



Medical Career Institute

Training Tomorrow's Professional

Student Catalog

Bonita Springs Campus License # 3999

27975 Old 41 Road, Suite 201

Bonita Springs, FL 34135

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MCI is Institutionally Accredited by ABHES



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CONSUMER INFORMATION

This catalog is published in order to inform students and others of the academic programs, policies, calendar, tuition, fees, administration and faculty. The information is current and accurate at the time of publication. Medical Career Institute, LLC (“the Institution”) cannot assure that changes will not occur which will impact this information. The Institution reserves the right to make changes within the term of this catalog which may impact any of the information published, and to make changes, if necessary, without prior notice to individual students. As such changes may potentially occur; these will be published in the next update of the catalog. The Institution expects its students to read and understand the information published in this catalog as well in any updated versions published. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published within. Further, it is the responsibility of each student to remain apprised of current graduation requirements within their programs. The Institution avows a policy of equality in the following areas: employment opportunities, educational opportunities and nondiscrimination of educational services to the public. The Institution makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, creed, color, religion, gender, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which is prohibited under law as a basis for an employment decision by local, state or federal law. Medical Career Institute, LLC will not retaliate against persons bringing forward allegations of harassment or discrimination.

The Institution affirms its policy of administering all educational activities and applicable student services and benefits in a manner which does not discriminate on the basis of a student’s race, creed, color, religion, gender, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which is prohibited under law as a basis for the provisions of such services by local, state, or federal government. Medical Career Institute, LLC will not retaliate against persons bringing forward allegations of harassment or discrimination.

All individuals involved with the recruitment of prospective students or participate in the admissions process have completed an approved Admissions Training Program.

HISTORY

Medical Career Institute, LLC is a for-profit, limited liability corporation created in accordance with the laws of the State of Florida. Medical Career Institute, LLC or “MCI” was founded in June, 2008, by Richard Gonzalez to provide a pathway for residents of Lee and surrounding counties to obtain educational training as an Emergency Medical Technician or Paramedic. In October 2001, MCI relocated to the current location at 27975 Old 41 Road, Suite 201, Bonita Springs, Florida. In May 2013, MCI added the Firefighter I & II program.

CAMPUS DESCRIPTION

The campus is located at 27975 Old 41 Road, Suite 201 Bonita Springs Florida. The facility, known as the Corrian Gateway building, occupies 8000 square feet of space that houses; four classrooms, three laboratories, a medical supply storage room, a resource center, a student break room, offices and a large reception area. Each of the classrooms is equipped with an overhead projection system, a television and wireless access to the internet. Administrative and instructor offices are easily accessible to students. The facility has ample parking provided at no additional charge to all students and employees. The campus is a smoke-free environment in accordance with the Florida Clean Indoor Air Act, 1985.

ABOUT MEDICAL CAREER INSTITUTE, LLC

Medical Career Institute, LLC offers a wide range of allied health programs, including the following diploma programs: Emergency Medical Technician, Paramedic and Firefighter I & II and Associate level degrees: Emergency Medical Services and Fire Science Technology. The administration and advisory board strongly believe that the institution can make a difference in the community by offering these specialized courses.

MCI is committed to providing an educational environment built on mutual respect, professionalism, knowledge and promoting critical thinking. Residents of the surrounding communities entrust emergency medical professionals with providing a safe, confident and caring response to daily emergencies and life-changing events. Our administrative leaders and faculty strive daily to instill the values and moral fortitude required of these professionals. In a profession where a simple mistake can mean the difference between life and death, the gravity of the student's career of choice is addressed in every class session. Medical Career Institute, LLC, thrives on providing well-rounded educational experience that enables graduates to become consummate health care professionals.

MISSION AND PURPOSE

Medical Career Institute, LLC is an academic institution dedicated to providing educational programs in the allied health, emergency medical and fire service professions. As a provider of higher education, we strive to create an environment in which students are encouraged to grow personally and professionally through appreciation and commitment to life-long learning. Our coursework is designed to teach students to think independently, critically, and to improve problem-solving abilities. We are devoted to creating an environment where students are prepared to be productive and successful contributors to the professions and in the communities they serve. Medical Career Institute, LLC is committed to sound business practices that parallel the business principles of the surrounding communities. The administration, in conjunction with institutional advisory board, believes that the institution makes an important contribution to the economic growth and social well-being of the tri-county area it serves.

To achieve our mission, Medical Career Institute, LLC has the following objectives:

- To offer sound allied health, emergency medical and fire service education through a professionally based career training curriculum that aligns with the goals and standards for the occupations in which students are being trained.
- To maintain a dynamic organization that is responsible and responsive to the students, faculty, affiliated agencies and communities it serves.
- To develop, in students, a professional attitude and awareness of current career practices through exposure to authentic course content and to faculty engaged in effective and innovative teaching strategies.
- To recruit and retain qualified instructors who are dedicated to creating an engaged learning environment through use of contemporary teaching methodologies in allied health, emergency medical and fire service education and training.
- To provide ongoing assessment and planning procedures to ensure that the institution's mission continues to be relevant to the needs of the tri-county area and the allied health, emergency medical and fire service communities it serves.

- To assist graduates in locating opportunities and professional positions for which they are educated.
- To minimize potential barriers to higher education for the socially or economically disadvantaged by accepting qualified students without regard to age, sex, religion, race, or national origin.

STATEMENT OF OWNERSHIP

Medical Career Institute, LLC is a limited liability corporation formed under the laws of the State of Florida. It is a for-profit organization owned and operated by Richard Gonzalez. The corporation is governed by a Board of Directors. The corporation's address is 27975 Old 41 Road, Suite 201, Bonita Springs, Florida, 34135.

BOARD OF DIRECTORS

Richard Gonzalez, EMT-P	President/CEO/Program Director
Antonio Gandia, M. D.	Medical Director, EMS Consultant
William McGrath, EMT-P	EMS Consultant, Distance Education Director

ADVISORY BOARD MEMBERS

Richard Gonzalez, FF/EMT-P	President/CEO/Program Director
Antonio Gandia, M. D.	Medical director
William McGrath, FF/EMT-P	Battalion/EMS Chief, North Lauderdale Fire Rescue
Eloy Ricardo, FF/EMT-P	Deputy Chief of Life Safety, North Naples Former Graduate Paramedic Program, MCI
Tony Chin, FF/EMT-P, Distance Education	Training Captain, Tamarac Fire Rescue
Richard Scott, FF/EMT-P	Deputy EMS Chief, Bonita Springs Fire Rescue and Control. Former Paramedic graduate from Medical Career Institute
Freddie Batista	Distance Education Specialist, Director of eLearning and Business Development Training, TriMonks
Pamela Mertens	Distant Education Consultant

ACCREDITATION AND AFFILIATIONS

State Licensure

Medical Career Institute, LLC is licensed by the Florida Department of Education Commission for Independent Education. For additional information regarding the institution, if licensed may be obtained by contacting the Commission for Independent Education, Department of Education, 325 W. Gaines Street, Suite #1414, Tallahassee, Florida 32399-0400, 815-245-3200 or toll free 888-224-6684. For additional information

Accreditation

Medical Career Institute is institutionally accredited by the, Accrediting Bureau of Health Education Schools also known as ABHES.

Programmatic Credentialing

Medical Career Institute, LLC Emergency Medical Technician and Paramedic programs are approved by the Florida Department of Health, 4052 Bald Cypress Way, Tallahassee, Florida, 32399, 850-245-4444.

Special Notice to Paramedic Students:

Students that enter a paramedic program after January 1, 2013 that is not accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Service Professions (CoAEMSP), will be considered “state recognized” only program. They will no longer be eligible for national EMS certification or reciprocity in states that require national EMS program accreditation.

The Paramedic Program at Medical Career Institute LLC is a “state recognized” only program and not currently accredited.

Department of Veterans

“Medical Career Institute has been approved by the State Approving Agency for the enrollment of those eligible to receive Veteran educational benefits.” Students must follow the SAP & Attendance policy attached to this catalog.

Facility Code: 2-5-4991-10

ADMISSION

General Admission Requirements

Students seeking admission to Medical Career Institute, LLC are required to fill out an application for enrollment form. These are available at the campus and online. Applications for enrollment need to be returned to student services for review. Student services is available Monday-Friday from 9 a.m. -5 p.m. Student services is typically closed on weekends and major holidays. Students can schedule an appointment with the student service administrator if they are available during regular business hours. Evening and weekend appointments are available.

High school graduation or its equivalent is a requirement for admission to Medical Career Institute (MCI). Students are required to attest that they are a high school graduate or possess completion of the equivalent prior to enrollment. Medical Career Institute will make every attempt to verify the veracity of this attestation. If MCI is unable to verify successful completion of high school, or its equivalent, it is the responsibility of the student to ensure that official proof of high school completion, or its equivalent, is provided within 30 days of enrollment. Failure to comply with this requirement will result in immediate dismissal from the MCI and forfeiture of credits.

Verification of high school graduation, or its equivalent, may be provided in the form of an official transcript or other approved documentation that confirms graduation from high school or its equivalent. Verification documentation that satisfies requirements is approved by the Program Director. Examples of acceptable verification are listed below:

- Form DD214: Veterans may submit a DD214 that indicates high school graduation. (Please note that not all DD214 documents contain this information). Form DD214 is usually free for veterans and can be obtained in ten (10) working days or less at the following website: <http://www.archives.gov/veterans/military-service-records/>
- Form DD1966: Service members may submit a DD1966 that indicates high school graduation

- Military Statement of Service: Active duty service member may submit a *Military Statement of Service Memorandum* annotated by his/her personnel or administrative office indicating completion of high school or its equivalent
- Other official military records documenting high school graduation or equivalent may be submitted subject to approval by the Registrar
- Associate of Arts, Associate of Science, Associate of Applied Science, Bachelor of Arts, or Bachelor of Science degree awarded from any school accredited by an accrediting body recognized by the US Department of Education or the Council for Higher Education Accreditation, or foreign equivalent - Official Transcript must be provided to satisfy requirement

These documents must be submitted to the student services offices within 30 days of enrollment. Failure to comply with this requirement will result in immediate dismissal from the MCI and forfeiture of credits. The applicant/student bears the responsibility for securing these documents and submitting them appropriately.

Students seeking admission to the institution with a high school diploma completed in a foreign country must provide an original United States-equivalency evaluation from an evaluating agency that is a member of the National Association of Credential Evaluation Services (NACES) (www.naces.org) or the Association of International Credential Evaluators, Inc. (AICES) (www.aice-eval.org). All costs of the evaluation of a foreign transcript are the responsibility of the applicant.

All transcripts or other documentation related to graduation or program completion becomes property of Medical Career Institutes, LLC. Admission to the institution is based on compliance and submission with all general and specific program admissions requirements.

Students must be able to pass a background check and drug screening to begin externships.

Applicants seeking admission to any of the programs that are offered via distance education will need to have the following:

1. Access to a computer with internet access and capability
2. Basic computer usage knowledge
3. Ability to send and receive email
4. Ability to send and receive attachments via email or within the learning management system.
5. Ability to navigate and utilize search engines on the internet
6. Knowledge of Microsoft or comparable software functions and usage

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

In addition to the *General Admission Requirements*, the following programs have specific requirements for enrollment.

EMERGENCY MEDICAL TECHNICIAN PROGRAM- DIPLOMA

1. All requirements listed under the heading “*General Admission Requirements*”
2. 18 years of age. If under 18 years of age, applicant must have a parent or guardian sign consent. (Note: Students under the age of 18 may not be eligible to apply for National Registry credentialing until they reach 18 years of age.)
3. Complete and submit a signed MCI Student application
4. Complete and submit a signed enrollment agreement (done on the first day of class).
5. Submit a \$100.00 **NON – REFUNDABLE** registration fee.
6. Copy of a current Driver’s License
7. Copy of social security card or letter stating one has been ordered. (card must be turned in prior to graduation). A social security number is mandatory to become licensed in Florida).
8. Submit payment for program tuition and applicable fees or secure funding for a career-based loan.

