



2026 PROGRAM CATALOG



EFFECTIVE DATES

**JANUARY 1, 2026
TO
DECEMBER 31, 2026**

**DON'T WAIT!
CLASSES FILL UP
FAST!**

**Emergency Medical Technician (EMT)
Emergency Medical Responder (EMR)
Office of State Fire Marshal of California (OSFM)
State Fire Training Courses**

**American Health Education, Inc.
3174 Constitution Drive
Livermore, CA 94551
Ph: (800) 483-3615**

**Email: register@americanhealtheducation.com
Website: www.americanhealtheducation.com**

Table of Contents

General Information

Academic calendar	5
Admission requirements	14
Application process	15
Cancellation, Withdrawal, Refund	20-22
Course location	4
Education Prerequisites	14
Enrollment agreement	15
Facility	8
Faculty	7
Mission statement	3
Office of Student Assistance Relief (OSAR)	3
Program approval	4
Program delivery	8
Questions or complaints	4,24-25
Record-keeping policy	29-30
Refunds	20-22
Transfer of credit	24,29

Course Descriptions/Objectives

Continuing education- OFSM-California State Fire Training Courses	12-13
Educational objectives	13
Emergency Medical Technician (EMT-Basic)	9-11
SOC code	11
Emergency Medical Responder (EMR)	12

Academic Regulations

Academic standards	15
Attendance policy	16
Dismissal	17-18
Leave of absence	18-19
Maximum allowable timeframe	15-16
Probation and suspension	16
Program reinstatement	19-20
Student conduct	17

Student Services

College Credit (Transfer of Credit)	24
Housing	22
Financial aid	22
Job placement	23
Learning and physical disabilities	23
Library and other resources	23
Tutoring	23

Tuition Policies, Fees, and Expenses

EMT Basic tuition	25-28
EMT Basic payment plan	22-23
Student Tuition Recovery Fund	28-29
Tuition payment	25-27
Tuition refund	20-22

NOTICE: As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The school catalog is available to prospective students or the general public on the school's website at www.americanhealtheducation.com. The school catalog is updated annually. In cases where changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation occur, we will provide an addendum appended to the end of the catalog and published on our website at www.americanhealtheducation.com.

This catalog includes programs that are approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state approved programs:

Emergency Medical Technician – Basic

Company Officer 2A-Human Resource Management

Instructor I

Instructor II

Emergency Medical Responder

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option # or by visiting <https://osar.bpppe.ca.gov>.

MISSION STATEMENT

American Health Education, Inc. (AHE) is dedicated to providing the highest level of quality education to the pre-hospital and hospital medical professional and fire service personnel. Our commitment begins by preparing our students with the knowledge, skills and competencies necessary to excel in their profession and continues post-graduate through our efforts to provide continuing education.



GENERAL INFORMATION

Main Location:

3174 Constitution Drive
Livermore, CA 94551

Satellite Locations:

Modesto

4210 Kiernan Avenue
Modesto CA 95356

Berkeley

2470 Telegraph Ave
Berkeley, CA 94704

Contact information

Phone: 800-483-3615

Email address: register@americanhealtheducation.com

Web address: www.americanhealtheducation.com

INSTITUTIONAL APPROVAL

American Health Education, Inc. is a private institution and is approved to operate by the Bureau for Private Post-Secondary Education. Approval to operate means we are in compliance with the California Private Postsecondary Education Act of 2009.

American Health Education, Inc. is not accredited by an accrediting agency recognized by the United State Department of Education. Students are not eligible for federal financial aid programs.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 North Market Blvd., Suite 225
Sacramento, CA 95834
P.O. Box 980818
West Sacramento, CA 95798-0818
Web site: www.bppe.ca.gov
Toll Free: (888) 370-7589 or (916) 574-8900
Fax: (916) 263- 1897

PROGRAM APPROVAL

- Alameda County Emergency Medical Services Agency
510-267-8000 or www.acphd.org/ems.aspx
- Stanislaus County Emergency Medical Services Agency
209-552-3600

QUALITY REVIEW BOARD

The Quality Review Board will be comprised of the Program Director, the EMT Coordinator, and the Director. The main purpose of the Board is to make sure the School is providing the best education possible to the students by conducting periodic review of the student satisfaction evaluations and implementing quality improvement measures when necessary. The Board is responsible for ensuring compliance with all regulatory and licensing agency requirements. In addition, the Board is also tasked with being the neutral third party if a problem between the school and the student arises.

ACADEMIC CALENDAR

AHE academic calendar runs January-December. We offer weekend and weekday EMT-Basic courses throughout the year, each course having its own start/end date. California State Fire Training courses are offered throughout the year. No classes will be held on the following holidays: New Year's January 1, President's Day February 16, Memorial Day May 25, Independence Day July 3, Labor Day September 7, Thanksgiving Holiday November 23-29, Christmas Holiday December 21-25.

EMT BASIC WEEKDAY TRAINING COURSES:

Accelerated 5-week course - *LIVERMORE LOCATION*

- **January 2026**
Classroom & Field Phase 1/5/2026-2/5/2026 (Mon-Thurs)
- **February 2026**
Classroom & Field Phase 2/9/2026-3/12/2026 (Mon-Thurs)
No class 2/16, attend 2/20 Friday
- **March 2026**
Classroom & Field Phase 3/16/2026-4/16/2026 (Mon-Thurs)
- **April 2026**
Classroom & Field Phase 4/20/2026-5/21/2026 (Mon-Thurs)
- **May 2026**
Classroom & Field Phase 5/26/2026-6/25/2026 (Mon-Thurs)
- **June 2026**
Classroom & Field Phase 6/23/2026-7/24/2026 (Tues-Fri)
No class 7/3 attend 6/29-7/2 Mon-Thurs
- **July 2026**
Classroom & Field Phase 7/6/2026 – 8/6/2026 (Mon-Thurs)
- **July 2026**
Classroom & Field Phase 7/28/2026-8/28/2026 (Tues-Fri)
- **August 2026**
Classroom & Field Phase 8/10/2026-9/11/2026 (Mon-Thurs)
No Class 9/7 Attend 9/8-9/11 Tues-Fri
- **September 2026**
Classroom & Field Phase 9/15/2026- 10/15/2026 (Mon-Thurs)
- **October 2026**
Classroom & Field Phase 10/19/2026- 11/19/2026 (Mon-Thurs)
- **November 2026**
Classroom & Field Phase 11/10/2026- 12/18/2026 (Tues-Fri)
No Class 11/24-11/27 Thanksgiving Holiday

Accelerated 5-week course – *MODESTO LOCATION* :

- **January 2026**
Classroom & Field Phase 1/12/2026-2/12/2026 (Mon-Thurs)

- **February 2026**
Classroom & Field Phase 2/17/2026-3/19/2026 (Mon-Thurs)
No class 2/16, attend 2/20 Friday
- **April 2026**
Classroom & Field Phase 4/27/2026-5/29/2026 (Mon-Thurs)
NO CLASS 5/25 Attend 5/26-5/29
- **June 2026**
Classroom & Field Phase 6/8/2026-7/9/2026 (Mon-Thurs)
- **July 2026**
Classroom & Field Phase 7/13/2026-8/13/2026 (Mon-Thurs)
- **August 2026**
Classroom & Field Phase 8/17/2026- 9/17/2026 (Mon-Thurs)
No Class 9/1 Attend 9/2-9/5 Tues-Fri
- **September 2026**
Classroom & Field Phase 9/21/2026-10/22/2026 (Mon-Thurs)

