



## **CFR Course Policies & Procedures**

The pre-hospital care emergency medical training programs sponsored by the Erie County Emergency Medical Services Division are designed to provide students with the knowledge and skills to achieve a NYS Health Department Certification. The NYS Health Dept. and the Erie County Emergency Medical Services Division have established certain guidelines that must be strictly adhered to.

### **1. Course Goal**

- a. The EMS training program's goal is to produce CFR providers who are able to work in a professional setting with other professionals performing quality emergency medical care.

### **2. Successful Course Completion Criteria**

- a. Students will successfully complete the course and become eligible to sit for the NYS CFR Certification Exam after completing the following:
  - i. Achieve an overall cumulative course grade of at least 80%.
  - ii. Attend every class session and/or complete all approved make up sessions by the last course session.
  - iii. Obtain an AHA BLS Provider CPR Certification or equivalent.
  - iv. Obtain an IS-100.C: Introduction to the Incident Command System, IS-100 certification
  - v. Obtain an IS-700.B: An Introduction to the National Incident Management System, IS-700 certification
  - vi. Obtain a Hazardous Materials Awareness Level certification
- b. After successfully completing the course, students will take a NYS CFR certification exam which contains a skills test and a written examination. Students will need to pass each skill station and obtain a score over 70% on the written examination to become a NYS certified CFR.

### **3. Age Requirement**

- a. Students must be 16 years old by the last day of the month of the end of course date.

### **4. Prerequisites**

- a. Students must complete the following courses and forms prior to the start of the first class. All course certificates and forms can be submitted to the Lead Instructor or ECEMS Program Staff prior to the start of the first day of class.
  - i. IS-100.C: Introduction to the Incident Command System, IS-100
  - ii. IS-700.B: An Introduction to the National Incident Management System, IS-700
  - iii. Complete ONE of the following Hazardous Materials Courses:
    1. Hazardous Materials Awareness [FEMA- Center for Domestic Preparedness]
    2. AWR160: WMD/Terrorism Awareness for Emergency Responders
    3. NYS Hazardous Materials First Responder Operations (HMFRO)
    4. NYS Basic Exterior Firefighting Operations (BEFO)
    5. NYS Firefighter 1
    6. Pro Board Firefighter 1

### **5. Tuition**

- a. Tuition for the CFR Original course is \$290.00 and the CFR Refresher course is \$165.00.
- b. There is no tuition fee for students who are a member of an EMS Agency with a valid NYS Health Department Agency Code. A NYS DOH Verification of Membership in a NYS EMS Agency form (DOH-3312) would need to be submitted.
- c. Tuition only covers the enrollment for the course.



- d. Accepted forms of payment include checks and money orders. Checks and money orders should be made out to the “Erie County DOH EMS” and mailed or hand delivered to the EMS office.
- e. Students can withdrawal from the course at any time. Withdrawals must be made in writing to the Lead Instructor. Failure to notify the Lead Instructor formally in writing will result in the student failing the course instead of withdrawing. Tuition will be refunded after withdrawing based off the following schedule.

Prior to the 1st Session	1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week
Full Refund	75%	50%	25%	No Refund

- f. Students must be aware that reimbursement may take up to 180 days to be returned.

**6. Required Supplies & Additional Fees/Expenses**

- a. Students are responsible for purchasing all the following:
  - i. Course textbook, physical copy or eBook (Pricing varies)
  - ii. CPR certification card (\$10)
  - iii. PSI Testing Center fee for NYS written certification exam (\$31)
  - iv. Blood pressure cuff & Stethoscope (Pricing varies depending on where you purchase it from)
  - v. 1 inch Binder recommended for printed notes
  - vi. Loose leaf paper or notebook for note taking