9. Copy of High School Diploma, High School Completion, GED or equivalency:
 - a. The following apply only to students currently enrolled in High School.
 - i. Students enrolling in their senior year of high school may register for the EMT program in their last 6 months of school but will not receive a diploma until graduate from High School.
 - b. Students that sign an attestation form have 30 days from enrollment to produce a HS Diploma, GED or official transcripts.
10. Provide proof of current CPR certification by the American Heart Association (AHA) healthcare provider or a state approved CPR provider or attend a mandatory training session at the institution (not included in tuition and an additional \$75.00 fee is charged for this course). If a CPR card is not submitted on the first day of class, the student may take the CPR course with the institution and receive a card within 14 days of class starting.
11. Provide a completed health physical form from a State of Florida licensed physician, Nurse Practitioner or PA. Physical forms must be completed within 30 days after class starting. Physical examination forms are available from student services.
9. Provide proof of the following:
 - Vaccination, titer or proof of Immunity to; Measles, Mumps, Rubella (MMR).
 - Negative skin test for tuberculosis (PPD or TB skin test). Tuberculosis test cannot be more than 12 months old. If applicant tests positive historically or currently, a chest x-ray is required.
 - Hepatitis B vaccination series, Titer, proof of immunity or a signed Hepatitis B declination form. Hepatitis B form is available from student services.
 - Influenza vaccination or a signed refusal form. Flu waiver form is available from student services.
 - Tetanus vaccination. TDAP
10. Students must be able to pass a background check and drug screening prior to beginning externships. A student may not have a felony or misdemeanor conviction as per Florida Statute. If you have questions regarding this issue contact the Florida Department of Health EMT/PMD/Rad Tech Certification at 4052 Bald Cypress Way, BIN C85 Tallahassee, Florida,

PARAMEDIC PROGRAM- DIPLOMA

1. All requirements listed under the heading “*General Admission Requirements*”
2. 18 years of age. If under 18 years of age, applicant must have a parent or guardian sign consent. (Note: Students under the age of 18 may not be eligible to apply for National Registry credentialing until they reach 18 years of age.)
3. Complete and submit a signed MCI Student application
4. Complete and submit a signed enrollment agreement (done on the first day of class).
5. Submit a \$100.00 **NON – REFUNDABLE** registration fee.
6. Copy of a current Driver’s License
7. Copy of social security card or letter stating one has been ordered. (card must be turned in prior to graduation). A social security number is mandatory to become licensed in Florida).
8. Submit payment for program tuition and applicable fees or secure funding for a career-based loan.
 - a. Copy of High School Diploma, High School Completion, GED or equivalency: Students that sign an attestation form have 30 days from enrollment to produce a HS Diploma, GED or official transcripts.
9. Provide proof of State of Florida EMT licensure or successfully have passed a State of Florida EMT program and are waiting to take the Florida exam, provide licensure information on completion of the examination.

****NOTE* Students must be State of Florida EMT licensed and provide documentation by midpoint/midterm or they will be removed from the program until they obtain the State of Florida credential.***
10. Provide proof of current CPR certification by the American Heart Association (AHA) healthcare provider or a state approved CPR provider or attend a mandatory training session at the institution (not included in tuition and an additional \$75.00 fee is charged for this course).

12. Provide a completed health physical form from a State of Florida licensed physician, Nurse Practitioner or PA. Physical forms must be complete within 14 days of class starting. Physical examination forms are available from student services.
11. Provide proof of the following:
- Vaccination, titer or proof of Immunity to; Measles, Mumps, Rubella (MMR).
 - Negative skin test for tuberculosis (PPD or TB skin test). Tuberculosis test cannot be more than 12 months old. If applicant tests positive historically or currently, a chest x-ray is required.
 - Hepatitis B vaccination series, Titer, proof of immunity or a signed Hepatitis B declination form. Hepatitis B form is available from student services.
 - Influenza vaccination or a signed refusal form. Flu waiver form is available from student services.
 - TDAP or Tetanus vaccination if applicable
12. Students must be able to pass a background check and drug screening prior to beginning externships. A student may not have a felony or misdemeanor conviction as per Florida Statute. If you have questions regarding this issue contact the Florida Department of Health EMT/PMD/Rad Tech Certification at 4052 Bald Cypress Way, BIN C85 Tallahassee, Florida, 32399-3285, 850-488-0595, www.doh.state.fl.us/mga/EMT-Paramedic or www.FLhealthsource.com.
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FIREFIGHTER I & II PROGRAM -DIPLOMA

1. All requirements listed under the heading “*General Admission Requirements*”
2. Must be at least 18 years old to become firefighter II certified. Students under 18 years old may sign up for firefighter I. See below #10.
3. Complete and submit a signed MCI Student application
4. Complete and sign a signed enrollment agreement. (done the first day of class)
5. Submit a \$100.00 **NON – REFUNDABLE** registration fee.
6. Provide proof of United States citizenship or residency

7. Submit payment for program tuition and applicable fees or secure funding for a career-based loan.
8. Copy of a current Driver's License
9. Copy of social security card or letter stating one has been ordered. (card must be turned in prior to graduation). A social security number is mandatory to become licensed in Florida).
10. Copy of High School Diploma, High School Completion, GED or equivalency: Proof of HS Diploma, completion, GED or equivalent:
 - a. The following apply only to students currently enrolled in High School
 - i. Students may only enroll in their senior year of High School for the Firefighter I Program but will not receive a course completion certificate until they graduate from High School.
11. Pass the Firefighter Physical Agility Test (F-PAT) or have successfully completed the F-PAT within 12 months of program beginning.
12. Complete the application for Firefighter Certification Examination, Bureau of Fire Standards and Training Form (DFS-K4-1016). Log onto FCDICE and pay the \$30.00 examination fee to The Department of Financial Services.
13. Go to PearsonVue and complete the fingerprinting form and pay applicable fees directly to PearsonVue. Bring the digital fingerprint confirmation back to the institution along with the DFS-K4-1016, the DFS-K4-1022.
14. Complete and notarize the tobacco affidavit.
15. Obtain approved firefighting gear prior to the first day of class or. Students may opt to rent gear from a local vendor or school.
16. Complete and pass the Medical Examination (form DFS-K4-1022). Examination must be dated within six months of the class start date. You must fill out all lines on the form leaving nothing blank. Forms that are not filled out properly or are outdated forms will not be accepted.
17. Provide proof of current tetanus vaccination.
18. Students must be able to pass a background check and drug screening. These must be completed on or before the first day of class. Backgrounds that expire during class must be updated. A student may not have a felony or misdemeanor conviction as per the Florida

Bureau of Fire Standards and Florida Statute. If you have questions regarding this issue contact the Florida Department of Fire Standards Office at 200 East Gaines Street, Tallahassee, Florida, 32399-0322.

EMERGENCY MEDICAL SERVICES – ASSOCIATE OF SCIENCE DEGREE

1. All requirements listed under the heading “*General Admission Requirements*”,
2. 18 years of age. If under 18 years of age, applicant must have a parent or guardian sign consent. (Note: Students under the age of 18 may not be eligible to apply for any credentialing until they reach the age of 18 years of age.)
3. Complete and submit a signed MCI Student application
4. Complete and sign an enrollment agreement.
5. Submit a \$100.00 **NON – REFUNDABLE** registration fee
6. Copy of a current Driver’s License
7. Copy of social security card or letter stating one has been ordered
8. Submit payment for program tuition and applicable fees or secure funding for a career-based loan.
9. Copy of High School Diploma, High School Completion, GED or equivalency:
10. Provide transcripts for successful completion of: Emergency Medical Technician and Paramedic training from an approved training provider **OR** concurrent enrollments in a training program that progress to completion of both EMT and Paramedic designations prior to graduation from the Associate of Science degree program.

FIRE SCIENCE TECHNOLOGY – ASSOCIATE OF SCIENCE DEGREE

1. All requirements listed under the heading “*General Admission Requirements*”,
2. 18 years of age. If under 18 years of age, applicant must have a parent or guardian sign consent. (Note: Students under the age of 18 may not be eligible to apply for any credentialing until they reach the age of 18 years of age.)
3. Complete and submit a signed MCI Student application
4. Complete and sign an enrollment agreement.
5. Submit a \$100.00 **NON – REFUNDABLE** registration fee
6. Copy of a current Driver’s License

7. Copy of social security card or letter stating one has been ordered
8. Submit payment for program tuition and applicable fees or secure funding for a career-based loan.
9. Copy of High School Diploma, High School Completion, GED or equivalency:
10. Provide proof of successful completion of: Emergency Medical Technician and Firefighter I & II training from an approved training provider **OR** concurrent enrollments in a training program that progress to completion of both EMT and Firefighter I & II designations prior to graduation from the Associate of Science degree program.

ADVANCE PLACEMENT POLICY

Medical Career Institute, LLC does not award credit for advanced placement (dual enrollment) or for experiential learning.

RESIDENCY REQUIREMENTS

Students, that are not a United States Citizen or Resident, may enroll in any of MCI's program if they bring a copy of their student visa. The maximum allowed to transfer in is 75%. Students are required to complete at least 25% of the program at the diploma/degree granting facility. If the transferred credit cannot be matched up equally, then the credit will not transfer in. The final acceptance of any student transferring into a program will be at the discretion of the Distant Education Director, Course Coordinator, Program Director and Medical Director. Transfer of credit will only be awarded upon receipt and review of official transcripts from granting institution. Official transcripts must be mailed from the transferring institution to MCI. Students may bring in an official transcript, but it must be delivered in a sealed envelope from the issuing institution. Acceptance of transcripts, brought into the institution by a potential applicant, applicant or current student, is up to the discretion of the program director.

TRANSFERABILITY OF COLLEGE COURSEWORK

If a student is interested in transferring to another Institute, please speak with the Program Director and the institution in which you would like to transfer to for further information on our articulation agreements. If there are no agreements with other institutes then they may choose not

to accept such credit transfers. A credit transfer to a college is not guaranteed by MCI. Each institution has the right to accept or refuse such credits. Transferability of credits to another institution is in accordance with Chapter 6E-1.0032(6) (f) of the Florida Administrative Code. It the responsibility of the student to confirm whether credits will be accepted. Students from Medical Career Institute, LLC, transferring to state college or university must realize that they will be transferring credits from a non-accredited institution.

TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any regionally or nationally accredited institute, college or university, regardless of the amount of time spent in attendance or credit earned. Transfer students must meet the same admissions requirements as new students. In addition to the high school transcript, transfer students seeking a degree or certificate at MCI must also provide official transcripts from all previously attended institutions, colleges or universities after completion of all grades.

Students wishing to transfer General Education, Diploma or Elective courses from a foreign country must provide an original United States-equivalency evaluation from an evaluating agency that is a member of the National Association of Credential Evaluation Services (NACES) (www.naces.org) or the Association of International Credential Evaluators, Inc (AICES) (www.aice-eval.org). All related costs of the evaluation of a foreign transcript are the responsibility of the applicant. A copy will be made at the institute of the original forms and placed in their student file.

Transcripts may be either sent directly to MCI from the issuing institution or be hand-delivered in an envelope sealed by the issuing institution. Faxed and student copies are not considered official transcripts. All transcripts must be received by MCI prior to enrollment to any offered program at the institution.

Student may only transfer into the Emergency Medical Technician, Paramedic and Fire Fighter I/II programs if they can produce a certified transcript from an institute licensed or approved by the state approving or licensing authority. Also, students' that transfer over to such program must show proof of entrance examinations or standardized exams that demonstrate learning at that program of study along with proof of specialization in trained areas. This applies to institutions both in and

out of Florida. Courses for which transfer is acceptable must parallel, in content and intensity, as the program presently being offered by the institution. This documentation shall be included in each student's permanent file. Regardless of the time completed in any other program, the student must pass a basic entrance examination required for the Paramedic program (see *Paramedic Program specific admission requirements, page 12*) and demonstrate appropriate skill level to the Program Director or appointed institutional representative.

STUDENT SERVICES

Student Services is in the reception area of the facility and is open during normal school hours or by appointments if requested.

Student services are available to all students regardless of their field of study or enrolled in an on-ground or a hybrid (distance education) course.