Accelerated 5-week course – *BERKELEY LOCATION*

- **February 2026**
Classroom & Field Phase 2/17/2026-4/1/2026 (Tues/Wed/Thurs)
- **April 2026**
Classroom & Field Phase 4/6/2026-5/19/2026 (Mon/Tues/Wed)
- **May 2026**
Classroom & Field Phase 5/26/2026-6/26/2026 (Tues-Fri)
- **July 2026**
Classroom & Field Phase 7/13/2026-8/13/2026 (Mon-Thurs)
- **September 2026**
Classroom & Field Phase 9/8/2026-10/22/2026 (Tues/Wed/Thurs)
- **November 2026**
Classroom & Field Phase 11/3/2026- 12/11/2026 (Tues-Fri)
No Class 11/24-11/27 Thanksgiving Holiday

EMT BASIC WEEKEND TRAINING COURSES:

Weekend course:

- **January 2026- 10 weeks- *BERKELEY LOCATION***
Classroom & Field Phase 1/10/2026- 3/15/2026 (Sat/Sun)
- **February 2026-7 weeks- *LIVERMORE LOCATION***
Classroom & Field Phase 2/6/2026- 3/21/2026 (Fri/Sat/Sun)
- **March 2026- 10 weeks *MODESTO LOCATION***
Classroom & Field Phase 3/20/2026- 5/2/2026 (Fri/Sat/Sun)
- **March 2026- 10 weeks- *BERKELEY LOCATION***
Classroom & Field Phase 3/21/2026- 5/31/2026 (Sat/Sun)
Class 5/23, 5/24
- **August 2026- 7 weeks- *BERKELEY LOCATION***
Classroom & Field Phase 8/14/2026-9/26/2026 (Fri/Sat/Sun)
- **October 2026- 10 weeks *MODESTO LOCATION***
Classroom & Field Phase 10/3/2026-12/13/2026 (Fri/Sat)
NO Class 11/28, 11/29 Thanksgiving Holiday
- **October 2026- 7 weeks- *LIVERMORE LOCATION***
Classroom & Field Phase 10/9/2026- 11/21/2026 (Fri/Sat/Sun)

The field phase may be completed concurrently with the didactic phase, or within two-weeks of didactic completion. Dates and times are subject to change. **Scheduled classes may be cancelled at the discretion of AHE.**

FACULTY

AHE EMT Primary Instructors are required to have a minimum of five (5) years field experience in EMT-Basic and/or EMT-Paramedic, have attended a 40-hour instructional methodology class or equivalent, and maintain a current EMT-B or EMT-P license. State Fire Training Instructors are certified by the Office of State Fire Marshal. They maintain a current valid certification, have at least five (5) years teaching experience, are knowledgeable, current, and skillful in the subject matter.

- CAO/EMT Program Director: Chris Seymour, EMT-P
- Medical Director: Gerald Nazareno, M.D.
- School Director, Admissions/Records: Yvette Surendran
- Registration/Enrollment Specialist: Jahmela Quan-Tong
- EMT Coordinator /Scheduler: Nicole Phillips

Chris Seymour, EMT-P, Chris has a Master of Arts degree in Leadership Studies from Saint Mary's College. He has over 18 years of professional executive level healthcare leadership working for bay area EMS training organizations, and served as Vice President managing the operations for over 200 employees of a 24/7 multi-county local ambulance service. Chris has had a current EMT-P license since 2001 and numerous EMS related professional certifications. He serves as the AHE EMT Program Director, CEO, CAO for American Health Education, Inc.

Kevin Rose, EMT-B - Primary Instructor- Berkeley- Kevin has been a licensed EMT-B since 2017 and has EMT field experience working for Norcal Ambulance since 2018. He has served as the Lead EMT Skills Instructor for AHE since 2022. Kevin is authorized to teach EMT-B and holds a California State Fire Training (OSFM) 40-hour Instructor I Certification.

Terrance Hogue, EMT-P Is a licensed Paramedic with over 25 years of EMS training experience. He previously worked for San Francisco Fire Department, Division of Training over 10 years and served as adjunct faculty instructor at Las Positas Community College. Terry is certified to teach EMT-B, holds a *NAEMSE Instructor certification* and has worked as a primary instructor for AHE since 2005.

Barry Rose, EMT-P, Barry is a licensed Paramedic, retired Battalion Chief with over 29 years' experience in leadership, and excellence in skills and training. He has taught OSFM courses for AHE since 2012 and is an approved California State Fire Training Instructor who teaches a number of State Fire Training courses including Company Officer 2A, 2B, Instructor I and II.

Stuart Sant, EMT-P, Primary Instructor- Modesto. Stuart is a licensed paramedic with over 10 years of EMS training experience. He previously worked as paramedic skills instructor for Las Positas Community College and led EMS training for Murphy's Fire Protection District. He holds a California State Fire Training (OSFM) 40-hour Instructor I and II Certification and serves as the primary EMT Instructor in the AHE Modesto satellite location.

FACILITIES AND EQUIPMENT

American Health Education, Inc. is located off highway 580 in Livermore, 3174 Constitution Drive Livermore, CA 94551. The facility is approximately 13,000 square feet with the office environment clean and spacious. There is an administrative office, three (3) classrooms, a library with computer lab/learning resource area, copy machine, equipment storage room, and records storeroom. The common area includes two (3) restrooms, refrigerator, microwave, kitchenette, coffee maker, and hot/cold water cooler.

The classrooms can accommodate 16-35 students and include state-of- the art audiovisual equipment, DVD player, laptop computer, wireless internet access and dry-erase whiteboards. The classroom skills labs are outfitted with backboards, traction equipment, medical supplies, hospital gurney, ambulance gurneys, manikins, AED's, one school ambulance and other equipment related to healthcare training and emergency medical services profession. We have plenty of parking spaces available for free student parking.

AHE's Modesto satellite location is located at 4210 Kiernan Avenue Modesto CA 95356. This is a classroom teaching location comprised of one classroom to accommodate up to 15 students. The common area includes restrooms, refrigerator, microwave, kitchenette, coffee maker, and hot/cold water cooler. The classroom is fitted with state-of-the art audiovisual equipment, laptop computer, wireless internet access and dry-erase whiteboards. The site includes an equipment storage room outfitted with EMT equipment: backboards, traction equipment, medical supplies, ambulance gurneys, manikins, AEDs, and other equipment and medical supplies required for emergency medical services training.

AHE's Berkeley satellite location is located at 2470 Telegraph Avenue, Berkeley, CA 94704. This is a classroom teaching location comprised of one classroom to accommodate up to 20 students. The common area includes restrooms, refrigerator, microwave, coffee maker, and water cooler. The classroom is fitted with state-of-the art audiovisual equipment, laptop computer, wireless internet access and dry-erase whiteboards. The site includes an equipment storage room outfitted with EMT equipment: backboards, traction equipment, medical supplies, ambulance gurney, manikins, AEDs, and other equipment and medical supplies required for emergency medical services training.

PROGRAM DELIVERY/ENGLISH PROFICIENCY

All course content is delivered through the use of PowerPoint Slide directed lecture and is presented in English. The student must have the ability to read and write English at the level of a graduate of an American high school.