**7. Additional Training**

- a. The following trainings will be completed outside of class.
  - i. For IS-100 and IS-700, you need a Student Identification – SID – number. Follow this link for instructions to obtain your SID: <https://training.fema.gov/apply/notice.aspx>
  - ii. FEMA IS-100 (<https://training.fema.gov/is/courseoverview.aspx?code=is-100.c&lang=en>)
  - iii. FEMA IS-700 (<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en>)
  - iv. One of the following Hazardous Materials Courses
    - 1. Hazardous Materials Awareness [FEMA- Center for Domestic Preparedness] (<https://cdp.dhs.gov/training/course/AWR-358%20dL>)
    - 2. AWR160: WMD/Terrorism Awareness for Emergency Responders (<https://teex.org/class/AWR160/>)
    - 3. NYS Hazardous Materials First Responder Operations (HMFRO)
    - 4. NYS Basic Exterior Firefighting Operations (BEFO)
    - 5. NYS Firefighter 1
    - 6. Pro Board Firefighter 1

**8. Practical Skills Lab & Examination**

- a. Practical Skills (the application of knowledge learned in this course) are equally as important as the academic work. Every student is required to actively participate and effectively demonstrate the skills throughout the course during lab sessions. At the end of the course, ECEMS staff will administer the NYS CFR Practical Skills Exam following the current Practical Skills Examination Policies and Procedures as defined by New York State BEMSATS. The NYS Practical Skills Exam must be passed prior to the admission of the NYS Final Written Exam.

**9. Attendance**

- a. Attendance is mandatory for all scheduled class sessions. Attendance will be taken at the beginning and end of class every day and will serve as a written record for the course.



- b. You are responsible for signing the attendance sheet at each session. If your signature does not appear, you are considered absent. The EXACT time of your arrival and departure must be legibly printed on the attendance sheet.
- c. Students are expected to attend every session and be ready to start on time. Any student arriving to class less than 30 minutes after the start of class will be marked late. Any student arriving more than 30 minutes, late will be marked absent. Legitimate excuses will be accepted on a case-by-case basis; however, proof may need to be provided.
- d. Consistent tardiness will not be tolerated. After three sessions of tardiness, students will be required to make up all future sessions in which they are late.
- e. It is understood that some emergencies may arise; therefore, all students are expected to attend at least 90% of the scheduled sessions and satisfactorily make up all missed sessions. Failure to attend at least 90% of the scheduled session may result in expulsion from the course. Students are expected to notify the Lead Instructor immediately if they plan on being absent. Written proof may need to be provided to justify the absence.
- f. The manner in which the student will make-up missed sessions shall be determined by the course Lead Instructor. Some make-up activities that may be assigned to the student by the Lead Instructor include attending appropriate sessions of another EMS course offered by ECEMS, participation in remedial sessions, or preparation of a written outline. Students that do not fulfill this requirement will be subject to possible expulsion from the course. All make up assignments must be completed before the NYS Practical Skills Exam.
- g. Too many absences or late arrivals can result in a student being unable to successfully complete the program.

**10. Emergency Class Cancellation and Closure Plan**

- a. It is impossible to predict all situations that could disrupt the program; however, the following are general guidelines for closure procedures. All plans are subject to change based on the situation. It is the goal of ECEMS to not disrupt any education from the established schedule when possible.
- b. Short Term Closure Procedure:
  - i. Local radio and television stations will be utilized to announce the emergency cancellation of ECEMS classes due to weather events. When an announcement is made that Erie County EMS is closed for classes, there will be no classes held at the main campus or at any off-site locations. An email and a text notification will go out as well to all students and faculty.
  - ii. Short term closure for any other reason (i.e. medical emergency) will be announced via email and a text notification from the Lead Instructor.
  - iii. Notification will be made for both incidents as soon as possible.
- c. Long Term Closure Procedure:
  - i. In lieu of the building being unable to be inhabitable for any reason whatsoever, the course may be moved to the Erie County Fire Training Academy located at 3359 Broadway, Cheektowaga, NY 14227 or another designated Erie County Facility or hosting site. Notification will be made via email and text message to all students from the program faculty as soon as possible.
- d. Virtual Learning/Distance Learning/Synchronous Learning:
  - i. Virtual classes may be held using WebBased Video Conference Software for both short term and/or long term closures depending on the situation. This would be synchronous learning which would require all students to be online at the same time and follow normal attendance procedures. Notification will be made via email and text message to all students from the program faculty as soon as possible. Lead Instructor will be responsible for moderation and mediation to ensure full class participation in these instances.