Student services retain the right to deny any student admittance into class if:

1. Required documents or paperwork is missing or not properly submitted
2. Payments are not kept current
3. Any program related issue that has the potential to interfere with a student's successful completion of course work or with obtaining employment after graduation.

STUDENT RECORDS

Student Services, in conjunction with the program director is responsible for record maintenance and monetary transactions. All student records are permanently stored at the institution in accordance with all applicable local, state and federal regulations. Student records are confidential in nature and specific authorization must be obtained, from the student, prior to release. Students and graduates may provide authorization via an email or signed authorization form. There is a charge of \$.25 per page for copying records.

Medical Career Institute, LLC generally will not permit disclosure of personally identifiable information from records of a student without prior written authorization. Personally, identifiable information is disclosed (some items are mandatory, some discretionary) from records of a student without that student's prior written authorization to the following individuals or institutions or in the following circumstances:

1. To Medical Career Institute, LLC officials who have been determined by the institution to have legitimate educational issues in the records. An official is defined as:
 - a. A person employed by the institution in an administrative, supervisory, academic or research, or support staff position. This includes but is not limited to human resources and accounting staff for purposes of tuition reimbursement plan; or a person employed or under contract to the institution to perform specific tasks such as an auditor, consultant, or attorney, and persons on the Board of Directors.
 - b. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with issues of institutional credentialing.
 - c. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
 - d. To comply with a judicial order or lawfully issued subpoena.
 - e. To appropriate parties in health or safety emergencies.

ACADEMIC TRANSCRIPTS

Students and graduates may request copies of their transcripts from student services. The request must be signed by the individual whose name appears on the transcript. There is a \$20.00 fee for an official transcript. All transcripts will be placed in an institution envelope and marked official over the envelope seal. Requests for transcripts take approximately 2-3 for processing. If a transcript is to be sent to someone, and not picked up by the individual, this request must accompany the signed release and provide appropriate information for service through the U.S. Post Office. If the individual is currently enrolled or has outstanding financial obligations, transcripts will not be released.

FINANCIAL AID

MCI offers several financial options for students to pay for their education and related expenses including textbooks, equipment and other fees. MCI uses Bank of America, BB&T Bank or students may apply for an in-house loan for those who qualify. The institution accepts payments in the form of cash, check, cashier's check, money orders and all major credit cards. Student's that qualify for in house loans must adhere to the terms of the payment plan set forth on the enrollment agreement. Medical Career Institute, LCC is not currently a participant in Title IV funding, **but is in the process.**

Department of Veterans

"Medical Career Institute has been approved by the State Approving Agency for the enrollment of those eligible to receive Veteran educational benefits."

Facility Code: 2-5-4991-10

PLACEMENT/CAREER SERVICES

Medical Career Institute, LLC, does not guarantee employment of any graduate. Student services provide qualified graduates with employment leads as they become available. These leads are posted at the campus. Graduates are expected to take an active role in the employment search and understand that the institution does not guarantee employment. Obtaining employment is ultimately the graduate's responsibility. Student services will assist all graduates in good standing. Graduates should independently pursue employment opportunities and not rely solely on the efforts of student services. Local agencies may be asked to stop by the institution for recruitment. Prior to graduation, students will be asked to complete a document that provides the institution with the necessary information required for post-graduation follow-up. Graduates are encouraged to remain in contact with the institution.

ACADEMIC ADVISING AND GUIDANCE

The Student services department along with faculty is available to students during normal business hours. Students who require assistance outside of these times are encouraged to make an appointment with the appropriate representative at the institution. Students are apprised of the

rigors of the coursework on the first day they are in class. They are provided with guidance on techniques to assist them in their pursuit of successful completion of their program. Guidance includes information on preparing and taking tests, and study time requirements. Tutoring is available to students on request make a formal request to the institutions president. Tutoring may incur an hourly charge if the student agrees. The institution encourages the formation of study groups, and peer review sessions. Students need to responsibly manage their time outside of the institution to ensure that there is adequate time to spend reviewing, studying and preparing for coursework.

Students' who violate Course Policies will be advised by the Program Director. Advisement may be written on first notification or verbal depending on the infraction. If the advising is verbal the instructor or director will complete an advisement form that contains the following elements: the student's name, date, problem encountered, plan of action or resolution, outcome, student instructor and director comments. A copy of the form will be placed in the student's file, and a copy given to the student for record. If disciplinary action is needed the same form will be executed but a corrective action will be added to the form. Students may be dismissed from the program if deemed necessary.

DISABILITY SERVICES

Medical Career Institute, LLC provides accommodations to qualified students with disabilities. Any disabilities that may potentially hinder a student's education should be discussed with the program director and student services representative prior to registration and enrollment. Students who seek reasonable and appropriate accommodations need to make an appointment with the institution's president.

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Medical Career Institute, does not exclude, deny benefits to, or otherwise discriminate against any person based on race, color, national origin, disability, or age; in admission to, participation in, or receipt of services. MCI can accommodate any person with disabilities with designated parking spaces, elevators and handicap equipped restrooms.

MCI follows Section 504 of the Rehabilitation Act of 1973 and the ADA. All students will be treated equally and allowed an opportunity to participate in the programs for which they are qualified. There are certain requirements within of some of the programs that may require entering and exiting an ambulance or fire truck for a variety of reasons during externships. In addition, there are physical requirements students must be prepared to meet in specific programs. Students with any type of learning, psychological or physical impairing disability must provide documentation to student services prior to enrolling at the institution.

DRESS CODE

Students are expected to be in the “MCI Uniform” whenever they are on the campus for coursework, participating in any activity associated with the institution either on campus or at the site of an affiliated agency, or representing the institution at any event or meeting. Uniforms are to be clean and pressed each time they are worn, appropriate footwear and hosiery, shoes/boots will be shined. The following is considered in violation of the institution’s dress code:

1. Inappropriate "attire" worn for class clinical/field internship, during public appearance.
2. Wearing the MCI shirt for purposes other than class, clinical/field internship.
3. Being out of uniform (Uniform must be presentable always with boots shined)

Violations are subject to disciplinary measures as outlined in the “*Code of Conduct*” section of the catalog.

ANTI-HAZING

Under no circumstance will hazing of a student be tolerated while enrolled in any MCI course, either on or off campus. If such actions are conducted the student(s) will be immediately removed from the program and a report will be made to local law enforcement.

COMPLAINTS

Students currently enrolled in an MCI program may at any time file a complaint with the program director. Issues may be against another student, an instructor, preceptor at clinical/field externships or any other member of MCI faculty. Complaints against the Program Director may be routed to their lead instructor. All complaints will be entered in the complaint log in the director's office and a copy in the student file. A resolution of the complaint must also be stated on the complaint form along with further actions. If the student is unhappy with the complaint process they have the right to file a formal complaint with Florida Department of Health, Emergency Medical Services and the Commission of Independent Education.

GRIEVANCE PROCESS

The Program Director will advise any student that is noncompliant with the school's policies. Students' not in compliance will have an advisement form an advisement form that contains the following elements: the student's name, date, problem encountered, plan of action or resolution, outcome, student instructor and director comments. A copy of the form will be placed in the student's file, and a copy given to the student for record.

The student may, at any time during the program, file a formal grievance if they feel that a problem is not being handled in an appropriate or speedy manner. All grievances must be submitted in writing to the Program Director within seven (7) days of the incident or circumstances that resulted in the grievance. If the grievance is the result of a student reprimand, the student must, submit in writing, a formal grievance within seven (7) days after initial reprimand was given to the student. Once received, the Program Director has 5 days to respond in writing to the student with a proposed solution to the matter. The student then has three (3) days to accept or refuse the director's notice. If the student

wishes to continue to the next step with the grievance, a meeting with the Board of Directors, they must submit in writing to the Program Director a letter of such action including their reason(s) for dissatisfaction of the proposed resolution and what they expect from the meeting. A meeting with the Board of Directors will be arranged by the Program Director within three (3) days of the written notification. The Program Director will notify the student of the date scheduled. The scheduled meeting may take up to thirty (30) days to arrange with all board members. If the student fails to respond to any step of this process, the matter will then be considered resolved. All paperwork must follow the chain of command. If the problem remains unresolved the student may contact Florida Department of Education, Commission for Independent Education, 325 Gaines Street Suite 1414, Tallahassee Florida 32399-0400, or by calling (850) 245-3200 toll free (888) 224-6684.

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. If a student wishes to cancel their enrollment it shall be made in writing or sent by certified mail to student services.
2. All monies collected will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days of signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid less a registration fee of 10% of the contract price or \$100, whichever is less.
4. Cancellation after attendance has begun through 40% completion of the program, will result in a pro-rated refund of tuition paid calculated by the number of contact hours completed divided by the total number of program hours. There will be no refunds on books, online resources, uniforms, student IDs, background check fees or student handbook.
5. Cancellation after completing more than 40% of the program will result in **NO REFUND**.

6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student or the date of written notice from the student whichever is greater.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
8. A copy of the refund form will be given to the individual, dated and stamped.
9. If the student is eligible for a refund, it will be mailed certified mail, or available for pick up within 30 days.
10. MCI may choose to repurchase unopened books if a student withdraws from the program on or before the first day of class. This determination will be made at the discretion of institution's president.
11. A student may be removed from the program for failure to follow school Policy & Procedures, for unsatisfactory academic progress, nonpayment of tuition and fees associated with the program, or other terms outlined in the student handbook and catalog.
12. If a student fails to show up for class or any related school activity for three (3) consecutive scheduled days, the student will be automatically withdrawn from the course on the 4th day.
13. If the institution cancels a class for any reason prior to the start date, all monies including the \$100.00 registration fee will be refunded to the students within 30 days of cancellation date.
14. A student's last day of attendance is determined by identifying the last time he/she was involved in any type of academic activity either in class, in the online learning platform or externships.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. The following criteria are used to determine whether a student is making Satisfactory Academic Progress.

A student must be able to:

1. Maintain a minimum cumulative grade point average.
2. Achieve the minimum incremental completion rate (ICR) and
3. Complete the program within a maximum allowable time frame (MTF)

Students who fail to meet the minimum standards of any of the above criteria will be notified by the program director within four business days of the calculation.

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria at the designated checkpoints. If the resulting action results in Academic Dismissal, students will no longer be allowed to attend courses at MCI.

Students will be placed on probation until the subsequent check point is met. Failure to meet the second checkpoint will result in ineligibility and Academic Dismissal.

Appeals

Students have a right to appeal the dismissal with the program director through the grievance policy.

Reinstatement Policy

Students may be eligible to register for reinstatement prior to subsequent course start. To be eligible for academic reinstatement, dismissed students must demonstrate an improved academic performance or readiness for academic success. Students reinstated will be on academic probation for one complete checkpoint. Once at the checkpoint students maintaining the required GPA will be removed from Academic probation. Students not meeting the institutes SAP, will be dismissed from the course.

Hours earned in courses that are pass/fail do not count toward the cumulative grade point average. Hours earned in courses that are pass/fail will be calculated in the incremental completion rate and maximum allowable time frame.

Students participating in Veteran Benefits must sign and follow the Veteran Satisfactory Academic Progress & Policy Addendum in the catalog.

Evaluation Points for Satisfactory Academic Progress

Checkpoints for minimum CGPA are based on benchmark thresholds (check points) at 25%, 50% and 75% of program contact hours and minimum required cumulative grade point average for that checkpoint.

Program	25%	50%	75%
Clock Hours Check point Emergency Medical Technician	49 CGPA	98 CGPA	147 CGPA
Minimum CGPA	2.00	2.00	2.00
Clock Hours Check point Paramedic	134 CGPA	268 CGPA	402 CGPA
Minimum CGPA	3.00	3.00	3.00
Clock Hours Check point Firefighter I & II	119 CGPA	238 CGPA	354 CGPA
Minimum CGPA	3.00	3.00	3.00
Clock Hours Check Point Associates in Science, Emergency Medical Services	422 CGPA 2.0	845 CGPA 2.0	1,268 CGPA 2.0
Clock Hours Check Point Associates in Science, Fire Technology	291 CGPA 2.0	582 CGPA 2.0	873 CGPA 2.0

Incremental Complete Rate and Maximum Time Frame

Hours completed to hours attempted. Student must meet benchmark thresholds at 25%, 50% and 75% of maximum program contact hours.