COURSE DESCRIPTIONS

Emergency Medical Technician (EMT Basic) Description

The EMT Basic training offered by American Health Education, Inc. fulfills all of the training requirements set forth by the State Of California in Title 22 of the California Code of regulations. The course curriculum includes all items outlined in Title 22, and is designed to guide students to successful completion of National Registry EMT-Basic Exam, which is required by the State of California for EMT certification, and this will allow students to work as an Emergency Medical Technician (SOC code 29-2042). Additionally, this course conforms to the National Standard EMT-Basic Curriculum formulated by the U.S. Department of Transportation. The course is divided into two sections: didactic instruction and skills training (160 hours) and supervised clinical experience (field ride-along 24 hours). Upon successful completion of all phases of training, a completion certificate will be awarded that will allow the student to apply for National Registry Certification and subsequent state certification as an EMT.

Course Content – EMT Basic

The American Health Education, Inc. EMT Basic training program is designed on a modular basis and includes lecture, recitation, laboratory skills training, and externship.

Didactic Breakdown with Module Clock Hours

Module	Title	Hours
Module 1	Preparatory	16
Module 2	Airway	16
Module 3	Patient Assessment	24
Module 4	Medical Emergencies	24
Module 5	Trauma	24
Module 6	Special Patient Populations	16
Module 7	Operations	8
Module 8	Advanced Airway Management	8
Module 9	MCI- Mass Casualty Incident	8
Module 10	Written Final/ Skills Testing	8
Module 11	National Registry Skills Test	8
Assigned Skills Days*		10
Total Hours	Didactic instruction and skills training	160
Field Training- externship		24
Total Hours		184

The skills laboratory days are integrated into the didactic portion of the EMT Training program. These days combine cognitive information learned during lecture and apply that information into psychomotor skills.

Module 1 – Preparatory is 16 hours and is an introduction to Emergency Medical Technician. The main topics covered are:

- The EMS System
- Components of the EMS System
- Personal Protection
- Scene Safety
- Body Systems
- Lifting/Moving Patients
- Patient consent/refusal
- Medical/Legal/Ethics
- Scope of Practice
- Anatomical Terms

Module 2 – Airway is 16 hours and is an introduction to Airway Management.

The main topics covered are:

- Respiration
- Techniques of Artificial Ventilation
- Airway Adjuncts
- Suctioning
- Oxygen Therapy

Module 3 – Patient Assessment is 24 hours and is an introduction to assessing a patient related to the EMT. The main topics covered are:

- Scene Size-up
- Initial Assessment
- Vital Signs
- SAMPLE History
- Pre-hospital Care Report
- Focused History/Physical Exam
- Verbal Reports
- Detailed Physical Exam
- Ongoing Assessment
- Special Documentation Issues
- Communication Systems/Radio

Module 4 – Medical Emergencies is 24 hours and is an introduction to medical emergencies and how to interpret them. The main topics covered are:

- General Pharmacology
- Medications EMT can administer
- Respiratory Emergencies
- Cardiac Emergencies
- Cardiac Anatomy/Physiology
- Cardiac Arrest/ compromise
- Acute Abdominal Emergencies
- Diabetic Emergencies
- Altered Mental Status Emergencies
- Allergic Reactions
- Poisoning/Overdose Emergencies
- Environmental Emergencies
- Behavioral Emergencies
- OB/GYN Emergencies
- Childbirth

Module 5 – Trauma is 24 hours and is an introduction to Trauma emergencies how to interpret them. The main topics covered are:

- Bleeding and Shock
- Soft Tissue Injury
- Burns
- Musculoskeletal Injury
- Splinting
- Head & Spine Injuries
- Spine Injury Immobilization
- Multiple Trauma Patient

Module 6 – Special patient populations is 16 hours and is an introduction to patients with special needs. The main topics covered are:

- Infants & Children
- Child Abuse and Neglect
- Pediatric trauma
- Special Needs Patients
- Geriatric Patients
- Developmental Characteristics of Infants and Children

Module 7 – Operations is 8 hours and covers ambulance operations, terrorism, HazMat, and special rescue situations. The main topics covered are:

- Ambulance Operations
- Air Rescue
- Vehicle Rescue
- Hazardous Materials
- MCI
- EMS response to Terrorism

Module 8 – Advanced airway management is 8 hours and covers advanced airway management techniques. The main topics covered are:

- Anatomy and Physiology
- Management of the Airway

Module 9 – MCI –Mass Causality Incident is 8 hours.

Module 10 – Final Written and Skills tests the necessary skills and knowledge for certification an EMT. – 8 hours

Module 11 – National Registry final skills test- 8 hours

National Registry Examination (NREMT)

To obtain EMT certification in the State of California, all students are required to pass the National Registry of EMT's Exam. The National Registry Exam consists of two parts – cognitive and psychomotor. To be eligible to take the National Registry Exam the student must successfully complete the following phases of the program:

- Didactic Phase – 160 hours
- Field Externship Phase – 24 hours minimum, with at least 10 patient contacts

Upon successful completion of all phases of the program, the student will be given a course completion certificate that will be used as proof of meeting the requirements to take the National Registry Exam. Once successfully completing the NREMT written/cognitive examination, students will qualify to apply for State certification.

EMT Certification Requirements

The Emergency Medical Services Authority (EMSA) of California (<http://www.emsa.ca.gov/>) specifies requirements for EMT-Basic certification. Once you pass NREMT and receive your NREMT certification (valid for two years) you are eligible to apply to the local/county Emergency Medical Services Authority (LEMSA). State EMT certification is valid for 2 years from the date of certification issued by LEMSA. The eligibility requirements for EMT certification in California are as follows:

1. Graduate from a State approved EMT Training Program
2. Pass the NREMT cognitive examination and psychomotor examination (valid for two years)
3. Have a current Basic Life Support (BLS) certification
4. Be eighteen (18) years of age or older
5. Complete the criminal history background check requirement. The certifying entity shall receive the State and Federal criminal background check results before issuing an initial certification
6. Complete an application and pay established fee.

Please check with your local county/state Emergency Medical Services Authority for required application and fees or other information (<http://www.emsa.ca.gov/>).

Job Classification/Position/Salary

- United States Department of Labor's Standard Occupational Classification (SOC) code: 29-2042 Emergency Medical Technicians and Paramedics
- Employment Position: Emergency Medical Technician
- Salary References/Disclosures:
 - CA State- EDD- <http://www.labormarketinfo.edd.ca.gov/OccGuides>
 - US Bureau of Labor Statistics- <https://www.bls.gov/bls/blswage.htm>

Emergency Medical Responder (EMR) Description

Emergency Medical Responders are a vital part of the comprehensive EMS response. EMR's have the knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS resources. This is a 12-day, 64-hour course and includes academic lectures, hands on psychomotor skills and summative/formative assessments. Students who successfully complete all school requirements will be eligible for a certificate of completion and approval to test for the NREMT Cognitive and Psychomotor examination. This course is a great precursor for students wishing to take on a broader scope of practice and increased responsibility in emergency medical services. EMR will prepare you to continue your education by enrolling in an EMT course. This progression allows for a deeper understanding of anatomy, medical emergencies, trauma care, and patient transport. Check website for course dates-www.americanhealtheducation.com.