**11. Testing and Retesting Requirements**

- a. Students must have an overall cumulative course grade of at least 80%. Students with failing averages at mid-term will be encouraged to drop the course or to complete extra assignments. The course grade for each student will be determined through the following assessment categories using the corresponding weighted percentages.

<b>Category</b>	<b>Weight</b>
Module Exam	30%
Final Exam/ Midterm Exam	20%
Quizzes/Practical Skills Testing	15%
Homework Assignments/ Projects	25%
Behavioral/Affective Score	10%

- i. **Module Exam:** Students will take a comprehensive exam at the end of every unit. Any student who fails (<65%) a unit exam will be permitted one retest by the end of the next class session or on a date determined by the Lead Instructor.
  - ii. **Final Exam/Midterm:** Students will take a Midterm exam roughly halfway through the course that will assess all content covered up to that point. They will take a Final exam at the end of the course that will cover all content in the course. There is no retesting for the Midterm or the Final exam.
  - iii. **Quizzes:** Students will take quizzes throughout the unit. Any student who fails (<65%) a quiz may be permitted one retest by the end of the next class session or on a date determined by the Lead Instructor.
  - iv. **Practical Skills Testing:** Students must pass all practical skill examinations in order to stay in the course. Students will be allowed two retests of each individual skill station. Each skill will be graded using a rubric and Pass/Fail criteria. The score obtained during the evaluation will be used to calculate the grade for that category. Students will have ample time to practice all skills before any formal assessment.
  - v. **Homework Assignments/Projects:** Students will be assigned homework assignments weekly or after each session throughout the course to strengthen their understanding of the content covered. It is expected that all assignments are completed on time. Students may be allowed to redo homework assignments on a case-by-case basis as determined by the Lead Instructor.
  - vi. **Behavioral/Affective Score:** Students will be awarded 10 points weekly. Any violation to course policies or inappropriate behavior (late to class, homework assignments not completed on time, not following directions during lab, clinical issues, not acting professional, etc) will result in a deduction of these points as determined by the Lead Instructor.
- b. **Grade Appeals:** Students who wish to appeal a grade should follow these guidelines.
    - i. Speak with the Lead Instructor first to understand the posted grade.
    - ii. If you are unclear about the posted grade or are dissatisfied with the instructor’s response, then speak with the Sponsor Administrator or designee.
    - iii. The Sponsor Administrator or designee and Lead Instructor will then meet to discuss the issue. The student may be invited to this meeting. This meeting will be the final determination of the grade. Students will receive formal notification in writing about the grade determination and the reasoning.

**12. Remediation and Supplemental Tutoring**

- a. If a student requires remediation and/ or tutoring arrangements must be made through the CIC of the program. The CIC will coordinate the instructors and students.



