

PROGRAM CATALOG & STUDENT REFERENCE GUIDE



2019 – 2020

Classes offered at 2 different locations

Coral Springs Campus
4180 NW 120th Avenue
Coral Springs, Florida 33065

Martin County Campus
800 SE Monterey Road
Stuart, Florida 33994

Date of Publication: June 16, 2019

Revision History

DATE	Volume	CHANGE	OWNER
February 14, 2014	1.2	Combined EMT-BASIC and Fire catalogs	Liz Williams
April 10, 2014	1.3	Updated reg fees and fire tuition	Liz Williams
May 8, 2014	1.4	Updated CSRIPS staff names Corrected EMT hours to 256 Added EMR section	Liz Williams
June 11, 2014	1.5	Updated CSRIPS staff names	Mike Caldaro
June 24, 2014	1.6	Updated EMT Prerequisites and Appendix B with new Broward Health website Student Orientation info	Liz Williams
August 1, 2014	1.7	Updated EMT program costs Fixed spelling of names	Liz Williams
August 18, 2014	1.8	Updated Emergency Absences to remove 8 hour time frame to accommodate shorter classes.	Liz Williams
August 26, 2014	1.9	Added the EMT-Paramedic program.	Liz Williams
August 26, 2014	1.9	Removed 'part time' reference for the EMT classes.	Liz Williams
August 26, 2014	1.9	Clarify the fees for a medical roster.	Liz Williams
August 26, 2014	1.9	Documented change in hours with effective date.	Liz Williams
October 17, 2014	1.10	Document all new approved names from Sunbiz.	Liz Williams
November 14, 2014	1.11	Update EMT-Paramedic Grading System and Remedial Training Policy. Added Fisdap graduation requirement to EMT. Removed John Martinelli from EMS Program Director.	Liz Williams John Barry
January 20, 2015	2	Added date that fire academy Was certified	Mike Caldaro
February 2, 2015	2.1	Added Ride time information to Program Length and	Liz Williams

		Content to EMT and EMT-Paramedic Programs	
April 4, 2015	2.2	Updated Broward Health Requirements. Remove Administrative Lead positions. Changed Testing section to include info about written vs. electronic test and devices. Added paragraph about financial obligations for student injuries on the premises.	Johana Cinque Liz Williams Mike Caldaro
	2.3	Updated VA section with correct form terminology. Updated transcript information in Credit for Prior Learning and Transfer of Credit. Added grading information for transcripts. Updated Medical portion of Injury Policy.	Liz Williams Mike Caldaro
	2.4	Updated Accreditation section to include CoAEMSP Letter of Review Status. Updated EMT Grading System to clarify number of failed attempts on module tests.	Liz Williams
June 1, 2015	2.5	Change EMT and Medic ride time change fees	Liz Williams Johana Cinque
June 12, 2015	2.6	Add Substance Abuse Policy and add to Demerit table. Updated VA Attendance Policy. Updated Minimum Standards graduation checklist to include SCBA mask. Updated Minimum Standards with new hours and class schedule.	Liz Williams Dale Towery
August 6, 2015	2.7	Changed to new logo. Added CPR Coordinator and Clinical Coordinator to Administrative Staff.	Liz Williams Mike Caldaro Joe Russoniello

		<p>Updated ID badge section to reflect new retention guidelines.</p> <p>Updated Payment Plan late payment information.</p> <p>Updated PO information in Minimum Standards.</p>	
October 20, 2015	2.8	<p>Updated Demerit Table to reflect unpreparedness for class.</p> <p>Minimum Standards increased to 450 hours.</p> <p>Added 2nd paragraph of CoAEMSP Letter of Review.</p> <p>Updated Grading Scale to remove 'D' grade and update numbers.</p> <p>Update Demerit System table to reflect more accurate types of incidence.</p> <p>Update Student Appeals/Grievance to reflect changes to City Policy.</p> <p>Update No-Smoking Policy to reflect No Tobacco Use Policy.</p> <p>Updated Attendance Policy to be more defined.</p>	<p>Liz Williams</p> <p>Mike Caldaro</p>
March 1, 2016	3.0	<p>Updated Instructor listing</p> <p>Updated</p> <p>Updated EMT-Paramedic program to show evening class option</p> <p>Created Dual Enrollment section</p>	<p>Liz Williams</p> <p>Mike Caldaro</p>
March 15, 2016	3.1	<p>Revert to prior Grievance and Appeals Policy while City redefines policy.</p> <p>Insert 2016 – 2017 Academic Calendar.</p> <p>Change title from Course Catalog to Program Catalog.</p> <p>Updated Logo to coincide with future marketing publications.</p> <p>Update Refund Policy</p> <p>Add Withdrawal Process</p>	<p>Liz Williams</p>

May 27, 2016	3.2	Updated Prerequisites in each program to reflect demerits if not completed. Added Fit Test as a pre-requisite for Minimum Standards. Added Withdrawal Process Changed EMT field Internship and skills practice hours to reflect 306 hour EMT-B program. Standardized Minimum Standards/ Firefighter I&II name to Firefighter I&II. Expanded Code of Conduct section. Updated Grievance & Appeals to include only disciplinary grievances.	Liz Williams Mike Caldaro
June 16, 2016	3.3	Updated philosophy to reflect CoAEMSP requirements,	Caldaro
September 1, 2016	3.4	Reformatted document for a better flow. Updated tuition rates to reflect increase for fiscal year 2016-2017.	Liz Williams
August 1, 2017	2017-2018	Roll 2016-2017 Addendums into 2017-2018 baseline	Liz Williams
December 1, 2017	2017 – 2018	Updates for COE Reaffirmation	Liz Williams Rob McGilloway Theresa Castro Liz Rodriguez Johana Cinque
March 31, 2018	2018 – 2019	Baseline version Updated year	Liz Williams
July 6, 2018	2018 – 2019	Update pricing structure for each class; Update administrative roster; Add Martin County information	Liz Williams
January 4, 2019	2018-2019	Update evening class hours to 5 for firefighter I & II	Liz Williams
February 19, 2019	2018-2019	Removed AWOL Demerits for Clinicals. Will be same as class.	Liz Williams

March 17, 2019	2018-2019	Updated to include Instructional Service Center – Martin County Added: MC Library MC on Org Chart Split licensure/accreditation between 2 campuses MC to front cover	Liz Williams
June 17, 2019	2018-2019	Updates made from CoAEMSP advisory meeting 6/12/19. No reset on demerits. 10 demerits for entire program. No retake on the midterm exam. 2 retakes total P1 and P2. Reset at P3 for 2 retakes for P3 and P4.	Liz Williams
July 10, 2019	2018 - 2019	Updated VA section with Pending Payment Compliance Policy	Liz Williams

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The Coral Springs Regional Institute of Public Safety

History

The State Bureau of Fire Standards and Training (BFST) certified the Coral Springs Regional Institute of Public Safety on October 13th, 1999 and operated on the grounds of Coral Springs Fire Station 71. The first class was graduated in May 2000 and consisted entirely of volunteer members of the department who were upgrading their skills and certifications. Two classes were graduated in 2001 and we now graduate up to ten classes of Firefighter I & II for Firefighters each year. By student volume and number of classes, the Coral Springs Regional Institute of Public Safety is one of the largest in the State of Florida. Our graduates are employed throughout Florida and several other states.

In the fall of 2001, the Coral Springs Regional Institute of Public Safety graduated its first Firefighter I & II Class with a 100% pass rate on the State exams. Then we graduated two more classes with 100% pass rate on the State exams, bringing the total to three. This was a state record for consecutive 100% pass rates on the State administered written and practical exam. That record stood until 2006, when the Academy began a consecutive run of nine 100% pass rate classes. That record still stands today. This could not have been accomplished without the dedication and commitment of our instructors, staff, and the City of Coral Springs' management philosophy of "Always Striving for Excellence". We continue to strive for 100% pass rate from all of our Firefighter I & II classes.

During 2001 and 2002, the Coral Springs Fire Department was inundated with requests to start an EMT-Basic program. Many of these requests came from students in our fire academy and other fire academies. Students were waiting up to a year to enter local programs. The Coral Springs Fire Department began the process to become an EMT-Basic training academy. In April of 2003, the Academy became licensed by the Florida Department of Education Commission for Independent Education and approved by the Florida Department of Health Bureau of Emergency Medical Services. Our first EMT-Basic class began shortly thereafter. The response was overwhelming, and we expanded from one part-time class to a full time class and a part-time class running concurrently.

In January of 2007, the Academy transitioned to its new facility. The fully equipped fire training grounds, numerous training props, burn facilities, six story training tower, six classrooms, and Academy administrative offices are located on the property at 4180 NW 120 Avenue, Coral Springs, Florida 33065. The Academy also uses a 4-story concrete Training Tower at Coral Springs Fire Station 71, primarily for department in-service training.

On July 29th, 2014 the Coral Springs Regional Institute of Public Safety became licensed by the Florida Department of Health to provide EMT-Paramedic Classes. In October of 2014 the Coral Springs Regional Institute of Public Safety conducted our first EMT-Paramedic Program. Since

the inception of the EMT-Paramedic Program, the Coral Springs Regional Institute of Public Safety now conducts three EMT-Paramedic classes per year. The Coral Springs Regional Institute of Public Safety has contracts with the North Broward Hospital District and Florida Medical Center whereas EMS students can participate in their EMS clinical rotations. CSRIPS has the honor of being recognized four times as Training Center of the Year, 2007, 2011, 2013 and 2017.

In 2018, the Coral Springs Regional Institute of Public Safety began to lay the groundwork for expansion north into Martin County and in early 2019, the Coral Springs Regional Institute of Public Safety at Martin County was established. This endeavor with Martin County Fire Rescue will conduct EMT-Basic and EMT-Paramedic classes at the Martin County location. Both programs will follow the same standards and format as the program at the main campus in Coral Springs.

Philosophy

The Coral Springs Regional Institute of Public Safety (CSRIPS) seeks to educate, prepare, train, and provide a quality-training program by creating both realistic basic and advanced training. The training is based on types of incidents that are (and can be) encountered by emergency services members on a daily basis. This training is delivered by a highly qualified staff of part-time instructors, who practice what they teach at their full-time jobs with a variety of South Florida agencies. The entire curriculum is developed and presented in compliance with all local, state, and federal standards. The Coral Springs Regional Institute of Public Safety seeks to prepare competent entry level Firefighters, Emergency Medical Technicians, & EMT-Paramedics provide candidates with the opportunity to become EMT/Firefighters in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains environment upon completion of the respective programs.

Mission Statement

To Educate...

Facilitate...

Motivate

and prepare our students to proudly serve the community and continuously uphold our

"Commitment to Excellence"

Ownership

The Coral Springs Regional Institute of Public Safety is owned by the City of Coral Springs, a municipal corporation chartered under the laws of the State of Florida. The following names are also recognized by the Florida Department of State, Division of Corporations as having doing business as (DBA):

- Coral Springs Fire Academy (G14000099136)
- Coral Springs Fire Department Training Academy (G14000099138)
- Coral Springs Regional Institute of Public Safety at Martin County (G18000074390)
- Coral Springs Regional Institute of Public Safety (G14000099137) is now recognized as the primary name

Governing Body

City of Coral Springs
9501 Sample Road
Coral Springs, Florida 33065

Coral Springs Campus Location

Description of School Facilities & Equipment

The City of Coral Springs has developed 4 acres of property at 4180 NW 120 Avenue in Coral Springs. This property is the home of a new multi-million dollar training facility. This state-of-the-art facility houses 280 student work stations, four pieces of fire rescue apparatus, a five-story tower, a two-story burn building, EMS training rooms, technical rescue props, flammable liquids training areas, and law enforcement training capability. The school has a wide variety of programs and refresher programs for new firefighters and those seeking a career in fire and emergency services. We also operate specialty academic and technical skill programs for the experienced firefighter seeking to advance their career. The City of Coral Springs has built the Coral Springs Public Safety Training and Technical Center for Fire, EMS, and Police training. This facility is a free-standing two story building that contains 6 classrooms, 3 breakout lab rooms, and the training academy administrative offices, and is approximately 19000 sq/ft. Each classroom comfortably sits 42 students and has complete audio/visual capabilities with TV/VCR/DVD, computer and LCD projector for lectures. Male and female restrooms, with lockers and showers, are immediately available on the floor. The training center has a student lunchroom with microwave ovens, toaster ovens, refrigerators, and vending machines. Ample parking is available and the area is well lit at night.

Name and Address of School

Coral Springs Regional Institute of Public Safety
4180 NW 120 Avenue
Coral Springs, Florida 33065
Telephone # (954) 346-1774
Fax # (954) 340-4351

Licensure - Main Campus

Bureau of Fire Standards and Training

11655 NW Gainesville Rd.
Ocala, FL 33482-1486
(352)-369-2800

Department of Health

School ID #106
4052 Bald Cypress Way
Bin A-22
Tallahassee, Florida 32399-1722
850-245-4440

State of Florida, Commission for Independent Education

License#2479
325 West Gaines Street
Tallahassee, Florida 32399-0400
888-224-6684

Additional information regarding this institution may be obtained by contacting the Commission at the address above or toll free at (888)224-6684.

Accreditation – Main Campus

Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

The Coral Springs Regional Institute of Public Safety is approved by the Florida Department of Health Bureau of Emergency Medical Services to provide the EMT-Basic and EMT-Paramedic program.

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

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

To contact CoAEMSP

8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088
214-703-8445 FAX 214-703-8992 www.coaemsp.org

Coral Springs Regional Institute of Public Safety @ Martin County

Instructional Service Center



Description of School Facilities & Equipment

The facility is a modern two-story building with about 75,600 square feet of hurricane finished accommodations located in Martin County. The facility is home to the Martin County Emergency Operations Center, as well as Martin County Fire Rescue and Martin County Sherriff's Agency Headquarters. Technology has been installed in 4 main classrooms to include complete audio/visual capabilities with TV/VCR/DVD, computer and LCD projector for lectures. Male and female restrooms are immediately available on the floor. The Emergency Operations Center has 55 of computers and serves as a computer lab for students, when not in use for an emergency activation. The facility houses a locker room and multiple breakout rooms that serve a dual function as lab rooms and student meeting rooms. There is a cafeteria that also functions as a student lounge area in addition to the various administrative and faculty offices for both Martin County Fire Rescue and Martin County Sheriff's Agency. Secured areas for each agency are locked with badge access entrance only. Students are given temporary badges to access the necessary parts of the building and have the ability to utilize two elevators, providing access for persons with disabilities. Restrooms also are equipped with features to assure accessibility. This campus is located on a major thoroughfare in Stuart that is accessible to other major highways and public transportation. Two parking lots provide ample space for vehicles with appropriate lighting at night.

Name and Address of School

Coral Springs Regional Institute of Public Safety @ Martin County
800 SE Monterey Road
Stuart, Florida 33994
Telephone # (772) 288-5710

Accreditation – Martin County Campus

Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

The Coral Springs Regional Institute of Public Safety is approved by the Florida Department of Health Bureau of Emergency Medical Services to provide the EMT-BASIC and EMT-Paramedic program.

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

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088
214-703-8445 FAX 214-703-8992 www.coaemsp.org

Licensure – Martin County Campus

Department of Health

School ID #106
4052 Bald Cypress Way
Bin A-22
Tallahassee, Florida 32399-1722
850-245-4440

State of Florida, Commission for Independent Education

License#2479
325 West Gaines Street
Tallahassee, Florida 32399-0400

Additional information regarding this institution may be obtained by contacting the Commission at the address above or toll free at (888)224-6684.

Calendar

All Campus Office Hours

Monday	8:00am – 5:00pm
Tuesday	8:00am – 5:00pm
Wednesday	8:00am – 5:00pm
Thursday	8:00am – 5:00pm
Friday	8:00am – 5:00pm

Holidays

Administrative offices will not be open on the following holidays. School days may differ and students will receive confirmation from their Lead Instructors. Additional cancelled class days may be declared due to departmental requirements. This information will be provided to students in advance.