Continuing Education Course Description

Office of State Fire Marshal-California State Fire Training

American Health Education, Inc. offers California Office of the State Fire Marshal (OFSM)-State Fire Training (SFT) Courses. All courses are filed and approved by SFT and listed on the SFT website. Please check the OSFM website -<https://osfm.fire.ca.gov/what-we-do/state-fire-training> for current SFT certifications, full course description and prerequisites. Student manuals are available and downloadable for most courses. Please bring the required student materials to class. Upon completion the student will receive the course certificate from State Fire Training. SFT certification process and requirements can be found at <https://osfm.fire.ca.gov/what-we-do/state-fire-training/professional-certifications>. AHE will provide students with "Proof of Attendance". Check website for course dates-www.americanhealtheducation.com.

Company Officer 2A-Human Resource Management (40 hr)

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. Designed For: Aspiring company officers. Prerequisites: Meet the educational requirements for Fire Fighter II. Required Student Materials: Fire and Emergency Services Company Officer, fifth edition, International Fire Service Training Association, 2014, 9780879395643, The third edition and fourth edition are also acceptable. Pocket Guide to the Firefighters Procedural Bill of Rights Act. At the completion of the class, AHE will provide students with "Proof of Attendance". No fee to student for course materials.

Instructor I- (40 hr)

This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction. Designed For: Personnel preparing for a college level fire instructor, Company Officer, or SFT Certified Training Instructor position. Prerequisites: None, but the following courses are recommended: Introduction to the Incident Command System (IS-100.B), FEMA or National Incident Management System (IS-700.A), FEMA. Required Student Materials: Fire and Emergency Services Instructor (ISBN 9780879394417) 8th IFSTA, Fire Service

Instructor: Principles and Practice (ISBN: 9781449670832). At the completion of the class, AHE will provide students with "Proof of Attendance". No fee to student for course materials.

Instructor II- (40 hr)

This course provides the skills and knowledge needed for the intermediate level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications and the 2012 edition of NFPA 1403 Standard on Live Fire Training Evolutions. At the end of this course, candidates for Instructor II certification will be able to develop lesson plans and evaluation instruments, teach and deliver instruction, and evaluate and coach other instructors, analyze resources and formulate a program budget. Designed For: Personnel preparing for a college level fire instructor, Company Officer, or SFT Certified Training Instructor position. Prerequisites: Instructor I:Instructional Methodology Introduction to the Incident Command System (IS-100.B), FEMA OR National Incident Management System (IS-700.A), FEMA. Required Student Materials: Fire and Emergency Services Instructor (ISBN 9780879394417) 8th IFSTA, Fire Service Instructor: Principles and Practice (ISBN: 9781449670832) 2nd edition. At the completion of the class, AHE will provide students with "Proof of Attendance". No fee to student for course materials.

EDUCATIONAL OBJECTIVES

EMT- Basic

The EMT program is based upon the California EMS Authority and the National Registry of Emergency Medical Technicians and adhere to the Department of Transportation's National Standard Training Curricula:

- To develop the EMT student to understand what it means to be an EMT. This includes the career field of Emergency Medical Systems and the Roles and Responsibilities of the EMT in the EMS field.
- To prepare EMT students who are competent in cognitive, psychomotor and effective learning domain to enter the EMS profession.
- To provide the EMT student with the knowledge, skills, and ability to provide top level care and function safely and effectively in the pre-hospital environment.
- The EMT student will be able to demonstrate competency and proficiency in basic EMT skills with each patient encounter.
- To prepare the EMT student to successfully complete the National Registry Certification Examination.

Emergency Medical Responder (EMR)

The EMR course will provide students with the knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS resources. Students learn:

- To provide immediate lifesaving care to critical patients.
- To provide assistance to higher-level personnel at the scene of emergencies and during transport.
- To perform basic interventions with minimal equipment.
- To prepare the EMR student to successfully complete the National Registry Licensure Examination.

State Fire Training

- To provide training and education in fire protection methods and responsibilities through instruction of the California Office of State Fire Marshal State Fire Training courses.

ADMISSION REQUIREMENTS

EMT-Basic: To qualify for this program, each applicant must have:

- Proof of age- 18 years or older
- High School Diploma, GED, transcripts or equivalent proof of HS education level or higher
- Current ID/Driver's License
- Current Health Insurance- Medical coverage card copy
- American Heart Association (AHA) BLS Certification -healthcare provider level- no equivalent certification accepted

Test/vaccination record/results for:

- ✓ Tuberculosis (TB) skin test (current = within six months prior to the start of class)
- ✓ Current Tdap (current=within 10 years)*
- ✓ Current MMR (Measles, Mumps and Rubella) vaccination (current=two doses in lifetime)*
- ✓ Current Hepatitis B vaccination (At least shot #1 in series)
- ✓ Current Varicella vaccination (current=two doses in lifetime)*
- ✓ Flu shot (for winter courses only; prior to start of class)
- ✓ COVID-19 Vaccination (Recommended- Declination available)

* If vaccination records are unavailable, a **Positive Titer** can be substituted for MMR, Hep B, Tdap and Varicella

- Social Security Number- This program leads to a career requiring state licensure therefore, students must possess a Social Security number for enrollment (<http://www.emsa.ca.gov/emt/>). A Social Security number is required by California law to complete the EMT certification process in California.

AHE offers the opportunity for enrollment to students who are not eligible for state licensure.

The applicant will be required to sign a document stating they understand they are not eligible for state licensure and their objective for taking the course is other than state licensure.

A background check is mandatory for each student and will be conducted during the first week of class.

Emergency Medical Responder (EMR): To qualify for this program, each applicant must have:

- Proof of age- 18 years or older
- High School Diploma, GED, transcripts or equivalent proof of HS education level or higher
- Current California ID/Driver's license

EDUCATIONAL PREREQUISITES

EMT-Basic: This program requires that all students possess a current American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

Physical considerations: EMT students must possess sufficient ability to: Lift at least 50 lbs unassisted, stand, carry, and balance on uneven terrain. Stoop, kneel, climb, crouch and crawl as needed to reach patients and safely remove and transport. Carry and utilize emergency medical equipment appropriately. Communicate verbally to patients, physicians, nurses, and co-workers. Hear, understand, and react quickly to verbal instructions and patient needs. In addition, students must be able to travel to field training sites as assigned and work varying shifts and hours as assigned.

EMT APPLICATION PROCESS

All interested applicants must submit a complete application and required documents. A payment of \$550, includes a non-refundable registration fee of \$250, and is required to secure a slot in the program. Prospective students may tour the facility and discuss program information. The enrollment agreement will be executed before the first day of class. All required registration fees and documents must be provided as listed in the enrollment agreement.

ENROLLMENT AGREEMENT

Students must sign an enrollment agreement (EA) before beginning a course at AHE. The agreement includes information pertaining to tuition and fees, attendance, course details- dates, location, time, STRF fees, cancellation, course certificates, transferability, and other related matters. The enrollment agreement is legally binding when signed by the student and accepted by the institution.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

ACADEMIC STANDARDS- EMT and EMR Programs:

In order to maintain enrollment in the classroom or didactic phase of training, a student must maintain the following:

1. A cumulative average of minimum of **eighty percent (80%)** on all examinations, quizzes and assignments administered throughout the entire classroom program.
2. Complete and pass all skills assignments or skills testing.
3. Complete final with a passing (minimum 80%) score
4. Complete skills finals stations with a passing score.
5. Students may repeat a skills station only once and only under the approval of the Program Director.

