Emergency Services and its staff and instructors do not discriminate on the basis of race, ethnicity, gender, sexual preference, or disability. Acts of discrimination or creation of a hostile environment on the part of any student or faculty are not tolerated. The College of Emergency Services strives to foster an equal and positive learning environment. Harassment in any form is not tolerated. Harassment is defined as unwelcome or unsolicited conduct that is verbally, physically, or visually expressed. Harassment includes any form of sexual harassment including unwelcome sexual advances and sexual innuendo such as touching, patting, sexually suggestive remarks or other verbal abuse about gender, demands for sexual favors, sexual assault, or offensive material or language whether written or visual such as degrading pictures. This list is not exhaustive, and any unwelcome behavior may be considered harassment.

Accreditations/Approvals

The College of Emergency Services (CES) is institutionally accredited by the Accrediting Bureau for Health Education Schools (ABHES), an accrediting body recognized by the U.S. Department of Education.

Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Blvd, Ste 730
North Bethesda, MD 20852
301 291-7550
www.abhes.org

The College of Emergency Services Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

727-210-210-2350
www.caahep.org

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

Phone: 214-703-8445
www.coaemsp.org

State Regulatory Oversight

This school is a business unit of a corporation authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Higher Education Coordinating Commission Office of Degree Authorization, 3225 25th Street SE, Salem, Oregon 97302, or info.pps@state.or.us.

Approval Disclosure Statement

The College of Emergency Services, located at 12438 SE Capps Rd., Clackamas, Oregon, 97015, is approved by both the State of Oregon, Office of Degree Authorization and the Oregon Health Authority, EMS & Trauma Systems division. These approvals mean the institution complies with minimum standards established under applicable law for the operation of EMS and Paramedic occupational instructional programs and the granting of academic credit and degrees. It does not however imply any endorsement or recommendation by the state. Approval must be renewed periodically as required and is subject to continuing review.

Programs Offered

Programs in emergency medical care are offered through the College of Emergency Services. Contact the Administrative Office at 971-236-9231 or visit <https://collegefems.com/>. Course hours listed below are minimums and students must also attain all course competencies. Students attend all courses on campus.

Paramedic Certificate

Paramedic Associate of Applied Science

Outcomes

Accredited Paramedic programs track and report outcome measures annually to the Committee on Accreditation for the Emergency Medical Services Professions. For the information on pass rates for the National Registry of EMTs certification examination, the program retention rate, and the job placement rate, visit <https://collegefems.com/>.

Office Hours and Holidays

The CES administrative offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. Pacific Time. Staff are available to answer questions and process enrollments. Questions regarding enrollment or schedule can be directed to the Administrative Office at 971 236-9231.

The College of Emergency Services observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, Christmas Eve day, and Christmas Day. During the clinical and field internship phases of the program the student is assigned to the preceptor's schedule, regardless of holidays.

Academic Calendar for 2026 (subject to change)

Paramedic Certificate

1/15/2026 – 2/21/2027
5/4/2026 – 6/20/2027
9/10/2026 – 10/31/2027

AAS

10/9/2025 – 2/21/2027
2/9/2026 – 6/20/2027
6/18/2026 – 10/31/2027

College of Emergency Services Location and Facilities

12438 Capps Rd.,
Clackamas, Oregon, 97015
www.collegeofems.com
[Click here for map](#)

Facilities

The educational facilities at the College of Emergency Services includes multiple classroom and laboratory spaces that accommodate both large and small group learning activities. The College of Emergency Services facility meets the fire and life safety standards as outlined in the Oregon Fire Code.

Equipment

The College of Emergency Services maintains a large inventory of educational and medical equipment specifically designed for educating emergency medical services (EMS) personnel in today's healthcare environment. The inventory includes specialized anatomical models and interactive manikins and other devices designed to simulate the human body. Cardiac monitors and other prehospital technology are available for hands-on education. Students learn to manage the airway, ventilate patients, support vascular status, and treat shock. In the advanced programs, students initiate intravenous lines and administer medications as allowed by the state and national scope of practice.

Faculty

Instructional faculty are EMS professionals with additional education relating to instructional methodologies. The College of Emergency Services selects instructors carefully and recognizes the key role they play in facilitating learning in an organized format that progressively builds towards developing competencies and student success. Information on Program faculty can be found on our website at www.collegeofEMS.com.

Course Format

Courses are offered through an in-person format on the campus unless otherwise specified in the Enrollment Agreement. However, in the event of a public health concern or other local disruption due to severe weather or other interruption of services, the course format may move to a remote delivery until the event resolves. In the situation where the course progression is suspended for a period of time, the Program Director will communicate with the student and a Course Interruption form will be completed. Depending on the nature of the disruption, course lab sessions, clinical rotations, or field internship may be suspended or delayed.

Application/Registration Process

Registration

Make an appointment to visit the Program Director at 971-236-9228 or visit <https://collegeofems.com/> for program information. Class size is limited, and enrollment is offered to qualified candidates based on select admissions criteria: refer to the criteria specific to the program to which you will be applying. Visit our website to initiate enrollment for the Paramedic certificate and Paramedic Associate of Applied Sciences programs. All applicants must submit a completed Enrollment agreement prior to first class session and submit a tuition deposit payment.

Course Cancellation

The Program may, at its discretion based on enrollment, cancel a scheduled course. Notification of cancellation shall be given no less than five business days before the scheduled course start date.

The effective date of cancellation is the date postmarked. Any refund due to the student will be processed by the school within 30 days of notification of cancellation or withdrawal (refer to the refund section later in this catalog).

Ability to Benefit

The College of Emergency Services requires that all applicants to the Paramedic program possess a high school diploma or equivalent. The College of Emergency Services does not offer the Ability to Benefit (ATB) exam.

Prerequisites

1. Applicant must be at least 18 years of age
2. Applicant must possess a high school diploma or equivalent

3. Applicant must possess a current American Heart Association Healthcare Provider card, or equivalent, prior to the first day of class. Equivalency will be determined by the Program Director or Dean
4. Oregon EMT license prior to the first day of class
5. Applicant must possess health insurance
6. Applicant must complete a background check to include a drug screen
7. Applicant must provide proof of required immunizations and/or titer
8. Specific prerequisites may apply depending on the program selected
9. Applicant must complete required TB testing prior to attending clinical or field internship rotations
10. NOTE: all prerequisites are required to be completed prior to the first day of the program.

Background Check/Drug Screen

Applicants for the Paramedic programs must complete a background check and drug screening. Drug screening must be negative.

Obtaining Certification and Employment

Oregon, Washington, and 43 other states require graduates to complete a credentialing process through the National Registry of EMTs. CES makes no guarantee that the individual will be considered by the credentialing body, NREMT, as eligible to test if the graduate is not in compliance with the NREMT Criminal Conviction Policy.

Considerations by the NREMT include: "Notwithstanding the absence of any adverse action taken by an applicable state licensing authority on the basis of an applicant's criminal conviction, NREMT may deny an applicant eligibility to sit for a certification examination or recertification if, in the NREMT's sole discretion, based on the following considerations, the NREMT determines that certification may jeopardize public health and safety:

1. The seriousness of the crime.
2. Whether the crime relates to performance of the duties of an EMS professional.
3. How much time has elapsed since the crime was committed.
4. Whether the crime involved violence to, or abuse of, another person.
5. Whether the crime involved a minor or a person of diminished capacity.
6. Whether the applicant's actions and conduct since the crime occurred are consistent with the holding of a position of public trust.
7. Whether the applicant is a repeat offender.
8. Whether the applicant has complied with all court orders and probationary requirements associated with the conviction."

CES does not guarantee that once certified by the NREMT, or a state certifying/licensing body, that the individual will be eligible for employment based on drug screening or background investigations as specified by policies of the hiring agency. These policies are specific to the hiring agency: however, in all cases, certification or licensure is required and in 46 states, certification is first required by the NREMT.

Definition and Calculation of Credit Hours

A semester is a minimum of 15 weeks in length. One semester credit is equal to:

1. One hour of lecture per week for a semester or equivalent number hours
2. Two hours of lab per week for a semester or equivalent number hours
3. Three hours of externship/clinical per week for a semester or equivalent number hours

Tuition and Fees

Tuition tables for specific courses appear with the course descriptions later in this catalog. Additional costs include: texts, access fees to online performance tracking and evaluation using the web-based program Fisdap, uniforms, and equipment/diagnostic tools (I.E. stethoscope, penlight, eye protection, and safety-shears). Students are also responsible for a background check/drug screen prior to admission and health insurance. The fees in the tables in this catalog are effective: April 1, 2025.

Tuition Payment

Tuition is due in full on the first day of class. The student Enrollment Agreement indicates the payment schedule for tuition and fees for those requesting a payment plan. Fees must be paid as identified in the Agreement. The Withdrawal and Refund procedure for each course is detailed with the description each applicable course.