New Year's Day	Martin Luther King, Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day

Please see Appendix B – Academic Calendar for a detailed listing by term.

Student Affairs

School Administration

Division Chief Rob McGilloway
Chief Training Officer
954-346-1774

Liz Williams
Accreditation Coordinator
954-344-2355

Marty Fine
Continuing Education
954-346-1766

Betsy Alicea
Finance
954-346-1372

Program Administration

Dr. Peter Antevy, M.D.
Medical Director
954-346-1774

Captain Chris Russo
Clinical Coordinator
954-346-1374

Theresa Castro
Admissions Specialist – Firefighter I & II
954-346-1377

Liz Rodriguez
Admissions Specialist – EMT-Basic & EMT-Paramedic
954-346-1292

Bureau Chief Heather Crary
Martin County Coordinator
772-288-5922

Health and Safety Plan

Outlined in the following pages are guidelines for health and safety at all Coral Springs Regional Institute of Public Safety locations. Please note that communication and judgment are of utmost importance. Incidents may happen and sometimes can be prevented. This section will provide important information on how to keep our students, staff and visitors safe at CSRIPS.

Campus Security

At both locations, the Coral Springs Regional Institute of Public Safety has a security system and procedures in place to cover all employees, students, and visitors. It is a badge access card system that is electronically controlled and monitored.

Student ID Badges

All students who are enrolled in classes at Coral Springs Regional Institute of Public Safety will be issued a security identification card which will allow access to the building and fire ground. The student is solely responsible for the safe keeping of this security card and it **MUST** be kept in

their possession while attending the Coral Springs Regional Institute of Public Safety at all times (including ride times and clinical rotations).

Under any circumstances, no student shall share his/her security card with any other student; nor will any student loan their security card to any person not enrolled in a class at Coral Springs Regional Institute of Public Safety. Failure to follow any of these rules can result in dismissal from their perspective program.

If a student loses their security card, they must notify their instructor immediately. If their instructor is not available they must contact the Coral Springs Regional Institute of Public Safety and speak to a member of the staff. Students who lose their security card shall pay \$15.00 to replace the card. Those students who fail to obtain a new card within a timely manner as directed by the Lead Instructor or staff shall be subject to demerits.

Visitor Badges

Any visitors that arrive at Coral Springs Regional Institute of Public Safety for day classes, building repairs, or meetings will sign in at the main lobby and will be issued a Visitors Day pass. Visitors will be escorted to their working location by a CSRIPS employee.

Emergency Contacts

If you think you or any student or adult is hurt or in an unsafe situation or you have reason to be concerned, please call the following Emergency phone numbers:

Emergency Phone Numbers: 911

Additional Numbers are:

- Poison Control: 1-800-222-1222
- Child Abuse Hotline: 1-800-422-4453
- Chief of Training Rob McGilloy: 954-770-0541

Lock-down

In the event of an emergency on the CSRIPS property or property adjacent to CSRIPS, it may be necessary to perform a lock-down. Staff is to follow the instructions below.

- ___ Chief of Training will issue lock-down notification by announcing a warning over the P.A. system or by sending a message over the radio.
- ___ P.A. announcement may be a code word or Basic alert.

- ___ Direct all students, staff, and visitors into classrooms.
- ___ Lock classroom doors.
- ___ Cover windows of classrooms, including the window in the door.
- ___ Move all persons away from windows and doors.
- ___ The Deputy Chief and Fire Chief shall be notified as soon as safely possible.
- ___ No one outside of classroom until the Chief of Training gives an all-clear signal.

Bomb Threat

On receiving a message that a bomb has been planted in the school:

- ___ Ask where bomb is located, when bomb will go off, what materials are in the bomb, who is calling, and why is caller doing this.
- ___ Listen closely to caller's voice, speech patterns, and for background noises.
Document anything that you have heard even if you don't think it is important.
- ___ After hanging up, immediately hit the history button to track the call and write the number down.
- ___ Chief of Training determines whether a lock-down or evacuation is the appropriate course of action.
- ___ Chief of Training notifies 911 if on site. If Chief of Training is not on site, the person receiving the bomb threat shall call 911 and provide all information that they received.
- ___ Chief of Training must report incident to Fire Marshal and Deputy Chief.
If *lock-down* is ordered, use procedure in the lock-down section of this checklist.
If *evacuation* is ordered, follow these procedures:
- ___ Chief of Training alerts staff and students. Do not mention term "Bomb Threat."
- ___ Use standard fire drill procedures to evacuate school building(s) unless evacuating into the reported bomb location.
- ___ Direct students to take their belongings.
- ___ Students and staff must be evacuated to a safe distance away from the school.
- ___ The Chief of Training may move students to a primary relocation center, Station 71, if weather is inclement or the building is damaged.

___ No one should re-enter the building(s) until declared to be safe by fire or police personnel.

Visitor/Intruder/Hostage

Visitor: “An authorized person who enters school property.”

- ___ Politely greet intruder and identify yourself.
- ___ Ask the visitor for the purpose of his/her visit.
- ___ Inform person that all visitors must register at the main office.
- ___ If purpose is not legitimate, ask visitor to leave.
- ___ Accompany the visitor to the exit.

If the visitor refuses to leave, they are now classified as an intruder:

- ___ Seek safe shelter and call 911: try to remember: race, sex, height, weight, hair color and length, facial features such as mustache or beard, clothing type and color, accent or spoken language, weapon type and description.
- ___ Notify Chief of Training if possible and without compromising your safety.
- ___ Alert the rest of the staff and occupants of the situation through either a code or through the alarm system and initiate lock-down procedures.
- ___ Chief of Training will notify the Deputy Chief when safely possible.

Navigating CSRIPS

CSRIPS is a post-secondary education facility. It is up to the student to take responsibility for their education and learn how to navigate through their educational experience.

MyCSRIPS

All students applying to CSRIPS will create a student account in the Orbund system hereby referred to as MyCSRIPS. This system creates the student profile which will track their enrollments, academic history, and payments.

The system also provides the student the ability to submit electronic forms and is saved within the student record.

Application Process

All classes are listed on the Academic Calendar along with the registration dates, drop dates, and transfer dates. Classes are applied for on the CSRIPS website, www.csrips.org, within the specific program web page. Applications are not deemed complete until all documents are uploaded, application fees paid, and admissions reviews and approves the application. Upon approval, the student is notified of acceptance and the next steps.

Examples of the online applications are provided in the Appendices. Please see the table of contents.

Transfer Process

Transfer dates are listed on the Academic Calendar. Each term has a defined transfer period in which the student can transfer from one class to another (within the term on which you applied for class). Only students with a completed application and registration fees paid will be permitted to transfer. Students must utilize the *Transfer Request Form* in MyCSRIPS to initiate the transfer.

Withdrawal Process

Students withdrawing from class during the withdrawal period must submit the *Student Withdrawal Form* located under Reference in their MyCSRIPS account. The student is responsible for submitting the completed form online to the Class Manager as directed. After successful submission, the student will only officially be withdrawn after the Class Manager accepts, validates, and notifies the student. Please refer to the Refund Policy for any questions regarding refunds.

If the student withdraws during class, the student will submit the Student Withdrawal Form and submit it to the Lead Instructor, the program Administrator, and the Class Manager.

CSRIPS Communication to Students

All communication to students will be conducted through Orbund as an email notification. It is the responsibility of the student to provide and maintain a valid email in their MyCSRIPS student profile. The student must also regularly check their email for any notifications.

School Wide Alert Communication

In the event of a school closure or other such school wide alert, a Facebook post, a website update on the homepage, a blast email and an updated voice message will be updated with instructions.

Reporting an Injury

It is IMPERATIVE that all accidents be reported immediately to the instructor of the day and the proper electronic forms completed. It is the student's responsibility to report any injury that occurs during training. An online *Injury Report* must be completed and failure to do so may lead to dismissal from CSRIPS.

All students are responsible for financial obligations for any accidents and injury that occur while on the premises. EMT-Basic and EMT-Paramedic students are required to carry student health insurance as per agreements with the clinical providers.

CSRIPS Student Store

Firefighter I & II, EMT-Basic and EMT-Paramedic students will be issued a basic uniform package the first week of class. Should a student desire additional items, they may follow the purchase process on MyCSRIPS to obtain them.

Students are only permitted to wear a CSRIPS zip sweatshirt in the class room, on ride times, and on clinical rotations. These sweatshirts can be purchased by following the purchase process on MyCSRIPS.

Student Records

The General Education Provisions Act, Section 438, as amended, and the regulations promulgated for the enforcement of the act, found at 45 Federal Register 30911, as amended at 45 Federal Register 86296, provide all students enrolled or previously enrolled at the Coral Springs Department Training Academy have the following rights in relation to their educational records:

I. General Policy

No information from records, files, or other data directly related to a student, other than public information defined below, shall be disclosed to individuals or agencies outside the Coral Springs Regional Institute of Public Safety without the written consent of the student, except those disclosures set forth in paragraph IX.

II. Definition of Educational Record

Student educational records are defined as those records, files, documents, and other material which contain information directly related to students and which are maintained by Coral Springs Regional Institute of Public Safety or a party acting for Coral Springs Regional Institute of Public Safety. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational record. Records which are made or maintained by physicians, psychiatrists, psychologists, or other professionals or paraprofessionals and which are maintained in connection with treatment and are not available to anyone else are also excluded from a student's educational record, but such records are available to another physician or appropriate professional of the student's choice if requested. Records which only contain information relating to a person after that person is no longer a student are not considered part of the student's educational record.

III. Definition of Student

For the purpose of this policy a student is defined as any individual currently or previously enrolled in any academic offering of the Coral Springs Regional Institute of Public Safety. It does not include prospective students.

IV. Public Information

The following is a list of public information which may be made available by the Coral Springs Regional Institute of Public Safety without prior consent of the student and which is considered part of the public record of the student's attendance:

- Name
- Address (local and permanent)

- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance, degrees and awards received
- Schedule of classes, and institution most recently previously attended

The information will not be made available if a student directs a written instruction to the appropriate records official prior to the end of the registration period for any given term.

V. Types and Location of Records

Each student will have two files created and maintained when enrolled:

1. Application & Enrollment File (Administration)
2. Academic Assessment File (Instructor)

The application & enrollment file is all paperwork required to be enrolled in the perspective program or programs.

- Application
- Background
- Fingerprints (if required)
- Affidavits
- Pre-program requirements
- Fees, payments and refunds

The program manager assigned to oversee the program is required to maintain the file. The paper copies are scanned into the T drive under the program name/number and last name the student. The class manager will keep the original file in his/her active class draw located at his/her/desk. This system provides an immediate electronic back-up and simple access for updates and review.

The academic assessment file is the student electronic record kept by the Lead instructor for that program or class. The Lead Instructor is required to maintain the file with any paperwork containing grade reports and performance/skill evaluations. The paper copies are scanned into the T drive under the class name/number and last name of the student.

The Coral Springs Regional Institute of Public Safety has designated the following officials as responsible for student records; Coral Springs Fire Department, Training and Public Education Division; Chief Training Officer; Academy Administrator(s); Senior Office Assistant

The above shall hereinafter be referred to as "records officials." The records official is responsible for maintaining a listing of student records within the records official's area of responsibility, indicating the location and general content of the records.

Any student request concerning records or files, including requests that public information not be disclosed, requests for disclosure to third parties, and requests for access by the student should be directed to this official. Forms for all such requests may be obtained from these officials. These persons will also act as hearing officers when the content of a record is challenged as provided below.

VI. Disclosure of Student Records to the Student

The student is accorded the right to inspect, in the presence of a Coral Springs Regional Institute of Public Safety staff member, records, and files, that contain only data primarily and directly related to the student.

To inspect a file a student must submit a *Student Records Request Form* in writing to his/her Lead Instructor. The Lead will forward the request through the appropriate chain of command. A time for inspection shall be granted within 30 days of the date of the request.

If a student desires to obtain copies of the items in the academic assessment file rather than personally reviewing, a student must submit a signed and notarized *Student Records Request Form* to prevent disclosure to persons other than the student to his/her Lead Instructor.

The Lead instructor will forward the request through the appropriate chain of command for copies which will be mailed within 30 days of the date of the request. Copies shall be made and provided to the student at a cost to the student equal to actual cost of reproduction and payable in advance.

The right of inspection does not include financial statements of parents, confidential recommendations placed in the file prior to January 1, 1975, provided that such recommendations were solicited with a written assurance of confidentiality or sent or retained with a documented understanding of confidentiality and used only for the purpose solicited, and other confidential recommendations, access to which has been waived by the student in accordance with paragraph VIII.

VII. Challenging the Contents of the Record

Coral Springs Regional Institute of Public Safety will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed in writing to the appropriate records official.

If, after inspecting a record, a student believes that information contained in the educational record is inaccurate or misleading or violates his or her privacy, the student may request that the record be amended by presenting such request in writing to the appropriate records official. A request that the record be amended shall be answered by the records official within 15 days of its receipt with information that the record has been amended as requested or that the record has not been amended and that the student has a right to a hearing on the matter. A written request for a hearing should be addressed to the appropriate records official as listed in V, who will set a date and time for hearing with reasonable notice of same to the student within 45 days of receiving the request.

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, inappropriateness. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file if appropriate, and shall examine any documents or hear any testimony the student wishes to present. A student may be assisted or represented by individuals of his or her choice, including an attorney, at his or her own expense. The records official may decide that the item should be retained or that it should be deleted or altered. The records official shall issue a written decision, based solely on the evidence presented at the hearing, within 10 days of the conclusion of the hearing. If the decision is adverse to the student, the notice of decision shall include a statement that the student has the right to place a statement in the record commenting on the information and/or setting forth reasons for disagreeing with the decision.

VIII. Waiver of Access

Coral Springs Regional Institute of Public Safety may request that a student waive the student's right to inspect confidential recommendations respecting that student's application for admission, provided that the student be notified, upon request, of the names of all those providing the recommendations, the recommendations are used only for the purpose solicited, and the waiver is not a condition of admission or any other benefit. Confidential recommendations respecting application for employment or the receipt of an honor or other recognition may also be waived.

A waiver may be revoked with respect to actions occurring after revocation by so notifying the records official in writing.

IX. Providing Records to Third Parties

The general policy of Coral Springs Regional Institute of Public Safety is to refuse access to or disclosure of information from student records to third parties without the written consent of the student. Should a student wish to have such records released, a signed and dated *Student Records Request Form* must be directed to the proper records official, specifying the records to be released, the reason for release, the party or class of parties to whom records are to be released, and a request

for copies to the student, if desired. Coral Springs Regional Institute of Public Safety will then transfer or grant access to the information. The transferred information shall contain a statement that the information may be used by the receiving party or, if an organization, by its officers, agents, and employees for the purpose requested, but that the party shall not transfer the information to any other party except with the written consent of the student. A charge not to exceed the actual cost of reproduction will be assessed against the student when copies are made for the party or the student. Student records are available to the following persons with the accompanying conditions without written consent of the student: Instructional or administrative personnel whose duties include responsibilities to students, which in the institution reasonably require access to student records.

1. Officials of other schools in which a student seeks to enroll. Coral Springs Regional Institute of Public Safety will make a reasonable attempt to notify the student of the transfer, as well as the student's right to a copy, upon request, and the right to a hearing to challenge the contents if desired.
2. Certain representatives of federal departments or agencies or state educational authorities as provided by the law. In absence of consent or specific authorization by federal law of the collection of personally identifiable data, data collected by excepted officials shall be protected in a manner which will not permit personal identification of students and parents by other than those officials, and personally identifiable data shall be destroyed when no longer needed.
3. Financial aid officers or their assistants in connection with the application for or receipt of financial aid, provided that personally identifiable information may only be disclosed for the purpose of determining eligibility, amount, and conditions and to enforce terms and conditions.
4. Organizations conducting studies for administrative evaluation, tests, etc., provided that studies are not conducted in a manner which will permit personal identification of students or their parents by other than representatives of the organization and that the information will be destroyed when no longer needed for the purposes collected.
5. Accrediting organizations.
6. Other appropriate persons in an emergency to protect health or safety of students or others. In determining appropriateness of disclosure, consideration will be given to the seriousness of the threat to health or safety of the student and others, the need for information to meet the emergency, whether the parties requesting information are in a position to deal with the emergency, and the extent to which time is of the essence.
7. In response to lawful subpoena or court order.