GRADING SCALE

AHE uses a standard grading scale for all tests and quizzes. All cumulative grades must be kept above the National Standard Minimum Acceptable Grade of 80%. All grades will be based on the following grading scale:

- **Didactic Grading Scale**
 - 100-90 = A
 - 89-80 = B
 - 79-0 = F
- **Clinical Grading Scale (EMT)**
 - The clinical time for EMT is observational only and consists of a minimum of 24 hours and 10 patient contacts. No letter grade is given.

Maximum Allowable Time Frame

The maximum allowable time frame for completion of an EMT program is 150% of the total time of the program. If a student feels that he or she is going to exceed the maximum allowable time of the program, it is the **RESPONSIBILITY OF THE STUDENT** to notify the school immediately to discuss the issue(s) pertaining to the timeframe and to establish a plan for completion of the program. The student will be required to make an appointment with AHE administration and enter into a Performance Improvement Plan (PIP) agreement. The PIP will be a signed agreement between AHE and the student and will list the expectations in order to obtain a course

completion certificate. If the student does not meet the expectations set forth in their Performance Improvement Plan, he/she will be dismissed from the program.

State Fire Training (OSFM)- Students must complete each course in its' entirety and credit for completing part of a course may not be granted. Upon completion of the course, the SFT Instructor will submit student completion documents to SFT to issue applicable certificates. SFT certification process and requirements can be found at <https://osfm.fire.ca.gov/what-we-do/state-fire-training/professional-certifications>. AHE will provide students with "Proof of Attendance" upon request.

TARDINESS, ATTENDANCE AND MAKE UP WORK

Students shall be required to attend a minimum number of training hours in order to be eligible for successful completion of an EMT training program. Unexcused or excessive absences, tardiness, or early departures from an EMT training program may result in immediate program dismissal/withdrawal.

1. All training programs shall have a minimum number required hours, which all students must attend in order to successfully complete a course of instruction.
2. Minimum training hours required shall be identified by the instructor and communicated to the student prior to or during the enrollment process.
3. Unexcused for the purposes of this policy shall be defined as where AHE has not received written or verbal information; or where the student has not made contact to advise of the circumstances and received acknowledgement and/or approval regarding absence, late arrival or early departures.
4. Absences where the student has missed 2 consecutive days of scheduled class time without contact shall be grounds for immediate dismissal/withdraw from the training program. Students who are dismissed may be eligible for tuition refund. (See *Withdrawals and Refunds*).
5. This policy shall include any unexcused absence, tardiness, or early departure for which the student was previously scheduled to attend as part of their classroom, clinical or field training.
6. It is the responsibility of the student to make arrangements with the Program Director to make up all work and training missed while absent or tardy.

PROGRAM WARNING, PROBATION, SUSPENSION & DISMISSAL

AHE may issue an academic, attendance or behavioral warning, probation, or suspension to students as a process for remediation or conditions for continued enrollment in a training program.

1. Students who do not meet the academic, attendance, or behavioral standards of AHE may be subjected to the following process prior to program dismissal:
 - **First infraction:** student may be issued a written or verbal warning advising of their potential failure to meet standards.
 - **Second infraction:** student may be placed on written or verbal probation, which shall have conditions that must be met by the student in order to continue enrollment in training program.
 - **Third infraction:** student will be involuntarily dismissed from training program.
2. In order for the student to be removed from probation and placed on regular status, he/she must be able to demonstrate that the behavior, incident, and/or cause of the warning or probation has been corrected and all conditions set forth in their written or verbal probation have been met.

STUDENT CONDUCT

Students are expected to conduct themselves in accordance with the professional expectations for EMS providers at all times. Students are reminded that they are representatives of the American Health Education, Inc. whenever and wherever they are involved with course-related activities. Professional conduct is essential to successful course experience and EMS career. Any reports of inappropriate or unprofessional behavior will be documented and reviewed by faculty to determine a disposition. Dismissal from the course is likely under these circumstances. Students enrolled in training programs offered or sponsored by AHE shall adhere to a code of conduct in all phases of training that shall include but not be limited to the following:

1. Report to all training sessions on time.
2. Attend all training sessions until completed or dismissed by instructor.
3. Respect the rights of all instructors and fellow students to have a learning environment that is conducive and free of distractions.
4. Actively participate in all training sessions.
5. Maintain academic standards as required for course completion
6. Criticize ideas and concepts but not people
7. Provide all requested documents within the requested timeframe

DISMISSAL

Conduct which shall be grounds for immediate dismissal or suspension (until an investigation or trial has been concluded) from AHE training programs include but is not limited to the following:

1. Disregard for AHE student policies and procedures.
2. Suspected use of recording devices i.e. cell phones, computers, iPad, smart phones and watches or any other means to record or capture photos of instructors, students, patients and all aspects of training activity under any circumstance is prohibited.
3. Cheating or alleged cheating.
4. Falsification of documents or property.
5. Misrepresentation of property or work.
6. Lack of attendance- deemed two consecutive days without contact
7. Insubordination.
8. Defiance of authority.
9. Reckless disregard for safety.
10. Suspected or actual drug or alcohol use while participating in AHE activities; classroom sessions, skills sessions, clinical or field rotations.
11. Suspected drug or alcohol abuse.
12. Discrimination of age, gender, race, handicap, or sexual orientation.
13. Assault or battery.
14. Theft or robbery.
15. Sexual assault or harassment.

AHE reserves the right to immediately dismiss any student for conduct or behavioral issues that are illegal or present immediate danger to others. Action to suspend or dismiss a student by AHE may be based upon accusations or allegations and may be in the form of an immediate written or verbal suspension until appropriate jurisdictional authorities have concluded an investigation and deliberation of charges. Students may be held accountable for actions or accusations brought against them from incidents or the actions; or from authorities outside and not affiliated with AHE. Students may be given a warning or counseling session prior to dismissal only at the discretion of the Program Director. Students suspended from an AHE program shall **continue to be responsible for all financial and tuition obligations** until such time as a

decision has been made regarding the continuance or dismissal of the student. Students who are dismissed from an AHE program for conduct may be eligible for tuition refund. (See *Withdrawals and Refunds*).

LEAVE OF ABSENCE

Students may apply for a “leave of absence” (LOA) when unforeseen circumstances arise disrupting the student’s ability to continue during the training process. Students may be eligible for a LOA if they meet the following criteria:

1. The student can document and demonstrate a personal, mental, physical, medical or financial hardship, which disrupts the student’s ability to continue with their training. This includes US Military active and reserve for acts of war or civil defense and Jury Duty.
2. The student is in good academic and conduct standing with AHE.
3. The student is current with required tuition and fee payments.

LOA’s shall be granted exclusively at the discretion of the Program Director. LOA’s shall be for a maximum ninety-day time period. LOA will *not* be granted for continuing education courses or courses/programs that are 5 days or less in duration. The Program Director may consult and seek recommendations regarding LOA’s from the Quality Review Board. Students who are granted a LOA shall continue to be officially enrolled in an AHE training program and shall continue to meet the financial or tuition requirements for their original training program. The student shall be fully responsible for all conditions, timelines, and deadlines of the LOA. If the student fails to return from the LOA on the date indicated the student will be terminated and the *Withdrawal and Refunds* policy will apply.