### **13. Americans with Disabilities Act**

- a. The Americans with Disabilities Act makes it possible for students with verifiable disabilities to request an accommodation for the New York State Certification Examinations with proper documentation of their disability. All students will be provided with Bureau of EMS Policy Statement 22-03, which contains instructions regarding how the student must proceed with their request for accommodations. Accommodation requests for the NYS Certification Examination must be made no later than eight (8) weeks prior to the end of the course date. Students must click on the following link to make an accommodation request to NYS, <http://apps.health.ny.gov/pubpal/builder/survey/adarequest>. **IT IS THE RESPONSIBILITY OF THE STUDENT, NOT THE INSTRUCTOR TO MAKE THE REQUEST.**
- b. The NYS Bureau of EMS does not allow testing accommodations for the NYS Psychomotor Skills Examination but will consider the use of certain aids by candidates, which they would be responsible to provide, and reasonably be able to bring to the patient's side in actual practice. The only types of aids which are permitted are those which do not alter the functions of the CFR. For example, the use of prescription or reading glasses, hearing aids, and personal stethoscopes have been permitted since they serve as an aid to the provider, while Braille sphygmomanometer would not be permitted since sight is considered an essential function of the certified EMS provider.
- c. All students enrolled in the CFR course will be provided with a copy of the Functional Position Description for an CFR. Students will be given time to review this and have all their questions answered. Students must be able to satisfy all the qualifications listed in the description regarding any disabilities.
- d. ECEMS, nor its staff, discusses or screens for disabilities, or considers addressing any potential disabilities prior to a student's admission into the course or during the course.
- e. If a student would like to discuss a disability that may affect his/her performance during the educational portions of a course (classroom, clinical and/or field rotations, laboratory sessions, etc.) the student should speak privately to the Lead Instructor and/or contact the Course Sponsor Administrator. All students must successfully complete all aspects of all course requirements as outlined elsewhere in this documentation in order to proceed to the Psychomotor Skills Examination and then to the NYS Written Certification Examination. ECEMS will provide accommodations within its ability providing it does not create an unreasonable financial hardship. All efforts will be made to accommodate any disabilities, including the involvement of local resources and organizations to assist with providing accommodations.

### **14. Professional Conduct and Ethics**

- a. Students are expected to conduct themselves in a professional and courteous manner in all classroom, clinical, and preceptorship situations. Confrontations with students, staff, or patients may result in termination from the program. Any deviations from acceptable behavior will be dealt with by the instructors and referred to the Lead Instructor and Course Sponsor's Administrator for disciplinary action.
- b. Civility in the classroom and clinical setting as well as respect for the opinions of others is very important in an academic environment. It is likely you may not agree with every topic that is discussed in the classroom. Courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability is not acceptable. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations. Incivility will not be tolerated and can be grounds for termination from the program.



- c. Any student who appears to be intoxicated or under the influence of drugs while attending lecture, lab sessions, or clinical/internship will be asked to leave immediately. Law enforcement will be called for assistance for any student who is asked to leave but refuses to do so. Further discipline in such cases will be determined by the Lead Instructor and Course Sponsor's Administrator.
- d. All students are required to maintain academic honesty at all times. Students suspected of cheating will be subject to disciplinary action which may include termination from the program. This includes falsifying any documentation.
- e. Smoking, electronic cigarettes, chewing tobacco, and the use of all tobacco related products is prohibited on all Erie County properties. Students will be advised of acceptable smoking/tobacco use locations at the beginning of the program.
- f. In accordance with Erie County policies, no weapons of any kind shall be allowed in the classrooms or any location where a class activity takes place including clinical and ride rotations. Failure to comply with this policy may result in progressive discipline or removal from the program.
- g. Students are expected to use common sense with regard to food and drink in the classroom. While they are not strictly prohibited, they should be consumed in a manner that is not offensive or distracting to the other students or the instructors. The instructors reserves the right to restrict this activity should students not act in an appropriate manner. Eating can only take place before class or on breaks. Only drinks are allowed while class is actually in session. Students are asked to leave the classroom at least as clean as it was found.
- h. During all class sessions, students will be given adequate breaks to use the restrooms and/or attend to any pressing personal matters. Other than an emergency, students should refrain from leaving the classroom at any time other than the breaks designated by the instructors. Any student who feels they may have to leave during a class session, should discuss this with the Lead Instructor prior to the start of class whenever possible.
- i. Theft or damage of the ECEMS' equipment will be considered grounds for immediate expulsion from the course.
- j. Students need to be aware of any policies of non-Erie County instructional areas and comply with them.
- k. Students must act in a professional matter at all times. Displaying public behavior or discussing sensitive topics (inappropriate patient care) that may reflect negatively on the student body, ECEMS, and the profession will not be tolerated. This includes posting or sharing inappropriate content on social media. Violations of this may lead to expulsion from the program.
- l. Failure to conduct oneself in a professional manner, e.g. Being on time, completion of assignments, being attentive in class, no cell phone use during class, appropriate clothing, etc., will be taken into consideration in the decision whether or not to admit a student to the NYS Final Practical Skills Exam. Deviation from performing in an acceptable manner will be brought immediately to the student's attention. Violation of the rules and regulations may result in the termination of a student from a class.
- m. Any and all violations to these rules will result in following the discipline policy described below.