Refund and Withdrawal

An enrolled student may cancel enrollment until the end of the first-class session or the seventh calendar day after enrollment, whichever is later, and receive a full refund of all monies paid, less the non-refundable enrollment fee. Equipment, supplies, and materials provided by the College of Emergency Services must be returned. Refunds are calculated on a prorated basis as specified in the Enrollment Agreement. The Withdrawal and Refund procedure for each course is detailed with the description of each applicable course.

Financial Aid

The College of Emergency Services **does not** provide any form of student financial aid and **does not** participate in federal Title IV or state financial aid programs.

Student Resources and Services

Texts and Materials

Textbooks are available and ordered online through JB Learning for the Paramedic textbook. Anatomy and Physiology and additional professional resources are available through various online book sellers. Students are provided with a list of required and optional materials upon enrollment, including edition numbers and ISBN numbers.

Required materials also include access fees to online performance tracking and evaluation using a web-based program.

Student Handbook

The *Student Handbook* details Program Procedures, Guidelines, Directives, and requirements and is provided to students upon enrollment.

Library

The College of Emergency Services maintains a *Virtual Library* that is available to all enrolled CES students. Access is available through the Program Director. The College of Emergency Services also maintains a small physical library of media, materials, and resources at the campus to augment the *Virtual Library*.

Technology

Courses include online assignments and students must possess, or have access to, an appropriate electronic device: a laptop or other smart device is required. Computer availability on campus is limited: however wireless internet access is available.

Housing

The College of Emergency Services does not provide dormitory facilities or any type of housing service. Housing is available locally at the student's sole expense.

Health

Health insurance is the responsibility of the student and students must maintain health insurance throughout the Program. College of Emergency Services does not provide health services of any type. Prior to admission students are required to provide evidence of health insurance and immunization for: measles, mumps, rubella; tetanus/diphtheria (Tdap); hepatitis B; chicken pox; meningitis ; and influenza and TB/PPD skin test (two- step process).

Working While Enrolled

The College of Emergency Services imposes no restrictions on students working while enrolled in the Program. However, clinical rotations are typically scheduled three days per week with shifts of eight to twelve hours and field internship schedules are two to four days per week, in eight, ten, twelve or twenty-four- hour shifts. It is highly unlikely that a student can work more than a limited part-time schedule while in the clinical and field internship portions of the program and should plan accordingly.

Students in the clinical and field internship phases of the program are always in a student role and are never substituted for agency staffing. The student may be paid as an employee while in the intern role but must at all times be considered a 'third rider'.

Drugs and Alcohol

Students are required to complete a drug and alcohol screen as part of the background check prior to admission. The drug screen must be clear of any substance that potentially causes impairment, including marijuana/cannabis. Possession of a medical marijuana card does not provide an exemption and the applicant or student must test

negative for cannabis. Once enrolled, the Program may require a student to undergo screening for drugs and/or alcohol. Students are expected to perform in various situations and environments, all requiring complete sobriety and complicated decision making. Any impairment or intoxication by a substance, legal or illegal, may endanger the student, the patient and those around them. If the student has a prescription for medication, they will be required to obtain medical evaluation by their personal physician. Following the results of the drug screening process, a counseling session with the Program Director will determine the appropriate course of action.

Student Counseling Services

Students are encouraged to seek academic counseling from the course Instructor or the Program Director. Counseling includes anything that may potentially impact student success in the program. The Program Director is also available to answer questions regarding employment and/or employers in the EMS industry. Students seeking professional counseling for personal issues should contact the Program Director for potential referrals. GMR Life is available for GMR students, <https://www.globalmedicalresponse.com/resources/gmr-medicine/gmr-life>.

Smoking/Tobacco Product Use

The College of Emergency Services campus is tobacco free and smoking, other tobacco products, or electronic cigarettes are not permitted.

Placement

The College of Emergency Services does not operate a Placement Office. However, the Program Instructors, Program Director, and staff are available to provide information on positions available in the area. The College of Emergency Services does not guarantee employment. <https://careers.gmr.net/gmr/>

Special Needs

The College of Emergency Services provides reasonable and appropriate accommodations for students with a documented disability. In accordance with the Americans with Disabilities Act (ADA), it is the student's responsibility to notify the College of Emergency Services, in writing, of any diagnosed disability and provide the appropriately prescribed accommodations requested. **This documentation must be provided at the time of enrollment and at least 15 business days prior to the first day of the course.**

English as a Second Language

The College of Emergency Services does not provide instruction for English as a Second Language (ESL).

English Language Services

The College of Emergency Services instructs all programs and courses in the English language only.

Student Academic Records

Transfer of Credits

The College of Emergency Services will consider accepting applicable course transfer credits from an institution accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). The evaluation includes review of transcript credits hours and course descriptions for equivalency. The evaluation of the course(s) and recommendation to accept the course work is at the discretion of the Program Director in consultation with the Program Assistant. All transfer credits must meet the standard of a passing grade to include non-punitive grades (pass/fail). The College of Emergency Services does not accept proficiency credits, non-credit courses, remedial courses, course withdrawals, or incomplete grades.

Credit for Life Experience

Credit granted for life experience is academic only, without financial credit for courses. Credit for life experience may be awarded upon documentation of appropriate experience(s) and/or academic testing and demonstration of professional skills (as appropriate). Credit for an Emergency Medical Technician course may be granted based on verification of National Registry of Emergency Medical Technician certification. Testing and skills evaluation are conducted by College of Emergency Services faculty. The decision to grant credit is made by the Program Director.

Advanced Placement

The College of Emergency Services offers advanced placement for degree seeking students who have completed eight semester credit hours of anatomy and physiology that are deemed to be equivalent to BIO 235 and 236 offered by CES. The credits must have been earned within the past five years from a regionally or nationally accredited college. In all cases the standard application process and course curricula and competency requirements apply.

Records Retention

The College of Emergency Services maintains school and student records for a ten-year period. Letters of confirmation of course completion and transcripts are retained indefinitely. Records are maintained at the Administrative Offices. Students may request in writing a copy of records or letter of confirmation of course completion/transcripts. A handling fee may apply.

Academic Policies and Procedures

Satisfactory Academic Progress

Satisfactory Academic Progress Definition

Certificate Programs: Students must maintain a cumulative grade point average of 2.0 in their current program and must complete their program within one and one-half (1.5) times the published length of the program measured in weeks.

The College of Emergency Services *does not participate* in Federal Title IV funding and therefore satisfactory academic progress is not related to the eligibility for Federal Financial Aid. However, students on a payment plan must remain current with the specified payments. Students that become 30 days' delinquent on their payment plan will be placed on immediate administrative probation by the Program Director. The student will have 30 days to become current and will be expected to remain current for the duration of the program. If the student is dismissed for non-payment, the student will not have an opportunity to re-enter the course after the dismissal date. The student remains responsible for payment of tuition balance at the time of dismissal.

Unsatisfactory Progress: Students are evaluated for satisfactory progress at each major exam. If the student has not met the minimum passing score, there is one additional opportunity to retest successfully. A retest failure results in dismissal from the course.

Degree Program: Students must maintain a grade point average of 2.0 in their current program and must complete their program within one and one-half (1.5) times the published length of the program measured in credits.

The College of Emergency Services *does not participate* in Federal Title IV funding and therefore satisfactory academic progress is not related to the eligibility for Federal Financial Aid. However, students on a payment plan must remain current with the specified payments. Students that become 30 days' delinquent on their payment plan will be placed on immediate administrative probation by the Program Director. The student will have 30 days to become current and will be expected to remain current for the duration of the program. If the student is dismissed for non-payment, the student will not have an opportunity to re-enter the course after the dismissal date. The student remains responsible for payment of tuition balance at the time of dismissal.

Unsatisfactory Progress: Students are evaluated for satisfactory progress at each major exam. If the student has not met the minimum passing score, there is one additional opportunity to retest successfully. A second failure results in dismissal from the course.

Academic Progress and Advisement

Students in both certificate and degree programs are monitored for academic progress at each major exam. Students who have not maintained a minimum cumulative program GPA of 2.0 are placed on Academic Progress Warning. Students who achieve a cumulative program GPA of 2.0 at the next evaluation point will be removed from Academic Progress Warning. Students who do not achieve a cumulative program GPA of 2.0 while on Academic Progress Warning and do not meet the minimum grading requirement and/or competency requirements will be dismissed.

Appeal Process: The student has the right to appeal the determination of not meeting satisfactory progress based upon extenuating circumstances. The student request should be submitted in writing to the Program Director, following the process detailed in the Conflict Resolution: Grievance Procedure section of this catalog.

The institution leadership team will review appeals on a case-by-case basis. Appeal approval may be granted for extenuating circumstances beyond the control of the

student. Inability to master course material is not an extenuating circumstance. All decisions made by the leadership team are final.