Coral Springs Regional Institute of Public Safety will keep a record, indicating the name and legitimate interest, of all disclosures except those made to a student, those made pursuant to written consent, those designated as public information, and those made to persons at Coral Springs

Regional Institute of Public Safety with a legitimate educational interest. This record of disclosure will become a part of the educational record, subject to inspection and review.

X. Student Records Policy

The Coral Springs Regional Institute of Public Safety Student Records Policy shall be published in the catalog and a copy shall be displayed prominently on a bulletin board. In order to comply with the requirement that CSRIPS give annual notice of this policy to enrolled students, a short notice of the policy shall be included in the class schedule for each term.

XI. Student Privacy Policy

Any student who believes that Coral Springs Regional Institute of Public Safety has violated his or her right to access or privacy of educational records as established by the Family Education Rights and Privacy Act of 1974, as amended, the accompanying regulations published at 45 Federal Register 30911, as amended at 45 Federal Register 86296, and this policy may address a complaint to:

The Family Educational Rights and Privacy Act Office
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Class Guidelines and Expectations

Student Expectations

Students are a representation of the Coral Springs Regional Institute of Public Safety and will be held to high standards. Students are expected to have a positive, willing attitude and be professional and courteous at all times. Students must be able to work well with others and have an appropriate demeanor. Students violating normal classroom demeanor or disrupting lab sessions or fire ground skills will be asked to leave for the remainder of the session. Re-admittance will be allowed only upon written permission of the instructor and counseling with the department head. While at the fire department and hospital facilities, students will follow and obey all appropriate rules and regulations. Lying to an instructor or agent of CSRIPS shall be grounds for dismissal from the program. Students shall not congregate at the main entrance to the building during breaks.

Chain of Command

The Coral Springs Regional Institute of Public Safety operates along with the Coral Springs Fire Department. Chain of Command is to be followed by all students. As a student, you shall address your instructor by their appropriate duty rank. If any student is unaware of an instructor's appropriate rank defer to Sir or Ma'am.

As a sign of respect, all students are required to come to attention & gangway (stand aside) for all non-students. This includes office staff and visitors with and without rank. Additionally each time a classroom is entered the students will stand and come to attention unless otherwise directed by the lead/co-lead or instructor of the day.

DEPARTMENT RANK STRUCTURE	CSRIPS RANK STRUCTURE
FIRE CHIEF	CHIEF TRAINING OFFICER
DIVISION CHIEF/ASSISTANT CHIEF	ASSISTANT CHIEF TRAINING OFFICER
BATTALION CHIEF	ADMINISTRATOR
CAPTAIN	LEAD INSTRUCTOR
LIEUTENANT	CO-LEAD INSTRUCTOR
DRIVER ENGINEER	INSTRUCTOR
FIREFIGHTER	CLASS LEADER
	SQUAD LEADER

Class leader and squad leaders are chosen by the Lead & Co-Lead interviews and then kept in those positions based on performance, grades, attitude and class presentation. Class leader & squad leaders can be changed at any time by the lead instructor without cause or reason.

Demerit System

The Coral Springs Regional Institute of Public Safety incorporates a demerit system. The demerit system is utilized for minor disciplinary action; however, this does not exclude instructors from imposing major disciplinary action or dismissal when appropriate.

Demerits are given for violations of policies, rules and regulations, and improper student conduct both in and out of CSRIPS while enrolled. Any student who receives a total of 10 demerits during the program shall be dismissed from the program.

Type of Incident	1 st Offense	2 nd Offense
Out of Uniform / Grooming	2	4
Unprepared for class (no ID badge, books, gear, Prerequisites)	2	4
Failure to successfully complete assigned work or Prerequisites	2	4
Tardiness	2	4
Tardiness with no call to instructor	3	6
Cell phone / Electronic Device violation	4	8
Class Attendance – no show, no call (AWOL)	5	Dismissal
Disrespect to Staff	9	Dismissal
Disrespect to another student	4	Dismissal
Cheating (classwork, homework, falsification of ANY documents)	Dismissal	
Tobacco Violation	Dismissal	
Substance Abuse	Dismissal	
Energy Drink violation	Dismissal	
Sexual Harassment/bullying	Dismissal	
Vandalism, stealing	Dismissal	
*Infractions not listed but deemed a violation by the Program Director, Lead/ Co-Lead, instructor or staff member will determine the number of appropriate demerits or dismissal.		

Class Schedule

Students will be notified of the program starting and ending dates changes no earlier than 10 days prior to the beginning of the first class. Should there be a change in dates, a new *Student Enrollment Agreement* will be generated and the student will need to accept and date the new agreement.

Posted in the respective repository is a day-by-day schedule of the instructional activities that will take place in both Firefighter I & II and EMS programs. This schedule is subject to change at the instructor's discretion. Every effort will be made to inform the student of changes in advance. Please be advised that being in Florida we experience incimate weather during the rainy season. The schedule may be altered to accommodate outdoor activities.

Program Cancellation

Should CSRIPS have to cancel any programs prior to completion, students will have the option of a full refund of all monies paid, or to have guaranteed enrollment in the next program with no additional fees. See Refund Policy for further information.

Student Materials

It is the responsibility of each student to provide their own pencils, pens, paper and notebooks.

Make-Up Work

Students who have been absent for any reason are required to make up any missed quizzes, tests, or skills within one week of the absence or at the discretion of the lead instructor. The student will schedule appropriate make up work with the instructor

For the Firefighter I & II and EMS programs, all Coral Springs Regional Institute of Public Safety and Bureau of Fire Standards & Training requirements, quizzes, tests, and exams shall be completed **regardless of excused absences** in order to sit for the state exam. Particular items cannot be missed and an absence will result in immediate dismissal.

Grading Scale

Numerical Score	Grade
100% - 90%	A
80% - 89%	B
75% - 79%	C
<75%	F
Incomplete	I
Withdrawal	W

Testing Criteria

Methods	Subject Matter Tested
Oral Participation	Written & Lecture Materials
Written Examination	Skills Competencies
Practical Demonstration	Safety Procedures
	Student Code and Discipline

The candidate's ability to adapt to the fire department semi-military style of life will be observed and evaluated. Dishonesty on examinations will be considered grounds for immediate dismissal from the program.

Testing

Students will be tested on the curriculum educated on including but not limited to; all material in the book, PowerPoint presentations, handouts, workbook skill sheets and performance objectives. Testing may occur electronically (on CSRIPS provided iPad) or hard copy. In the event that electronic testing is utilized, student shall not use personal electronic devices for testing purposes.

Workbook assignments

- Submitted for each chapter prior to chapter quiz
- Graded for completion and factored in the overall GPA
- Failure to submit results in a 0.00 and potential demerits for incomplete assignment
- Subsequently student will receive a 0.00 on chapter quiz

Chapter quizzes

- Passing grade of 75% or higher
- The grade received will be factored in to the overall GPA
- Students are not allowed a retest

- Failure of a quiz is not subject to remediation
- A student will have an opportunity to review the quiz if he/she chooses
- Any question the student feels is incorrect should be brought to the instructor for review
- The instructor will validate and make the correction(s) if so required

Unit Tests

- Passing grade of 75% or higher
- Based on a group of chapters and are factored in to the overall GPA
- Students are allowed one retest depending on their current re-take status
 - The re-take must be within a week of the first exam
 - Remediation will include the student reviewing the first test, discussing his/her findings and receive the appropriate direction to understanding his/her incorrect answers
 - The student must pass a make-up exam with a 75% or better
 - Regardless of score on retest the highest possible grade given and factored will be 75%
- Students who pass one make-up exam will be given only one additional opportunity to take a make-up exam on a second failed first attempt exam (Third failed exam, after 2 successful retakes, results in dismissal). Please see example below.

	Attempt 1	Attempt 2	# Failed Attempts
Unit Test 1	F	P	1
Unit Test 2	P		
Unit Test 3	F	P	2
Unit Test 4	F		3 – dismissed with no makeup attempt possible

Performance Objectives (PO's). See class specifics under program.

Skill Stations - EMT-Basic and EMT-Paramedic

- Based on state criteria and guidelines
- Graded either by pass/fail, time, score of 80% or better
- Must pass every skill station
- One re-take per skill is allowed

Failures/automatic dismissals

- Failure to complete second attempt of any performance objective (Firefighter I & II)
- Failure to complete second attempt of any skill station (EMT-Basic & EMT-Paramedic)
- Failure of the final exam
- Failure of student retest. See example below.

	Attempt 1	Attempt 2	# Failed Attempts
Unit Test	F	F	Dismissed due to failing makeup exam

Jury Duty

If a student receives notification of jury duty while attending CSRIPS, he/she should immediately notify the lead/co-lead of the class asking permission to see the class manager. The class manager will supply a letter of enrollment for the student to provide to the court explaining the circumstances and asking for a continuance of service.

Veterans Assistance

Information regarding the attendance responsibilities of the VA students receiving benefits is in the Veterans Affairs Students section of this manual.

Probation

A student will be placed on probation if either of the following conditions is met:

- A clear violation of any policies, rules and regulations

Should a student violate any policy, rule, or regulation, a *Student Demerit Form* will be completed by the instructor detailing the violation along with the number of demerits. The student shall be considered on probation from the initial infraction and will not come off probation until the class ends or the student reaches the maximum of 10 demerits and is removed from the class. Demerits are tracked by class and are available to the student on their student portal home page. Please refer to the Demerit System for a complete description of the demerits.

- Failure to maintain an overall GPA of 80%

The lead or co-lead instructor will fill out an *Academic Improvement Plan* outlining the deficiencies in the class. A plan of action will be written up for the student to review to have a clear understanding of his/her status and to be signed by both the student and lead instructor or co-lead. The form will be forwarded to the Program Director or his/her designee for review. Academic

status will be reviewed between each unit or chapter test and updated accordingly throughout the remainder of the program.

Personal Belongings

Personal gear, including bunker gear, is the responsibility of each student. The use of lockers in the downstairs locker rooms is permissible for students enrolled in Firefighter I & II, EMT-Basic and EMT-Paramedic. Students are responsible for providing their own locks.

Upon the student's completion of class, the student shall promptly remove their items and locks along with the label. Failure to vacate the lockers upon completion of class may result in locks being cut off and personal items disposed of. Squad leaders and the class leader will be responsible for compliance.

Lockers are the property of the Coral Springs Regional Institute of Public Safety and at any time may be searched without student's consent. Students shall refrain from storing illegal contraband/substances or items not allowed on school property.

Directions on creating the locker label will be provided in class.

Outside Instructional Areas, EMS & Fire Equipment & Apparatus

It is the student's responsibility to assist in maintaining the outside areas and the equipment and apparatus used for their respective programs. Cleanliness is vital to safety and preventive maintenance and all apparatus and equipment will be returned to their proper place after an activity. Any damages will be reported immediately to the Instructor of the Day.

Cleaning Duties

Cleaning duties are part of everyday life in the fire department. The same duties that you see in the fire department also exist in the Coral Springs Regional Institute of Public Safety. In order for CSRIPS to run smoothly and safely, constant care is maintained at the facility.

All students will be required to perform the following cleanup duties:

Men's and women's bathroom: Clean mirrors; wipe down shower area and wet mop floors.

Classroom: Wipe down all desks and counter tops. Clean boards and erasers, straighten all desks and chairs, and wipe any A/V equipment located in classroom. Sweep/vacuum floor area.

Break room: Wipe down and straighten all tables and chairs. Lift chairs. Sweep/vacuum floor area.

Outside area: Police grounds, sweep walkways, and straighten outside drill area putting away equipment that is left out. Wash down concrete areas around tower as needed.

Tower: Police entire tower, all floors. Straighten equipment room, hose area, equipment on shelves, and portable extinguishers. Close all windows and secure all tower doors.

Squads are responsible for their details for the entire day.

All squads will secure apparatus and equipment on the apparatus when finished with their details at the end of the day.

Upon completion of the cleanup duties, students will line up, be inspected & dismissed as a group by the instructor.

Breakout rooms: Return all equipment to appropriate designated areas, complete inventory, sweep/mop floors and report any deficiencies of equipment.

Student Services

Student Services Room

The Student Services room at the main campus is available in the lobby during regular business hours. It is equipped with 2 Wi-Fi enabled computers and a multi-functional printer.

Student Records

Student records are permanently retained by the school and are available to students upon individual request. Please refer to the Student Records Policy for further information.

Paying for School and Financial Aid

CSRIPS currently accepts Florida Prepaid and also Veterans Benefits.

Dining and Vending Services

Both campuses have a large breakroom with vending type services. The rooms also have refrigerators and microwaves for student use.

Academic Advisement

Academic advisement is provided. Students seeking academic advisement should first see their lead instructor. If further assistance is needed, students should make an appointment with the Program Director.

Articulation

CSRIPS does not grant credit for any prior learning or exams and does not accept any transfer of credit from any other educational institution. There is no guarantee of transfer of credit from our school to another school.

- ATPC2111 Fire Chemistry
- FFP2120 Building Construction for the Fire Service
- ATPC1301 Fire Service Hydraulics
- ATPC1302 Apparatus Operations
- FFP1505 Fire Prevention Practices
- FFP1510 Codes & Standards
- ATPC1540 Private Fire Protection Systems I

- ATPC2541 Private Fire Protection Systems II
- ATPC2610 Fire Investigation – Cause & Origin
- FFP2706 Public Information Officer
- FFP2720 Company Officer
- ATPC1740 Fire Service Instructor (Course Delivery)
- ATPC2741 Fire Service Course Design
- FFP2770 Ethical & Legal Issues in the Fire Service
- ATPC1810 Firefighting Strategy & Tactics I
- ATPC2811 Firefighting Strategy & Tactics II

Articulation Agreements are arrangements between the Coral Springs Regional Institute of Public Safety and another school detailing courses that are eligible for credit transfer. Not all courses are eligible for transfer and it is up to the receiving school to determine eligibility.

Current agreements exist with:

- Broward College (fire classes only)
- Miami-Dade College (fire classes only)
- Columbia Southern University (fire and EMS classes)

CSRIPS and Broward College have an agreement in place in which students can earn credits towards an Associates of Science Degree in Emergency Medical Services with successful completion of EMT-Basic and EMT-Paramedic. Students are advised to contact Debra Hart at 954-201-2241 or dhart@broward.edu for further information.

Placement Assistance

The Coral Springs Regional Institute of Public Safety does not guarantee, or directly or indirectly imply, graduates of the EMT-Basic, Firefighter I & II, or EMT-Paramedic programs employment. However, CSRIPS will help graduates who wish information on seeking employment. Students will be counseled in the methodology for employment in the emergency services job market. Names of potential employers will be provided to graduates on request. In addition, CSRIPS has a Job Link section on the website, www.csrips.org.

Graduates receive a Certificate of Completion from CSRIPS. This however does not qualify a student for employment. Students will be required to have the following licenses for employment. It is the sole responsibility of the student to register and pay for state testing. See program pages for further information.

- Firefighter I & II: Certificate of Compliance from the Division of State Fire Marshal
- EMT-Basic: License from the Florida Department of Health
- EMT-Paramedic: License from the Florida Department of Health

Veterans Affairs and Payment Requirements

Upon submission of an EMT-Paramedic, Firefighter I & II, or EMT-Basic application, Veterans are required to submit the following documents:

- A “Certificate of Eligibility” which will show their available benefits. Any student who is not entitled to 100% payment of tuition would be required to pay the difference to the school prior to the start of the class.
- A copy of their DD214 which states “Honorable Discharge.”
- All veterans must provide either the VA 22-1990 (first time use of benefits) or VA 22-1995 (if benefits have been used).
- All veterans must provide all of their previous official transcripts by the first day of class. If transcripts are not provided, benefits will be terminated. Student will be responsible financially responsible for tuition.