## **15. Sexual Harassment**

- a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, and physical conduct of a sexual nature whenever harassing conduct unreasonably interferes with an ECEMS staff or student's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment can involve an almost infinite variety of conduct and can occur between individuals of the same sex. Some examples include:
  - i. Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly "brushing" against someone, or impeding the movement of another person.
  - ii. Sexually offensive comments such as slurs, jokes, epithets, and innuendos



- iii. Sexually oriented "kidding" or "teasing," or sexually oriented "practical jokes"
  - iv. Suggestive or obscene written comments in notes, letters, invitations, or e-mail
  - v. Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions
  - vi. Offensive visual contact such as staring, leering, gestures, or displaying obscene objects, pictures, or cartoons.
  - vii. Inappropriate or suggestive comments about another person's physical appearance or dress
  - viii. Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors.
  - ix. Withdrawing or threatening the withdrawal from the course for refusing to grant a sexual favor, e.g., suggesting that a student will receive a poor performance review unless she [he] goes out on a date with an instructor.
  - x. Any action taken because of an individual's gender that alters the terms, conditions or privileges of employment.
- b. The prohibition against sexual harassment applies to everyone – EMS program administrative staff, EMS instructors, guest speakers, students, other Erie County workers, etc. The County of Erie will not tolerate harassment of any kind by anyone.
  - c. While the County encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the County also recognizes that such a confrontation may be uncomfortable or even impossible. In the event that such informal, direct communication between individuals cannot be accomplished for any reason, or is ineffective or inappropriate given the circumstances or severity of the situation, the Lead Instructor or Course Sponsor Administrator should be notified immediately.
  - d. Any allegation of harassment will be promptly investigated by the Lead Instructor, Course Sponsor Administrator, and/or another ECEMS administrative staff member. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances. The complainant may be required to submit a written report of the allegations as part of the investigation.
  - e. Depending on the nature and seriousness of the offense, ECEMS will impose all appropriate discipline, up to and including expulsion from the course, against any ECEMS administrative staff, EMS instructors, guest speakers, or students found to have engaged in sexual harassment or other forms of harassment.
  - f. ECEMS staff will not in any way retaliate against any student who makes a complaint of harassment or against any participant in the investigation, nor will it permit any other students to do so. Retaliation is defined as treating any student differently because he or she opposed an or made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately.

## **16. Safety Rules**

- a. All pharmaceuticals are actual drugs and should be treated as such. Proper PPE must be worn when handling the drugs.
- b. Sharps will be used in the class. All sharps need to be disposed of in a sharps container when you are done using them.
- c. There will be no horse playing around with lab equipment. Use all supplies as they are intended and listen to all lab instructors.
- d. Students are required to follow all safety policies and procedures of the clinical agency while attending a clinical shift.
- e. **REPORT ALL UNSAFE BEHAVIOR TO YOUR INSTRUCTOR IMMEDIATELY.**



**17. Student Discipline/Termination/Expulsion**

- a. The progressive discipline process will both inform the student that there is a problem and present strategies to solve the problem. This will come in the form of documented counseling memos.
- b. If the issue is not resolved after counseling, the next step is a Verbal Warning. This begins the formal process and a written account will be made of the verbal warning.
- c. If the issue occurs again a Written Warning will be issued. The student will receive in detail the issue or behavior that is unacceptable and describe the remedy with deadlines to meet the expectations.
- d. If there is another occurrence there will be a Final Written warning or termination issued depending on the decision of the sponsor. This would include a detailed account of the steps taken to try to correct the issue and the failure of the student to meet those deadlines and expectations.
- e. When a student is terminated, it will be done in writing and an appeals process will be made available to the student.
- f. Any student may be subject to termination/expulsion who:
  - i. Displays inappropriate behavior which disrupts a class, breach of patient confidentiality, and/or share or post inappropriate materials.
  - ii. Fails to observe rules and regulations established by NYS Health Department and/or Erie County Emergency Medical Services.
  - iii. Fails to maintain an 80% average at mid-term.