Program	25%	50%	75%
Emergency Medical Technician 284/426	107 MTF	213 MTF	319 MTF
Paramedic 536/804	201 MTF	402 MTF	603 MTF
Firefighter I & II 475/712.5	178 MTF	356 MTF	534 MTF
Associates in Science, Emergency Medical Services 1,690/2,535	634 CGPA 2.0	1,268 CGPA 2.0	1,901 CGPA 2.0
Associates in Science, Fire Technology 1,164/1748	437 CGPA 2.0	874 CGPA 2.0	1,311 CGPA 2.0

GRADING SCALE AND GRADE POINTS FOR ALL PROGRAMS

LETTER GRADE	SCORING PARAMETERS	GRADE POINTS
A	90-100%	4.0
B	89-80%	3.0
C	75-79%	2.0
F	74% and below	0
P	Pass = Successful completion of all components/ skills	Awarded for midpoint/midterm and final practical
F	Fail = Unsuccessful completion of one or more of exam skills.	Awarded for midpoint/midterm and final practical
W	Withdraw	None awarded
I	Incomplete	None awarded

GENERAL ATTENDANCE POLICY AND MAKEUP POLICY

Students' that are absent from class are responsible for the material covered in class, which include but is not limited to: lectures, power point presentations, pop quizzes, test preparations, online course work, practical time, testing, skill assessment, skill testing, clinical/field training, or re-scheduling, along with important notes during the already mentioned items. Make up material may be handed out to the student via phone or e-mail if the instructor chooses. It is imperative that the student attends all classroom sessions on a regular basis. Absenteeism from class may cause the student to be placed on probation and fall behind in class. A student, who leaves class early without prior permission from the Instructor or EMS Director, will have an absence recorded for that class period and be, disciplined according to the conduct rules.

Any student who is tardy **5 minutes** or more to class without prior notification may be turned away for the remainder of the class, be docked time, be given homework for class disruption, or may be considered absent for the day. **If a student is late three (3) times, they will be marked absent on the 3rd day and sent home. Tardiness will result in being placed on probation for a period up to the remainder of the program. Student must understand that late arrivals are disruptive to the class and disrupt the learning environment.**

If a student fails to show up for class or any related school activity for three (3) consecutive scheduled days without proper notice to the program Director, the student will be automatically withdrawn from the course on the 4th day.

A student's last day of attendance is determined by identifying the last time he/she was involved in any type of academic activity either in class, in the online learning platform or externships. Individual programs have specific attendance and grading requirements beyond the general grading and attendance policy.

Emergency Medical Technician Program Attendance; Grading and Make-up Policy

In addition to the general attendance, grading and make-up policy the Emergency Medical Technician Program includes the following:

Students are required to pass each module examination with a minimum of 75%. They must have a cumulative average of 75% from the beginning of the course to the midpoint examination and again between the midpoint/midterm and the final examination. Students must score a minimum of 75% on the midpoint/midterm and final examinations. Failure to maintain a 75% on course work and 80% on the midpoint/midterm and final examinations may result in dismissal from the program.

Students are permitted to retake a failed or poorly scored test during each phase of the program. Students must be at a 75% average to sit for both the midterm and final exam. Retakes will not be allowed or honored on the midterm examination or the final examination. Retake scores will be

averaged out as one test score and labeled retest. This means if a student takes exam 1 and scores a 65% and gets a 77% on the retake. Then the students score for exam 1 would be 71%. If a student opts to retake a test, they will be tested over the same general material but using a different version of the test

If a student is late 15 minutes or greater on the day of a test, they may be sent home at the discretion of the instructor. If a student is late and allowed to sit for the test, the highest score they can receive is a 75%. Students that are absent on the day of a test must take it on return to class and the highest score they can receive is a 75%. The test must be taken outside the regularly scheduled class time or at the discretion of the program director.

If a student fails out of the EMT course and needs to transfer to another class the hours accumulated in the externship portion of the program at MCI may be transferred at the discretion of the program director

Paramedic Program Attendance; Grading and Make-up Policy

In addition to the general attendance, grading and make-up policy the Paramedic Program includes the following:

Students are required to pass each module examination with a minimum of 80%. Students must score a minimum of 80% on the midpoint/midterm and final examinations. They must maintain a cumulative average of 80% throughout the entire program. Students who fall under the 80% minimum will be placed on Academic Probation. Students must score a minimum of 80% on the midpoint/midterm and final examinations. Failure to score 80% or better on the midpoint/midterm or final examination will result in dismissal from the program.

Students are permitted to retake a failed or poorly scored test during each phase of the program. Students must be at an 80% average to sit for both the midterm and final exam. Retakes will not be allowed or honored on the midterm examination or the final examination. Retake scores will be averaged out as one test score and labeled retest. This means if a student takes exam 1 and scores a 65% and gets a 77% on the retake. Then the students score for exam 1 would be 71%. If a student opts to retake a test, they will be tested over the same general material but using a different version of the test

If a student is late 15 minutes or greater on the day of a test, they may be sent home at the discretion of the instructor. If a student is late and allowed to sit for the test, the highest score they can receive is an 80%. Students that are absent on the day of a test must take it on return to class and the highest score they can receive is an 80%. The test must be taken outside the regularly scheduled class time or at the discretion of the program director.

If a student fails out of the Paramedic course and needs to transfer to another class, the hours accumulated in the externship portion of the program at MCI may be transferred at the discretion of the program director.

Practical Skills Testing and Grading

Midpoint/Midpoint/midterm Practical

Each student must pass a midterm and final psychomotor examination. The examination includes skills competency testing at the midpoint and one for the final. The examination is graded either “Pass” successful completion of all components/ skills or “Fail” unsuccessful of part or all the component/skills. Students that do not pass any of the skills portions of the practical will have to retake the failed skill over. If a student fails three (3) or more skills, they will retest the entire psychomotor examination. The student may only retest the failed skill a total of three (3) times. Students who fail a retake will have to retest with the program director or their representative.

Hours accumulated in the externship portion of the paramedic program at MCI may be transferred at the discretion of the program director.

Firefighter I & II Program Grading and Make-up Policy

Performance Objective Testing

Performance objective testing will be administered for all hands-on field operations. The recruit will have two (2) attempts to pass each specific performance objective test. Recruits must score a minimum of 80% on each performance objective test and achieve a “Pass” on the required pass/fail components of the performance objective test. If recruit fails the first attempt of the performance objective test, they will be given two documented practice sessions, under instructor guidance, before attempting a retest. Any recruit who fails to score an 80% or higher or fails the pass/fail component on the second attempted performance objective test shall be dismissed from the program.

Final Practical

For students to be eligible for graduation from the fire academy they must complete the State of Florida “Big 2 Physical Performance Objectives” under the required time frames. The time allotted for hose and ladder evolution is 4:30 minutes. Recruits must be knowledgeable in all of the fire ground skills outlined in the IFSAT 6th edition book. Recruits have three attempts on the hose and ladder evolution and fire ground skills. Failure to pass any part of the final practical will be grounds for dismissal from the program.

Students are required to pass each module examination with a minimum of 80%. Students must score a minimum of 80% on the midpoint/midterm and final examinations. They must maintain a cumulative average of 80% throughout the entire program. Students who fall under the 80% minimum will be placed on Academic Probation. Students must score a minimum of 80% on the midpoint/midterm and final examinations. Failure to score 80% or better on the midpoint/midterm or final examination will result in dismissal from the program.

Students are permitted to retake a failed or poorly scored test during each phase of the program. Students must be at an 80% average to sit for both the midterm and final exam. Retakes will not be allowed or honored on the midterm examination or the final examination. Retake scores will be averaged out as one test score and labeled retest. This means if a student takes exam 1 and scores a 65% and gets a 77% on the retake. Then the students score for exam 1 would be 71%. If a student opts to retake a test, they will be tested over the same general material but using a different version of the test

Retakes will not be allowed or honored on the midpoint/midpoint/midterm examination or the final examination. If a student opts to retake a test, they will be tested over the same general material but using a different version of the test.

Associates of Science, Emergency Medical Services / Associates of Science, Fire Science Technology

Students are encouraged to limit the number of General Education and Elective courses that they attempt for any given 15-week enrollment period to 5 courses, or 15 semester hours. Given the diverse nature of these types of courses, MCI works with students upon selecting their courses to ensure they do not overload the amount of work needed to complete multiple courses.

Students are required to complete all their online work assignments within the allotted time frame of the course. Course lengths vary from 1-15 weeks depending on the General Education or Elective course chosen. The start and end dates of each course is listed on the AS Degree application along with Program start and end dates on the enrollment agreement.

CODE OF CONDUCT

All persons associated with the institution are expected to conduct themselves in a manner befitting the profession, the values of the institution, and those at affiliating agencies. All students will behave in a professional manner and be respectful while attending courses at MCI, while wearing an MCI shirt, or when participating in or at any function that relates to MCI. A student that conducts themselves in a manner that has a negative impact on the institution, the program, or disrupts class sessions, disrupts clinical/field internship, or affects the moral of the school, is subject disciplinary action. If a student violates patient confidentiality or releases protected health information (HIPPA) at any time; damages the moral of the school or damages any clinical/field contracts the student will be subject to disciplinary action. Violations of the Code of Conduct that require advising and disciplinary measures will be facilitated as soon as possible between the student, instructor, director and the medical director. The outcome of this meeting will be presented to the Board of Directors for the final disposition of the violation and assign disciplinary action or dismissal.

Infractions which may result in disciplinary action or dismissal from class are:

1. Dishonesty (lying in any way).
2. Cheating in any form; i.e., quiz, exams. The appropriate regulatory and governing bodies will be notified of such actions.
3. Vulgarity during class, clinical/field internship, or any time they are wearing school uniform.
4. Disruptive behavior in class, clinical/field internship, or while in school uniform.
5. Student harassment of instructors, hospital employees, citizens, crew members of rescue/ambulance, or of fellow students.
6. Inappropriate "attire" worn for class clinical/field internship, or during public activities in the community or interactions with the general public.
7. Wearing the MCI shirt for purposes other than class, clinical/field internship.
8. Being out of uniform (Uniform must be presentable at all times with boots shined)
9. Breach of patient confidentiality, releasing any protected health information, and unauthorized copying of trip reports or hospital records. Any violation of the Health Information and Patient Privacy Act (HIPPA).
10. Falsification of any information provided on the enrollment application, enrollment agreement or that was given during the initial application process, or in the personal records.
11. Falsifying or incomplete work on FSDAP. FSDAP is an online program used by paramedic students to log their patient reports. This is a requirement and must be completed for graduation.
12. Falsifying any externship evaluation, preceptor signature or patient contact reports. The appropriate regulatory and governing bodies will be notified immediately and the student(s) will be removed from the program.
13. Violation of absence/tardiness policies set forth in student catalog and program handbook.
14. Failure to make scheduled payments.
15. Failure to meet minimum standards for satisfactory academic progress.
16. Failure to maintain program required GPA.
17. Failure to complete clinical or field internship requirements, as determined, by scheduled date of graduation per course syllabus and projected program completion date.
18. Unexcused absence from class, clinical or field internship.

19. Reporting late, or leaving an externship early without permission of Instructor, preceptor or course coordinator.
20. Theft from the institution, building, hospital, fire station, EMS, ambulance or other locations.
21. Unprofessional conduct or derogatory language of any kind toward other schools, agencies, citizens, fellow students', or EMS employees.
22. Any behavior indicating drug or alcohol use or abuse during class, clinical/field internship, or while wearing the MCI uniform is strictly prohibited and the student will be expelled immediately.
23. Any other behavior not listed that may have a negative impact on the morale of the institution or damage the reputation of the institution.