Failed Course/Course Repetition: Students may repeat a failed or attempted course a maximum of one additional time then are subject to termination. Only the highest grade is considered for GPA evaluation, but all attempted credits are included for measurement of maximum timeframe. Attendance in a course constitutes an attempt.

Non-Credit Remedial Course Repetition: Non-credit remedial courses may be offered as determined by the Program Director and may be at the expense of the student.

Incomplete: An incomplete grade/status is considered at the student request when extenuating circumstances occur that will prevent required course work from being completed by the end of the term. Course work includes assignments and activities other than examinations. If the incomplete status is awarded and the student fails to return to the program in the specified time, the student will be dismissed.

Examination Make-Up Procedure: Students absent on examination day are given a make-up examination on the first day they return to class. Students are required to receive instructor approval prior to the absence to be eligible for examination make-up. Examinations include unit exams, psychomotor examinations, and midterm and final exams.

Transfer Credits Relative to Maximum Timeframe: All transfer credits will be considered when calculating maximum timeframe. Maximum timeframe will be limited to one and one-half (1.5) times the prescribed length of coursework taken at College of Emergency Services. All transfer credit requirements must be submitted prior to awarding a degree.

Withdrawal/Termination: A withdrawn designation is awarded when a student voluntarily withdraws. The W designation is applied to any courses that were not completed at the time of withdrawal. The W is considered a permanent designation and remains on the student's transcript even if he or she returns and retakes the course(s). A student returning to the same program is required to repeat any courses that carry a W designation. The earned grade for repeated courses is also recorded on the student's transcript.

A terminated designation is awarded when a student is terminated by the school. The designation is applied to any courses that were not completed at the time of termination. The T is considered a permanent designation and remains on the student's transcript even if he or she returns and retakes the course(s). A returning student is required to repeat any courses that carry a T designation. The earned grade for repeated courses is also recorded on the student's transcript.

Students who withdraw or are terminated from a course or program of study are charged according to the settlement procedure on the enrollment agreement. Students who wish to appeal a termination should follow the grievance procedure described in this catalog.

Externship: Students must complete all classroom requirements with a cumulative grade point average of 2.0 prior to beginning externship. While on externship, students will be required to attend the externship assignments as identified in this catalog.

Externship Extension: All course hours, patient contacts, and competencies must be completed as specified in the course syllabus. An extension may be granted on a case-by-case evaluation based on the specific circumstances, such as inadequate call/patient volume, and on the recommendation of the CES Clinical Coordinator, CES Program Director, and the student's preceptor. A performance improvement plan is required, and the maximum additional externship hours will be specified. Failure to meet all requirements of the performance improvement plan within that time will result in failure.

Additional Details: Additional information regarding satisfactory progress is identified in the following sections. Specific aspects of satisfactory academic progress such as attendance, grading, academic probation, leave of absence, and the consequences of failure to adhere to the standards as published are addressed in the sections in this catalog detailing the requirements for each course. The AAS Degree Program does not include non-credit courses, remedial courses, or proficiency credits.

Reinstatement

Students who failed to meet expectations of satisfactory academic may be reinstated. The student must reapply. If the student reapplies within one calendar year, some admission requirements may be waived: these include immunizations, pre-entrance testing. Background check and drug screen must be repeated. CPR requirements must be current.

Program Responsibility

It is the responsibility of the College of Emergency Services, the Program Director, Lead Faculty, and Clinical Coordinator, in cooperation with the assigned Program Assistant and other administrative staff, to maintain student records that allow monitoring of satisfactory academic progress.

Student Responsibility

The EMS programs are challenging academic endeavors. Students must plan on dedicating study time outside the classroom. The typical expectation is 2 hours for every hour of lecture. Students are also required to complete online assignments, homework, and data tracking. Students are encouraged to form study groups which can provide an opportunity to explore topics with fellow students. Equipment, supplies, and classroom space are available for practice outside of normal lab hours if scheduled with a College of Emergency Services instructor.

It is the student's responsibility to provide written notification of any changes in contact information including address (mailing and physical), phone number, emergency contact and/or email address. Notification must be sent to the Program Director and/or Administrative Assistant.

Attendance

Student attendance and participation is necessary to complete any program. Each course varies by credit or clock hours. Satisfactory progress towards earning a certificate means students must meet academic and attendance requirements as identified in the course syllabus. Failure to meet this requirement will lead to dismissal. Failure to meet attendance standards also includes tardiness. Make up work does not equate to missed classroom hours.

Grading

Each course syllabus stipulates a minimum passing percentage grade. Fisdap establishes the cut score for each unit exam based on the degree of difficulty. Passing scores for standardized courses, such as ACLS and PALS, are established by their national parent organizations. Students must maintain the minimum passing grade required in the course syllabus to be considered making satisfactory academic progress. On-time completion of online assignments is also factored into course grading. Requirements are continuously monitored throughout the course. However, students are responsible for monitoring their grades and achievement of required competencies.

In addition to the minimum passing grade requirement, the student must successfully complete the assigned clock-hours for clinical and field internship rotations during the assigned terms to be considered to be making satisfactory academic progress. The competencies identified in the course syllabi and *Student Handbook* must also be met prior to graduation. These requirements will be continuously monitored throughout the course.

Grading: Grades for all courses completed and attempted are recorded on students' permanent transcripts using the following grading system:

Excellent	90% - 100%	A
Above Average	80% -89%	B
Average	72% - 79%	C
Unsatisfactory	< 72%	F

Academic Counseling

A student will receive academic counseling when academic requirements are not met. Students are expected to demonstrate commitment to meeting Program requirements and may be asked to participate in academic advising or tutorial sessions. Depending on the reason for academic counseling, a specified period may be identified, and the student's progress will be reevaluated for satisfactory improvement. This typically occurs when the student has not achieved satisfactory progress with clinical and field internship competencies at major evaluation points and/or has been placed on a performance improvement plan. A student who does not achieve the required progress at the end of the specified time frame will be dismissed from the Program. A student dismissed for academic reasons must apply for readmission (see readmission procedures).

Leave of Absence: Program

College of Emergency Services programs are designed as uninterrupted courses. If it becomes necessary to request a leave due to extenuating circumstances, such as a serious health issue, injury, or pregnancy or related medical condition, a leave of absence (LOA) may be considered by the Program Director in conjunction with the Dean. The student must be in good academic and administrative standing. A leave of absence is not available for students wishing to take a vacation, wedding activities, attend another professional training academy or activity or other personal requests: these events should be scheduled outside of the duration of the program. In this context, the program includes the didactic, laboratory, clinical, and field internship components. The student must meet with the Program Director, provide documentation, including documentation from a qualified medical provider and submit a written request prior to the leave of absence. The Program Director will determine if there is a reasonable expectation that the student will be able to return to the Program prior to granting the LOA. A release to return to the Program from a qualified medical provider will be required. The maximum amount of leave granted is 30 calendar days. Failure to return from an LOA on or before the specified date on the LOA request will lead to dismissal from the program.

Incomplete Procedure: Program

An incomplete status may be considered for students who, because of illness or circumstances beyond their control, are unable to complete their course work within the term of the program. An incomplete is approved only if the student has completed at least 80 percent of the program in good academic and administrative standing and has provided acceptable evidence to the Program Director that the student is unable to continue the coursework. In this context, the program includes the didactic, laboratory, clinical, and field internship components. Incomplete status is not considered for circumstances such as desiring time away from the program to attend another training academy (fire, law enforcement, EMS, or other), a new hire orientation for any employment, seasonal firefighting, or any other situation related to change in employment. When an incomplete status is granted, failure to return to the Program on or before the specified date on the incomplete request approval form will lead to dismissal from the program. Military deployments are eligible for an incomplete status.

Withdrawal

Students leaving the program are advised to contact the Program Director for an exit interview prior to withdrawing or immediately after receiving a failing grade. The exit interview will establish requirements for returning to the program at a later date. Regardless of whether an exit interview is conducted, the student must officially drop the program through the Administrative Office. Failure to drop the program will result in the student receiving a grade of 'F'. Not attending class does not constitute official withdrawal. Following withdrawal, applicable tuition refund will be processed within 45 days.

Dismissal from the Program

Failure to meet satisfactory academic progress that results in dismissal include:

1. Failure to comply with the attendance directives
2. Failure to comply with student conduct directives
3. Failure to meet the standards of the grading directives

4. Failure to return from a leave of absence
5. Failure to return when granted an incomplete grade as stated in the student incomplete approval form
6. Failure to complete the program in the maximum allotted time (150%) of the course schedule

Termination

A student may be terminated from a course due to excessive absenteeism, failure to meet grading criteria, inappropriate conduct or failure to meet affective behavioral expectations, violation of Program policies, unpaid tuition, falsifying application information, or academic dishonesty. If eligible, the student will receive a refund according to the refund procedure. Failure to attend three consecutive days of instruction, including scheduled clinical rotations or field internship, *without* notifying the Program will result in termination.