**18. Appeals Process**

- a. Within 10 calendar days of termination/expulsion, the student may appeal a disciplinary action or termination in WRITING to the Course Sponsor Administrator.
- b. A meeting will be held within 10 calendar days of receiving the request with the student and the appeals board (the Course Sponsor Administrator, the Medical Director, Lead Instructor, and Paramedic Program Director) to resolve the appeal. The student will then be informed of the outcome of the meeting in writing and by phone within 3 business days. The outcome of the appeal will also be documented in the student's file.
- c. All students have the ability to appeal ECEMS' decision to the New York State Department of Health Bureau of EMS and Trauma. DOH's phone number is (518) 402-0996.

**19. Criminal Conviction Policy Statement**

- a. All candidates applying for NYS EMS certification at any level must complete the Application for Emergency Medical Services Certification (DOH-65). The application contains an affirmation that the candidate must sign. Under no circumstances should a candidate sign this application if he or she has a misdemeanor or felony conviction.
- b. There is no need for the applicant to contact the NYS Bureau of EMS Central Office directly. Upon the Bureau's receipt and processing of the unsigned application, the candidate will be sent a package of information outlining the investigative process and the required information to be supplied.
- c. The Bureau will discuss issues related to criminal convictions ONLY with the candidate or their legal representative. There is no requirement or need for the candidate to divulge or discuss the circumstances of any conviction(s) with any ECEMS faculty.
- d. While the investigation and review is ongoing, an applicant may attend all classes. However, the applicant will be prevented from taking any NYS certifying examination, including the practical examination at the conclusion of the training program and the final written certification examination, until all course requirements are completed and a favorable determination is made in writing by the Department.





- e. The student must provide proof of the Bureau's positive determination to the Lead Instructor prior to the admission into the NYS Practical Skills Examination.
- f. The Lead Instructor will provide all students with Bureau of EMS Policy Statement 18-01 Certifications of Individuals with Criminal Convictions at the first session. This policy explains the process for these students to obtain certification. All candidates should be fully informed of these requirements by the Lead Instructor at the beginning of the course.

**20. Refresher Students**

- a. CFR Refresher students will take a written exam and practical skills examination within the first week of the course as indicated on the course schedule. Based off the results of this examination, a learning contract will be created which will state what class sessions are mandatory for the student to attend.
- b. Students must sign and follow the learning contract in order to successfully complete the course.
- c. Students are invited to attend all course sessions, including sessions that are not mandatory per their individualized learning contract. It is recommended that the student inform their instructor what optional class sessions they plan to attend.
- d. Refresher students are not allowed to take the challenge or final practical skills exam until cleared by NYS.

**21. Social Media Policy**

- a. The use of social media is a matter of individual choice and freedom of expression. However throughout the course, students may become aware of confidential information and situations in class, ride rotations, labs, and clinical rotations. This information is not to be shared on social media at any time. Students cannot share any images from clinical experiences or the class without permission from the clinical site supervisor or ECEMS staff regardless if the patient offers permission. Social media is also not an acceptable means of communication with the ECEMS instructors, which should be limited to text, email, or phone calls only.