Procedure

1. The student must request a LOA in writing to the Program Director prior to missing any assigned or regularly scheduled didactic or field shifts. An emergency extension of this deadline may be granted only at the sole discretion of the Program Director.
2. The Program Director in consultation with the Quality Review Board shall make a decision to grant or not to grant the LOA within a maximum of ten (10) days from the receipt of the written request.
3. The student shall receive a “**Written Notification of Leave of Absence**” in writing which shall include the decision, conditions, and length of LOA.
4. If AHE does not receive a rejection of LOA from the student in writing within fourteen (14) days from the date listed on the **Written Notification of Leave of Absence**, the LOA period and conditions shall be considered effective.
5. The student shall be responsible for fulfilling all conditions of the LOA.
6. The student shall be responsible for contacting the school in writing to advise of readiness to re-enter the program within thirty (30) days of the LOA expiration.
7. Students who are granted a LOA based upon medical conditions must have a medical release showing “physically fit to return to duty” in writing and signed by the treating or primary medical doctor.
8. Upon receipt of notification by student to school of readiness to re-enter, a student assessment process will be implemented by AHE.
9. A program of re-entry will be developed for the student by AHE which may require additional didactic and field time up to the maximum of their original training program requirements.
10. The student may be required to purchase a new textbook if during their LOA the program adopted a new edition of textbook.
11. All written correspondence to and from the student shall be by U.S. Mail and shall be certified with return receipt requested.

12. In all cases, students shall not be held accountable for failure to contact AHE, if the student can show by way of U.S. certified mail receipt or documented electronic transmissions that attempts have been made to communicate during the specified period at the following mail address:

American Health Education, Inc.
3174 Constitution Drive
Livermore, CA 94551
ATTN: Program Director

13. In the case that the student has not responded to conditions or timelines associated with the LOA, or when the school has not been able to contact the student, or when the student has not contacted the school (AHE) within thirty (30) days prior or thirty days (30) after the LOA expiration deadline, this shall be considered sufficient grounds for immediate student dismissal from the training program.

14. Failure to meet the written conditions of the LOA or to complete written re-entry program requirements as specified by AHE staff upon re-entry, shall be grounds for immediate program dismissal from the training program.

15. If a student fails to return from a LOA, the student's last recorded date of attendance is considered the withdraw date. Students who are dismissed from an AHE program for conduct may be eligible for tuition refund. (See *Withdrawals and Refunds*).

PROGRAM REINSTATEMENT

Students who have been previously enrolled in a program at AHE but have since been dismissed or terminated by the school or who have withdrawn voluntarily may be reinstated. The reinstatement must occur within thirty (30) days or the student must start at the beginning of a new program. Reinstatement *will not* be granted for Office of State Fire Marshal (OSFM) courses or courses/programs that are 7 days or less in duration. In order for a student to be reinstated into a new program, the student must meet the following requirements:

1. Student must be in good standing with the school, which includes but is not limited to the following:
 - Student paid all outstanding fees and tuition.
 - Student submitted all required documentation and immunizations.
 - Student is not accused of or under investigation for a criminal offense.
 - Student has not been convicted of a criminal offense, which would preclude eligibility for state licensure as an EMT.
 - Student has maintained good conduct.
 - Student has been cleared by a California licensed physician as physically capable of performing typical duties and activities of an EMT.
2. Student must complete a new application and pay the application fee (\$250.00).

APPEALS

Students who have been dismissed from training programs or who have received notification of disciplinary or academic warning or action or probation may appeal this action to the program director of AHE and request a confidential hearing.

1. Appeals must be in writing and submitted either in person or by mail to the Program Director within thirty (30) days from the date on which action was taken.

2. All appeals will be evaluated by the Program Director in consultation with the Medical Director.
3. The appeal hearing shall be set up and commence within 15 business days of the day from which the student requested a hearing.
4. Students who fail to attend the appeal hearing shall have the appeal action sustained and continued in full force without future recourse.
5. The participants in the hearing shall consist of the Quality Review Board.
6. The student shall have an opportunity to address the hearing board and to present any and all forms of documentation and references.
7. The appeal hearing board shall listen to the student appeal and render a recommendation to rescind, modify or sustain the action.
8. The final decision to rescind, modify or sustain the action shall be at the sole discretion of the Quality Review Board.
9. The student shall be notified of the final decision regarding the appeal in writing within 5 business days after the date of the appeal hearing.

STUDENTS RIGHT TO CANCEL

CANCELLATION AND REFUNDS

EMT-Basic (EMT) and Emergency Medical Responder (EMR) Courses

AHE follows refund guidelines set by the Bureau for Private Postsecondary Education in accordance with 5 CCR 71750. **The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.** If you choose to cancel this agreement, AHE will provide a 100 percent refund for institutional charges you paid less specified non-refundable registration fee. Cancellation shall occur when you give written notice of cancellation addressed to Program Director and sent by US certified mail, emailed, or hand delivered to Livermore Administration office- refer to procedure details below. The written notice of cancellation is effective on the date the written notice of cancellation is received by AHE. The refund will be issued within 45 days of the notice of cancellation.

WITHDRAWAL AND REFUNDS

AHE follows refund guidelines set by the Bureau for Private Postsecondary Education in accordance with 5 CCR 71751. **You have the right to withdraw from a course of instruction at any time.** If you withdraw from a course of instruction after the period allowed for cancellation of the agreement set forth above, the withdrawal shall occur when you give written notice of withdrawal addressed to Program Director and sent by US certified mail, emailed, or hand delivered to Livermore Administration office- refer to procedure details below. The written notice of cancellation is effective on the date received by AHE. A student withdrawal will be initiated by AHE due to conduct reasons, failure to maintain academic standards and lack of attendance. Please refer to **STUDENT CONDUCT**. The notice of withdrawal is considered effective on the date issued for student conduct or academic reasons. AHE will withdraw a student absent 2 consecutive days without contact. The date of withdrawal will be the student's last day of attendance.

AHE will issue a pro-rata refund which is the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student or third-party payor. The pro-rata refund will be calculated as follows: total institutional charge- minus any non-refundable charges, divided by the number of days or hours in the program, multiplied by the number of days or hours student attended prior to withdrawal, or was scheduled to attend

prior to withdrawal, minus any non-refundable charges. All amounts paid in excess of what is owed as calculated above shall be refunded to the student or third-party payor within 45 days of the student's withdrawal or cancellation. If a refund is made to third party on behalf of a student who has withdrawn or been withdrawn from the course, the student will receive notification of third-party refund details: name of third party, date of refund, and amount refunded.