For veterans who are covered by Chapter 33 – tuition only (post 9/11), payments are submitted directly via EFT (Electronic Funds Transfer) into the City of Coral Springs bank account. Should the student be withdrawn before payment is received from the VA, the student becomes responsible for all financial obligations. Until all obligations are met, no further processing or re-enrollment will happen.

For veterans who are covered by Chapter 30, payments are made to the school directly from the student. The student may then receive payment, in arrears, from the VA.

The Coral Springs Regional Institute of Public Safety will certify the enrollment for all Veterans eligible for Veteran Educational Benefits into the VA-ONCE system which electronically submits their enrollment to the VA benefit processing center.

Veterans who enroll in the EMT-Basic and EMT-Paramedic programs will have adjusted hours due to ride time and hospital time. Those adjusted hours are submitted through VA-ONCE monthly.

The VA will only pay **tuition** for the Firefighter I & II, EMT-Basic, and EMT-Paramedic programs. Registration fees, PAT fees, background check fees, manuals and other ancillary fees are not included. Those fees are the responsibility of the student.

Veterans Attendance Policy

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11

G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Veterans Pending Payment Compliance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in student files and must include deployment orders, if applicable. Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as one absence.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) 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 the veteran's file for USDVA and SAA audit purposes.

VA Ride Time and Clinical Hours Tracking

Students utilizing VA benefits must follow these guidelines in order receive the appropriate benefits from the VA for ride time and clinical hours.

The student must submit the signed (by the Instructor of the Day) VA Ride Time and Clinical Hours Tracking Form along with all back up documentation. This form must be completed in its entirety and submitted on paper to the School Certifying Official (SCO). Incomplete documents

will not be accepted and the student will jeopardize receiving benefits from the VA for the ride time and clinical hours.

Hours for ride times and clinicals shall be turned in by the last Wednesday of the month. If the last Wednesday of the month falls on a holiday, all forms will be due the next business day. If the deadline is missed, the student will not receive benefits for the ride time and clinical hours. For the last month of class, all forms are due no later than one week prior to the last day of attendance. If forms are not turned in on time, the student will not receive benefits for the last month.

The VA Ride Time and Clinical Hours Tracking Form can be located at www.csrips.org under Resources|Documents & Forms.

Standards of Academic Progress for Veteran Affairs Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA of 80% throughout the program).

A VA student whose CGPA falls below 80% at any point in the program will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

Veteran's Credit for Previous Education or Training

All students must provide a transcript upon enrolling. Students who have attended previous institutions of higher education must provide an official transcript from the attending school. Students who are straight out of the service must provide a Joint Service Transcript (JST).

The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Students Rights and Responsibilities

Student Code of Conduct Policy

Upon admission to CSRIPS, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students must observe local, state, and federal laws as well as the academic and behavioral regulations found in the *Program Catalog and Student Reference Guide* and the website at www.csrips.org. If there is a conflict with any of the aforementioned sources, this policy shall prevail.

When a student exhibits disruptive behavior that appears to pose a threat to the health and safety of the student or others, CSRIPS may direct the student to participate in a psychiatric and/or psychological evaluation. The psychiatric and/or psychological evaluation process will assess the student's ability to safely participate in the educational programs as part of the due process for students who are alleged to have violated this policy and procedure.

Bias-Motivated Conduct (Commonly referred to as "Hate Crimes"): CSRIPS believes that members of CSRIPS have the right to lawfully affiliate free from harassment with social groups of their choice without fear of intimidation based on this membership. Therefore, CSRIPS will impose significantly increased sanctions against perpetrators who commit one or more of the offenses in this policy, if CSRIPS determines that the perpetrators' actions were motivated by the actual or perceived affiliation of the victim with a particular social group, race, gender, religion, sexual orientation, ethnicity, national origin, disability, age, marital status, and/or gender identity. Additionally, CSRIPS will support the criminal prosecution of students who engage in bias-motivated violations of this Code in accordance with Florida Statutes 775.085, Federal Statutes 18 U.S.C. § 245 & 249, and other applicable laws.

The following is a non-exclusive list of behaviors prohibited by students at any CSRIPS location or via any CSRIPS resource including electronic communication, at any CSRIPS activity, or at any location and/or via any medium (including electronic) if the behavior impacts students, faculty, or staff in the educational environment. Other behaviors not on this list which adversely impact CSRIPS community will be considered on a case-by-case basis and may also be considered violations of the Student Code of Conduct:

1. Abusive Conduct
2. Bribery
3. Bullying, including but not limited to the following behaviors directed at an individual or a group:
 - a. Unwanted teasing
 - b. Threatening or intimidating behaviors
 - c. Stalking

- d. Public humiliation
 - e. Spreading malicious and derogatory rumors or falsehoods
 - f. Using discriminatory slurs against an individual or group
 - g. Cyberbullying – including, but not limited to the use of communication based technologies, including telephones, cellular telephones, e-mail, instant messaging, text messaging, social networking, other web-based technologies, or other electronic methods of communication (either currently available or available in the future) to engage in deliberate harassment or intimidation of individuals or groups.
4. Discriminatory comments or action and/or retaliatory actions, including, but not limited to remarks or actions against a student, faculty, or staff member of CSRIPS.
 5. Dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty
 - b. Using electronic devices to store, retrieve, search for answers and/or share answers in testing environments when the use of the device is not permitted
 - c. The acquisition or use of teaching or testing materials, including test banks and answer keys, or access to online resources provided by textbook publishers or others, without the express permission of the instructor
 - d. Furnishing false information, making false accusations, or misrepresentation of oneself or others to any CSRIPS official, including but not limited to faculty, staff or administrators, representing oneself as an agent of CSRIPS
 - e. Forgery, alteration, or the misuse of any CSRIPS document, record, or instrument of identification
 6. Disorderly Conduct
 7. Disruption of the Educational Environment – including but not limited to:
 - a. To ensure the quality of the educational environment, the use of electronic communication and entertainment devices, such as cell phones, iPods, iPhones, MP3s, etc. by students in the classroom is prohibited unless otherwise explicitly stated by the individual instructor’s syllabus. Therefore, all such devices must be inaudible and placed out of sight during class.
 8. False Report – falsely reporting a bomb or other incendiary device or any other dangerous condition by any medium. Note: These acts are considered acts of terrorism and CSRIPS will use all means available to assist in the identification of students who make such threats.
 9. Hazing as defined in Florida State Statute, Chapter 1006.63
 10. Immigration Status of F1 or M1 Students – If a final course grade or enrollment status is correct it is unlawful and a violation of the Student Code of Conduct for students to ask faculty or any CSRIPS staff to alter a grade or enrollment status in order to remain in compliance with Federal immigration regulations.
 11. Misbehavior - Any behavior that is inappropriate and detrimental to the mission, goals, and purpose of the institution
 12. Misuse of Student ID.

13. Non-Compliance with Directions:
 - a. Non-compliance with the directions of CSRIPS personnel or law enforcement officers acting in the performance of their duties
 - b. Failure to identify oneself to these persons when properly requested to do so
14. Non-Compliance With the Student Discipline System, including but not limited to:
 - a. Failure to appear before the Division Chief of Training, Battalion Chief of Training or other CSRIPS staff when requested to do so
 - b. Falsification, distortion, or misrepresentation of information before CSRIPS staff
 - c. Disruption or interference with the orderly conduct of a student meeting
 - d. Knowingly making false accusations of student misconduct without cause
 - e. Attempting to discourage an individual's proper participation in, or use of, the student discipline system
 - f. Attempting to influence the impartiality of a member of CSRIPS staff prior to, and/or during the course of, the any student meeting
 - g. Harassment (verbal or physical) and/or intimidation of a member of CSRIPS prior to, during, and/or after a student meeting
 - h. Failure to comply with the sanction(s) imposed under the Demerit System
 - i. Influencing or attempting to influence another person to commit an abuse of the student discipline system
15. Obstruction of Pedestrian or Vehicular Movement
16. Public Intoxication/Disorderly Behavior
17. Smoking and tobacco use in accordance with CSRIPS Policy
18. Sexual Misconduct
 - a. The Family Educational Rights and Privacy Act (FERPA) permits a postsecondary institution to disclose to an alleged victim of any crime of violence or nonforcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.
 - b. FERPA also permits institutions to disclose to anyone – not just the victim – the final results of a disciplinary proceeding, if CSRIPS determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.
19. Sexual Harassment by students against any member of CSRIPS community
20. Theft or Damage, or Attempted Theft or Damage, to a Person's or CSRIPS's Property
21. Unauthorized Computer Usage
22. Unauthorized Demonstration - participation in a campus demonstration where the student's behavior (including but not limited to excessive volume, obstruction of movement or access to facilities or services, harassment of other students, faculty, or staff etc.), disrupts the normal operations of CSRIPS and infringes on the rights of other members of CSRIPS

community through, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/ center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular

23. Unauthorized Possession, Use, or Distribution of Controlled Substances or Alcohol

24. Unauthorized Recording - Students may not make an audio or video recording of an instructor or speaker's seminar, lecture, tutorial or other instructional setting without prior consent from the instructor or speaker. However, if such recording is an accommodation in accordance with the Americans with Disabilities Act, prior notification is required, rather than consent. Students may not make an audio or video recording of persons in conversation without prior consent of all parties

25. Unauthorized Use of CSRIPS Property or Facilities

26. Violation of CSRIPS Policy - Students may be subject to discipline per the Student Code of Conduct for violations of law that occur on CSRIPS premises or at any CSRIPS-sponsored activity, and for violations of law that do not occur on CSRIPS Premises or at CSRIPS-Sponsored Activities:

- a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for CSRIPS community and/or which could disrupt the educational mission of CSRIPS. Such an off-campus violation must be of a nature wherein the presence of the student at a CSRIPS campus is reasonably considered to be a danger to persons or property.
- b. CSRIPS disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- c. When a student is charged by federal, state or local authorities with a violation of law, CSRIPS will not request or agree to special consideration for that individual because of his or her status as a student.
- d. CSRIPS will cooperate fully with law enforcement and other agencies in enforcing the law on campus and in the conditions imposed by a judge in a court-of-law. Individual students and faculty members remain free to interact with governmental representatives, as they deem appropriate.

27. Violation of Published Policies/Procedures, Rules or Regulation.

28. Violence Against Women Act prohibitions against dating violence, domestic violence, sexual assault, and stalking.

29. Weapons and Dangerous Materials

CSRIPS retains the right to discipline students and student organizations up to dismissal from CSRIPS for violation of this policy.

Students who are also employees of CSRIPS, who are found to have violated the Student Code of Conduct, may also be subject to disciplinary action as employees up to and including termination of their employment from CSRIPS. Any such instances will be investigated by the Division Chief of Training or his/her designee. Additionally, employees of CSRIPS who are also students, and who are subject to disciplinary action in their role as employees, may also be subject to disciplinary action through the Student Code of Conduct.

CSRIPS maintains partnerships with external institutions including but not limited to fire departments and health services providers. A student who violates the rules of a CSRIPS partner is also subject to CSRIPS Policy, including CSRIPS Student Code of Conduct. Additionally, a student who violates CSRIPS Student Code of Conduct may also be found to have violated the rules of a CSRIPS partner.

Definitions

ABUSIVE CONDUCT - physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person

BIAS-MOTIVATED CONDUCT (commonly referred to as “Hate Crimes”) – occurs when a perpetrator targets a victim because of his or her actual or perceived membership in a certain social group, usually defined by race, color, ancestry, ethnicity, religion, sexual orientation, national origin, homeless status, mental or physical disability, gender, gender identity, political affiliation, etc. Hate crimes differ from conventional crimes because they are not directed simply at an individual, but cause fear and intimidation in an entire class of people.

BRIBERY - offering, soliciting, receiving, or giving money or any item or service to a CSRIPS employee for the purpose of attempting to obtain assistance, priority consideration, or any benefit that would not have otherwise been provided.

BULLYING – behavior that inflicts physical or psychological abuse on one or more members of the CSRIPS community. Such behavior may occur in-person or via electronic communication.

CHEATING - includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; and looking at text, notes or another student’s paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. Including, but not limited to, giving a student answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an

exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

CODE OF CONDUCT - a set of conventional principles and expectations that are considered binding on any student at CSRIPS.

CONTROLLED SUBSTANCE – all illegal drugs and prescription drugs taken without a physician's order.

DISCRIMINATION - treating any student, officer, employee or agent of CSRIPS differently than others are treated based upon race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or any other legally protected classification.

DISORDERLY CONDUCT - conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on CSRIPS premises or at functions sponsored by, or participated in by CSRIPS.

DISRUPTION - disruption or obstruction of teaching, research, administration, disciplinary proceedings, other CSRIPS activities, including its public-service functions on or off campus, or other authorized non-CSRIPS activities.

HARASSMENT - any verbal or physical conduct based on race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or retaliation, and that has the purpose or effect of unreasonably interfering with the individual's education by creating an intimidating, hostile or offensive environment.

PLAGIARISM - includes but is not limited to, an attempt by a student to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published; quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work; and handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with this policy.

RETALIATORY ACTION - any material adverse action taken against the person who makes or supports a complaint of discrimination, or creating a hostile or threatening environment against such persons.

Social Media Policy

CSRIPS has the right to monitor and review social media posts made by its students as it deems as necessary and appropriate for the efficient and effective administration and operation of the Coral Springs Regional Institute of Public Safety.

Definitions

- Posts - Messages sent through or placed on social media websites by users, whether in the form of emails, “status updates”, “wall” messages, tweets, diary entries, instant messages, web log (or “blog”) entries, photographs, videos, etc.
- Social Media - refers to websites, hosted by individuals or entities, through which individuals and entities communicate by posting information, sending emails and/or otherwise sharing data including, but not limited to, all forms of on-line community activities, such as on-line social networks, message boards, conversation pages, photo sharing websites, and chat rooms, Wikis such as Wikipedia and any other site where text can be posted, Facebook, My Space, Friendster, personal blogs (i.e., BlogSpot, CafePress, etc.), Photobucket, Flickr, YouTube, Twitter, Yahoo, Google (including Google Docs, Gmail and other applications). This definition also applies to new forms of communication that may arise in the future.

Responsibilities

- Use of Coral Springs Fire Department/CSRIPS leased or owned equipment constitutes an immediate dismissal from the program.
- Students shall not disclose confidential information of the CSRIPS or the Coral Springs Fire Department or its staff and instructors, or confidential information of third parties who have provided the information to CSRIPS, including federal, state or local security/safety information, personnel information, and Protected Health Information as defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
- Students maintaining or contributing to social media or engaging in posts shall not use the Coral Springs Regional Institute of Public Safety name in their identity (*e.g.*, username, “handle” or screen name). They also must not speak as a representative of the Coral Springs Regional Institute of Public Safety, unless expressly authorized by the Coral Springs Regional Institute of Public Safety.
- Students will be courteous, respectful, and thoughtful about how the Coral Springs Regional Institute of Public Safety and other students may be affected by posts. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded posts may be harmful to other students, damage member relationships, undermine the Coral Springs Regional Institute of Public Safety’s efforts to encourage teamwork, violate the SOPs, or harm the Coral Springs Regional Institute of Public Safety, which may result in corrective or

disciplinary action up to and including release from program. Students bear full responsibility for information contained in their posts and their social media. Students must make certain that their posts are accurate and must correct any inaccurate statements they make. Students must not reference other Coral Springs Regional Institute of Public Safety students or Coral Springs Regional Institute of Public Safety customers without obtaining their express permission to do so. Most social media sites require that users, when they sign up, agree to abide by a Terms of Service document. Students are responsible for reading, knowing and complying with the Terms of Service of the social media sites they use.