Firefighter I & II Student Demerits

The Firefighter I & II program incorporates a demerit system. Any recruit that accumulates a total of thirty (30) demerits will be dismissed from the program. Demerits will be issued in a progressive manner for repeat infractions. Recruits that accumulate ten (10) demerits will be advised by the Fire Academy Coordinator and/or the Program Director. Demerits are issued for the following:

Infraction occurrence	Demerits incurred per
Out of uniform	5
Use of foul language	2
Failure to complete assigned tasks, exams, assignments	5
Violations of rules or regulations/safety standards	5
Disrespect toward others	5
Tardiness – before and during class activities	2
Leaving class early	5
AWOL (absent without leave or prior notification)	Immediate Dismissal

STUDENT HOUSING

Medical Career Institute, LLC does not provide student housing.

SEVERE WEATHER CAMPUS CLOSINGS

The health, safety and wellbeing of the student body, faculty and administrative staff are paramount. The institution's administrators will make the decision to cancel all activities on campus, field rides and clinical/externships in the event there is threat of a hurricane or a hurricane warning has been issued. If the local county official's close local schools closed prior to the notice of a hurricane warning, then the MCI will follow the advisory and cancel all instructional activities until the advisory is lifted. In the event that the campus is closed, all contact hours missed due to the closing must be made up. This may impact a program's scheduled completion day by incurring an extension (postponement of graduation until the missed hours are made up) or convening classes on days that do not have classes normally scheduled.

CLOCK TO SEMESTER CREDIT HOUR CONVERSION

Medical Career Institute, LLC awards semester credits based on contact hours. All courses are based on a one (1) clock hour system. The definition of a clock hour is sixty (60) minutes.

Semester credits are based on the following conversion system:

Lecture or didactic course work	15 clock hours = 1 semester credit hour
Laboratory course work	30 clock hours = 1 semester credit hour
Externships	45 clock hours = 1 semester credit hour

COURSE DELIVERY

MCI offers courses using one of four modes of delivery. A student may take courses that are 100% residential, courses that are held both in both the residential and distance learning or hybrid format, courses that are in-field; ride-alongs, externships, or experiences that are completed in the professional realm and courses that are delivered 100% online.

The hybrid delivery method uses online learning content to deliver and support coursework and aligns with the educational learning objectives or outcomes for the programs and the credential awarded. The outcomes and objectives for the online component are identical to those delivered in the traditional residential format. The online delivery method utilizes the distance education learning environment and learning platform to deliver all course material and content. As with the hybrid delivery method, the objectives and outcomes for coursework in the 100% online environment is identical to those delivered in the traditional residential format.

Successful learning requires active participation by the students while in the class. In the hybrid learning environment this is achieved through use of interactive components within the learning management system. Activities such as discussion threads, case studies, specific assignments and critiques are designed to foster a sense of community and collaboration among the participants. Students may be asked to respond to a peer's work, challenge or support a point of view expressed by fellow students or the course instructor. Students are required to read all the notes of the instructor and fellow students, complete reading and research assignments, or review a presentation involving the subject matter. Homework assignments may also be found in this environment. Students are strongly encouraged to participate throughout the week. Everyone's comments are valued and important. The diversity of the online learning experience within the coursework enhances individual student's learning. All participants in the online environment will be treated equitably. The digital classroom shall be a place of expression, discussion and mutual respect for others. All communications, regardless of form, must be respectful. Common courtesy is expected from everyone involved in the course. Inappropriate language will not be tolerated. The instructor, in collaboration with the program director, will have the final determination on what is deemed inappropriate. Participants not treating others in the class with respect are subject to Code of Conduct Violations up to and including discipline or dismissal from the online learning platform for the remainder of the course and dismissal from the institution.

Students enrolled in any distant education course at MCI are required to attend an orientation session on the proper navigation of the platform being used prior to the beginning of the course. For MyBrady General Education Courses, students may click on the student guide tab and read the

instructions of navigating the platform. Once a student is enrolled in the program, the instructor will contact the students and verify by phone, email or Teleconference that they understand the platform. This may be accomplished by attending the session on campus or via webcast. The orientation provides students with instructions on the following: how to log on to the platform; navigate through the site and use of all the resource tools found in the course. Students, who choose to attend the session on campus are urged to bring in a lap top or compatible portable device so that everyone can log on and navigate through the course without issues. Each course platform has a 24/7 technical support hotline for assistance with platform or technology issues that students may encounter. In the event of a course issue please notify the instructor immediately.

MCI utilizes several instructional techniques to enhance and deliver course content. The traditional classroom setting is utilized to engage the students in a synchronous learning environment. In this setting students participate in discussions, collaborative activities and interactive lectures. Laboratory classwork is designed to provide students with the challenge of using both cognitive and affective learning by actively participating in hands-on and simulation activities. In both settings students have immediate access to the instructor and their peers for immediate feedback. The final piece of the learning process culminates in an external learning environment; externship and field study; where the student can apply the knowledge and skills they have learned in the classroom and laboratory setting. The institution does offer a hybrid course delivery method, using the distance education or online learning to deliver asynchronous learning. This delivery method reduces the face-time in the classroom setting and re-creates the same activities in the virtual classroom.

The 100% online delivery method utilizes asynchronous learning for all the course content. Students enrolled in online courses will be required to participate in discussions, collaborative activities and interactive lectures as well as work independently on homework and course assignments. Students have access to both peer and instructor feedback within 24 hours. Online support is available via the learning platform for technical issues.

Students are expected to share the responsibility of learning and comprehension of course materials. Students should reasonably expect to spend 2-3 hours per day/night for each hour spent in the classroom environment. Students enrolled in a hybrid course should expect to spend an additional two hours each day to review and participate in the virtual learning environment. All courses taught at MCI, in class or through distance education is in English. If a student has difficulties understanding, writing English, they need to immediately notify Student Services for further guidance.

RESOURCE AND LIBRARY

The institution houses a resource center on the main campus containing basic books for the programs taught. In addition, the institution provides a wireless Internet connection for student to access at the main campus, if they need to research any topic or course content. Students also have access to a large database accessible through the distance education learning platform from LIRN with a librarian.

TECHNOLOGY REQUIREMENTS FOR JB NAVIGATE LEARNING MANAGEMENT SYSTEM

Computers and mobile devices are supported by the learning management system if there is an “X” in the matrix below that corresponds to the device and operating system. Operating systems and internet browser interfaces do not contain an “X” are not supported at this time.

“+” Indicates minimum version, tested to latest current version widely available. “*” Excludes Kindle and Nook Platforms internet browser interfaces do not contain an “X” are not supported at this time.

Operating System/Platform*	Safari 5.1.7	Safari 5.1.10	Firefox 28	Chrome 33	IE11	IE10
MAC 10.7		X	X	X		
MAC 10.9		X	X	X		
Windows 7	X		X	X	X	X
Windows 8.1	X		X	X	X	X
iPad 2 with IOS 7+		X				
iPad 3/Air with IOS 7+		X				
iPad Mini with IOS 7+		X				
iPhone with IOS 7+		X				
Android tablet with OS 4.3*				X		
Android phone with OS 4.1				X		
Windows 8 tablet					X	X

PROGRAM DESCRIPTIONS

EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician (EMT) program is focused on the acute management and transportation of patients in critical and emergency situations. The EMT is responsible for scene and patient management until transportation resources arrive; during transport to a health care facility, between health care facilities and in other health care settings. Professionals in the field use a variety of non-invasive techniques and interventions to reduce morbidity, minimize secondary trauma or injury and provide comfort and support of the patient and family. A focus is placed on the safe and secure transport of patients in a multitude of medical situations.

Graduates of the program will be able to:

- Demonstrate the application of the didactic knowledge in the emergency care setting
- Exhibit the incorporation of relationship building skills with acquired basic technical skills required in the acute medical care environment
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.
- Possess the necessary basic skill sets necessary to provide appropriate interventions designed to reduce patient morbidity; minimize secondary trauma and provide safe transportation for patients.
- Possess appropriate empathy to provide support to the patient and family.

Coursework

Course Code	Course Title	Contact Hours	Semester Credits
EMT 201	Emergency Medical Technician	128	8
EMT 202L	Emergency Medical Technician Laboratory	68	2
EMT 203	Emergency Medical Technician Externship	88	1
Totals		284	11

Graduation requirements for the Emergency Medical Technician Program

1. Complete the required 196 required lecture/laboratory hours
2. Complete the required 88 hours of externship
3. Complete the required Patient Care Reports
4. Complete the externship objective packet
5. Pass all module exams with a 75 % or greater.
6. Maintain a 75% average throughout the course.
7. Complete all the skills on the syllabus up until the midterm with satisfactory progress
8. Pass the midterm and final with an 75% or greater.
9. Pass the Midterm Practical with a passing score on all skills
10. Maintain a valid CPR card while enrolled in the course.
11. Complete all the **MANDATORY** JB Learning required coursework completed
 1. Pass all EMT-B & NREMT skill sheets in the student handbook
 2. Students file must be complete.
 3. All financials must be paid in full prior to final exam
 4. Pass the final practical

PARAMEDIC

The Paramedic program is built on a foundation of basic and advanced skills focused on the management of acute, emergency medical issues. The professional Paramedic plays an integral role in the assessment, intervention, and treatment of medically comprised patients. Paramedics assist the emergency medical team with immediate care, transportation and monitoring of patients conditions in a variety of settings. The program is designed to prepare graduates to enter into the emergency medical services arena with an advanced set of skills.

Graduates of the program will be able to:

- Demonstrate the application of the didactic knowledge in the emergency care setting
- Exhibit the incorporation of relationship building skills with acquired advanced technical skills required in the acute medical care environment
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.
- Possess the necessary advanced skill sets required to perform proficiently in traumatic, and acute medical situations.

Coursework

Course Code	Course Title	Contact Hours	Semester Credits
PM 301	Paramedic 301	178	10
PM 301L	Paramedic 301 Laboratory	98	2
PM 302	Paramedic 302	154	10
PM 302L	Paramedic 302 Laboratory	106	2
PM 303	Paramedic 303 Externships	600	13
	Totals	1136	37

Graduation requirements for the Paramedic Program

1. Complete the required 536 hours of lecture and laboratory
2. Complete the required 312 hours of filed externship hours
3. Complete the required 288 hours of clinical externship hours
4. Complete required Patient Contact Reports
5. Complete the filed/clinical objective packet
6. Complete the required objectives on Fisdap
7. Pass all module exams with an 80 % or greater.
8. Maintain an 80% average throughout the course.
9. Complete all the skills on the syllabus up until the midterm with satisfactory progress
10. Pass the midterm with an 80% or greater.
11. Pass the Midterm Practical with a passing score on all skills
12. Complete ACLS/PALS and ITLS with an 84% or higher and complete the required skills
13. Maintain a valid EMT license from midterm up until graduation
14. Maintain a valid CPR card while enrolled in the course.
15. Complete the required JB Learning coursework
11. All required paperwork must be in student file.

FIREFIGHTER I & II

The diploma program in Firefighter is offered in two phases and requires students to progress between the two phases seamlessly. Candidates must pass the first phase before moving into the second phase. This program is designed to provide student with the basic knowledge and skills required for a fire service professional. A focus is placed on the safety and health of the firefighter as well as techniques and practices utilized by firefighters in various fire settings.

Graduates of the program will be able to:

- Demonstrate the application of the didactic knowledge in fire management and prevention.
- Exhibit the incorporation of relationship building skills with acquired basic technical skills required to perform cohesively as a member of the fire team.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.
- Perform appropriate assessments and implement tactics designed to reduce injury or exacerbation of fire caused trauma.
- React and respond competently during live fire training.

Coursework

Course Code	Course Title	Contact Hours	Semester Credits
FFP 0021	Firefighter I & II	475	22
	Totals	475	22

Graduation requirements for the Firefighter I & II Program

1. Pass all module exams with an 80% or higher
2. Pass the midterm and final exam with an 80% or higher
3. Complete & be competent in all IFSTA required skill signoff sheets in the student handbook
4. Complete the required live burns
5. Pass all Performance Objectives with a passing score
6. Pass final practical (Big 2)
7. Complete all IFSTA Resource One online coursework (as directed by their instructor)
8. All required state papers must be completed
9. Complete the required 475 clock hours

EMERGENCY MEDICAL SERVICES

The world of emergency medical services is a dynamic environment that is ever evolving to meet the needs of the community and profession. Emergency medical professionals face many new challenges in the care and treatment of the ill and injured. These challenges require a higher level of learning and educational training. The Emergency Medical Services degree program provides students with the entry-level skills necessary to perform the function of a trained emergency service professional. The EMT and Paramedic training courses are included within this degree pathway, as well as coursework designed to enhance management and supervisory skill sets within the emergency medical service industry.