Readmission

Students who wish to reenter the College of Emergency Services after withdrawing due to personal circumstances or academic dismissal must apply for readmission. The Program limits the number of times an individual may enroll and re-enroll into the Paramedic Programs to two attempts.

Students reapplying for **any** program after being dismissed for affective behavior will be readmitted **only** at the discretion of the Program Director and the Dean.

Student Conduct

The following are examples of behavior that lead to dismissal. The list is not exhaustive.

1. Any incident of intoxicated or impaired behavior
2. Possession of drugs or alcohol on school premises
3. Testing positive for a controlled or illegal substance (by Federal law)
4. Possession of weapons on school premises
5. Behavior creating a safety hazard to other individuals
6. Dishonesty pertaining to investigations, documentation, examinations, or evaluations of any type
7. Disobedient or disrespectful behavior to other students, staff, or faculty members
8. Disruptive behavior in class and failure to modify behavior when requested
9. Vulgarity or profanity during class or out-of-classroom hospital/field rotations
10. Breach of patient confidentiality/privacy
11. Falsification of documents
12. Theft or destruction of school property
13. Violation of Program Directives, Procedures, and Guidelines
14. Inappropriate behavior unbecoming to an EMS professional

Academic Honesty

Academic honesty and integrity are essential in the healthcare professions. All students must abide by the honor code: 'We will not lie, steal, or cheat, nor tolerate among us anyone who does.' All instances of observed or suspected violation of the honor code must be reported to the Program administration.

Counseling

Counseling provides a structured corrective action process to improve and prevent a recurrence of undesirable behavior or performance issue. Students may be counseled for any of the following: this list is not exhaustive.

1. Academic performance including failure of major exams per the retest.
2. Failure to complete quizzes and other assignments in the prescribed time frame.
3. Failure to maintain the cumulative grade average as defined in the course syllabus.
4. Failure to enter skill and patient contact data in Fisdap in the prescribed time frame.
5. Failure to enter clinical and field internship shift schedule in Fisdap in the prescribed time frame.
6. Any other academic performance issues.
7. Lack of progression or failure to achieve skill mastery.
8. Failure to develop competency in the management of patient care scenarios, both in simulation or clinical or field environments.
9. Any of the behaviors identified in the Student Conduct section.
10. Failure to respond to communication from the Program at any time as required by Program directives.

Process

1. Verbal counseling/warnings may be in the form of discussion with one of the faculty or an instructor. There may be a counseling form documented and reviewed with the student, or, at a minimum, a notation is made in the *Student Progress Note*.
2. Written counseling is documented, reviewed by program administration, and then reviewed with the student. Depending on the nature of the issue, a *Performance Improvement Plan* (PIP) may be developed with the student.
3. If a second similar incidence occurs, a second, and final counseling occurs with the same documentation process.
4. If a third similar incident occurs, the student is dismissed.
5. While the events and/or behaviors that require counseling may be disparate, they may be judged to be cumulative by the Program administration and lead to dismissal. Patterns of behavior and performance influence the counseling process.
6. Some events are of such seriousness that immediate dismissal results, even without prior counseling: for example, testing positive for a controlled substance or acts of violence during any program activities, or falsification of documentation.
7. Any behavior that is illegal will be reported to law enforcement.

Conflict Resolution: Grievance Procedure

The College of Emergency Services desires to assist all students in finding fair and equitable solutions to problems related to their education. Issues can usually be resolved through the normal administrative structure, beginning with the course Instructor. The College of Emergency Services desires prompt resolution of any grievance. Students and staff are expected to make every effort to resolve problems as they arise. This procedure does not avoid the normal channels of communication: I.E. first speak to the individual involved in the issue.

A grievance is an educational or interpersonal issue that a student believes to be unfair, inequitable, or discriminatory. A student has the right to grieve an action or decision that

violated Program policies and procedures or decisions regarding maintaining satisfactory academic progress. The student should first attempt to resolve the issue with the individual involved. If the student is not satisfied with the result, a grievance may be filed following the steps listed below. The grievance process must be initiated within 30 days of the occurrence.

A student who has filed a grievance is expected to continue in the program until the grievance is decided unless they have been otherwise suspended or dismissed for a serious offence.

Step 1: A student with a complaint relating to a class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within ten (10) working days, the student must present the complaint as outlined in Step 2.

Step 2: The student must present the grievance to the Program Director and Dean. All grievances will be submitted in writing. If a satisfactory solution is not achieved within another ten

(10) working days, the student may proceed with Step 3.

Step 3: The student may then present the grievance to the Director of Learning Administration. All documentation must be sent via mail to: Student Appeal, 2995 Foothills Blvd., Suite 100, Roseville, CA 95747. All grievances must be submitted in writing within 30 days following completion of Step 2 and a final decision will be made within another twenty-one (21) business days business days of receipt in the Administrative Office.

Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC), can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission, 3225 25th St. SE, Salem, OR 97302 or by sending an email to complaints@hecc.oregon.gov. Students may also access the HECC complaints web page at <https://www.oregon.gov/highered/about/Pages/complaints.aspx>.

The contact information for the accrediting agencies is found on page seven (7) of this catalog.

Appeal Following Dismissal

Once dismissed from a Program, a student may no longer attend any class, clinical, or field internship assignments.

A student has the right to grieve an action or decision that violated Program policies and procedures or decisions regarding maintaining satisfactory academic progress.

All appeals must be submitted in writing to the Director of Learning Administration. All documentation must be sent via **mail** to: Student Appeal, 2995 Foothills Blvd., Suite 100, Roseville, CA 95747. All appeals must be submitted in writing within thirty (30) days of the dismissal and a final decision will be made within another twenty-one (21) business days business days of receipt in the Administrative Office.

Graduation/Completion Requirements

To successfully complete the program and be eligible to graduate, the student must have met all grading requirements and successfully completed the required number of clock-hours and all required competencies. Upon satisfactory completion of the program, students will receive a certificate of completion for the Paramedic Certificate course and Paramedic students in the Associate of Applied Science program receive a diploma. All tuition and fees must be paid in full in order to receive a completion certificate or diploma. The certificate or diploma serves only as evidence that all requirements of the Program have been completed. It is not intended or implied that the certificate of course completion or diploma in any way licenses or certifies the graduate to perform skills as an emergency responder.

All course requirements must be completed in the timeframe published for the course. It is the student's responsibility to satisfactorily complete all clinical and field internship hours and competencies within the designated period. Taking into consideration the resources available in the community, the Program faculty will work with the student to secure clinical and field placements that allow for on-time graduation.

Transferability of Credits

The transferability or acceptance of credits earned at the College of Emergency Services (CES) is at the discretion of an institution to which students may later seek transfer. If the coursework from the College of Emergency Services is not accepted at the selected institution, students may be required to repeat some or all of the course work. Therefore, students must determine if attending the College of Emergency Services will meet their educational goals and may also wish to contact the institution regarding later transfer of credits.

Transferability of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation.

Credits for Anatomy and Physiology transferred to the College of Emergency Services must have been awarded in the past five years. General education course completed within the past ten years are eligible for evaluation for transfer of credits.

In Residence Requirement

Students must **complete a minimum of 25% of all credit hours in residence** at the College of Emergency Services to be awarded an Associate degree.

Course Descriptions

Paramedic

Certificate

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

The Paramedic certificate track is designed for those individuals who already have an advanced level degree or who do not desire to obtain an AAS degree.

Program Goal

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

Upon successful completion of this course, graduates are eligible to take the National Registry of EMT exam, the final step towards certification as a Paramedic.

Upon successful completion the student is awarded a certificate.

Course Structure

The program consists of the following courses:

BIO 135	Introduction to Anatomy & Physiology, 3 credit hours, 48 hours, 3 weeks*
HS 171	Patient Care Management: Trauma, 10, credit hours, 210 clock hours, 14 weeks
HS 172	Patient Care Management: Medical, 10, credit hours, 210 clock hours, 14 weeks
HS 273	Clinical Rotations 5.5 credit hours, 248 clock hours, 13 weeks
HS 274	Capstone Field Internship, 12 credit hours, 540 clock hours, 15 weeks

*BIO 135 may be completed in residence or transfer credits if completed within the previous five years.

For course dates refer to the Academic Calendar. Contact the Program Director for additional information: 971-236-9228 or visit <https://collegeofems.com/>.

The total length of the Paramedic program is a maximum of 59 weeks in length. In no case will the student have longer than 150% of that time to complete all phases of the Program. The Paramedic program is structured as five courses and each course must be completed in no longer than 150% of the specified term length (see above). Courses are sequential and must be completed in the order above. Students who do not complete the Program in the maximum allowed time will have the option to withdraw or be dismissed from the Program.