Stated simply, the decision by students to use a different medium does not excuse recklessness in public communication or limit the Coral Springs Regional Institute of Public Safety's ability to regulate students' social media and posts as it could any other communication. The Coral Springs Regional Institute of Public Safety supports its students' rights to engage in discourse about matters of public concern, to discuss the terms and conditions of their employment and supports their First Amendment rights. However, the Coral Springs Regional Institute of Public Safety prohibits actions that violate this policy.

Photographs/Videos

Students are discouraged from taking photographs or videos (whether by handheld camera or camcorder, cell phone camera or video camera, or otherwise) while performing any Coral Springs Regional Institute of Public Safety duty or activity, unless taking the photographs or videos was ordered by a staff/instructor. Any photograph or video taken while performing any Coral Springs Regional Institute of Public Safety duty or activity is the property of the Coral Springs Regional Institute of Public Safety, and is not the personal property of the person taking the photograph or video.

A student may not make personal use of a photograph or video taken while performing a Coral Springs Regional Institute of Public Safety duty or activity if the photograph or video contains identifying features such as addresses, faces, license plates, *etc.* "Personal use" includes, without limitation, using the photograph/video in social media posts; displaying the photograph/video in any area that may be viewed by the public; or otherwise exhibiting or displaying the photograph/video in a manner that is inconsistent with this policy.

The Coral Springs Regional Institute of Public Safety cannot limit a student from taking videos or pictures of Coral Springs Regional Institute of Public Safety activities while he/she is not in class; however, such actions are not authorized by the Coral Springs Regional Institute of Public Safety and the student will be personally responsible for any civil or criminal liability arising from such actions, including but not limited to, claims of invasion of privacy, defamation, intentional infliction of emotional distress, *etc.* The Coral Springs Regional Institute of Public Safety also

may impose corrective or disciplinary action against the student for such off-duty (not in class/ride/clinical) activities where the activities (i) are reasonably and rationally related to the Coral Springs Regional Institute of Public Safety activities and responsibilities of the student, or (ii) there is a conflict of interest with the students responsibilities to the Coral Springs Regional Institute of Public Safety or the appearance of such a conflict of interest.

As with photographs or videos taken while performing a Coral Springs Regional Institute of Public Safety duty or activity, the Coral Springs Regional Institute of Public Safety discourages students from making personal use of a photograph or video taken while off-duty (not in class/ride/clinical) if the photograph or video contains identifying features such as addresses, faces, license plates, *etc.* Such personal use may create a conflict of interest or appearance of a conflict of interest, may constitute a release of confidential information of the Coral Springs Regional Institute of Public Safety or protected health information, or may violate other provisions of this policy. Students must be deliberative and thoughtful when disclosing any such information in posts, email, or text messages.

Attendance Policy

Because our programs are measured in clock hours, all students are responsible to complete all requirements and hours for the program in which they are enrolled. Any absence from the program must be an excused absence. On the first day the student shall receive a class calendar detailing the elements of the program.

- Firefighter I & II (lecture, workbook, quizzes, performance objectives and tests)
- EMT-Basic and EMT-Paramedic (lecture, lab, clinical, ride times, reports, quizzes and tests)

The student is responsible to notify the Lead Instructor of any known conflicts or absences on Day 1 of the program utilizing the Student Leave Request Form in their MyCSRIPS account. There are specific elements of each program that cannot be missed and will have no make-up opportunity causing an immediate dismissal of the student from the program.

- **Firefighter I & II includes:** written and/or skills testing, extrication, live burns, HazMat Wildland, and Final Exam.
- **EMT-Basic includes:** Unit Tests, Midterm and Final exam, MCI day, pool day, assignments/program work and skills testing.
- **EMT-Paramedic includes:** Unit Tests, Midterm and Final exam, any AHA classes, PHTLS, NAEMT classes and assignments/program work.

When a student has been given permission to miss class (lecture, lab) those hours must be made up. The student and the instructor will complete the *Student Leave Request Form* detailing

day/hours missed. The form will also detail the plan to make up the hours along with required signatures. Any delay in this process shall result in demerits or dismissal from the program.

All students in any program shall not exceed the below maximum hours of absence. Once the student has reached the maximum hours allowed, the student will be placed on academic probation for the remainder of the program.

Firefighter I & II	8 Hours
EMT-Basic	8 Hours
EMT-Paramedic	9 Hours

For Emergency Absences: Please see Emergency Absences section within the *Program Catalog and Student Reference Guide* for specific language regarding this issue. Extenuating circumstances will be considered and reviewed by the Program Director and/or Administrative Lead on a case by case basis.

Excused Absences

Any student who is aware of a conflict with lecture and lab scheduling must notify the lead/co-lead utilizing the *Student Leave Request Form* in their MyCSRIPS student account giving detail as to the reason for why the absence(s) should be granted. The Lead and/or Co-lead Instructor will determine if the reason has justification for missing the time requested and schedule the date and hours for the time to be made up. Any and all assignments will be the sole responsibility of the student to make up in a timeframe determined by the Lead and/or Co-lead Instructor.

For the EMT-Paramedic program, should the student miss the ACLS, PALS or PHTLS classes, it will be the student's responsibility to locate and pay for another ACLS, PALS or PHTLS class and make up the hours missed for that specific class. This will need to be completed within a period defined by the instructor prior to graduation of the program. If the student does not complete the ACLS, PALS, or PHTLS class, the student will not graduate and will not receive a Certificate of Completion.

Given the EMT-Paramedic class is in the classroom on a very limited basis, every attempt should be made by the student to schedule appointments during other times.

Emergency Absences

If a student encounters an emergency and will not be able to attend CSRIPS he or she must immediately;

- Contact the squad leader
- Contact the class leader
- Contact the lead and or co-lead (call or text)
- Contact CSRIPS and leave message if after/before hours of operation detailing students name, class, contact number (in the event you cannot reach any of the above)

For privacy, the only people who should need to hear the nature of the emergency will be the lead/co-lead. Additionally the student will be required to keep the lead/co-lead apprised of his/her status and estimated return. The time missed and all assignments will be the sole responsibility of the student to make up as defined by the Lead Instructor.

Any absence that has not been pre-approved or deemed not an emergency, the student will be subject to demerits. If the student does not call the lead/co-lead within 1 hour after the start of class he/she will be considered AWOL. Please refer to the Demerit System section for consequences.

A student who misses a class, regardless of hours, will be given a *Student Record of Discussion* and counseled by the lead instructor or his/her designee. The student shall be placed on probation for the duration of the program. Should the student have another absence while on probation, the student shall be released by the Program Director or Chief Training Officer.

Tardiness Policy

Tardiness is not accepted from any student while enrolled at CSRIPS; nevertheless we understand “things happen”! However excuses or lies for being tardy will be dealt with swiftly and abruptly. If you have a valid and legitimate reason for being tardy the student must follow the following steps;

- Call or text your squad leader & class leader immediately
- Email your lead/co-lead instructor immediately
- If you are unable to reach any of the above contact CSRIPS and leave a message

*Please note that not following these steps can result in the student being AWOL and is grounds for immediate dismissal. Please refer to the Demerit System in this manual for further detail.

Advise your reason and status, if you are in need of assistance and what time you will be reporting. Any student being tardy without cause or valid reason for a second time will receive the appropriate demerits by the lead/co-lead or instructor of the day. A third tardiness is grounds for immediate dismissal. The time missed and all assignments will be the sole responsibility of the student to

make up in a timely manner. Time missed due to tardiness shall be rounded upward toward the next hour.

Example:

Student arrives at 08:15 documented arrival time 09:00 student owes 1 hour

Student arrives at 10:05 documented arrival time 11:00 student owes 3 hours

Early departures from class are strongly discouraged. Should a student need to leave class early, they must seek approval from the instructor. The request for early dismissal may be denied based on the program instruction for that day or the duration of the absence.

Refund Policy

Students are entitled to a refund of 100% of tuition paid and refundable course fees when classes are dropped¹ during the applicable course transfer/drop deadlines published in the Academic Calendar.

1. All refunds will be made within thirty (30) days of transfer/drop time period (5 day period).
2. Non-refundable application fee shall not exceed \$130.
3. All refundable monies will be fully refunded if the application is not accepted or if the student withdraws during the transfer/drop time period.
4. If you withdraw from a program after the transfer/drop deadline, you will be issued a grade of "W" (Withdrawn), and a refund will NOT be given.
5. If you withdraw from a program after class begins, you will be issued a grade of "I" (Incomplete), and the refund policy is applied.
6. If you are removed from class due to academic or regulation violations, you will be issued a grade of "F" (Fail), and the refund policy is applied.
7. If you are removed from class at any point other than the transfer/drop period (fail or drop on request) a refund will NOT be given.
8. Official date of termination is the last day of actual attendance.

¹ Please see the Withdrawal Process in the *Program Catalog and Student Reference Guide* for details on how to withdraw.

9. Any outstanding financial obligations to be owed to CSRIPS is payable in full on the effective date of the withdrawal.

Payments made with credit card will be refunded to the same credit card. Payments made by cashier's check or money order will be refunded by check.

If you received a scholarship or if your fees were paid by an approved agency, you might be entitled to a refund after proper credits are first issued to the awarding agency. Refund policies are established by and subject to change by the Legislature of the State of Florida.

Please see the [Withdrawal Process](#) for details on how to withdraw.

Transfer Policy

Students in existing classes have the ability to transfer from one class to another based on 3 criteria²;

1. Good standing
2. Injury (onsite)
3. Medical

Good standing

- Students having already begun class may request a transfer to another class. Refunds will not be given in lieu of transfer.
- Students shall not have failed any exams, quizzes, performance objectives, or missed any hours of the program which includes classroom/fire ground, ride and clinical time.

Injury (onsite)

- Student must be in good standing.
- A student who suffers a traumatic or medical emergency during the program, which precludes him/her from continuing the program, will be allowed to enter the next available class. The student will need to pay the balance of the tuition if there has been an increase in tuition.
- A physician must give the student full medical clearance prior to returning to his/her current class or registering for the next class.
- The student must re-enroll within 12 months of date of release.
- Approval from the Chief Training Officer or his/her designee is required for re-enrollment.

Medical

- Student must be in good standing.
- Any illness, medical condition or injury which occurred outside of the program, precluding a student from continuing the program, shall be released.
- A physician must give the student full medical clearance prior to re-enrolling for classes.
- Approval from the Chief Training Officer or his/her designee is required for re-enrollment.

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- ² Transfer from one class to another means student can transfer from one EMT-Basic class to another EMT-Basic class or from one Firefighter I&II class to another Firefighter I&II class. Students do not have the ability to transfer from an EMT-Basic class into a Firefighter I&II class at any time due to the separate programs. Students in the EMT-Paramedic program cannot transfer from one class to another EMT-Paramedic class. Students that are only in enrolled status may also request a transfer. These requests will only be accepted within the add/drop/withdraw period as stated on the Academic Calendar.

Transfer Process

The request will be reviewed on a case by case basis that will be approved by the program coordinator(s). The student can be granted a transfer once the following conditions are met.

1. A student must submit the *Student Transfer Form* in their MyCSRIPS student portal to the lead instructor.
2. The lead instructor or designee will validate and confirm the student is in good standing.
3. The lead instructor and student will sign the transfer form to be reviewed by the program coordinators.

Fees

The student must pay a transfer fee of \$75.00 plus a fee per hour times the number of hours the student was in class.

Program	Hourly fee (tuition)
Firefighter I & II	\$5.31 (\$2390)
EMT-Basic	\$5.96 (\$1825)
EMT-Paramedic	\$6.08 (\$6750)

i.e. Fire student was in class for 100 hours – $100 \times \$5.31 = \$531.00 + \$75.00 = \606.00

Paramedic Transfer Policy

Students must meet following benchmarks:

1. 80% grade point average
2. No absents/demerits
3. P1 hours must be complete
4. Clinical/ride time hours completed to date
5. FISDAP reports completed
6. Recommendation from instructor
7. Less than 6 month gap from end of current class to beginning of new class date

Re-Admission Policy

A student who has dropped on request or has been terminated from any program has the right to request re-enrollment. The prospective student must notify CSRIPS and schedule a meeting with the Chief of Training or Program Director. Based on the meeting outcome and decision, the student may be allowed to follow all the required admission requirements to re-enroll.

Remedial Training Policy

Each program will have a series of quizzes, tests, workbook assignments that combine to give a CGPA. Students must maintain a grade of 80% or (B) throughout the class to graduate from the program. Students using VA benefits, please refer VA benefits for maintaining GPA. Failure to maintain GPA will result in a student receiving an Academic Improvement Plan.

Dual Enrollment Policy

From time to time students may wish to enroll into 2 overlapping programs (i.e. current EMT-Paramedic student that wishes to enroll into the Firefighter I & II program). Due to the significant commitment involved for each program, parameters have been created to increase student success. Students must meet all of the criteria to be eligible but even then approval is not guaranteed.

- Eligibility criteria
 - Current GPA of 90% or better and completed at least 40% of current program
 - 100% attendance record
 - No demerits
 - Not on academic probation
 - No outstanding financial obligations in current or previous classes
 - No outstanding state exams for completed courses (i.e. if you are a Firefighter I & II student, you may not dual enroll into EMT-Paramedic without your EMT state or national license)
- Students wishing to dual enroll must seek the approval from the Chief of Training prior to registering for the 2nd class.
 - Students shall email the current class manager, current lead instructor & Chief of Training or his/her designee with the formal request to dual enroll.
- Lead Instructor of current program will provide input on the academic status of the student in the current program.
- Approval for dual enrollment shall be made by the Chief of Training and/or Assistant Chief of Training.
- Upon approval, the student may register for the class during the registration period as outlined on the Academic Calendar.

- Students shall not miss any time in either program during dual enrollment to fulfill obligations in either program.
- There are no additional fees to dual enroll however the student will still need to satisfy all registration fees and tuition.

Dress Code Policy

Grooming standards and uniform dress code must be maintained throughout the duration of the program. The uniform for outside training shall be at the discretion of the instructor(s) of the day. The instructor will indicate the appropriate uniform for the activity to be performed.

*** Firefighter I & II classes will wear the minimum of a fire helmet with face shield down and safety shoes at all times for minimum level of safety while on the fire ground.

Grooming and Hygiene:

- All male students will be clean shaven
- Students with a mustache must have it trimmed to the edge of the mouth
- Sideburns need to be trimmed to the center of the ear and hair not touching their collar
- All students will be required to have their hair neatly combed
- Excessive length of hair will have to be pinned up at all times
- Hair shall be of natural colors only
- No jewelry of any kind (earrings, necklaces, bracelets)
- The wearing of hats & sunglasses is prohibited on campus or while participating in clinical and rides
- Students shall be free of perfumes

The acceptable daily classroom, ride, hospital and fire ground uniform:

- Issued Coral Springs Regional Institute of Public Safety shirt
 - Firefighter I & II: grey CSRIPS logo t-shirt
 - EMS: grey collared CSRIPS logo shirt
- Coral Springs Regional Institute of Public Safety Sweatshirt (CSRIPS uniform shirt must be worn underneath and no other sweatshirt, jacket, sweater or any other outerwear is accepted)
- Navy blue uniform pants (Straight leg or BDU)
- Black belt (Leather or Tactical)
- Black/blue/grey socks
- Black ANSI certified safety toe boots or shoes
- Wrist watch (EMT-Basic and EMT-Paramedic students only)
- Stethoscope (EMT-Basic students only)

Physical Training:

- CSRIPS t-shirt
- CSRIPS shorts
- White/black/blue/grey socks
- Sneakers

Fire Ground Requirements (in addition to the acceptable daily uniform above):

- NFPA compliant bunker coat
- NFPA compliant bunker pants w/suspenders
- NFPA compliant protective Nomex® hood
- NFPA compliant fire gloves
- NFPA fire helmet with 4” face shield

All uniforms noted above can be amended by the Program Director, Chief Training Officer or his/her designee. Any changes to the policy will be in compliance with the National Fire Protection Agency (NFPA) and Department of Health (DOH).

Tattoos:

Should a student have any visible tattoos on the body, students shall make every attempt to cover them. I.e. a black, white or gray long sleeved shirt should be worn underneath the uniform shirt to cover tattoos on the arms.

