

# EMS Handbook 2026



Dear Prospective Student,

Thank you for your interest in The Career Center—Adult Technical Training and our EMS Program. We know you have a choice when it comes to your education, and I hope you will consider attending The Career Center. Enclosed, you will find information regarding our EMS Program to assist you in making your decision.

This handbook is intended to provide general information about our program as well as guide you through the application process. Although there is a great deal of information, it is presented in an easy-to-follow format.

Healthcare professionals are in high demand. EMS Training can be a rewarding career choice. We believe the EMS Program at The Career Center—Adult Technical Training is one of the best in the area, with dedicated faculty and excellent facilities.

As you consider one of the most important decisions of your life, you will find The Career Center—Adult Technical Training EMS Program as the next step for you. If you have any questions or want additional information, please contact us at 740-373-6283.

Sincerely,  
The Career Center—Adult Technical Training

## Program Goal

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*Our goal is to “Prepare competent entry-level EMR, EMT-B in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”*

## Admissions and Selection Process

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*All interested individuals must take the WorkKeys Applied Mathematics, Locating Information, and Reading for Information before the enrollment deadline. In conjunction with the timely completion of other application requirements listed below, applicants must obtain posted (see below) WorkKeys scores to be admitted into the program.*

### Preliminary Eligibility Requirements

1. Complete an application to The Career Center—Adult Technical Training EMS Program and pay the \$30 non-refundable registration fee.
2. Complete background check.
3. Turn in a copy of your high school diploma or GED
4. Interview with Instructors and Program Manager.
5. Complete the WorkKeys Assessments and achieve at or above the following scores:

*Applied Mathematics: 4      Locating Information: 4      Reading for Information: 5*

## Admission Guidelines

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- **Admission Requirements (Education):** The student must be at least **seventeen years old**;
- The student must be enrolled in the **twelfth or final grade** in a secondary school program; and

- The student must otherwise meet all other requirements for admission into the EMS training program.

**Physical Exams and Immunizations must be completed before any patient contact and field/clinical time.**

2-Step Mantoux (TB or TBGold), Hepatitis B Series, Physical, Varicella Titer, Tetanus Booster, MMR Titer/Booster, Flu vaccine, Covid-19 Vaccination (or exemption).

**General Safety & Health/ Illness & Injury Reporting:**

- Because of the nature of the EMS profession, students may be exposed to fatal or potentially fatal disease processes of a contagious nature to high-risk toxic substances or to other situations involving personal danger and the risk of serious injury or death. As a condition of the Washington County Career Center EMS Program, students agree to abide by the terms of all Career Center policies and those of their respective clinical and field internship sites pertaining to safety. **Students shall wear appropriate personal protective equipment, including, but not limited to, gloves and safety glasses during any patient contact.**
- Staff and preceptors are responsible for the health and safety of their students. They will ensure that students comply with prescribed protocols, safety regulations, and work practices. Students will abide by all instructions provided by instructors, preceptors, and clinical/ field internship site personnel. Students will report unsafe or unhealthy conditions to their instructors/ preceptors.
- Repeated or flagrant disregard of safety policies, rules, or precautions will result in dismissal from the program.
- Students are expected to ensure good physical and mental health sufficient to perform the duties as EMS students. This was verified by the submission of medical acceptance into the program. Neither the Washington County Career Center nor any affiliates are liable for accidents or illnesses that occur to students during scheduled school hours or activities.
- The Program Director must be notified within 24 hours of any injury, illness, or significant exposure.
  - If in a clinical or field internship setting, the student must also follow any requirements of that site
  - Students who are covered under an employer's insurance program may also be expected to comply with their employer's documentation requirements

**Physical Requirements:**

Physical requirements are necessary to safely and accurately carry out the duties of an EMS provider. These include but are not limited to:

- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry, and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written, and diagnostic form instructions
- Ability to use good judgment and remain calm in high-stress situations
- Ability to be unaffected by loud noises and flashing lights

- Ability to function efficiently without interruption throughout an entire work shift
- Ability to calculate weight and volume ratios
- Ability to read English language, manuals, and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members, and bystanders
- Ability to document, in writing, all relevant information in a prescribed format in light of the legal ramifications of such
- Ability to converse, in English, with coworkers and hospital staff about the status of the patient
- Possesses good manual dexterity with the ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop, and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold, and moisture
- Ability to work in low-light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

### **Course Content:**

Students learn the following in class:

- Lifting and Moving Patients
- Medical Terminology, Anatomy, and physiology principles of pathophysiology
- Basic and Advanced Airway Management
- How to obtain and interpret vital signs
- Scene Size-up
- Primary and Secondary Assessments
- Communication and Documentation
- General Pharmacology
- Medical Patient Assessment and Care of (Cardiac, Respiratory, Diabetic Emergencies, Allergic Reactions, Infectious Disease, SEPSIS, Poisoning, and Abdominal Emergencies)
- Trauma Patient Assessment and Care
- Immobilizing Long Bone, Joints, and Neck
- Environmental Emergencies
- Obstetric and Gynecologic Emergencies
- HAZ MAT, MCI, and Incident Management
- Highway Safety

### **Graduation:**

Students must achieve the following to graduate:

- Maintain a 100% attendance rate in both classroom and clinical hours.
- Complete all coursework with a grade of (80%) or higher and all clinical/ field internships with a passing score.
- Meet all financial obligations to Washington County Career Center
- All tuition and national certification fees must be paid two weeks before taking the exam and graduating.