CANCELLATION OR WITHDRAWAL INITIATED BY THE STUDENT

Procedure:

1. Students who are eligible for a tuition refund must first notify the school in writing of their intent to cancel the agreement or withdraw from the program.
2. Notification shall be made in writing and signed by the enrolled student.
3. The written notice of cancellation or withdrawal is effective on the date received by AHE.
4. All requests shall be sent via email to Yvette@americanhealtheducation.com, hand-delivered to Livermore Administration Office or sent by US certified mail to:
American Health Education, Inc.
3174 Constitution Drive
Livermore, CA 94551
Attn: Program Director

CONTINUING EDUCATION COURSE REFUND POLICY

Office of State Fire Marshal (OSFM) California State Fire Training courses:

- Company Officer 2A -Human Resource Management
- Instructor I
- Instructor II

CANCELLATION, WITHDRAWAL, AND REFUND

A \$50.00 registration fee is non-refundable. If you cancel prior to the first day of class, AHE will refund any money that you paid less specified non-refundable fees. Students who withdraw on or after attending the first day through partial attendance of the last day, and do not complete the class, shall be issued a pro-rata refund. The pro-rata refund will be calculated as follows: total institutional charge less the non-refundable registration fee, divided by the number of hours in the program, multiplied by the number of hours student attended, or was scheduled to attend prior to withdrawal, less the amount paid by the student. All amounts paid in excess of what is owed as calculated above shall be refunded within 45 days of the student's withdrawal or cancellation. Notice of cancellation must be in writing. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. To request a refund, please contact the following: register@americanhealtheducation.com. Emails will be responded to within 24 hours. Please include in your email students name, date of enrollment and reason for requesting a refund. Refunds will be issued within 45 days of receipt of refund request. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Example: Student attends 30 hours of class and withdraws from class:

$$\begin{aligned} \$475 \text{ (total charge)} - \$50 \text{ (non-refundable registration fee)} &= \$425 \text{ (tuition)} / 40 \text{ hours} = \$10.63 \\ \times 30 \text{ hours attended} &= \$318.90 \text{ (owed to school)} - \$425 \text{ (tuition paid)} = \$106.10 \text{ Refund Due} \end{aligned}$$

PROGRAM OR CLASS CANCELLATION INITIATED BY AHE

It is the policy of AHE to give a full refund of all fees and tuition for any training class or program that is cancelled by AHE administration. Students who have paid any part of their tuition are eligible for a tuition refund and will receive a refund of all fees and tuition automatically within ten (10) business days of notification of cancellation.

STUDENT SERVICES

TUTORING

Students are advised that AHE has academic tutoring for those students who feel they need it. The cost is \$50/hour.

HOUSING

- A. AHE does not have any dormitory facilities under its control.
- B. In the Livermore area, room rentals start at about \$1200-\$1500 per month and studio and apartment rentals are approximately \$1800- \$3600 per month.
- C. AHE has no responsibility to assist a student in securing student housing.

FINANCIAL AID

Students are advised that AHE does not participate in any Federal or State financial aid program. If the student obtains a loan to pay for this educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. AHE does not require disclosure of the funding source. If the student defaults on a federal or state loan the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

EMT PAY AS YOU GO PAYMENT PLAN AGREEMENT

A tuition payment plan is available to all students enrolling in EMT. Students that opt for the tuition payment plan will sign a Payment Plan Agreement with AHE. A payment of \$550, includes non-refundable registration fee \$250, will be required to secure a slot in the program. The first tuition Payment #1 is due on the first day of class followed by Payment #2 and Payment #3 by the due date, the second and third week of instruction. See below:

LIVERMORE EMT-BASIC COURSE PAYMENT PLAN: *Please Initial

- * Enrollment/Registration Payment (Minimum \$550)
- * Payment #1 (Minimum \$1295) paid by First day of class _____
- * Payment #2 (Minimum \$600) paid by DUE DATE _____ (Day 11)
- * Payment #3 (Minimum \$600) paid by DUE DATE _____ (Day 16)

MODESTO Satellite EMT-BASIC COURSE PAYMENT PLAN: *Please Initial

- * Enrollment/Registration Payment (Minimum \$550)

- * _____ Payment #1 (Minimum \$950) paid by First day of class _____
- * _____ Payment #2 (Minimum \$500) paid by DUE DATE _____ (Day 11)
- * _____ Payment #3 (Minimum \$500) paid by DUE DATE _____ (Day 16)

BERKELEY Satellite EMT-BASIC COURSE PAYMENT PLAN: *Please Initial

- * _____ Enrollment/Registration Payment (Minimum \$550)
- * _____ Payment #1 (Minimum \$1295) paid by First day of class _____
- * _____ Payment #2 (Minimum \$600) paid by DUE DATE _____ (Day 11)
- * _____ Payment #3 (Minimum \$600) paid by DUE DATE _____ (Day 16)

The student will sign an agreement that will include student name, date of agreement, course dates, payment terms: payment amount, due date for each scheduled payment amount, student signature, terms and conditions of the agreement which state "Students who enter into the agreement understand and agree there is no grace period for these payments and failure to complete these payments as scheduled will result in immediate voluntary withdrawal from the program. Students who are dismissed from an AHE program for failure to make scheduled tuition payments may be eligible for a tuition refund. (See *Withdrawals and Refunds*).

LEARNING & PHYSICAL DISABILITIES

All facilities at AHE are handicap accessible and AHE complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Applicants who are persons with disabilities may apply for admittance into the program. AHE will work with the applicant or student to determine whether reasonable accommodation can be effective and/or is available.

LIBRARY & OTHER RESOURCES

AHE provides a computer for students to access the online library www.thefreelibrary.com. The Free Library is an invaluable research tool and the fastest, easiest way to locate useful information on virtually any topic. The computer is made available to students during normal business hours and by appointment after class by request to their instructor or AHE staff. The library also consists of books and periodicals on an array of medical subjects, EMS, and fire training. All books, computers, and class equipment are made available to students during normal business hours. Books can be checked out but computers and classroom equipment will remain in the building.

NON-DISCRIMINATION

Student has been advised that it is the policy of AHE to assure that no discrimination against any student or applicant shall occur due to race, religion, color, national origin, ancestry, physical or mental handicap, medical condition, marital status, age, sex or sexual orientation.

JOB PLACEMENT

Student understands and agrees that AHE does **NOT** guarantee or represent any claim that completion of any training program will include job placement or assignment of gainful employment.

ENGLISH AS A SECOND LANGUAGE

AHE does not provide English as a Second Language (ESL) instruction or programs. All course content is delivered through the use of PowerPoint Slide directed lecture and is presented in English. Students must possess high school level mastery of the English language in reading and writing prior to enrollment.

FOREIGN STUDENTS

AHE does not provide VISA services for foreign students or vouch for student status.

ADVANCED CREDIT AND EXPERIENTIAL LEARNING CREDIT

Student understands and agrees that AHE does **NOT** offer any advanced credit or credit for prior experiential learning.

TRANSFER OF CREDIT

AHE does not accept credit from previous training or other institutions or accept ability-to benefit students. There are no challenge exams or achievement tests for courses or programs. American Health Education, Inc. has entered into an articulation agreement for the EMT program with South Bay Regional Public Safety Training Consortium (The Academy). The Academy operates under a Joint Powers Agreement with nine community colleges and certifies training in law enforcement, fire services, emergency medical training, dispatch and more. Member colleges provide college credit for many courses offered by The Academy. AHE students registered in the Livermore or Berkeley location are given the option during the application process to register with The Academy to obtain three (3) college credits for successful completion of the EMT Program.

QUESTIONS OR COMPLAINTS

Any past or present student, customer, or consumer of goods or services of AHE may file a written complaint and shall receive a response.

Procedure

1. All complaints shall be in writing and are not required to take any particular or standard form or expression.
2. All complaints may be handed over in person or mailed to the following address:

American Health Education, Inc.
3174 Constitution Drive
Livermore, CA 94551
Attn: Program Director

3. AHE shall review and respond to all written complaints within thirty (30) days after the complaint has been received or by the postage date listed on the mailing, whichever is sooner.