Student Appeals/Grievance Policy

Students may appeal or challenge disciplinary actions, disciplinary procedures and instructor actions or inactions from the time of the infraction/problem occur.

- Students have 3 days from the time of the occurrence to notify the lead instructor (if appropriate) or the Program Director.
- The student shall utilize the *Student Appeals & Grievance Form* in their MyCSRIPS account to document the issue in writing.
- The form should list date of the occurrence, instructor(s) of the day, witnesses to the situation and any statements they choose to make with a full description of the infraction/problem.
- If a student’s disciplinary action does not result in the students release from the program, the student shall not be permitted to miss any class hours during the appeals/grievance process unless approved by the lead instructor or the Program Director.
- If a student is allowed to miss hours during this appeal, he/she will be required to make up the full amount upon the conclusion and result of the appeal/grievance.
- If the student is removed from the program as a result of the process it will defer to the Program Director and Chief Training Officer to determine if the student is entitled to re-enrollment, transfer, or termination.

- Once the student notification has been made, the school will set an appointment with the appropriate staff, lead instructor, Program Director and/or Chief Training Officer.
- Student appeals or complaints will be evaluated and documented by lead instructor (if appropriate) and the Program Director.
- The Program Director will take action as necessary based on the validity of the students appeal or their grievance with Chief Training Officer or his/her designee.
- Students may refer their grievance, if unresolved, to the following address, within 5 work days. For any dispute that is unresolved students are encouraged to voice their concerns.

Council on Occupational Education

7840 Roswell Road
 Building 300, Suite 325
 Atlanta, Georgia 30350
 (800) 917-2081
www.council.org

State of Florida, Commission for Independent Education

License#2479
 325 West Gaines Street
 Tallahassee, Florida 32399-0400
 888-224-6684

Substance Abuse Policy

Any student who is believed to be of illness or under the influence of alcohol, drugs, narcotics, chemicals or any other type of performance altering medication shall be subject to an evaluation by a physician approved by CSRIPS's administration. Cost of the examination will be borne by the student. Failure to submit to such an examination may result in dismissal from the program. Failure to comply with this rule shall constitute dismissal from the program as described in the Demerit System in this manual.

Tobacco Policy

The Coral Springs Regional Institute of Public Safety has a strict no smoking policy and/or use of tobacco products (including e-cigs) in or on City of Coral Springs property or while in Coral Springs Regional Institute of Public Safety uniform outside city property. Failure to comply with this rule shall constitute dismissal from the program as described in the Demerit System in this manual. This includes but is not limited to:

- Cigarettes
- Cigars

- Pipes
- Smokeless tobacco
- Snuff
- Chewing tobacco
- Smokeless pouches
- E-cigarettes

Energy Drinks Policy

No student shall consume or be in possession of energy drinks during class hours and on/near academy grounds. This shall include but not limited to Red Bull, 5 Hour Energy, high caffeinated drinks, etc. Failure to comply with this rule shall constitute dismissal from the program as described in the Demerit System in this manual.

Cell Phone and Electronic Device Policy

The Coral Springs Regional Institute of Public Safety is dedicated to providing an ideal learning environment where we can keep all testing material secure. In order to do this, all cell phones and electronic devices, including smart watches, will be prohibited in the classroom unless required by your lead instructor or his/her designee. You may keep your personal cell phones in a book bag or some other carrying device that is not attached to your uniform. The use of cell phones on the fire ground for taking pictures or video is strictly prohibited. Approved devices for use for pictures or videos shall be cameras, camcorders or helmet mounted cameras. All devices must be on “silent”. Cell phones may only be checked while on break or while you are off school grounds. Cell phone approved areas include your car or the break room. The use of cell phones directly at the front entrance to CSRIPS is prohibited. Specific situations will be handled on a case by case basis that will be approved by the lead, co-lead or instructor of the day. Such examples of specific situations include but are not limited to; family illness, child care issues, birth of a newborn, etc. Any infraction of this policy will be strictly enforced. Please refer to the Demerit System in this manual for consequences relating to cell phone usage.

Academic Support

Public Library – Main Campus

The Northwest Regional Library facility, located at 3151 University Drive, is a short drive from the Coral Springs Regional Institute of Public Safety. This technical library information resource center features 72,000 square feet of space with 150,000 items including books, magazines, videotapes, audio tapes, DVDs, CDs, book-on-tape and computer software. It has a computer technology center that seats 40, a multipurpose room that seats 200, a quiet study room and numerous public access computers. There are 31 public use computers with internet access. Also,

14 study carrels have internet capability provided for patron's laptop access. There are televisions and a computer for patrons to keep up with financial news in the business area. A break room with refreshments is available for patrons also.

Operating hours: Monday to Wednesday: 10 am to 8 pm

Thursday – Sunday: 10 am to 6 pm

These are subject to change. Please see www.broward.org/library for the latest information on the Northwest Regional Library.

Public Library – Martin County Campus

The Peter & Julie Cummings Library (Martin County Library System) is located at 2551 SW Matheson Avenue, Palm City, Florida. This library features 21,504 square feet of space including books, magazines, video and audio tapes, DVD's, CD's and computer software. In addition the library has a community room with sound system, projector and screen and also larger conference rooms and study rooms.

Operating hours:	Tuesday, Wednesday, Friday, Saturday	10 am to 5:30 pm
	Thursday	12 pm to 8 pm
	Sunday, Monday	Closed

Non Discrimination Policy Statement

It is the policy of the Coral Springs Regional Institute of Public Safety not to discriminate against students on the basis of age, religion, disability, race, color, gender, or national origin to the extent of the law.

Americans with Disabilities Act (ADA)

It is the responsibility of the Chief Training Officer to ensure the Coral Springs Regional Institute of Public Safety is in compliance with the Americans with Disabilities Act. The ADA provides civil rights protection for persons with disabilities. These rights are parallel to those rights that have been established by the federal government for women and minorities. A qualified individual with a disability cannot be denied admittance to participation in or benefit from goods services, facilities, programs, privileges, advantages, or accommodations at the Coral Springs Regional Institute of Public Safety.

If a student enrolls in CSRIPS and he/she has a disability, it is the responsibility of the student to indicate they possess an IEP on their application. In addition to indicating yes on the check box,

the student will be required to upload a copy of their IEP with the Transition component. The title of the IEP may appear as Transition Individual Education Plan (TIEP). When the application is received and reviewed, the student will receive a notification to include the Student Information Release Form. This form allows the student to identify who may be involved in discussions regarding the education and any accommodations that can be made.

The student will be required to meet with the Chief of Training prior to class beginning to discuss the class and student expectations. At the conclusion of the meeting, a decision will be made about what accommodations can be granted along with determining the best educational path for the student. The student will not be enrolled into a class until this meeting has taken place.

Certificate of Completion - Firefighter I & II Program

Program Objective

The purpose of the Firefighter I & II program is to educate, prepare, and provide an opportunity for persons with the desire to become skilled in firefighting techniques. By successfully completing all seventeen performance objectives of the program, students will be prepared to take the State of Florida Firefighter I & II examination. A passing grade on the State exam is required for employment.

Program Description

This certification program is a mentally, physically, and emotionally challenging program that takes heart, focus, dedication and perseverance to achieve. It is 2 courses that make up the Firefighter I & II program and includes extensive classroom and practical elements in conjunction with the numerous hours of self-study.

Based on the requirements set forth by the State of Florida Bureau of Fire Training and Standards below are the minimum standards that will be taught.

Orientation	Search & Rescue	Fire Prevention
NIMS	Extrication	High Rise Evolutions
Fire Behavior	Forcible Entry	LP Gas
Building Construction	Ladders	Loss Control
Structural Collapse	Ventilation	Protecting Evidence
P.P.E.	Water Supply	Wildland Firefighting S-130/S-190
SCBA	Hose	Vehicle Fires
Portable Extinguishers	Advancing a charged hose line	Structure Burn
Ropes & Knots	Fire Streams	Flashover Awareness
Tying tools & equipment	Fire Dept. Communications	Fire Control
Fire Alarm Detection & Suppression		

The program has 3 mandatory elements each student must pass;

- Lecture/Classroom,
- Fire Skills (performance objectives)
- Physical Training (PT).

Lecture/Classroom

This portion of the program is designed to give the student the knowledge, terminology and understanding of material required to perform the skills required on the fire ground. Based on the length of the material each subject matter has and the particular class the student is enrolled, the student could be in a lecture up to eight (8) hours. The lectures are given by state certified

instructors utilizing PowerPoint presentations, videos, demonstrations, question and answer sessions, or any means he/she feels necessary to get the appropriate information to the student.

The Coral Springs Regional Institute of Public Safety utilizes the state approved curriculum from the International Fire Service Training Association (IFSTA). The information utilized will come from the latest edition which is currently the 6th edition. In addition to the book, IFSTA also hosts a learning platform called ResourceOne. Every student of the Coral Springs Regional Institute of Public Safety is required to utilize this platform as it provides an excellent advantage and benefit with 24 hour access to program materials including book, workbook, power points, quizzes and tests. Students are allowed to utilize personal laptops or tablets during classroom activities. Additionally all quizzes and tests will be done on CSRIPS tablets for the safety and security of the program test banks.

Fire Skills (Performance Objectives)

Each section of the state outline may be the subject of a performance objective (PO). Student must pass all PO's as indicated according to the PO (each PO has a description and guidelines). A student not successfully passing a PO must retake the PO. Make-ups will be given at a time convenient to the instructor and the class schedule.

Physical Training (PT)

Students will be required to perform daily physical training exercises. Exercises will increase each week in number in order to reach the desired proficiency level. Each student will be involved in the exercises as a part of the instructional program. Failure to participate in physical training and/or meet the desired proficiency level will be considered grounds for dismissal from the program.

Program Length and Content

The Firefighter I & II training program is designed to meet the pre-employment requirements prescribed by Florida Statute 633.34, Qualifications for Employment and encompasses a minimum of 450 contact hours required by the State.

- 450 total program hours
 - 186.5 classroom hours
 - 263.5 fire ground performance objectives

Classes & Hours

Full-Time Day Class: 450 hours

- Monday thru Friday
- 8am to 5:30pm (9.5) hour days
- 40 hours per week for lecture and skills practice.
- Students are given 1 ½ hours of break time during the day, therefore 8.0 hours per class is counted as actual class hours. (40 total hours per week)
- **Approximately 13 weeks for completion
- Physical training

Part-Time Accelerated Class: 450 hours

- Monday, Wednesday, Friday and Saturday
- 5:30 pm to 10:30 pm (5) hour evenings
- 8:00 am to 5:30 pm (9.5) hour Saturdays
- Students are given 1 ½ hours of break time during the Saturday class, therefore 8.0 hours per class is counted as actual class hours
- **Approximately 21 weeks for completion
- Physical training

Part-Time Regular Class: 450 hours

- Tuesday, Thursday and Saturday
- 5:30 pm to 10:30 pm (5) hour evenings
- 8:00 am to 5:30 pm (9.5) hour Saturdays
- Students are given 1 ½ hours of break time during the Saturday class, therefore 8.0 hours per class is counted as actual class hours
- **Approximately 29 weeks for completion
- Physical training

**Please note that one clock hour is equal to 50 minutes of instructor lead training followed by an appropriate break. All class sessions are presented regardless of weather conditions and no absences are permitted.

**Approximation is based on recognized holidays or other days that class may be suspended, interrupted or cancelled.

NOTE: Certain circumstances may require schedule changes.

Location

All Firefighter I & II classes are held at the CSRIPS campus at 4180 NW 120th Avenue, Coral Springs, Florida 33065.

Program Cost

APPLICATION FEE (Non-Refundable)	\$ 45.00
LAB AND MATERIALS FEE	\$ 142.35
TUITION	\$ 2,390.00
TOTAL PROGRAM PRICE	\$ 2,577.35

METHODS OF PAYMENT

1. VISA/MASTERCARD – through your MyCSRIPS account. The card cannot be used as a debit.
2. Florida Prepaid
3. Veterans Benefits
4. Cashiers' Checks or Money Orders ONLY accepted.
 1. Made payable to: Coral Springs Fire Department
 2. Please PRINT your name, complete address and the last four of your SSN on all payments. No cash or personal checks.

PAYMENT PROCESS:

- Application Fee is due with the submittal of the application.
- Upon acceptance into the program, the student is responsible for paying the Lab & Materials Fee and Tuition.

NOTE:

- The PAT date(s) will be posted and available on the website and is a separate registration from the Firefighter I & II class.

Firefighter I & II Admission Requirements

The online application is initiated from the application link on the Firefighter I & II program page on the CSRIPS website. All information with a red 'Required' field must be completed in order to proceed to the application payment screen. Only when all information is complete will you be successfully enrolled into class. While applying you will be asked to complete:

1. Student Information
2. Background Check

3. Emergency Contact Information
4. Parent/Guardian Information (if applicable)
5. Pre-requisites
 - a. PAT Score Sheet
 - b. Tobacco Affidavit - Completed and Notarized
 - c. Medical Examination (form **DFS-K4-1022**) – **Both pages MUST be completed and uploaded.**

6. EMS Requirements

Please read this carefully.

1. Do you have your Paramedic license? yes or no
2. Do you have your EMT license? yes or no
3. Did you complete EMT and receive your Certificate of Completion? yes or no

If you have answered no to all of these questions, than you will need to take the EMR Course³. Once you complete your application, the class manager will notify on how to register for the EMR course.

If you answered yes to number 3, than you can take the EMR Challenge. Once you complete your application, the class manager will notify on how to register for the EMR Challenge. You must upload a copy of the Certificate of Completion for EMT in order to qualify for the EMR Challenge.

If you have answered yes to questions 1 or 2, you have satisfied the EMR requirement and will not have to complete the EMR Course or Challenge. You are still required to upload a copy of your license in the proper field.

- a. Certifications
 - i. Paramedic License - or -
 - ii. EMT License - or -
 - iii. EMT Certificate of Completion - or -
 - iv. EMR Certification

³ If you are a CSRIPS EMT-Basic student, you will receive your EMR Certificate of Completion with a passing grade in your midterm exam.

7. Veterans Affairs

- a. Military Veterans (if applicable)
 - i. You must set indicator to 'yes' on application
 - 1. DD214 (page 4 which reflects type of discharge)
 - 2. VA Certificate of Eligibility
 - 3. Previous School Transcript or Joint Service Transcript
 - 4. Form 1990 or 1995 - internal documentation

8. Individual Education Plan (IEP) for students with a transitional IEP.

9. Additional Information (Marketing feedback)

Course Pre-Work

The following will be required after the student's successful enrollment into class. Information will be provided to the student after enrollment notification. Please note these assignments will have due dates.

- I-100 (<http://training.fema.gov/EMIWeb/IS/IS100B.asp>)
 - Approximately 1 hour to complete
 - May take up to 2 days for the certificate to be processed
- I-700 (<http://training.fema.gov/EMIWeb/IS/is700A.asp>)
 - Approximately 2 hours to complete
 - May take up to 2 days for the certificate to be processed
- Fingerprint Receipt
- State Exam Fee Receipt
- Program Materials (Books, access to ResourceOne eBook materials)
 - Call IFSTA – 1(800) 654-4055
 - Purchase 1 of the program packages available to CSRIPS students
 - Must bring materials to class on Day 1
- Orientation Class with Exam

Special Requirements

Prospective students need to be aware that the Firefighter I & II program and firefighter career requires that students are physically able to complete all necessary tasks which will require but not limited to

- Bending and stooping
- Lifting & carrying potential patients and equipment which can exceed 175 lbs.
- Working on their knees for extended periods of time
- Working in dangerous environments for extended periods of time
- Other tasks requiring manual dexterity and strength

Students should also be aware that prospective employers normally require criminal and personal background checks, therefore, any criminal record or serious offenses on driver licenses may exclude certain employment opportunities.

Should a student have any questions about whether their criminal record will jeopardize their chances of employment, the student should call the Bureau of Fire Standards and Training at 352-369-2800.