**22. Electronic Device Policy**

- a. The ECEMS staff appreciates the need for students to be available by phone for emergencies. With the availability of smart phone technology, phones may be incorporated into the classroom. However, phones and pagers can present a significant disruption to the educational setting. In order to balance both needs, the following policies regarding the use of such devices shall be in effect:
  - i. Wireless phones (cell phones, smart phones, etc.) and pagers shall be set in the "silent" mode at the beginning of each class session.
  - ii. If the student must take a call, the student shall leave the educational area before answering or beginning to engage in the conversation and retreat to a location that will not disrupt the class.
  - iii. Once the conversation is complete, the student shall return to the classroom without creating a disturbance.
    - 1. The student is responsible for all instructional material missed while out of the classroom.
  - iv. Students shall not engage in sending or receiving text messages, or utilize their device for access to e-mail, the Internet, or any other source not considered a relative part of the class and session being instructed at the time.
  - v. Students may use a tablet or laptop during class instruction but only if it is involved in the current lesson. Failure to follow this rule will result in the student losing the privilege to use their tablet or laptop in class.
  - vi. Electronic devices are not to be used to record the instructional program.



**23. Student Training Records**

- a. Your student training records are confidential. This includes grades, certifications, behavioral/disciplinary records, evaluations, and any other information about your performance in the course. ECEMS may discuss your training records with other ECEMS staff (instructors, administrative staff, clinical staff members) only when necessary. ECEMS is prohibited from discussing any part of your training record with anyone who is not affiliated with ECEMS or not directly involved in your training. This includes your family members and your agency's personnel. ECEMS will only release your training records to yourself or your designated recipients through our *ECEMS Student Training Record Release Form*.
- b. Students have the right to inspect and review their training records. While the course is in session, the Lead Instructor must allow a student to review their training record within 1 week of the student making an informal or formal request. After the course is completed, ECEMS will allow the student access to their training records within 45 days of the day ECEMS receives a formal request for access. Students should submit a written request to the appropriate ECEMS administrative staff member, identifying the record(s) they wish to inspect. ECEMS administration will make arrangements for access and notify the student of the time and place where the records may be inspected.
- c. If a student believes their training records are inaccurate, misleading, or otherwise in violation of their privacy rights, they may request ECEMS to amend the record. The student should submit a written request to the appropriate ECEMS administrator, clearly identifying the part of the record they want to be changed and specifying why it is inaccurate. The institution will decide whether to amend the record within a reasonable time after receiving the request.

**24. Injury**

- a. Students are responsible for all payments for medical care related to exposure/injuries/illnesses that occur from the course.
- b. Students who have any change in their health status during the semester due to injury or illness are required to submit documentation to the Course Instructor. Students are placed on clinical and lab halt due to injury/illness to avoid injury/illness complications until they are cleared by the Course Sponsor Administrator. Clinical and lab absences are excused but must be made up when cleared. Students must submit a *Return to EMS Duties* form signed, dated, and stamped by the treating physician to receive clearance from the EMS program prior to returning to clinical agency experiences and lab session practice.

**25. Student/Faculty Correspondence & Office Hours**

- a. All students will be asked to provide contact information for the purposes of communication with the faculty. Students are encouraged to contact the faculty by cell phone or email when necessary between class sessions. Students should report all changes in their contact information to the faculty as soon as possible.
- b. There are no scheduled office hours with your instructor, however appointments can be made if needed. Texting is not an acceptable medium for any official communication related to the class.

**26. Articulation Agreements/College Credit**

- a. ECEMS is not an accredited higher level of education institution and therefore cannot offer college credit for our courses. However, ECEMS has partnered with Empire State University to make college credit available to our students who successfully complete our courses.



- b. Students who successfully complete the CFR course and obtain a NYS CFR certification are eligible to receive eight (8) college credits from Empire State University. Students shall receive these credits after they matriculate into a SUNY Empire degree program, pay current tuition and fees, and provide a copy of their NYS CFR certification to SUNY Empire as proof that they completed the program.
- c. Students will also receive a waiver of the \$50 orientation fee and a one-time \$100 Better Together scholarship from SUNY Empire once receiving a partner code from the ECEMS Administrative Staff.
- d. Students are encouraged to contact SUNY Empire Admissions Department or view their degree programs to learn more about this opportunity.
- e. This is an optional benefit to students who complete the program. It is not a mandatory requirement for students to participate in it.



**Student Acknowledgement**

By signing below, I acknowledge that I have been informed of all policies, procedures, and expectations of the ECEMS CFR Program and I agree to follow them.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_