- Student may test for the NREMT, we will hold certification until 18.

## **Immunization/Screening Requirements**

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The following documented immunizations, titers, and records must be submitted by the first day of the start of the program. You must submit documentation to the front off of Adult Technical Training.

### **Measles, Mumps, Rubella (MMR)**

You must have documentation of receiving 2 MMR vaccinations or positive titers (a blood test that shows immunity to Measles, Mumps, and Rubella).

### **Hepatitis B Vaccination**

The Hepatitis B vaccination is a series of 3 injections given over six months. You must submit documentation of having had the 1<sup>st</sup> shot of the series.

### **Tuberculosis Skin Test – 2 Step**

You must submit documentation of having had a recent negative TB (PPD) skin test. For positive reactors, you must show proof of the positive reaction, and then a negative chest X-ray must be good for 12 months.

### **Varicella Immunization**

You must have documentation of receiving two vaccinations or have a positive titer (blood test showing immunity to Varicella). Submitting a physician's statement that you had chickenpox will be accepted.

### **T-dap**

This vaccine is an immunization for Tetanus, Diphtheria, and Pertussis and is required if you have not had tetanus within the past ten years. This is also a new requirement from the CDC and will be required every ten years.

### **Physical Examination**

A physical examination that states the student can complete the requirements of the program.

### **Flu Shot**

It is required before entering the clinical rotation.

### **Covid-19 Vaccination/exemption**

Not required but could be requested based on clinical site.

### **Other Screenings**

There will also be a required drug screen. A positive result in the drug screening will deny you entry into the EMS Program.

## **Guidelines and Expectations**

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### **Dress Code**

- Good personal hygiene is necessary. Body hair, clothes, and shoes must be kept clean. Use of deodorant and proper dental hygiene must be maintained as a measure of good health.
- Students are required to wear a navy polo, navy BDU/ EMT trousers, black boots, and a black belt.
- Body piercing must be removed while in class and clinicals.
- Tattoos considered offensive should be covered at the discretion of instructors and in compliance with any clinical/ field internship site.
- Makeup and colognes should be kept to a minimum.
- No artificial nails of any kind. No nail polish.
- Long hair should be pulled away from the face, and male students' facial hair should be clean and appropriately groomed.
- School badges will be provided and must be worn with the uniform during class and all field/ clinical internships.

### **Insurance**

The student is required to carry liability insurance. This mandatory insurance is purchased through The Career Center and is included in the supplies fee.

### **CPR Course**

Proof of successful completion of an AHA CPR for health care provider course must be completed before the clinical assignment. If the student completes the CPR course, they will be permitted to participate in the clinical portion of the program and, therefore, will be eligible for graduation. A CPR course is offered during the program.

### **Academics**

Students are expected to maintain an 80% (C) or better throughout the program. If 80% is not achieved, students may be placed on probation and asked to repeat the course or dismissed from the program. This will be at the discretion of the Medical Program Coordinator.

If classroom classes are canceled due to inclement weather, students will be required to make up these hours at the discretion of the instructor and Program Director.

**No cell phone use is permitted during class time. Texting in class will not be tolerated.** If you cannot abide by the request, all students will be asked to deposit their phones in a basket on the front table as they enter the room. You may use your phone during breaks outside the building.

Please place all books, backpacks, purses, etc., on the floor during testing. You are not permitted to leave the classroom during tests. Any blank answers will be counted as wrong answers. Read all questions and answers thoroughly before answering.

### **Grading Scale**

94-100% = A

87-93% = B

80-86% = C

79% and below is considered failing.

Students must pass each class to move on to the next quarter.

### **Attendance Policy**

Students must attend at least 100% of the program hours. There are no exceptions. Students not achieving 100% hours may be dismissed from the program.

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the EMS Program depends, in part, on consistent attendance. In academic courses, grades are earned based on the student's attainment of the course objectives, but regular and punctual attendance is expected. Students will only be permitted to make up the test one week after a missed day, and documentation must be presented to the program manager.

Students are expected to stay for the entire class. Students leaving early or arriving late will have the time deducted from their total hours.

Students who must miss a class are expected to notify the Career Center or the instructor in advance according to the guidelines established for the course. The Medical Programs Manager may require documentation of illness.