Definition and Calculation of Credit Hours

A semester is a minimum of 15 weeks in length. One semester credit is equal to:

1. One hour of lecture per week for a semester or equivalent number hours
2. Two hours of lab per week for a semester or equivalent number hours
3. Three hours of externship/clinical per week for a semester or equivalent number hours

Delivery Methods

BIO 135, HS 171, and 172 are delivered in the traditional classroom format and include lecture, discussion, case-based problems, skill practice, scenarios, and simulations. During this phase, class meets two eight-hour days each week. Clinical experiences occur during HS 273 and are conducted in acute healthcare settings where students practice patient assessment and skills as identified in the course syllabus and *Clinical Manual*. The field internship occurs during HS 274 and occurs in the out of hospital setting with advanced life support emergency medical response agencies and provides the student the opportunity to develop patient assessment and management and team leadership skills.

BIO 135 Course Description:

Basic anatomy and physiology course which focuses on basic knowledge of body structures and function and provides a foundation for understanding deviations from normal and disease conditions. The course reviews the: cardiac system; respiratory system; nervous system; electrolytes/ions; renal system; and acid base regulation mechanisms.

BIO 135 Course Objectives

Understand the scope and significance of the study of human anatomy and physiology; explain the basic concept of homeostasis and homeostatic mechanisms; identify and describe the cellular structures and functions, the basic tissues of the body, and major gross and microscopic components of the integumentary system, the skeletal system, the muscular system, the nervous system, the cardiovascular system, and the eye and ear.

Attendance

The student may not miss more than 8 hours of class.

HS 171 Course Description:

Topics include: roles and responsibilities of the paramedic, EMS systems and communications, documentation, ethics, ambulance operations, MCI command, rescue awareness, hazardous materials incidents, terrorism, and crime scene awareness. Pharmacology includes the pharmacodynamics and pharmacokinetics of medications, administration techniques, and therapeutic communications. Additional topics include medication mathematics, intravenous fluid and oxygen administration, basic and advanced airway management, surgical and non-surgical airways, and pharmacologic adjuncts used in airway management and ventilation. Traumatic emergencies review the pathophysiology, assessment and management of adult and pediatric patients with

injuries involving various body systems. The Prehospital Life Support (PHTLS) course is included.

HS 171 Course Objectives

Discuss key tenets of ethics and professionalism; describe therapeutic communication; detail crew resource management; calculate drug dosages; complete scene and patient assessments; develop differential diagnosis; develop a treatment plan; complete a detailed history; manage a compromised airway; discuss pathophysiology and management of: respiratory failure, allergic reactions, pulmonary diseases, toxic inhalation, shock, respiratory arrest, and traumatic injuries to the various body systems; discuss operational roles and responsibilities; and describe uses and maintenance of medical equipment.

HS 172 Course Description:

Topics include: pharmacology discussion includes the pharmacodynamics and pharmacokinetics of medications, administration techniques, and therapeutic communications. Additional topics include medication mathematics (dose calculation), intravenous fluid and oxygen administration, continued discussions for basic and advanced airway management, completion of the American Heart Association BLS Provider course, and pharmacologic adjuncts used in airway management and ventilation. Principles of basic electrocardiography and cardiovascular disease include: 3-lead EKG rhythm strip interpretation, management of cardiovascular related illness, ischemic heart disease and failure, cardiogenic shock, pericardial disorders, and hypo and hypertensive emergencies with patient specific assessment and associated pharmacologic interventions. Principles of advanced electrocardiography and respiratory system disease addresses: 12-lead EKG interpretation, axis deviation introduction to Advanced Cardiac Life Support (ACLS), and the recognition and treatment of illnesses related to the airway and respiratory system. Assessing and managing patients with specific medical conditions includes: neurologic emergencies, HEENT diseases, abdominal, genitourinary, and renal emergencies, toxicology, anaphylaxis, hematologic and immunologic emergencies, infectious disease, and home health care including patient specific assessment and associated pharmacologic interventions. Special population topics reviews obstetrics and gynecology, neonatology, pediatrics, gerontology, psychiatric and behavioral emergencies, and patients with special challenges including patient specific assessment and associated pharmacologic interventions. Pediatric emergencies are specifically addressed through use of the program text and participation in the Pediatric Advanced Life Support (PALS) course.

HS 172 Course Objectives

Identify key cardiac dysrhythmias; discuss the pathophysiology assessment and management of: ischemic heart disease, congestive heart failure, cardiogenic shock, hypotension and hypertension; discuss the mechanism of action, indications, contraindications, side effects, and dosage for a variety of cardiac related medications; describe illnesses associated with aging and patients with special needs; discuss the

pathophysiology, assessment and management of patients with: neurologic emergencies, HEENT diseases, abdominal, genitourinary and renal emergencies, allergic reactions, hematologic and immunologic emergencies, and communicable diseases; identify various home health medications; discuss the pathophysiology, assessment and management of patients with obstetric emergencies, neonates, and pediatric patients.

Attendance

The student may not miss more than 24 hours of class during HS 171 and HS 172.

HS 273 Hospital Clinical Phase:

Scheduled according to hospital availability and typically consists of two to three days per week, pre-scheduled eight, ten, or twelve-hour shifts, for a period of approximately thirteen weeks. Shift length depends on the schedule provided by the clinical site. Students must be available for clinical scheduling 24 hours per week during this portion of the program. This phase is a minimum of 248 hours. Successful completion of HS 172 is required prior to entering HS 273.

HS 273 Course Description:

This course provides an opportunity to apply clinical concepts, strategies, and skills in a supervised hospital clinical environment. The clinical experience occurs after all core didactic and laboratory experiences have been successfully completed. This experience allows the student to assess patients in the hospital clinical environment and practice a variety of skills.

HS 273 Course Objectives

Organize and perform patient assessment according to the presenting complaint; perform assessment to include: patient mental status, complete medical history, and initial, focused, and detailed physical examination; assess patient complaints and conditions in all age groups; evaluate, secure and maintain a patent airway, and provide ventilation, and oxygenation utilizing basic and advanced modalities; prepare, administer, and record medication administration by all approved routes; perform one-person and two-person cardiopulmonary resuscitation; accurately interpret electrocardiograms; operate a cardiac monitor/defibrillator under appropriate conditions; adapt personal communication styles to the needs of patients, family, bystanders, and other healthcare professionals; respond appropriately to communication from physicians and peers; complete accurate, well-organized written reports of all patient assessments and encounters; communicate patient presentation, assessment, intervention, and response effectively in person and in writing; respond to the physical and emotional needs during patient care; accept constructive feedback from preceptor and use the information to improve patient assessment and management skills; display behavior that is consistent with a professional health care provider.

HS 274 Field Internship Phase:

Scheduled according to advanced life support (ALS) provider agency preceptor availability, and typically consists of two to four days per week, pre-scheduled eight, ten, twelve, or twenty-four-hour shifts, for a period of approximately 15 weeks. Shift length

depends on the shift schedule of the preceptor. Students must be available for field internship scheduling 36 hours per week during this portion of the program. This phase is a minimum of 540 hours. Successful completion of HS 273 is required prior to entering HS 274. Students are expected to complete all internship hours, including the capstone portion of the internship, in the specified number of hours with no extension.

HS 274 Course Description:

This course provides an opportunity to apply clinical concepts, strategies, and skills in a supervised field setting as a Paramedic intern. The capstone field internship occurs after all core didactic, laboratory, and clinical experience has been successfully completed. This experience allows the student to assess and manage patients in the prehospital environment where the student progresses to the role of team leader. Minimum team lead experience is established and is based on the depth and breadth of the Paramedic profession and must be successfully completed by each student.

HS 274 Course Objectives

Organize and perform patient assessment according to the presenting complaint; assess and manage patient complaints and conditions in all age groups; evaluate, secure and maintain a patent airway, and provide ventilation, and oxygenation utilizing basic and advanced modalities; prepare, administer and record medication administration by all approved routes; record and accurately interpret electrocardiograms; operate a cardiac monitor; adapt personal communication styles to the needs of patients, family, bystanders, and other emergency responders; respond appropriately to communication from physicians and peers; demonstrate appropriate responses and participation as a team member; successfully serve as a team leader; demonstrate competent scene choreography; complete accurate written reports of patient encounters; communicate patient presentation, assessment, intervention, and response effectively in person, radio, and writing; accept constructive feedback from preceptor; and display behavior consistent as a professional health care provider.

Qualification for Admission

Applicants must be at least 18 years of age and possess a high school diploma or equivalent and must have a current CPR card. Prior experience as an EMT, EMT-I or AEMT with an ambulance or fire service provider is preferred, but not required.

Applicants are required to complete a pre-entrance assessment and interview. There is a \$55 nonrefundable application fee for this process. A background check, which includes a drug screen, is required prior to admission. The drug screen must be negative, regardless of prescriptions the candidate/student may possess. Some clinical sites may require an additional background check and drug screening prior to clinical assignment.