Graduates of the program will be able to:

- Demonstrate the application of the didactic knowledge in the emergency care setting
- Exhibit the incorporation of relationship building skills with acquired basic and advanced technical skills required in the acute medical care environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.
- Possess appropriate empathy to provide support to the patient and family.
- Possess the necessary advanced skill sets required to perform proficiently in traumatic, and acute medical situations.
- Demonstrate enhanced competency with public, interpersonal, intercultural, technical and/or professional communication skills.
- Apply a broad intellectual aptitude and awareness with regard to pure science, management, psychology, sociology, human services, personal wellness, and/or cultural diversity to support and enhance role as a public safety and health care professional.
- Recognize the dynamic integration of liberal arts, sciences, and professional education as a component of lifelong learning.

Course Code	Course Title	Contact Hours	Semester Credits
<u>CORE</u>			
EMT 201	Emergency Medical Technician	128	8
EMT 202L	Emergency Medical Technician Laboratory	68	2
EMT 203	Emergency Medical Technician Externship	88	1
PM 301	Paramedic 301 Lecture	178	10
PM 301L	Paramedic 301 Laboratory	98	2
PM 302	Paramedic 302 Lecture	154	10
PM 302L	Paramedic 302 Laboratory	106	2
PM 303	Paramedic Externship	600	13
Core Electives – 3 credit hours required			
Student must choose one of the following:			
COA 201	Computer Applications	45	3
EMN 101	Emergency Medical Services Management	45	3
MAN 230	Introduction to Personnel Management	45	3
MED 201	Medical Terminology	45	3
PHA 201	Pharmacology	45	3
<u>GENERAL EDUCATION</u>			
Required Coursework			
ENG 101	English Composition	45	3
MAT 101	College Algebra	45	3
SPE 101	Fundamentals of Speech Communication	45	3
BIO 101	General Biology	45	3
General Education Electives – 3 credit hours required			
Student must choose one of the following:			
PSG 101	General Psychology	45	3
SOC 101	Introduction to Sociology	45	3
TOTAL FOR PROGRAM		1690	66

GRADUATION REQUIREMENTS FOR THE ASSOCIATES OF SCIENCE DEGREE PROGRAMS

EMERGENCY MEDICAL SERVICES

1. COMPLETE ALL THE REQUIRED GENERAL EDUCATION AND ELECTIVE COURSES WITH A PASSING GRADE PER THE COURSE SYLLABUS
2. STUDENT FILE MUST BE COMPLETE
3. TRANSCRIPTS MUST BE IN STUDENT FILE
4. SHOW PROOF OF COMPLETION OR BE CURRENTLY ENROLLED IN THE EMT AND PARAMEDIC PROGRAM

FIRE SCIENCE TECHNOLOGY

- COMPLETE ALL THE REQUIRED GENERAL EDUCATION AND ELECTIVE COURSES WITH A PASSING GRADE PER THE COURSE SYLLABUS
2. STUDENT FILE MUST BE COMPLETE
 3. TRANSCRIPTS MUST BE IN STUDENT FILE
 4. SHOW PROOF OF COMPLETION OR BE CURRENTLY ENROLLED IN THE FIREFIGHTER I & II PROGRAM

FIRE SCIENCE TECHNOLOGY

The Fire Service Technology Degree program is designed for fire service or fire protection related professionals to enhance established technical competencies and assist in preparation for career advancement. The program includes integration of the Emergency Medical Technician competencies and educational offerings that allow for advanced fire service training and readiness for fire service specific certifications.

Graduates of the program will be able to:

- Function as an entry-level EMT/Firefighter.
- Demonstrate the application of the didactic knowledge in the emergency care setting
- Exhibit the incorporation of relationship building skills with acquired basic technical skills required in the acute medical care environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.
- Possess the necessary basic skill sets necessary to provide appropriate interventions designed to reduce patient morbidity; minimize secondary trauma and provide safe transportation for patients.
- Possess appropriate empathy to provide support to the patient and family.
- Demonstrate the application of the didactic knowledge in fire management and prevention.
- Exhibit the incorporation of relationship building skills with acquired basic technical skills required to perform cohesively as a member of the fire team.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

- Perform appropriate assessments and implement tactics designed to reduce injury or exacerbation of fire caused trauma.
- React and respond competently during live fire training.

Course Code	Course Title	Contact Hours	Semester Credits
<u>CORE</u>			
EMT 201	Emergency Medical Technician	128	8
EMT 202L	Emergency Medical Technician Laboratory	68	2
EMT 203	Emergency Medical Technician Externship	88	1
FFP 0021	Firefighter I & II	475	22
Core Electives – 12 credit hours required			
Student must choose four of the following:			
COA 201	Computer Applications	45	3
FFP 1505	Fire Prevention Practices	45	3
FFP 1540	Private Fire Protection Systems I	45	3
FFP 1740	Fire Service Course Delivery	45	3
FFP 1810	Firefighting Tactics and Strategy I	45	3
FFP 2120	Fire Service Building Construction	45	3
FFP 2720	Company Officer Leadership	45	3
FFP 2741	Fire Service Course Design	45	3
FFP 2811	Firefighting Tactics and Strategy 2	45	3
MAN 230	Introduction to Public Personnel Management	45	3
<u>GENERAL EDUCATION</u>			
Required Coursework			
ENG 101	English Composition	45	3
MAT 101	College Algebra	45	3
SPE 101	Fundamentals of Speech Communication	45	3
PSG 101	General Psychology	45	3
SOC 101	Introduction to Sociology	45	3

	Contact Hours	Semester Credits
TOTAL FOR PROGRAM	1164	60

COURSE DESCRIPTIONS

COA 201 Computer Applications 45 lecture hours/3 semester credit hours

This is an immediate-level course in computer applications software. Students will gain knowledge and experience in the use and capabilities of word-processing, spreadsheet, database and presentation graphics applications. Through case studies, students will learn to develop comprehensive solutions to various types of problems.

Prerequisites: None

Delivery Method: Online

EMT 201 Emergency Medical Technician 128 lecture hours/8 semester credit hours

This course is designed to provide introductory concepts and skills that culminate in the fundamental knowledge base and training necessary to perform entry-level duties of an Emergency Medical Technician. This course covers the following topics and concepts: an introduction to the profession; safety and self-care practices; medical, legal and ethical issues; human anatomy, physiology and diseases; basic patient assessment and intervention; medical documentation; safe movement and transportation of patients. Appropriate pharmacological practices are presented.

Prerequisites: None

Concurrent: Course runs concurrently with EMT 201L Emergency Medical Technician Laboratory.

Delivery Method: Residential or Hybrid

EMT 202L Emergency Medical Technician- Laboratory 68 lab hours/2 semester credit hours

This laboratory based course is designed to complement the EMT 201 Emergency Medical Technician course and runs concurrently with that course. Course content focuses on emergency medical protocols commonly used in during initial contact and assessment of patients in cardiovascular or respiratory distress, suffered traumatic injury and management of patients during transportation. Practicum includes securing and maintaining a patent airway; managing geriatric, pediatric and adult traumas; and safe movement and transportation of patients. Special focus will be placed on ambulance operations.

Prerequisites: None

Concurrent: Course runs concurrently with EMT 201 Emergency Medical Technician

Delivery Method: Residential

EMT 203 Emergency Medical Technician Externship 88 Externship hours/1 semester credit hour

The 88 hour externship provides the student with real-time experience in the field and clinical setting. Students are eligible to rotate into the first portion of the externship experience upon successful completion of the skill sets and professional behaviors indicated on the “EMT Externship Clearance Form”. Students will complete 16 hours in a clinical setting, beginning with an orientation to the emergency room environment and 72 hours of field experience. Application of basic emergency medical skills and procedures are performed. Externships are performed in area medical service providers and under the direction of a site preceptor or qualified institutional representative.

Prerequisites: EMT Externship Clearance Form.

Concurrent: Course runs concurrently with EM 201-Emergency Medical Technician and EM 202L-Emergency Medical Technician- Laboratory.

Delivery Method: Externship

ENG 101 English Composition 45 Lecture hours/3 semester credit hours

English composition includes the fundamentals of expository writing, rhetorical patterns and a review of writing mechanics, syntax and grammar. Students will learn: strategies for planning and drafting an essay; development of a thesis statement; use of effective diction and sentence structure; use of conventional syntax and observing conventions of Standard English.

Prerequisites: None

Delivery Method: Online

FFP 0021 Firefighter I & II 200 Lecture hours/275 Laboratory hours /22 semester credit hours

These 475 courses consists of two phases. Candidates must successfully complete the first phase before moving to the second phase. The course consists of 207 contact hours of fire theory and 268 contact hours for laboratory. Topics covered in this course include: firefighter basics; fire safety and prevention; hazardous materials awareness; engine company operations; firefighter survival and fire management. Candidates will participate in active, live (fire) burn sessions to experience and understand the complexity and danger of fire as well as firefighter safety.

Prerequisites: None

Delivery Method: Residential

FFP 1505 Fire Prevention Practices 45 Lecture hours/3 semester credit hours

This course is a study of fire inspection practices, including such items as purpose, definition, fire prevention bureau activities, hazards, fire causes, types of construction including structural features, flame spread, occupancy and fire load, inspection techniques and conduction inspections. Successful completion of this course satisfies 40 hours (out of 200) of academic requirements needed to apply for Fire Safety Inspector I certification through the State of Florida.

Prerequisites: None

Delivery Method: Online

FFP 1540 Private Fire Protection Systems I 45 Lecture hours/3 semester credit hours

This is a study of Private Fire Protection and Detection Systems such as sprinkler and standpipe systems, chemical extinguishing systems, and detection systems and devices. Each system is discussed as to its need, construction, preventative maintenance and individual uses.

Prerequisites: None

Delivery Method: Online

FFP 1740 Fire Service Course Delivery 45 Lecture hours/3 semester credit hours

The curriculum draws from many recognized authorities exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques which have wide application in teaching situations, as well as devices for specific training areas. The course also stresses measuring teaching effectiveness, and the use of multimedia learning aids. Successful completion of this course satisfies the academic requirements needed to apply for Fire Service Instructor I certification through the State of Florida.

Prerequisites: None

Delivery Method: Online

FFP 1810 Firefighter Tactics and Strategy I 45 Lecture hours/3 semester credit hours

This course introduces the basic factors involved in coping with a fire emergency and determining the best use of available resources for protecting lives and property from damage caused by heat, smoke and fire.

An emphasis is placed on the dynamic nature of an emergency situation and the options available to a fire officer to determine the overall effectiveness of the proposed plan of action.

Prerequisites: None

Delivery Method: Online

FFP 2120 Fire Service Building Construction 45 Lecture hours/3 semester credit hours

This course will cover various topics including: identifying hazards from assault from fire and gravity; how building construction can influence fire spread, fire confinement or structural collapse; and other life safety issues. This course identifies construction features and their hazards under fire conditions. In addition, special considerations for fire inspection and suppression personnel are discussed.

Prerequisites: None

Delivery Method: Online

FFP 2720 Company Officer Leadership 45 Lecture hours/3 semester credit hours

This course provides the basic aspects of fire company leadership. The course is designed to prepare fire officers for solving the varied problems and situations that they will be required to manage effectively in today's ever-changing fire service arena. The curriculum includes a review of fire department organization and administration, management theory, leadership, communications, motivation and group dynamics.

Prerequisites: None

Delivery Method: Online

FFP 2741 Fire Service Course Design 45 Lecture hours/3 semester credit hours

This course covers the principles of effective curriculum design. It stresses the principles of adult learning and student-centered learning. Designing courses and units that address learning, performance, and behavioral objectives is the course goal.

Prerequisites: None

Delivery Method: Online

FFP 2811 Firefighting Tactics and Strategy II 45 Lecture hours/3 semester credit hours

This course is intended for officers that are in command of fires and other emergencies involving coordination of large amounts of manpower and equipment. The content covers multiple fire company operations, logistics, strategies, use of mutual aid forces and conflagration control. Typical tactical situations and case histories are utilized. The development of critical thinking skills is stressed.