Grading System: Tests and Written Testing Procedures

- ✓ Each section of the state outline will be the subject of a test, quiz or exam.
- ✓ Students must pass all sections with a minimum of 75%.
- ✓ Failure to achieve a minimum score of 75% on any written test will require the student to take a make-up test within one week or at the discretion of the lead instructor. Retakes will be given at a time convenient to the instructor.
 - Regardless of passing score achieved on retest a 75% will be recorded.
- ✓ Test, quizzes, and/or exams may be given from any chapter of the book, instructor presentation, and any video shown during class.
- ✓ The workbook shall be completed for each chapter of the book.
- ✓ The average of all of the workbook assignments will be totaled with the average of all of the quiz grades for the unit. This grade will count as a test grade.
- ✓ Any incomplete questions in the workbook on the due date will constitute a score of “0” for that chapter.

- ✓ Each unit will have a unit test that will encompass all of the chapters covered during that unit only.
- ✓ A failure of the unit test will follow the above makeup rule as long as this failure is not the third test failure (3rd test failure will result in dismissal).
- ✓ Performance Objectives (PO's) are pass/fail.
 - Student will have one make-up attempt per PO.
 - Failed make-up attempt results in dismissal for any PO.
 - Student can fail no more than five (5) PO's upon successful make-up attempt.
 - On the sixth failed attempt student will be dismissed and no make-up will be given, excluding PO 1, PO 6, and PO 7.
- ✓ There will be a final exam that will encompass all of the chapters covered during the program.
- ✓ Students must have an overall score of 80% (B) or better at the completion of the program in order to graduate.

The following shall result in dismissal from the program.

- ✓ Failing score on any make-up test.
- ✓ Failure of the final written exam shall constitute dismissal from the program.

Graduation Requirements

A Certificate of Completion is presented to students who have complied with the conditions noted previously and successfully facilitated the following:

1. Attended required class hours
2. Passed all requirements noted in program outline
3. Fulfilled all monetary obligations
4. Returned SCBA mask

Passing the State of Florida written exam and practical allows the student to become a certified Firefighter, as outlined by Bureau of Fire Standards and Training. Students wishing to practice in another state must comply with that state's regulatory policy.

ATPC900 Firefighter I & II

Course Description:

The purpose of the Firefighter I & II course is to educate, prepare, and provide an opportunity for persons with the desire to become skilled in firefighting techniques. By successfully completing all seventeen performance objectives of the program, students will be prepared to take the State of Florida Firefighter I & II examination. This course for firefighters is a mentally, physically, and emotionally challenging program that takes heart, focus, dedication and perseverance to achieve. It includes extensive classroom and practical elements in conjunction with the numerous hours of self-study.

Students who receive a Firefighter I & II Certificate of Completion from the Coral Springs Regional Institute of Public Safety will be eligible to take the following exam;

- State of Florida Firefighter I & II exam for state certification

Certificate of Completion - Emergency Medical Technician – Basic

Program Objective

The purpose of the EMT-Basic program is to educate, prepare, and provide an opportunity for persons with the desire to become involved in emergency care and become skilled in carrying out emergency measures to save lives and reduce injury. By successfully completing all nine modules of the program and receiving a Certificate of Completion upon graduation, students will be prepared to take the National EMT-Basic examination. A license is required to be employed as an EMT.

Program Description

There are 9 modules in the EMT-Basic program. Each module outlines the total clock hours then breaking out lecture hours and lab hours. The numbering system begins with the letters EMT followed by an abbreviation of the module name and a number starting with 100 for Module 1 and going up to 109 for Module 10, i.e. EMTPREP = Module 1, Preparatory.

Program Length and Content

This program is based on guidelines set by the United States Department of Transportation (DOT), particularly the 1994 EMT-Basic National Standard Curriculum and is minimum of 306 total hours in length consisting of;

- Nine (9) modules
- Three (3) appendices
- 138 classroom hours
- 84 lab hours
- 24 clinical hours in hospital emergency rooms
- 60 hours of ride time with an Advanced Life Support transport unit*

*Time while on duty or on call will not be counted towards the 60 hours of required time. An Affiliation Agreement must exist for you to ride with your employing department.

Classes & Hours

Day Class: 306 hours

- Tuesday and Thursday
- 9:00 am to 5:00 pm (8) hour days
- Students are given 1 ½ hours of break time during the day, therefore 6.5 hours per class is counted as actual class hours. (13 total hours per week)
- **Approximately 15-17 weeks for completion
- 24 hours of clinical rotation in a hospital emergency department and will completed
 - Hours are from 8:00am – 4:00pm and 3:00pm – 11:00pm
- 60 hours of ride time with an Advanced Life Support transport unit of a fire department
 - Hours are from 7:00am – 7:00pm or 8:00am – 8:00pm

Night Class: 306 hours

- Tuesday, Wednesday and Thursday
- 6:00 pm to 10:00 pm (4) hour evenings (12 hours per week)
- **Approximately 18 - 19 weeks for completion
- 24 hours of clinical rotation in a hospital emergency department and will completed
 - Hours are from 8:00am – 4:00pm or 3:00pm – 11:00pm
- 60 hours of ride time with an Advanced Life Support transport unit of a fire department
 - Hours are from 7:00am – 7:00pm or 8:00am – 8:00pm

**Please note that one clock hour is equal to 50 minutes of instructor lead training followed by an appropriate break.

Clinical rotations at the hospital emergency department and advanced life support transport unit ride times will be scheduled according to the process set forth by the Clinical Coordinator once the class has begun and must be completed prior to the program final exam.

**Approximation is based on recognized holidays or other days that class may be suspended, interrupted or cancelled.

NOTE: Certain circumstances may require schedule changes.

Location

Classes are held at the CSRIPS campus at 4180 NW 120th Avenue, Coral Springs, Florida 33065 or at 800 SE Monterrey Rd, Stuart, Florida 33944. Please check the website when applying.

Program Cost

APPLICATION FEE (Non-Refundable)	\$ 45.00
LAB AND MATERIALS FEE	\$ 213.00
TUITION	\$ 1,825.00
TOTAL PROGRAM PRICE	\$ 2,083.00

METHODS OF PAYMENT

1. VISA/MASTERCARD – through your MyCSRIPS account. The card cannot be used as a debit.
2. Florida Prepaid
3. Veterans Benefits
4. Cashiers' Checks or Money Orders ONLY accepted.
 - a. Made payable to: Coral Springs Fire Department
 - b. Please PRINT your name, complete address and the last four of your SSN on all payments. No cash or personal checks.

PAYMENT PROCESS:

- Application Fee is due with the submittal of the application.
- Upon acceptance into the program, the student is responsible for paying the Lab & Materials Fee and Tuition.

Prerequisites

Upon successful registration into the EMT-Basic program, students will be advised by the Clinical Coordinator of the most up to date paperwork requirements for the hospital clinicals and also ride time acknowledgements. All of the documents will need to be reviewed, acted upon, and brought to Orientation. These documents change frequently which is why they are emailed to you and not listed in this catalog. Should you not be prepared and have the assigned documents completed, you may be subject to demerits.

EMT-Basic Admission Requirements

The online application is initiated from the application link on the EMT-Basic program page on the CSRIPS website. All information with a red 'Required' field must be completed in order to proceed to the application payment screen. Only when all information is complete will you be successfully enrolled into class. While applying you will be asked to complete:

1. Student Information
2. Emergency Contact Information
3. Parent/Guardian Information (if applicable)
4. Pre-requisites
 - a. Insurance Card
5. BLS Healthcare Provider Card (CPR - issued by CSRIPS)
6. Veterans Affairs
 - a. Military Veterans (if applicable)
 - i. You must set indicator to 'yes' on application
 1. DD214 (page 4 which reflects type of discharge)
 2. VA Certificate of Eligibility
 3. Previous School Transcript or Joint Service Transcript
 4. Form 1990 or 1995 - internal documentation
7. Individual Education Plan (IEP) for students with a transitional IEP.
8. Release and Waiver
9. Photo Video Audio Release and Waiver
10. Additional Information (Marketing feedback)

Special Requirements

Prospective students need to be aware that the EMT-Basic program and career requires that students are physically able to complete all necessary tasks which will require but not limited to;

- Bending and stooping
- Lifting & carrying potential patients and equipment which can exceed 175 lbs.
- Working on their knees for extended periods of time
- Working in dangerous environments
- Doing CPR for extended periods of time
- Other tasks requiring manual dexterity and strength

Grading System: Tests and Written Testing Procedures

- ✓ Each section of the curriculum will be the subject of a test, quiz or exam
- ✓ Students must pass all sections with a minimum of **75%** or higher
- ✓ Failure to achieve a minimum score of **75%** or higher on any written test will require the student to re-test within one week or at the discretion of the lead instructor and retakes will be given at a time convenient to the instructor
 - Regardless of passing score achieved on retest a 75% will be recorded.
- ✓ Test, quizzes, and/or exams may be given from any chapter of the book, instructor presentation, and any video shown during class
- ✓ Failing three module tests is automatic dismissal
- ✓ A failure of the module test will follow the above makeup rule as long as this failure is not the third exam/test failure
- ✓ The workbook shall be completed for each chapter of the book
- ✓ Any incomplete questions in the workbook on the due date will constitute a score of “0” for that chapter
- ✓ Each test will encompass all of the chapters covered during that module only
- ✓ There will be a final exam that will encompass all of the chapters covered during the program
- ✓ The final exam will consist of a written test which must be passed with a 75% or (C) and a practical skill assessments which is pass or fail
- ✓ There is no retake allowed for the final written exam

- ✓ Students must have and maintain overall score of 80% (B) or better at the completion of the program in order to graduate

The following shall result in immediate dismissal from the program.

- ✓ Failing score on any make-up test
- ✓ Failure of the final written exam shall constitute dismissal from the program.

Ride Time and Clinical Schedule Change

Initial ride time and clinical schedule is part of your class tuition. Please be sure that you are able to meet your scheduled times. If you cannot make it and need to reschedule, please be advised that not only is the schedule very limited but there is also a financial impact as stated in the table below. Please be sure to follow the reschedule process and follow up with the Clinical Coordinator for any questions.

First Reschedule	\$50
Second Reschedule	\$75
Third Reschedule (and each thereafter)	\$100

1. No changes will be made to the Fisdap schedule without prior approval from the Clinical Coordinator. Requests must be made electronically by completing and submitting the EMS Clinical or Ride Change Request in your MyCSRIPS account.
2. There will be no switching of ride times between students without prior approval from the Clinical Coordinator.
3. If your name does not appear on the official schedule sent to the departments or hospitals, you will not be permitted to attend. **DO NOT GO ON YOUR OWN** to these agencies or hospitals without prior approval. This is unauthorized time and will not be covered by insurance and will not count toward your clinical hours requirement.
4. Students must not contact the fire agencies or other instructors to make arrangements to ride or attend hospital clinicals under any circumstances.
5. If you have not scheduled the required number of hours necessary by the end of the semester or program, you will not be permitted to sit for the final/midterm exam.
6. If you miss any hours, you must reschedule that time by the following class. All missed hours must be rescheduled as required by the program.
7. A non-refundable clinical/ride time fee will be assessed for any rescheduling requests within 7 days of the scheduled ride time or clinical time or any unexcused absences. Any

requested changes in times outside the 7 day period will be at the discretion of the Clinical Coordinator.

8. Any fees not paid in a timely fashion will be accrued and the student will not be able to sit for the final until all financial obligations are met.
9. Any attempt to falsify the documentation of hospital clinical and/or riding time will result in immediate dismissal.
10. Failure to follow the documented process may result in demerits.

Graduation Requirements

A Certificate of Completion is presented to students who have complied with the conditions noted previously and successfully facilitated the following:

1. Attended required class, lab, ride, clinical, and externship hours
2. Passed all requirements noted in program outline
3. Complete all SOAP requirements
4. Complete all MyBRADYLab requirements
5. Fulfilled all monetary obligations to the Coral Springs Regional Institute of Public Safety
6. Pass the final written & practical exam with a 75% or better
7. Maintain a minimum grade average of 80% (B).

Students who receive an EMT-Basic Certificate of Completion from the Coral Springs Regional Institute of Public Safety will be eligible to take the following exams:

- National Registry of Emergency Medical Technician (NREMT)

Successful completion of one of these exams/tests allows the student to practice as a certified EMT-Basic in the State of Florida, as outlined by State of Florida Bureau of Emergency Medical Services.

Students wishing to practice in another state must comply with that state's regulatory policy.

EMTPREP100 Preparatory

This module will set the framework for all the modules that follow by introducing some essential concepts, information, and skills. The Emergency Medical Services system and the role of the EMT-Basic within the system are introduced. Issues of EMT-Basic safety and well-being and legal and ethical issues are covered. Basic anatomy and physiology and techniques of safe lifting and moving of patients are also included in this first module. A review of Basic Life Support CPR

is also covered. This module will include 4 hours of instruction on HIV/AIDS infection control. Students will be familiarized with Section 401, Florida Statutes, and Chapter 64J-1, FAC.

Clock Hours: Lecture: 22 Lab: 10

REQUISITE: CPR for Healthcare Providers

EMTAIRWY101 Airway

There is only one chapter in Module 2, but it may be considered the most important module in the text, because no patient will survive without an open airway. Basic airway management techniques are covered in detail. Today's EMT's are being asked to perform many advanced airway management skills. Advanced Airway skills are covered in this module.

Clock Hours: Lecture: 10 Lab: 12

REQUISITE: EMTPREP100

EMTPATASMT102 Patient Assessment

This chapter holds the key to the 1994 assessment based curriculum. The ability to perform a rapid but accurate assessment, treat for life-threatening conditions, and initiate transport to the hospital within optimum time limits are the essence of the EMT's job. In this module all of the steps of the assessment and their application to different types of trauma and medical patients, plus the skills of vital signs measurement, taking a patient history, communication, and documentation are explained and illustrated.

Clock Hours: Lecture: 16 Lab: 16

REQUISITE: EMTAIRWY101

EMTMEDEMER103 Medical Emergencies

Begins with a chapter on pharmacology in which the medications the EMT can administer or assist with under the 1994 curriculum are introduced. The module continues with chapters on respiratory, cardiac, neurological, abdominal, diabetic, allergy, poisoning and overdose, environmental, behavioral, summary of assessment information, and obstetric/gynecological emergencies.

Clock Hours: Lecture: 35 Lab: 16

REQUISITE: EMTPATASMT102

EMTTRAUMA104 Trauma

The trauma module begins with a chapter on the kinetics of trauma, then continues with chapters on bleeding and shock, soft tissue injuries, eye injuries, face and throat injuries, chest injuries, abdominal and genitalia injuries, musculoskeletal injuries, Glasgow coma scale, and injuries to the head and spine. This module will include 2 hours of instruction in the Trauma Scorecard Methodology.

Clock Hours: Lecture: 34 Lab: 16

REQUISITE: EMTMEDEMER103

EMTPEDIS105 Infants and Children

The difference between treating adult and pediatric patients often lies in understanding the physical and psychological differences in infants and children compared to adults. This module explores these special aspects of pediatric care, as well as medical conditions and injury patterns that are especially common to or critical for infants and children.

Clock Hours: Lecture: 14 Lab: 14

REQUISITE: EMTTRAUMA104

EMTOPS106 Operations

This module deals with non-medical operations and special situations, including ambulance operations, motor vehicle collision rescues, EMS response to terrorism, multiple casualty and hazardous materials incidents.

Clock Hours: Lecture: 7 No Lab hours

REQUISITE: EMTPEDIS105

EMTFIELD107 Ambulance Field Training

Here the student is required to ride along with the assigned Emergency Medical Services system for 72 hours to acquire hands on experience in emergency medical procedures.

Clock Hours: 60

PREREQUISITE: EMTPREP100

EMTCLINICAL108 Emergency Department Clinical Training

Students will work in an Emergency Department for a total of 24 hours. This environment will give them a better idea of what happens to the patient once they arrive at a treatment facility.