Students are required to provide the school with current contact information including: address (mailing and physical), phone number, emergency contact and/or email address. It is the student's responsibility to update the school with any contact information changes.

Required transfer credits may be completed and submitted prior to beginning the Paramedic AAS degree program or may be completed concurrently with the Paramedic AAS curriculum. In all cases all requirements must be met prior to conferring the Paramedic AAS degree.

CES Certificate Paramedic

Enrollment fee	\$100.00
Tuition: BIO 135, HS171, HS172, HS273, HS274	\$14,480.00
Insurance	\$350.00
Lab fee	\$600.00
Technology fee	\$100.00
Sub-total	\$15,630.00
Clinical Coordinator fee	\$400.00
Field Coordinator fee	\$450.00
Graduation fee	\$100.00
Total tuition and school fees	\$16,580.00

Withdrawal from the Course

The student has the right to cancel from a course at any time. If a student withdraws from a course of instruction before the first day of instruction, the student must provide a written cancellation notice to the school. The cancellation notice may be mailed, emailed, or hand delivered. Students cannot cancel by telephone. The institution shall remit a full refund within 30 days following the student's withdrawal, less the non-refundable registration fee.

Send the cancellation notice to:

College of Emergency Services
12438 Capps Rd.
Clackamas, Oregon, 97015
Attn: Student Services
Email: CESAdmin@GMR.net

Students **must** cancel in writing, either electronic or hard copy via surface delivery. Students do not have the right to withdraw by telephoning the school or by not coming to class. The request to withdraw may be mailed, emailed or hand delivered to the address listed above.

If the amount the student has paid is more than the amount the student owes for the time attended, then a refund of the unused portion of tuition and fees will be made within 30 days of withdrawal. If the amount the student owes is more than the amount the student has already paid, the student will be required to make payment arrangements with the CES Business Office. There are no refunds after 234 (50% of 468) scheduled instructional hours. Students will be responsible for the full tuition and fees of \$16,210.00 to include enrollment fee, tuition, insurance, lab fee, and technology fees. The Clinical

Coordinator fee of \$400.00 and Field Coordinator fee of \$450.00 are not charged until the start of the clinical or field phase and are non-refundable after the phase begins.

Refund Procedure

The College of Emergency Services (CES) provides instruction which meets the State of Oregon requirements.

By signing a Student Agreement, the student enrolls in the specified course and agrees that the enrollment is effective the date the Agreement is signed.

The student agrees to:

1. Agreement, which is nonrefundable.
2. Pay tuition and fees in full for the current course or sign a payment plan agreement.

*Fees include enrollment fee, insurance, lab fee, and technology fee.

Tuition may be paid by credit card, check, or money order. There will be a \$35.00 fee, in addition to tuition, for each check returned by the bank for insufficient funds or other reasons. Further, if monies due are not paid, the student will be placed on probation and subject to dismissal. Payment may be made by credit card at

<https://collegeofems.com/>.

The tuition refund will be made in accordance with Oregon Administrative Rules, specifically 583-030-0035 as follows:

After the program begins, a student who withdraws from a course is eligible for a partial refund through 234 (50% of 468) instructional hours. Refunds shall be based on unused instructional time and shall be prorated on an hourly basis for schools using a semester, quarter, or nontraditional calendar. Without specific Office approval, refund rates shall not be differentiated on the criteria of a student's source of income or loan repayment obligations except as otherwise required by law. In particular, the school shall treat federally aided and unaided students alike. There is no refund of tuition and fees after 234 hours of scheduled instruction.

Course Completion and Grading

Completion of the program is subject to the following criteria:

1. Successful completion of all section **major** exams: Fisdap unit exams specify the minimum passing grade on each exam
2. Completion of all assignments including quizzes and other assignments as specified
3. Participation in practical sessions and successful completion of all skills exams, rated on a "Pass/Fail" basis
4. Completion of the course didactic **final** cognitive exam with the specified minimum passing grade
5. Completion of the Program summative **capstone** cognitive exam with the specified minimum passing grade
6. Successful completion of the Program summative capstone affective evaluation
7. Completion of all requirements in the Student Minimum Competency (SMC)
8. Successful completion of ACLS, PALS, and ITLS or PHTLS, according to the pre-set guidelines of the course
9. Compliance with all attendance requirements
10. Quizzes and assignments must be completed in the specified time frame as assigned.

Additional Completion Requirements

Successful completion of the clinical portion of the education program, including a minimum of 248 hours in the hospital setting, with satisfactory completion of all required skills. The student must also successfully complete a clinical review with a school representative prior to proceeding to the field internship. The clinical portion of the education must be completed within three months of the start of the clinical rotation.

The first one-half of the scheduled 540 field hours is considered field experience. Field experience is: planned, scheduled, educational student time spent on an EMS unit, which may include observation and skill development, but which does not include field internship team leading and does not contribute to the capstone field internship. During this time the Paramedic intern becomes familiar with: the EMS agency and system where the experience is occurring, the agency equipment, and the agency protocols, and develops a working relationship with the preceptor.

The remainder of the field hours comprise the capstone field internship and allows the student to develop and practice high-level decision making by integrating and applying Paramedic learning in all educational domains. During this time the student assesses and manages patients in the pre-hospital environment and progresses to the role of Team Leader.

Successful completion of the capstone field internship requires completing all identified competencies and team leads and achieving ratings of three in all categories on the final major evaluation completed by the field Preceptor. The capstone field internship can be terminated at any time based on unsatisfactory performance.

The student may be dismissed at any point in the field internship for failure to show satisfactory forward progression, failure to meet requirements established in a performance improvement plan, failure to obtain satisfactory ratings by the preceptor based on number of hours completed, failure to attend internship shifts as stipulated, failure to communicate with the preceptor and program Field Internship Coordinator, or other unsatisfactory performance.

Students may not personally solicit hospitals, EMS agencies, or specific preceptors due to the political, organizational, and legal issues involved in establishing clinical internship opportunities. Failure to report to the clinical location or field agency on the assigned date and time will result in immediate dismissal from the program after the second occurrence.

Paramedic Associate of Applied Science Paramedic (AAS)

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the

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

The Paramedic course is an integral component of the Associate degree program. Upon successful completion the student is awarded a diploma for the Paramedic Associate of Applied Science degree.

Program Goal

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

Upon successful completion of this course, graduates are eligible to take the National Registry of EMT exam, the final step towards certification as a Paramedic.

Course Structure

The program consists of the following courses:

BIO 235	Anatomy & Physiology I, 4 credit hours, 96 clock hours, 6 weeks*
BIO 236	Anatomy & Physiology II, 4 credit hours, 96 clock hours, 6 weeks*
HS 171	Patient Care Management: Trauma, 10, credit hours, 210 clock hours, 14 weeks
HS 172	Patient Care Management: Medical, 10, credit hours, 210 clock hours, 14 weeks
HS 273	Clinical Rotations 5.5 credit hours, 248 clock hours, 13 weeks
HS 274	Capstone Field Internship, 12 credit hours, 540 clock hours, 15 weeks

*BIO 235 and 236 may be completed in residence or transfer credits if completed within the previous five years.

For course dates, refer to the Academic Calendar. Contact the Program Director for additional information: 971-236-9228 or visit <https://collegeofems.com/>.

The total length of the Paramedic program is a maximum of 68 weeks in length. In no case will the student have longer than 150% of that time to complete all phases of the Program. The Paramedic program is structured as courses and each course must be completed in no longer than 150% of the specified term length (see above). Courses are sequential and must be completed in the order above. Students who do not complete the Program in the maximum allowed time will have the option to withdraw or be dismissed from the Program.

Additional Course Hours Required for the Paramedic AAS Degree

Additional courses required for the Paramedic Associate degree include

1. 6.5 semester credits Emergency Medical Technician
2. 6 semester credits in English

3. 3 semester credits in Anthropology, Sociology or Psychology
4. 3 semester credits in Mathematics

All coursework must be at a 100 level or higher.

Biology courses must be at a 200 level or higher and may be taken in residence or transfer credits if completed within the five previous years.

These courses are not offered at the College of Emergency Services and transcripts must be provided according to the process below.

Transfer of Credits

The College of Emergency Services will consider accepting applicable course transfer credits from an institution accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). The evaluation includes review of transcribed credits hours and course descriptions for equivalency. The evaluation of the course(s) and recommendation to accept the course work is at the discretion of the Program Director in consultation with the Dean. All transfer credits must meet the standard of a passing grade to include non-punitive grades (pass/fail). The College of Emergency Services does not accept proficiency credits, non-credit courses, remedial courses, course withdrawals, or incomplete grades.