Students may also write or contact the Bureau for Private Postsecondary Education directly with any question or complaint about this institution at any time:

Mailing Address:

Bureau for Private Postsecondary Education
PO Box 980818
West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95833

Phone: (916) 574-8900, Toll Free: (888) 370-7589, Main Fax: (916) 263-1897
Web site: www.bppe.ca.gov, E-mail: bppe@dca.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free telephone number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

BANKRUPTCY

American Health Education, Inc. does **NOT** have a pending petition in bankruptcy, is **NOT** operating as a debtor in possession, has **NOT** filed a petition within the preceding five years, or has **NOT** had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

TUITION POLICIES, FEES & EXPENSES

TUITION CHARGES AND FEES

All programs offered by AHE shall have tuition, charges or fees, which are determined prior to enrollment by the Program Director. All tuition, charges and fees shall be disclosed to prospective students prior to enrollment and listed on the enrollment contract.

TUITION PAYMENT

All tuition fees are due and payable in full prior to completing enrollment in any training program offered by AHE. Students can petition for a tuition payment plan for EMT-Basic.

EMT Basic Course in Livermore: TOTAL, TUITION, FEES & EXPENSES: \$3435.00

Itemization of all charges and fees:

Tuition	\$2495.00
Registration fee (non-refundable)	\$250.00
etext Brady Emergency Care 14 th Ed/MyBradyLab (once etext code is accessed by student, fee is non-refundable after cancellation period)	\$250.00
Student Tuition Recovery Fund (fee is non-refundable after cancellation period)	\$0.00
Background Check Fee	50.00
Total tuition and charges paid to AHE	\$3045.00
Additional estimated fees may apply:	
Tutoring Services if needed-\$50/hour	\$50.00
Textbook purchase- Optional, Brady Emergency Care 14 th Edition	\$150.00

Textbook rental purchase- Optional, Brady Emergency Care 14 th Edition	\$50.00
Additional estimated fees-<u>not paid to AHE</u>:	
Uniform- pants, belt, boots, watch, jacket- approximate fee AHE provides EMT uniform polo- no additional fee	\$140.00
Total Tuition, Estimated Charges and Additional Fees	\$3435.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:- \$3435.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

\$3435.00 and -

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

ENROLLMENT- \$550.00 (includes \$250 non-refundable registration fee)

EMT Basic Course in Modesto Satellite: TOTAL, TUITION, FEES & EXPENSES: \$2890.00

Itemization of all charges and fees:

Tuition	\$1950.00
Registration fee (non-refundable)	\$250.00
etext Brady Emergency Care 14 th Ed/MyBradyLab (once etext code is accessed by student, fee is non-refundable after cancellation period)	\$250.00
Student Tuition Recovery Fund (fee is non-refundable after cancellation period)	\$0.00
Background Check Fee	50.00
Total tuition and charges paid to AHE	\$2500.00
Additional estimated fees may apply:	
Tutoring Services if needed-\$50/hour	\$50.00
Textbook purchase- Optional, Brady Emergency Care 14 th Edition	\$150.00
Textbook rental purchase- Optional, Brady Emergency Care 14 th Edition	\$50.00
Additional estimated fees-<u>not paid to AHE</u>:	
Uniform- pants, belt, boots, watch, jacket- approximate fee AHE provides EMT uniform polo- no additional fee	\$140.00
Total Tuition, Estimated Charges and Additional Fees	\$2890.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:- \$2890.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

\$2890.00 and -

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

ENROLLMENT- \$550.00 (includes \$250 non-refundable registration fee)

EMT Basic Course in Berkeley Satellite: TOTAL, TUITION, FEES & EXPENSES: \$3435.00

Itemization of all charges and fees:

Tuition	\$2495.00
Registration fee (non-refundable)	\$250.00

etext Brady Emergency Care 14 th Ed/MyBradyLab (once etext code is accessed by student, fee is non-refundable after cancellation period)	\$250.00
Student Tuition Recovery Fund (fee is non-refundable after cancellation period)	\$0.00
Background Check Fee	50.00
Total tuition and charges paid to AHE	\$3045.00
Additional estimated fees may apply:	
Tutoring Services if needed-\$50/hour	\$50.00
Textbook purchase- Optional, Brady Emergency Care 14 th Edition	\$150.00
Textbook rental purchase- Optional, Brady Emergency Care 14 th Edition	\$50.00
Additional estimated fees-not paid to AHE:	
Uniform- pants, belt, boots, watch, jacket- approximate fee AHE provides EMT uniform polo- no additional fee	\$140.00
Total Tuition, Estimated Charges and Additional Fees	\$3435.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$3435.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

\$3435.00 and -

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

ENROLLMENT- \$550.00 (includes \$250 non-refundable registration fee)

Emergency Medical Responder (EMR): TOTAL, TUITION, FEES & EXPENSES: \$835.00

Itemization of all charges and fees:

Course Fee	\$695.00
Fee includes:	
Tuition	\$595.00
REGISTRATION FEE (non-refundable)	\$100.00
Student Tuition Recovery Fund (non-refundable)	\$.00
Total tuition and charges paid to AHE	\$695.00

Additional estimated fees-not paid to AHE:

Uniform- pants, belt, boots, watch, jacket- approximate fee \$140.00

(AHE provides EMT uniform polo- no additional fee)

Total Tuition, Estimated Charges and Additional Fees: **\$835.00**

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$835.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

\$835.00 and-

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

ENROLLMENT- \$100.00

Office of State Fire Marshal (OSFM) – CA State Fire Training TOTAL TUITION, FEES & EXPENSES:

Company Officer 2A

Instructor I

Instructor II**Itemization of all charges and fees:**

Course Fee	\$425.00
REGISTRATION FEE (non-refundable)	\$50.00
Student Tuition Recovery Fund (non-refundable)	.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;- \$475.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;

\$475.00 and-

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON

ENROLLMENT- \$475.00

STUDENT TUITION RECOVERY FUND

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95833, (916) 574-8900 or (888) 370-7589.

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

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

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

TRANSFERABILITY

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at American Health Education, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Health Education, Inc. to determine if your certificate will transfer. There is no fee associated with sending transcripts to another institution.

RECORDS POLICY

AHE shall be the custodian of all student records. All records are stored electronically and accessible to AHE staff only. There will be one electronic file per student. These records shall be considered strictly confidential and the exclusive property of AHE. Each student file will contain registration/contract documents, all academic documents, and all financial documents. AHE shall maintain, for a period of 5 years, the pertinent student records described in Section 71920 from the student's date of completion or withdrawal:

- all registration/signed contract documents
- all financial documents
- all academic documents **-Transcripts are kept permanently.**

Procedure

1. AHE shall maintain all personnel, academic and financial records for students currently enrolled and formerly enrolled at AHE.
2. Students shall submit in writing a "request for transcripts and information" to have records forwarded. **Transcripts are kept permanently.**

3. Request for records must be made in writing by a currently enrolled or formerly enrolled student sent to the address below.
4. There is no fee for having records forwarded or processed.

All records will be kept at the following address for a minimum of five (5) years:

American Health Education, Inc.

3174 Constitution Drive
Livermore, California 94551
Attn: Program Director