### **Clinical Absenteeism Guidelines**

**Students must be in attendance for all clinical days.** If a student is going to be absent from clinicals, the student must notify the Program Coordinator/ preceptor of the absence one hour before scheduled clinical time begins. Students are allotted to miss one clinical

day during the entire rotation. Rescheduling clinicals hours is the responsibility of the students. Failure to make up a missed clinical day or missing more than one clinical day may result in dismissal from the program at the Career Center's discretion.

Students are only permitted to carry/ use cell phones while in the clinical/ field internship setting for patient care purposes or emergencies away from direct patient contact per the policy of the clinical site. Misuse of cell phones or smartwatches during clinical/ field internship settings will result in disciplinary action.

Students are responsible for completing all clinical rotation forms and obtaining a signature from the clinical preceptor they were assigned. These forms will be due by two weeks after the clinical date.

### **Student's Conduct and Responsibility**

Transportation to class and clinicals is the responsibility of the student. It is also the responsibility of the student to arrive at class and clinical/ field internship on time and prepared. Since the clinical experience is a directed practice, the student must attend each scheduled day at the site. It is expected of the student to treat classmates, peers, instructors, patients, and clinical supervisors with respect and in a professional manner. Confidentiality of the patient's medical record and classroom conversations is mandatory, with no exceptions. The student is legally accountable for the services they provide to the patient; therefore, the student must adhere to high moral and medical ethics.

### **Student Concerns**

Students who have complaints or concerns about the program **must** take the following steps:

1. Discuss the problem with your instructor; if not resolved, then
2. Discuss the problem with the EMS Program Director; if not resolved, then
3. Discuss the problem with the Adult Tech Director.

### **Probation Defined**

Probation is a trial period of 30 days in which the student must improve or be withdrawn from the program. The Medical Programs Coordinator, for the following reasons, may place a student on probation in the EMS Program:

1. Academic failure at mid-term
2. Failure of Hands-on Skill midterm and final
3. Unsatisfactory performance in the clinical setting/lab/classroom
4. Unsafe or unprofessional practice
5. Inability to maintain physical and mental health necessary to function in the program
6. Lack of attendance
7. Tardiness
8. Breach of confidentiality

9. Poor conduct as defined in the Adult Technical Training Student Handbook
10. Failure to bring assigned books and materials to class
11. Not in uniform
12. Cheating on tests, homework, or clinical papers.
13. Having a poor and unprofessional attitude in the classroom and clinical site.

### **Probation Procedure**

Probation may begin only following a conference with the student. Members present may include the classroom instructors and EMS Program Director. Probation status forms will be completed and signed by the parties attending the conference.

### **Dismissal**

If a student is dismissed from a clinical site, the student is automatically dismissed from the program.

If a student is not in their assigned location by the assigned time, the clinical site may dismiss the student for the day. The student will be placed on probation with a warning. If this happens again, the student will be dismissed from the clinical site, which could result in dismissal from the program.

### **Computer Access and Internet Access**

Computer access is required for the EMS Program.

### **Policy on Academic Honesty**

All students are required to maintain academic honesty in all aspects of the educational process. Academic dishonesty includes but is not limited to falsification of information, cheating on a test and assignments, plagiarism, and collusion of any forms of dishonesty that will result in dismissal from the program.

- ◆ Falsification of information includes:
  - Student admission & clinical forms
  - Student health forms
  - Student clinical records
- ◆ Cheating includes:
  - Copying from another student's test paper
  - Using materials during a test, not authorized by the instructor
  - Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part of the contents of an unadministered or administered test material
  - Bribing any other person to obtain test materials or information
  - Falsifying test results
- ◆ Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work for credit.

- ◆ Collusion is defined as unauthorized collaboration with any other person in preparing work offered for credit. This does not include assisting fellow students in team-based projects.

### **Student Acknowledgment of Testing and Certification**

Upon Successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts (**with the exception of EMR, which is only 3 total attempts**). After three unsuccessful attempts at the National Registry Cognitive Exam (**except EMR**), the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), **4765-8-05(A)(4), 4765-8-01.**

To set up to take the NREMT exam follow these steps: Go to [www.nremt.org](http://www.nremt.org) and create a NREMT account (log on to your account if you have one already).

- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and schedule it with the NREMT

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The initial certification examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

(1) The passing score for the written portion of the examination shall be determined by the NREMT.

(2) The passing score for the practical portion of the examination for the emergency medical responder and

emergency medical technician shall be determined by the board.

(3) The passing score for the practical portion of the examination for the advanced emergency medical technician

and paramedic shall be established by the NREMT.

(4) The written and practical portions of the examination shall remain valid for one year from the date of successful

completion.

(B) The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

By signing below, you are acknowledging these steps and that if you have further questions you will ask the program director.

Student Name Printed: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date \_\_\_\_\_