Credit for Life Experience

Credit granted for life experience is academic only, without financial credit for courses. Credit for life experience may be awarded upon documentation of appropriate experience(s) and/or academic testing and demonstration of professional skills (as appropriate). Credit for an Emergency Medical Technician may be granted based on verification of National Registry of Emergency Medical Technician certification. Testing and skills evaluation are conducted by College of Emergency Services faculty. The decision to grant credit is made by the Program Director.

Delivery Methods

Bio 235 and 236 are delivered in the traditional classroom format and include lecture, discussion, and laboratory experience including tissue dissection. HS 171 and 172 are delivered in the traditional classroom format and include lecture, discussion, case-based problems, skill practice, scenarios, and simulations. Clinical experiences occur during HS 273 and are conducted in acute healthcare settings where students practice patient assessment and skills as identified in the course syllabus and *Clinical Manual*. The field internship occurs in HS 274 and is conducted in the out of hospital setting with advanced life support emergency medical service response agencies and provides the student the opportunity to develop patient assessment and management and team leadership skills.

Course Descriptions

Anatomy and Physiology I

BIO 235

The first of a two-course sequence studying the structure and function of the human body and mechanisms for maintaining homeostasis. The course includes the study of: body organization; basic chemistry; cell structure; and the integumentary, skeletal, muscular and nervous systems (including special senses). Also included is a tissue

dissection lab. The focus of the course is on the necessary information that must be mastered to pursue Paramedic education. This course is 96 clock hours, completed in six weeks, and four semester credit hours are awarded.

Course Schedule

This class meets twice weekly, for eight instructional hours per day. The class is six weeks in length.

Attendance Requirements

The student may not miss more than 8 hours of class.

Anatomy and Physiology II

BIO 236

The second of a two-course sequence studying the structure and function of the human body and mechanisms for maintaining homeostasis. The endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, and the concepts of development, metabolism, fluid and electrolyte balance, and acid-base balance are included. Also included is an animal dissection lab. The focus of the course is on the necessary information that must be mastered to pursue Paramedic, healthcare or related education. This course is 96 clock hours completed in six weeks, and four credit hours are awarded. Completion of BIO 235 is required prior to progressing to BIO 236.

Class Schedule

This class meets twice weekly, for eight instructional hours per day. The class is six weeks in length.

Attendance Requirements

The student may not miss more than 8 hours of class.

HS 171 Course Description:

Topics include: roles and responsibilities of the paramedic, EMS systems and communications, documentation, ethics, ambulance operations, MCI command, rescue awareness, hazardous materials incidents, terrorism, and crime scene awareness. Pharmacology includes the pharmacodynamics and pharmacokinetics of medications, administration techniques, and therapeutic communications. Additional topics include medication mathematics, intravenous fluid and oxygen administration, basic and advanced airway management, surgical and non-surgical airways, and pharmacologic adjuncts used in airway management and ventilation. Traumatic emergencies review the pathophysiology, assessment and management of adult and pediatric patients with injuries involving various body systems. The Prehospital Life Support (PHTLS) course is included.

HS 171 Course Objectives

Discuss key tenets of ethics and professionalism; describe therapeutic communication; detail crew resource management; calculate drug dosages; complete scene and patient assessments; develop differential diagnosis; develop a treatment plan; complete a detailed history; manage a compromised airway; discuss pathophysiology and management of: respiratory failure, allergic reactions, pulmonary diseases, toxic

inhalation, shock, respiratory arrest, and traumatic injuries to the various body systems; discuss operational roles and responsibilities; and describe uses and maintenance of medical equipment.

HS 172 Course Description:

Topics include: pharmacology discussion includes the pharmacodynamics and pharmacokinetics of medications, administration techniques, and therapeutic communications. Additional topics include medication mathematics (dose calculation), intravenous fluid and oxygen administration, continued discussions for basic and advanced airway management, completion of the American Heart Association BLS Provider course, and pharmacologic adjuncts used in airway management and ventilation. Principles of basic electrocardiography and cardiovascular disease include: 3-lead EKG rhythm strip interpretation, management of cardiovascular related illness, ischemic heart disease and failure, cardiogenic shock, pericardial disorders, and hypo and hypertensive emergencies with patient specific assessment and associated pharmacologic interventions. Principles of advanced electrocardiography and respiratory system disease addresses: 12-lead EKG interpretation, axis deviation introduction to Advanced Cardiac Life Support (ACLS), and the recognition and treatment of illnesses related to the airway and respiratory system. Assessing and managing patients with specific medical conditions includes: neurologic emergencies, HEENT diseases, abdominal, genitourinary, and renal emergencies, toxicology, anaphylaxis, hematologic and immunologic emergencies, infectious disease, and home health care including patient specific assessment and associated pharmacologic interventions. Special population topics reviews obstetrics and gynecology, neonatology, pediatrics, gerontology, psychiatric and behavioral emergencies, and patients with special challenges including patient specific assessment and associated pharmacologic interventions. Pediatric emergencies are specifically addressed through use of the program text and participation in the Pediatric Advanced Life Support (PALS) course.

HS 172 Course Objectives

Identify key cardiac dysrhythmias; discuss the pathophysiology assessment and management of: ischemic heart disease, congestive heart failure, cardiogenic shock, hypotension and hypertension; discuss the mechanism of action, indications, contraindications, side effects, and dosage for a variety of cardiac related medications; describe illnesses associated with aging and patients with special needs; discuss the pathophysiology, assessment and management of patients with: neurologic emergencies, HEENT diseases, abdominal, genitourinary and renal emergencies, allergic reactions, hematologic and immunologic emergencies, and communicable diseases; identify various home health medications; discuss the pathophysiology, assessment and management of patients with obstetric emergencies, neonates, and pediatric patients.

Attendance

The student may not miss more than 24 hours of class for HS 171 and HS 172 combined.

HS 273 Hospital Clinical Rotations:

Scheduled according to hospital availability and typically consists of two to three days per week, pre-scheduled eight, ten, or twelve-hour shifts, for a period of approximately thirteen weeks. Shift length depends on the schedule provided by the clinical site. Students must be available for clinical scheduling 24 hours per week during this portion of the program. This phase is a minimum of 248 hours. Successful completion of HS 172 is required prior to entering HS 273.

HS 273 Hospital Clinical Rotations Course Description:

This course provides an opportunity to apply clinical concepts, strategies, and skills in a supervised hospital clinical environment. The clinical experience occurs after all core didactic, laboratory, and clinical experience has been successfully completed. This experience allows the student to assess patients in the hospital clinical environment and practice a variety of skills.

HS 274 Capstone Field Internship

Scheduled according to advanced life support (ALS) provider agency preceptor availability, and typically consists of two to four days per week, pre-scheduled eight, ten, twelve, or twenty-four-hour shifts, for a period of approximately 15 weeks. Shift length depends on the shift schedule of the preceptor. Students must be available for field internship scheduling 36 hours per week during this portion of the program. This phase is a minimum of 540 hours. Successful completion of HS 273 is required prior to entering HS 274. Students are expected to complete all internship hours, including the capstone portion of the internship, in the specified number of hours with no extension.

HS 274 Capstone Field Internship Course Description:

This course provides an opportunity to apply clinical concepts, strategies, and skills in a supervised field setting as a Paramedic intern. The capstone field internship occurs after all core didactic, laboratory, and clinical experience has been successfully completed. This experience allows the student to assess and manage patients in the prehospital environment where the student progresses to the role of team leader. Minimum team lead experience is established and is based on the depth and breadth of the Paramedic profession and must be successfully completed by each student.

Qualification for Admission

Applicants must be at least 18 years of age and possess a high school diploma or equivalent. Applicant must also hold an Oregon state EMT, EMT-I or AEMT license that is current and must have a current CPR card. Prior experience as an EMT, EMT-I or AEMT with an ambulance or fire service provider is preferred, but not required

Applicants are required to complete a pre-entrance assessment and interview. There is a \$55 nonrefundable application fee for this process. A background check, which includes a drug screen, is required prior to admission. The drug screen must be negative, regardless of prescriptions the candidate/student may possess. Some clinical sites may require an additional background check and drug screening prior to clinical assignment.

Required transfer credits may be completed and submitted prior to beginning the Paramedic AAS degree program or may be completed concurrently with the Paramedic AAS curriculum. In all cases all requirements must be met prior to conferring the Paramedic AAS degree.

CES AAS Paramedic

Enrollment fee	\$100.00
Tuition for: BIO 235 & BIO 236 Anatomy & Physiology	\$1,800.00
Tuition for: HS171, HS172, HS273, HS274 Paramedic	\$13,725.00
Insurance	\$350.00
Lab fee	\$600.00
Technology fee	\$100.00
Sub-total	\$16,675.00
Clinical Coordinator fee	\$400.00
Field Coordinator fee	\$450.00
Graduation fee	\$100.00
Total tuition and school fees	\$17,625.00

Withdrawal from a Course

The student has the right to cancel from a course at any time. If a student withdraws from a course of instruction before the first day of instruction, the student must provide a written cancellation notice to the school. Cancellation notice must be submitted either electronic or hard copy via surface delivery. Students cannot cancel by telephone. The institution shall remit a full refund within 30 days following the student's withdrawal.