Prerequisites: None

Delivery Method: Online

MAN 230 Introduction to Public Personnel Management 45 Lecture hours/3 semester credit hours

This course provides an overview of fundamentals of supervision and the management of people. It emphasizes the role of supervision in public safety organizations by focusing on the supervisory process; examining the functions of planning, organizing, staffing, and directing public safety personnel; as well as outlining the professional working relationships and daily responsibilities of the supervisor.

Prerequisites: None

Delivery Method: Online

MED 201 Medical Terminology 45 Lecture hours/3 semester credit hours

This course provides broad survey of the language of medicine in the health science professions. Emphasis is place on the building of medical terms from word parts, spelling and use in the professional setting.

Prerequisites: None

Delivery Method: Online

MAT 101 College Algebra 45 Lecture hours/3 semester credit hours

The major topics included in this course are linear equations and inequalities; quadratic equations and inequalities; relations and functions; graphs; systems of equations and inequalities; exponential and logarithmic functions; and applications. A review of algebraic techniques is also included in this course as well as a review of polynomials, factoring, exponents, roots and radicals.

Prerequisites: None

Delivery Method: Online

Prerequisites: Student must hold a current EMT certification in the State of Florida or have graduated from an approved EMT program in the State of Florida and have already taken or are scheduled to take the credentialing examination.

Concurrent course: PM 301 Paramedic Lecture

Delivery Methods: Residential

PM 302 Paramedic 302 hours/10 semester credit hours 154 lecture

This course continues the paramedic training in the areas of trauma management and includes medical interventions of the following: gynecological emergencies, neonatal and pediatric emergencies, geriatric emergencies, and acute care patient interventions. An introduction to operational strategies is given. This includes; ambulance operations, scene awareness, incident command, and advanced medical life support training. Incidents unique to homeland security and Environmental Protection Agency (EPA) are explored. These include; terrorism, bioterrorism, weapons of mass destruction and hazardous materials. The didactic training in Advanced Medical Life Support (AMLS), Pediatric Advanced Life Support (PALS) and either International Trauma Life Support (ITLS) or Pre-Hospital Trauma Life Support (PHTLS) is completed during this course.

Prerequisite: PM 301 Paramedic 301 and PM 301L Paramedic Laboratory.

Concurrent: PM 302L Paramedic 302 Laboratory

Delivery Methods: Residential or Hybrid

PM 302 L Paramedic 302 Laboratory 106 laboratory hours/2 semester credit hours

This laboratory-based course is designed to complement the PM 302 Paramedic course and runs concurrently with that course. Course content focuses on emergency medical protocols commonly used in acute trauma and advanced life support scenarios. Application of patient assessment skills are continued in the areas of gynecology, pediatrics, geriatrics and acute patient care situations. Advanced Medical Life Support (AMLS), Pediatric Advanced Life Support (PALS) and either International Trauma Life Support (ITLS) or Pre-Hospital Trauma Life Support (PHTLS) training, practicum and the certification are completed in this course.

Prerequisite: PM 301 Paramedic 301 and PM 301L Paramedic 301 Laboratory

SOC 101 Introduction to Sociology 45 Lecture hours/3 semester credit hours

This course is designed to introduce students to the basic terminology, theories, research and topics studied by sociologists. More specifically, relationships between the individual and society; social structures, such as: organizations, family and mass media, and their impact on shaping views, perceptions, and behavior toward issues and challenges faced in today's society.

Prerequisites: None

Delivery Method: Online

EMN 101 EMS Management 45 Lecture hours/3 semester credit hours

Introduces the student to professional issues in EMS through special projects. The course focuses on EMS laws and rules and how they are instituted. Students will be introduced to EMS education and curriculum development.

Prerequisites: None

Delivery Method: Online

SPE 101 Fundamentals of Speech Communication 45 Lecture hours/3 semester credit hours

This course is designed to provide students with the fundamentals of speech communication including speaking and listening. Topics include: intrapersonal, interpersonal, verbal, nonverbal, small group communication, and public speaking in various cultural contexts.

Prerequisites: None

Delivery Method: Online

BIO 101 General Biology 45 Lecture hours/3 semester credit hours

Course designed to give students an understanding of principles of Biology, while focusing on the nature and activities of living organisms.

Prerequisites: None

Delivery Method: Online

HOLIDAY CLOSING SCHEDULE 2018

Medical Career Institute will be closed during the following holidays;

- New Year's Day, **January 1st, 2018**
- Memorial Day **May 28^h, 2018**
- Independence Day **July 4th, 2018**
- Labor Day **September 3rd, 2018**
- Thanksgiving Day and the day after **November 22 - 23, 2018**
- Christmas Eve **December 24, 2018**
- Christmas Day **December 25th, 2018**
- New Year's Eve (closes early) **December 31, 2018**

During the Christmas break MCI may run holiday hours from 9:00 A.M till 2:00 P.M.

The choice of working hours is up to the discretion of the Program Director.

FEE SCHEDULE

General Fees (applicable to all programs)

Registration Fee	\$ 100.00
Late Fee	\$ 10% per week past due date.
Missed Clinical/Externship Fee	\$ 40.00 each occurrence
Administrative Fee for payment plan	\$ 75.00

The following fee schedules are provided for each of the programs offered at Medical Career Institute, LLC. In addition to the fees and charges made to the student by the institution, this is an estimate of costs students may incur that are in addition to the fees imposed by the institution.

EMERGENCY MEDICAL TECHNICIAN PROGRAM FEES

Tuition	\$ 1350.00
Registration Fee	\$ 100.00
Textbooks	\$ 350.00
Uniforms	\$ 50.00
Goods or services not included in tuition	\$ 200.00
Background Check	\$ 25.00-75.00
Drug Screening	\$ 35.00 100.00
	<small>Students must be able to pass a background check and drug screening. These must be completed on or before the first day of class.</small>
CPR Training	\$ 75.00 (Fee may be waived, refer to admission requirements)

Additional EMT Program Fees (payable directly to provider by student)

These items are required for the EMT program. Fees provided are to be used as a guide only and do not reflect an actual cost. Students are encouraged to seek the most economical avenue for securing the necessary supplies however each student must have them by the first day of coursework. Students may wish to contact previous academic institutions or family physicians for vaccination records.

Navy Blue Cargo EMS Pants	\$ 30.00 - 60.00
Black Steel Toe Boots	\$ 45.00 - 120.00
Shoe Polish Kit	\$ 10.00 - 15.00
Lint Roller	\$ 5.00
Stethoscope	\$ 20.00 - 140.00
Physical Examination	\$ 35.00 - 150.00
PPD (TB) within 12 past months	\$ 35.00 (if chest x-ray is required \$ 150.00)

Flu Vaccination	\$ 15.00 - 30.00 (or signed waiver if refused)
Hepatitis B Vaccination Series	\$ 25.00 – 75.00 per injection (proof of vaccination or signed waiver)
MMR Vaccination	\$ 20.00 – 50.00
Tetanus-Diphtheria Vaccine (TDAP)	\$ 20.00 – 50.00 (or proof of current vaccination)

Credentialing Fees

NREMT Application	\$ 70.00
State of Florida Application	\$ 35.00
PearsonVue	
Credentialing Exam	\$ 40.00

FIREFIGHTER I & II PROGRAM FEES

Tuition	\$ 3100.00
Registration Fee	\$ 100.00
Textbooks	\$ 600.00
Uniforms	\$ 150.00
Background Check	\$ 25.00-75.00
Drug Screening	\$ 35.00 – 100.00
	Students must be able to pass a background check and drug screening. These must be completed on or before the first day of class.
Fire Agility	\$ 75.00

Additional Firefighter Program Fees (payable directly to provider by student)

These items are required for the Firefighter program. Fees provided are to be used as a guide only and do not reflect an actual cost. Students are encouraged to seek the most economical avenue for securing the necessary supplies however each student must have them by the first day of coursework. Students may wish to contact previous academic institutions or family physicians for vaccination records.

Navy blue DICKIE™ work pants	\$ 30.00
Black Steel Toe Boots	\$ 45.00 – 150.00
Shoe Polish Kit	\$ 10.00
Lint Roller	\$ 5.00
Physical Examination	\$ 55.00 – 250.00
PPD (TB) within 12 past months	\$ 35.00 (if chest x-ray is required \$ 150.00)
Fire gear rental	\$ 400.00-800.00
SCBA (Air Tank Rental)	\$ 200.00 – 350.00

Tetanus-Diphtheria Vaccine (TDAP) \$ 40.00 (or proof of current vaccination)

Credentialing Fees

State of Florida Application \$ 30.00
 Digital Fingerprint by PearsonVue \$ 35.00

PARAMEDIC PROGRAM FEES

Tuition	\$ 4300.00
Registration Fee	\$ 100.00
Textbooks	\$ 985.00
Uniforms	\$ 75.00
Goods or service not included in tuition	\$ 600.00
Background Check	\$ 25.00-75.00
Drug Screening	\$ 35.00 – 100.00
	<small>Students must be able to pass a background check and drug screening. These must be completed on or before the first day of class.</small>
CPR Training	\$ 75.00 (Fee may be waived, refer to admission requirements)

Additional Paramedic Program Fees (payable directly to provider by student)

These items are required for the Paramedic program. Fees provided are to be used as a guide only and do not reflect an actual cost. Students are encouraged to seek the most economical avenue for securing the necessary supplies however each student must have them by the first day of coursework. Students may wish to contact previous academic institutions or family physicians for vaccination records.

Navy Blue Cargo EMS Pants \$ 30.00 – 60.00
 Black Steel Toe Boots \$ 45.00 – 120.00
 Shoe Polish Kit \$ 10.00
 Lint Roller \$ 5.00
 Stethoscope \$ 20.00-140.00
 Physical Examination \$ 35.00-150.00
 PPD (TB) within 12 past months \$ 35.00 (if chest x-ray is required \$ 150.00)
 Flu Vaccination \$ 25.00 (or signed waiver if refused)
 Hepatitis B Vaccination Series \$ 45.00 per injection (proof of vaccination or signed waiver)
 MMR Vaccination \$ 50.00

Tetanus-Diphtheria Vaccine
(TDAP) \$ 40.00 (or proof of current vaccination)

Credentialing Fees

State of Florida Application \$ 45.00

Associates of Science, Emergency Medical Services

Degree tuition only: \$3,150.00

Tuition for degree, EMT and Paramedic \$8,850.00 (tuition only) See above fees for book fees and other related costs)

Registration Fee \$100

Students must purchase an enrollment code for the course they are taking on MyBrady:

Feed range from: \$50-\$150.00 per enrollment code. This includes their eBook.

Associates of Science, Fire Science Technology

Degree tuition only \$4,725.00

Tuition for degree, EMT and Fire fighter I & II \$9,175.00

Textbooks *not Included in the cost of Tuition

Students must purchase an enrollment code for the course they are taking on MyBrady:

Feed range from: \$50-\$150.00 per enrollment code. This includes their eBook.