Send the cancellation notice to:

College of Emergency Services
12438 SE Capps Rd
Clackamas, Oregon, 97015
Attn: Student Services

Email: CESAdmin@GMR.net

Students **must** cancel in writing. Students do not have the right to withdraw by telephoning the school or by not coming to class. The request to withdraw may be mailed, emailed or hand delivered to the address listed above.

If the amount that the student has paid is more than the amount the student owes for the time the student attended, then a refund of the unused portion of tuition and fees will be made within 30 days of withdrawal. If the amount the student owes is more than the amount that the student has already paid, the student will be required to make payment arrangements with the CES Business Office. There are no refunds after 306 (50% of 612) scheduled instructional hours. Students will be responsible for the full tuition and fees of \$17,275 to include enrollment fee, tuition, insurance, lab fee, and technology fees. The Clinical Coordinator fee of \$400.00 and Field Coordinator fee of \$450.00 are not charged until the start of the clinical or field phase and are non-refundable after the phase begins.

Refund Procedure

The College of Emergency Services (CES) provides Paramedic instruction which meets the State of Oregon requirements.

By signing a Student Agreement, the student enrolls in the specified course and agrees that enrollment is effective the date the Agreement is signed.

The student agrees to:

1. Pay an application fee according to the attached fee schedule, which is nonrefundable.
2. Pay tuition and fees in full for the current course or sign a payment plan agreement.

*Fees include enrollment fee, insurance, lab fee, and technology fee. Tuition may be paid by credit card, check, or money order. There will be a \$35.00 fee, in addition to tuition, for each check returned by the bank for insufficient funds or other reasons.

Further, if monies due are not paid, the student will be placed on probation and subject to dismissal. Payment may be made by credit card at <https://collegefems.com/>.

The tuition refund will be made in accordance with Oregon Administrative Rules, specifically 583-030-0035 as follows:

After the program begins, a student who withdraws from a course is eligible for a partial refund through 306 (50% of 612) instructional hours. Refunds shall be based on unused

instructional time and shall be prorated on an hourly basis for schools using a semester, quarter, or nontraditional calendar. Without specific Office approval, refund rates shall not be differentiated on the criteria of a student's source of income or loan repayment obligations except as otherwise required by law. In particular, the school shall treat federally aided and unaided students alike. There is no refund of tuition and fees after 306 hours of scheduled instruction.

Course Completion and Grading

Completion of the program is subject to the following criteria:

1. Successful completion of all section **major** exams: Fisdap unit exams specify the minimum passing grade on each exam
2. Completion of all assignments including quizzes and other assignments as specified
3. Participation in practical sessions and successful completion of all skills exams, rated on a "Pass/Fail" basis
4. Completion of the course didactic **final** cognitive exam with the specified minimum passing grade
5. Completion of the Program summative **capstone** cognitive exam with the specified minimum passing grade
6. Successful completion of the Program summative capstone affective evaluation
7. Completion of all requirements in the Student Minimum Competency (SMC)
8. Successful completion of ACLS, PALS, and ITLS or PHTLS, according to the pre-set guidelines of the course
9. Compliance with all attendance requirements
10. Quizzes and assignments must be completed in the specified time frame as assigned.

Additional Completion Requirements

Successful completion of the clinical portion of the education program, including a minimum of 248 hours in the hospital setting, with satisfactory completion of all required skills. The student must also successfully complete a clinical review with a school representative prior to proceeding to the field internship. The clinical portion of the education must be completed within three months of the start of the clinical rotation.

The first one-half of the scheduled 540 field hours is considered field experience. Field experience is: planned, scheduled, educational student time spent on an EMS unit, which may include observation and skill development, but which does not include field internship team leading and does not contribute to the capstone field internship. During this time the Paramedic intern becomes familiar with: the EMS agency and system where the experience is occurring, the agency equipment, and the agency protocols, and develops a working relationship with the preceptor.

The remainder of the field hours comprise the capstone field internship and allows the student to develop and practice high-level decision making by integrating and applying Paramedic learning in all educational domains. During this time, the student assesses and manages patients in the pre-hospital environment and progresses to the role of Team Leader.

Successful completion of the capstone field internship requires completing all identified competencies and team leads and achieving ratings of three in all categories on the final

major evaluation completed by the field Preceptor. The capstone field internship can be terminated at any time based on unsatisfactory performance.

The student may be dismissed at any point in the field internship for failure to show satisfactory forward progression, failure to meet requirements established in a performance improvement plan, failure to obtain satisfactory ratings by the preceptor based on number of hours completed, failure to attend internship shifts as stipulated, failure to communicate with the preceptor and program Field Internship Coordinator, or other unsatisfactory performance.

Students may not personally solicit hospitals, EMS agencies, or specific preceptors due to the political, organizational, and legal issues involved in establishing clinical internship opportunities. Failure to report to the clinical location or field agency on the assigned date and time will result in immediate dismissal from the program after the second occurrence.

This school is licensed under Chapter 28C.10RCW. Inquiries or complaints regarding this private vocational school may be made to the: Workforce Board, 128-10th Avenue, Southwest, Box 43105, Olympia Washington, 98504. Web: wtb.wa.gov. Phone: 360 753-5662, Email address: wtecb@wtb.wa.gov.

Paramedic Associate of Applied Science (AAS) Degree Requirements

The College of Emergency Services is authorized to confer the Associate of Applied Science (AAS) degree: Paramedic. This degree is awarded upon satisfactory completion of all requirements. The Associate degree includes 64 semester credit hours (SCHs) and 15 of those credits must qualify as general education. Within the general education credits, 6 SCH of English Composition are required.

The AAS Paramedic degree requires successful completion of the following courses (or equivalents):

• Emergency Medical Technician*	6.5 SCH
• BIO 235 Anatomy & Physiology I	4 SCH
• BIO 236 Anatomy & Physiology II	4 SCH
• HS171 Paramedic	10 SCH
• HS172 Paramedic	10 SCH
• HS273 Paramedic	5.5 SCH
• HS274 Paramedic	12 SCH
• Anthropology, sociology, or psychology	3 SCH
• Math	3 SCH
• English	6 SCH

All coursework must be at a 100 level or higher.

Biology courses must be at a 200 level or higher.

These courses are not offered at the College of Emergency Services and official transcripts must be provided according to the process below.

*Six and a half semester hours of credit may be granted if the student provides proof of initial certification as an EMT by the National Registry of Emergency Medical Technicians.

Students must complete a minimum of 25% of all credit hours in residence at the College of Emergency Services to be awarded an Associate degree.

Enrolling students should be aware that the Oregon Department of Health Services, Office of EMS & Trauma, currently requires Paramedic graduates to have an Associate degree to be eligible for Paramedic license in Oregon. Students who have already completed an approved Associate degree before entering the Paramedic program may qualify to be eligible for Oregon license by completing the College of Emergency Services Paramedic Program. Students who do not have an Associate degree upon entering the College of Emergency Services Paramedic AAS program may obtain the AAS through the College of Emergency Services by transferring completed credits as specified in the degree plan.

Note: Oregon Administrative Rule 583-030-0035(5)(b)(B) states that "no more than 25% of an undergraduate degree program may be earned through challenge examinations.

Appendix A

Faculty & Staff

Faculty	Position	Status	Conferring Institution
David P. Lehrfeld, MD	Program Medical Director	Part time	MD, Oregon Health and Science University, Portland, OR
Andi Pumarejo, BS, Paramedic	Program Director	Full time	Columbia Southern University, Orange Beach, AL
Cameron Carpenter, AA, Paramedic	Lead Instructor	Full Time	Oregon Institute of Technology, Wilsonville, OR
Michele Claassen, AGS, Paramedic	Clinical and Field Internship Coordinator	Full Time	Mt. Hood Community College
Mo Slusher, MS	Adjunct Instructor - Anatomy & Physiology	Part Time	Portland State University

Lori Burns, RN, MSN	Chief Academic Officer	Full Time	MS, Nursing Administration, University of San Diego, San Diego, CA BS, Nursing, Viterbo University, La Crosse, WI
Margaret Franklin, MSA	Director of Education Services	Full time	Master of Science in Administration, Central Michigan University BS, Business and Management, University of Maryland University College BS, Management/Human Resources, Park University
Lena Rohrbaugh, Paramedic	Director Learning Administration	Full Time	
Charise Arthur	Manager of Business Administration	Full time	
Zach Williams, AAS	Program Assistant II	Full Time	AAS, Administrative Professional, Clackamas Community College