ADMINISTRATION AND FACULTY

Administration

Richard Gonzalez, EMT-P	President/CEO, Program Director
Antonio Gandia, MD	Medical Director
Donna Akin	Clinical Coordinator
Richard Gonzalez, EMT-P	Student Services Coordinator
Jessica Forero	Student Services

Faculty

Richard Gonzalez, EMT-P	EMT/Paramedic/Firefighter I&II Lead Instructor
Jeff Brann, EMT-P	EMT/Paramedic/Firefighter I&II Lead Instructor
Donna Akin, EMT-P	EMT/Paramedic/Firefighter I&II Lead Instructor
William McGrath, EMT-P	EMT/Paramedic/Firefighter I&II Adjunct Instructor
Fred Plocinski, EMT-P	EMT/Firefighter I & II Adjunct Instructor
Eric Noble, EMT-P	EMT/Paramedic/Firefighter I&II Adjunct Instructor
Javier Bermuda, EMT-P	EMT/Paramedic/Firefighter I&II Adjunct Instructor
Paul Graham, EMT-P,	EMT/Firefighter I&II Adjunct Instructor
Brian Orsine, EMT	EMT-P, EMT/Firefighter I&II Adjunct Instructor
Ryan Clark, EMT	EMT-P, EMT/Firefighter I&II Adjunct Instructor
Eric Neith,	EMT-P EMT/Paramedic/Firefighter I&II Lead Instructor

Distant Education Faculty

William McGrath, EMT-P	EMT/Paramedic/Firefighter I & II/Distant Education Director Adjunct Instructor
Ed fry, Ph.d	Mathematics , Distant Education Adjunct Instructor
Yaro Garcia	Psychology, Distant Education Adjunct Instructor

Distant Education Virtual Librarian and student resources

LIRN: Learning information and Resource Network, Virtual Librarian

Faculty Credentials

Richard Gonzalez, President/CEO, Director, Lead EMS/ Fire instructor, is a lieutenant Paramedic for Miami Dade Fire Rescue and has been a paramedic on an ALS unit since May 2000. He started his career in May, 2000 with Margate Fire Rescue. Richard began teaching EMS for a small private school in Coconut Creek in 2000. In February 2003 he was promoted to Program Director for the new Miami Campus where he remained until August 2008. In November 2003 Richard left Margate Fire Rescue for a position with Miami Dade Rescue and in March, 2008, he was promoted to Lieutenant. Currently, he is in pursuance of completing his Bachelors in Science Degree at St. Thomas University located in Miami Florida. He currently holds the following certifications as a provider/instructor for: ACLS; PALS; CPR; NALS; PHTLS; ITLS; AMLS; EPC; PEPP; GEMS; Phlebotomy; EVOC; EMR/EMT/Paramedic; Live fire burn; Fire Instructor I and II; HAZ TOX medic instructor and ITLS Faculty member.

Antonio Gandia, M,D, Medical Director, has been an emergency room physician since 1980. Dr. Gandia holds a current license as a medical doctor in the State of Florida. Dr. Gandia is currently the medical director for Mount Sinai Medical Center in Aventura, Associate Medical Director for Miramar Fire Rescue, assistant professor of Medicine at Florida International University School of Medicine, associate professor of Medicine at University of Miami, Clinical Associate Professor, for Nova School of Medicine and Emergency Medicine ConEd president.

Jeff Brann, EMS/Fire Instructor, is a Lieutenant for Estero Fire Rescue since May 2002 and prior with East Naples Fire from October 1999 till May 2002. Jeff received his Associates degree from Columbia Southern University in Applied Science in April of 2010. Jeff has certificates in EMT, Paramedic, Firefighter, Fire Instructor I & II.

Donna Akin, EMS/Fire instructor, is the EMS Chief for Hendry County EMS and has over twenty (20) years' experience as a paramedic. Donna has a master's degree for Barry University in

Administration and a BA from Florida Atlantic University in Education. She holds instructor credentials in EMT, Paramedic, Firefighter, CPR, ACLS, PALS and PHTLS.

William McGrath, EMS/Fire Instructor and Online Distant Instructor, is a Battalion/EMS Chief for North Lauderdale with over 20 years' experience as an EMS/Fire provider. William holds a Master's degree in Executive Management along with a BA in Organizational Leadership. William was Chief of Operations for FMTI a large private EMS institute in Florida with 6 campuses. Mr. McGrath is an adjunct faculty instructor for distant education at St. Thomas University and has over 10 years' experience as an online instructor.

Fred Plocinski, EMS/Fire adjunct instructor, Clinical Coordinator, is a firefighter paramedic and an acting Lieutenant for Bonita Springs Fire Rescue & Control District since May of 2003. Fred is a part time sheriff for Collier County. He has worked for Collier County EMS from May 1999 till May 2003. He holds a BS Degree in Public Safety Administration from Edison Community College and an AS Degree in EMS from Edison Community College.

Eric Noble, EMS/Fire Adjunct Instructor, is a firefighter paramedic for Cape Coral Fire rescue and a former Paramedic graduate from Medical Career Institute. He has been with the City of Cape Coral Fire rescue since May 2008. Currently, he is an adjunct instructor for EMT, Paramedics and the firefighter I & II program.

Javier Bermuda EMS/Fire Adjunct Instructor, is a firefighter paramedic for Lehigh Fire Rescue. He has been employed with Lehigh for 3 years and works for Lee County EMS.

Paul Graham, EMS/Fire Adjunct Instructor, is employed with Iona McGregor Fire District and has been there since April 2004. Paul received his AS Degree from Florida Southwestern State College in 2015.

Brian Orsine EMS/Fire Adjunct Instructor, is employed with North Collier Fire District and has been employed with them since June 2007. Brian currently is a certified Fire instructor and brings years of fire knowledge to the classroom.

Ryan Clark, EMS/Fire Adjunct Instructor is a firefighter EMT for the City of North Naples Fire Rescue. He has been employed with the department for 14 years and is currently a driver engineer and an

upgrade Lieutenant. Ryan is a Fire Instructor I, live fire instructor and instructor for the pumping Apparatus course.

Eric Neith, EMS/Fire Adjunct Instructor, is employed with North Collier Fire District. He has been with North Collier since May 2005 and is a USCG veteran. Eric is a certified Fire Instructor I with years of educational knowledge.

Distant Education Faculty Credentials

William McGrath, EMS/Fire Instructor and Online Distant Instructor, is a Battalion/EMS Chief for North Lauderdale with over 20 years' experience as an EMS/Fire provider. William holds a Master's degree in Executive Management along with a BA in Organizational Leadership. William was Chief of Operations for FMTI a large private EMS institute in Florida with 6 campuses. Mr. McGrath is an adjunct faculty instructor for distant education at St. Thomas University and has over 10 years' experience as an online instructor

Ed Fry, Phd Mathematics, Distant Education Instructor, received his Master of Public Administration, from Huizenga School of Business and a Doctor of Philosophy with and education leadership major from Lynn University.

Yaro Garcia, Psychology, Distance Education instructor, is the clinical and accreditation coordinator at Florida Gulf Coast University. She received her B.A. in Liberal Arts from Florida Gulf Coast University in 2009 and her master's in clinical psychology from Capella University in 2009.

Pamela Mertens, Phd, English, Distance Education instructor, is retired from the United States Marine Corps and holds a Doctor of Philosophy from Nova Southeastern University, a Master's of Science Degree in Criminology from University of Central Florida and a Bachelor of Arts in Criminology from University of South Florida. She currently teaches for Embry-Riddle Aeronautical University, Georgetown University, Walden University and Wilmington University.

MEDICAL CAREER INSTITUTE 2018 CALENDAR

EMERGENCY MEDICAL TECHNICIAN PROGRAM

EMT Day Schedule

9A- 6P

- Start Date: January 3rd, 2018
- End Date: April 27th, 2018

- Start Date: April 30th, 2018
- End Date: August 22nd, 2018

- Start Date: August 28th, 2018
- End Date: December 20th, 2018

Night Schedule

Tuesday & Thursday 5-9p and Saturday 9a-1p

- Start Date: January 2nd, 2018
- End Date: April 27th, 2018

- Start Date: April 30th, 2018
- End Date: August 22nd, 2018

- Start Date: August 28th, 2018
- End Date: December 22nd, 2018

EMT Hybrid/Online Course

9AM- 6PM

- Start Date: April 17th, 2018
- End Date: September 26th, 2018

FIRE FIGHTER I & II

**Monday/Wednesday/Friday Night
5-10p and Sunday 8a-6p**

Class FF14

- Start Date: January 15th, 2018
- End Date: June 23rd, 2018
- *Mandatory*
Physical Agility: January 12th, 2018 at 5:00pm

Class FF15

- Start Date: June 11th, 2018
- End Date: December 22nd, 2018
- *Mandatory*
Physical Agility: June 1st, 2018 and June 8th, 2018 at 5:00pm

PARAMEDIC PROGRAM

Paramedic One Day/Week Schedule
Wednesday Only 9A- 6P

- Start Date: February 7th, 2018
- End Date: April 18th, 2018

Paramedic One Day/ Week Schedule
Tuesday Only Only 9A- 6P

- Start Date: July 10th, 2018
- End Date: September 24th, 2019

Associates in Science, Emergency Medical Services Program

Sociology: April 30th, 2018 – May 26th, 2018

Fundamentals in Speech: May 27th, 2018 – June 23rd, 2018

Biology: June 24th, 2018 – July 21st, 2018

EMS Management: July 22nd, 2018 – August 18th, 2018

English: August 19th, 2018 – September 15th, 2018

College Algebra: September 16th, 2018 – October 13th, 2018

Psychology: October 14th, 2018 – November 10th, 2018

Fundamentals in Speech: November 11th – December 8th, 2018

Biology: December 9th, 2018 – January 5th, 2019

Associates in Science, Fire Science Technology Program

Fire Service Course Delivery: April 18th, 2018 – April 22nd, 2018

Firefighting Tactics and Strategy I: April 23rd, 2018 – April 27th, 2018

Fire Service Building Construction: April 30th, 2018 – May 4th, 2018

Company Officer: May 7th, 2018 – May 11th, 2018

Introduction to Personal Management: May 13th, 2018 – June 9th, 2018

Fire Prevention Practices: June 10th, 2018 – July 7th, 2018

Fire Course Design: July 8th, 2018 – July 13th, 2018 (Monday – Friday Course)

Firefighting Tactics and Strategy: July 15th, 2018 – August 11th, 2018

Private Fire Protection and Systems I: August 12th, 2018 – September 8th, 2018

Medical Career Institute

Veteran Satisfactory Academic Progress & Attendance Policy

Student Name: _____ Date: _____

Program Enrolled in: _____ Class #: _____

Start Date: _____ End Date: _____

All Veteran students enrolled in any program at Medical Career Institute must adhere to the Policy & Procedures listed below. Students violating **ANY** of these items **WILL** have their veteran benefits taken away. The enrolled student will initial each section below confirming he/she have read and understand the policy for maintaining and receiving their VA benefits.

Attendance Policy for VA students

Any student departing early from class, laboratory and/or externships for any portion of a class period will only receive credit for their time in class. Students exceeding **4 hours** of absence per calendar month will be **terminated** from their VA benefits due to unsatisfactory attendance. Students exceeding one absence per calendar month **will be terminated** from their VA benefits for unsatisfactory attendance and immediately dropped from the class under VA benefits. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in their student file for USDVA and SAA audit purposes.

Student Initial: _____

Standards of Academic Progress (SAP) for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of **75% for EMT, 80% for Paramedic and 80% for Firefighter I & II** during each evaluation period. There are a total of 4 evaluation periods. One before midterm, at the midterm, shortly midterm and the final. If the VA student CGPA falls below the required GPA

during anytime they are enrolled in the program, they will be placed on academic probation until the next student evaluation or for a minimal period of 30 days not to exceed 60 days. If upon the next evaluation period, their GPA is satisfactory according to the SAP policy of the enrolled course they will be removed from probation. If the VA student CGPA is still below the required SAP of the enrolled program at the end of the probation, the student's VA educational benefits will be terminated immediately per the VA benefit policy. A VA student who is terminated from their VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining the required CGPA for the enrolled program.

Student Initial: _____

Veteran's Refund Policy

The refund of the unused portion of tuition (excluding books, online resources, student online tracking code, shirts, student handbook and insurance) for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. If the books, online resources, student online tracking code, shirts, student handbook and insurance are unused they will be returned and refunded. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

Student Initial: _____

Veteran's Credit for Previous Education or Training

Students must report all previous post-secondary education and training with official transcripts in order to receive credit if possible for previous education. The school must maintain a written record that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, those transcripts have been reviewed and evaluated, and appropriate credit has been granted toward the student's current program, with training time shortened and tuition reduced proportionately, and the veteran so notified.

Student Initial: _____

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

Student Name Printed: _____ **Date:** _____

Student Signature: _____

Richard Gonzalez

Program Director

School Official's Name

Title

School Official's Signature

Date

Medical Career Institute

School

27975 Old 41 Road, Suite 201

Bonita Springs, Fl 34135

Address

City, State, Zip Code