Clock Hours: 24

REQUISITE: EMTPREP100

Certificate of Completion - EMT-Paramedic

Program Objective

The EMT-Paramedic program will demonstrate personal behaviors consistent with professional and employer standards and expectations for an entry-level paramedic. The goal and expectation of the program is to prepare competent entry-level paramedics in the cognitive (Knowledge), psychomotor (skills), and affective (behavior) learning domains, “with or without” exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician and or Responder levels. The goal is to also successfully complete the classroom/lab sections and clinical components of the program, the student in the EMT-Paramedic program will be able to:

1. Understand the roles and responsibilities of the entry-level paramedic
2. Demonstrate the understanding of the medical/legal aspects of pre-hospital emergency care
3. Comprehend the legal components of a medical patient care report and convey medical information accurately for a continuation of care
4. Prepare the correct medication dose and administration routes for a pre-hospital patient
5. Understand the importance of vascular access in a pre-hospital setting
6. Comprehend Basic pathophysiology of the airway and respiratory system
7. Understanding ECG interpretation and treatment for cardiac arrhythmias
8. Possess an understanding of the various body systems and disease processes associated with each
9. Ability to provide emergency care to the trauma patient
10. Discuss the complications associated with pre and post term labor
11. Demonstrate the ability to care for the neonate and pediatric patient in an emergent setting
12. Understand the components associated with response to Mass Casualty Incidents
13. Must complete all chapter exams with an 80% or higher
14. Complete ACLS, PALS and PHTLS
15. Complete all hour requirements for hospital and field externships
16. Complete the cognitive and psychomotor objectives associated with externship rotations

Program Description

The EMT-Paramedic program set forth by Coral Springs Regional Institute of Public Safety is based on the most up to date curriculum set forth by the U.S. Department of Transportation (US DOT) National Emergency Medical Services (EMS) Education Standards. The program consists of 1110 contact hours using three (3) objectives for teaching; cognitive, affective and psychomotor domains. The program consists of 4 modules including didactic, lab, hospital, and field externships. The program prepares the graduate to function in an emergency setting at an advanced level and able to demonstrate this advanced knowledge in patient assessments for adults and pediatrics, administration of various emergency medications, EKG monitoring, and advanced

skills in an emergency setting. The EMT-Paramedic program will prepare the student to take the State of Florida Paramedic and/or National Registry exam. The program numbering system begins with the letters PM followed by an abbreviation of the module name and a number starting with 001 for Paramedic I and going up to 004 for Paramedic IV.

Program Length and Content

The EMT-Paramedic program is 1110 total hours in length.

The class will be conducted one day a week for 9 hours, typically 9AM – 6PM. Students will receive a break of ten (10) minutes per hour of class therefore the student will be given nine (9) clock hours of attendance per class meeting. The evening class is conducted 2 times per week from 5:30pm – 10:00pm. Students will complete 200 hours of clinical rotation in a hospital setting and will complete 360 hours of ride along time with an Advanced Life Support unit. The students will not only be required to complete the clock hours of the externship, but complete cognitive objectives as outlined in the student manual. Additional time may be necessary to complete the requirement however the clock hours listed is the minimum. The program will be completed in approximately 14 months and 2 weeks. The reason for approximation is to allow for holiday days or other days with no class. Upon completion of the program and all other graduation requirements, graduates are eligible to take the State of Florida Paramedic exam for state certification.

*Time while on duty or on call will not be counted towards the 360 hours of required time. An Affiliation Agreement must exist for you to ride with your employing department.

Classes & Hours

Day Class: 1110 hours

- Monday, Wednesday or Friday (separate enrollments)
- 9:00 am to 6:00 pm (9) hour days
- 9 hours per week for lecture, laboratory, mandatory homework and skills practice.
- **Approximately 14 months for completion
- 200 hours of clinical rotation in a hospital emergency department and will completed
 - Hours are from 8:00am – 4:00pm and 4:00pm – 10:00pm
- 360 hours of ride time with an Advanced Life Support transport unit of a fire department
 - Hours are from 7:00am – 7:00pm

Night Class: 1110 hours

- Monday and Wednesday
- 5:30 pm to 10:00 pm (4:30) hour days

- 9 hours per week for lecture, laboratory, mandatory homework and skills practice.
- ****Approximately 14 months for completion**
- 200 hours of clinical rotation in a hospital emergency department and will completed
 - Hours are from 8:00am – 4:00pm and 4:00pm – 10:00pm
- 360 hours of ride time with an Advanced Life Support transport unit of a fire department
 - Hours are from 7:00am – 7:00pm

NOTE: Certain circumstances may require schedule changes.

The Clinical Coordinator will schedule clinical rotation at the hospital setting and advanced life support unit ride along times. Students must complete 200 hours of clinical training in the hospital and 360 hours of ride along time on an advanced life support unit along with the required cognitive objectives. All hospital clinical time and field ride time must be completed prior to the program comprehensive final exam.

Location

Classes are held at the CSRIPS campus at 4180 NW 120th Avenue, Coral Springs, Florida 33065 or at 800 SE Monterrey Rd, Stuart, Florida 33944. Please check the website when applying.

Program Cost

APPLICATION FEE (Non-Refundable)	\$ 45.00
LAB AND MATERIALS FEE	\$ 606.00
TUITION	\$ 6,750.00
TOTAL PROGRAM PRICE	\$ 7,401.00

METHODS OF PAYMENT

1. VISA/MASTERCARD – through your MyCSRIPS account. The card cannot be used as a debit.
2. Florida Prepaid
3. Veterans Benefits
4. Cashiers’ Checks or Money Orders **ONLY** accepted.
 - a. Made payable to: Coral Springs Fire Department
 - b. Please **PRINT** your name, complete address and the last four of your SSN on all payments. No cash or personal checks.

PAYMENT PROCESS:

- Application Fee is due with the submittal of the application.
- Upon acceptance into the program, the student is responsible for paying the Lab & Materials Fee and Tuition.

EMT-Paramedic students will have the option of a lump sum full payment or a 4 payment plan. There is no prepayment penalty. Students on the payment plan have the option of making multiple payments as long as the balance on the set due date is met.

Prerequisites

During the application process you will be required to upload applicable certificates or receipts.

- EMT-Basic (Either EMT license or EMT Certificate of Completion)
 - If you have only completed EMT and have not yet received your EMT license you will still be permitted to apply. You will be required to obtain your EMT license by the midterm. If you do not receive your EMT license by the midterm you will be dismissed from the program.
- Upon successful registration into the EMT-Paramedic program, students will be advised by the Clinical Coordinator of the most up to date paperwork requirements for the hospital clinicals and also ride time acknowledgements. All of the documents will need to be reviewed, acted upon, and brought to Orientation. These documents change frequently which is why they are emailed to you and not listed in this catalog. Should you not be prepared and have the assigned documents completed, you may be subject to demerits.
- Catalog Exam. Students will be required to pass an exam testing students on the CSRIPS rules and regulations found in the Program Catalog & Student Reference Guide. For this exam, a passing score is 90%.

EMT-Paramedic Admission Requirements

The online application is initiated from the application link on the EMT-Paramedic program page on the CSRIPS website. All information with a red 'Required' field must be completed in order to proceed to the application payment screen. Only when all information is complete will you be successfully enrolled into class. While applying you will be asked to complete:

1. Student Information
2. Emergency Contact Information
3. Parent/Guardian Information (if applicable)
4. Pre-requisites
 - a. EMT License or EMT Certificate of Completion
 - b. Health Insurance Card
5. BLS Healthcare Provider Card (CPR - issued by CSRIPS)
6. Veterans Affairs
 - a. Military Veterans (if applicable)
 - i. You must set indicator to 'yes' on application
 1. DD214 (page 4 which reflects type of discharge)
 2. VA Certificate of Eligibility
 3. Previous School Transcript or Joint Service Transcript
 4. Form 1990 or 1995 - internal documentation
7. Individual Education Plan (IEP) for students with a transitional IEP.
8. Release and Waiver
9. Tuition Payment Plan Option
10. Photo Video Audio Release and Waiver
11. Additional Information (Marketing feedback)

Special Requirements

Prospective students need to be aware that the EMT-Paramedic program and career requires that students are physically able to complete all necessary tasks which will require but not limited to;

- Bending and stooping
- Lifting & carrying potential patients and equipment which can exceed 175 lbs.
- Working on their knees for extended periods of time
- Working in dangerous environments
- Doing CPR for extended periods of time
- Other tasks requiring manual dexterity and strength

Grading System

Students are graded (weighted) in a variety of areas as follows and are based on a percentage:

Chapter Tests	60%
Skills	pass or fail
PM003 & PM004 Externship	pass or fail
Mid-term exam	15%
Final exam	15%
<u>Homework/Discussion</u>	<u>10%</u>
	100%

Ride Time and Clinical Schedule Change

Initial ride time and clinical schedule is part of your class tuition. Please be sure that you are able to meet your scheduled times. If you cannot make it and need to reschedule, please be advised that not only is the schedule very limited but there is also a financial impact as stated in the table below. Please be sure to follow the reschedule process that will be outlined by the Clinical Coordinator. This fee schedule will reset for P3 of EMT-Paramedic.

First Reschedule	\$50
Second Reschedule	\$75
Third Reschedule (and each thereafter)	\$100

1. No changes will be made to the Fisdap schedule without prior approval from the Clinical Coordinator. Requests must be made electronically by completing and submitting the EMS Clinical or Ride Change Request in your MyCSRIPS account.
2. There will be no switching of ride times between students without prior approval from the Clinical Coordinator.
3. If your name does not appear on the official schedule sent to the departments or hospitals, you will not be permitted to attend. DO NOT GO ON YOUR OWN to these agencies or hospitals without prior approval. This is unauthorized time and will not be covered by insurance and will not count toward your clinical hours requirement.
4. Students must not contact the fire agencies or other instructors to make arrangements to ride or attend hospital clinicals under any circumstances.
5. If you have not scheduled the required number of hours necessary by the end of the semester or program, you will not be permitted to sit for the final/midterm exam.
6. If you miss any hours, you must reschedule that time by the following class. All missed hours must be rescheduled as required by the program.
7. A non-refundable clinical/ride time fee will be assessed for any rescheduling requests within 7 days of the scheduled ride time or clinical time or any unexcused absences. Any requested changes in times outside the 7 day period will be at the discretion of the Clinical Coordinator.
8. Any fees not paid in a timely fashion will be accrued and the student will not be able to sit for the final until all dues are paid.
9. Any attempt to falsify the documentation of hospital clinical and/or riding time will result in dismissal.
10. Failure to follow the documented process may result in demerits.

Remedial Training Policy

Students must maintain a grade of 80% or (B) throughout the class to graduate from the program. For those students using VA benefits, see VA benefits for maintaining grade point average.

There will be chapter tests throughout the program. Students failing a chapter test will get one opportunity to take a make-up exam. This will be taken within a week of the first exam. Remediation will include the instructor reviewing the first test with the student, and helping the student understand his/her incorrect answers. The student must pass a make-up exam with an 80% or (C) or better. A student that fails one make-up exam, after remediation and additional study time, will be terminated from the class. Students will only be permitted to re-test up to 2 exams for the entire combined P1 and P2 and will reset for combined P3 and P4, including the final.

Students who fail the final exam will be given one opportunity to pass a make-up exam or be terminated from the class (as long as it is within the 2 retake limit). The instructor will review the

test, and help the student understand his/her incorrect answers. The make-up exam will be given within a week, and the student must pass it with a grade of 80% or (C) or better.

Students who fail any skill station of the final practical exam will be given one additional opportunity to pass that station. Instructors will review the station with the student the same day, and allow the student to go through the station again. Should a student still fail a station after remediation, he/she will have to make an appointment with the instructor within a week to take a retest. Students must pass all skill stations to successfully pass the practical final exam.

Graduation Requirements

A Certificate of Completion is presented to students who have complied with the conditions noted previously and successfully facilitated the following:

1. Attended required class hours, lab hours, ride times, clinical hours, and externship hours
2. Passed all requirements noted in program outline
3. Complete all FISDAP requirements
4. Complete all MyBRADYLab requirements
5. Complete ACLS, PALS, and PHTLS
6. Fulfilled all monetary obligations to the Coral Springs Regional Institute of Public Safety
7. Pass the final written and practical exam with a 80% or better
8. Maintain a minimum grade average of 80% (B).

Students who receive an EMT-Paramedic Certificate of Completion from the Coral Springs Regional Institute of Public Safety will be eligible to take the following exams:

- National Registry of Emergency Medical Technician (NREMT)

Successful completion of one of these exams/tests allows the student to practice as a certified EMT-Paramedic in the State of Florida, as outlined by State of Florida Bureau of Emergency Medical Services.

Students wishing to practice in another state must comply with that state's regulatory policy.

PM001 PARAMEDIC I

This module will consist of EMS preparatory, EMS systems, Roles and Responsibilities of the Paramedic, work force safety and wellness, EMS research, Public Health, Medical/Legal aspects, Ethics, EMS Systems Communications, Documentation, HIV/AIDS Education, Pathophysiology, Human Life Span Development, Emergency Pharmacology, Drug calculations, Intravenous Access and medication administration, Airway management and ventilation, Scene size-up,

Primary and secondary assessment, Therapeutic communication, history taking, patient monitoring technology, and pulmonology.

Course Prerequisites: Valid Emergency Medical Technician License
Valid BLS Healthcare Provider Card

Course Objectives:

- To prepare the student to demonstrate the cognitive ability to comprehend, apply and evaluate the clinical information relative to his/her role as an entry-level Paramedic.
- To prepare the student to demonstrate technical and entry-level proficiency in all psychomotor skills necessary to fulfill the role of the Paramedic.
- To assure that the student will, as a Paramedic, demonstrate affective personal behaviors consistent with professional demeanor.
- To prepare the student to demonstrate clinical competence while assigned patient care responsibility.
- To familiarize the student with the hospital environment including but not limited to the policies practices equipment and skills as they relate directly and or indirectly to the Paramedic in the field.
- The course must be completed with a grade of B (80% grade average) or better to continue in the EMT-Paramedic program.

Clock Hours: 291 Lecture/Theory: 106 Lab: 65 Clinical: 120 Field: 0

PM002 PARAMEDIC II

Course Description

This module will consist of: Cardiology, Neurology, Endocrinology, Immunology, Gastroenterology, Urology and Nephrology, Toxicology and Substance Abuse, Hematology, Infectious Disease and Sepsis, Psychiatric and behavioral disorders, Diseases of the eye, ears, nose and throat, non-traumatic musculoskeletal disorders.

Course Prerequisites: PM 001

Course Objectives:

- To prepare the student to demonstrate the cognitive ability to comprehend, apply and evaluate the clinical information relative to his/her role as an entry-level Paramedic.

- To prepare the student to demonstrate technical and entry- level proficiency in all psychomotor skills necessary to fulfill the role of the Paramedic.
- To assure that the student will, as a Paramedic, demonstrate affective personal behaviors consistent with professional demeanor.
- To prepare the student to demonstrate clinical competence while assigned patient care responsibility.
- To familiarize the student with the hospital environment including but not limited to the policies practices equipment and skills as they relate directly and or indirectly to the Paramedic in the field.
- The course must be completed with a grade of B (80% grade average) or better to continue in the EMT-Paramedic program.

Clock Hours: 295 Lecture/Theory: 84 Lab: 51 Clinical: 40 Field: 120

PM003 PARAMEDIC III

Course Description

This module will consist of: Trauma and Trauma systems (including Trauma scored methodology), Blunt trauma, Penetrating trauma, Hemorrhage and shock, Soft tissue trauma, Burn trauma, Orthopedic trauma, Thoracic trauma, Abdominal trauma, Head facial neck and spinal trauma, Nervous system trauma, Environmental trauma, Special considerations in trauma, Gynecology, Obstetrics, Neonatology, Pediatrics, Geriatrics, Abuse neglect and assault, The challenged patient, Acute interventions for the chronic patient.

Course Prerequisites: PM 002

Course Objectives:

- To prepare the student to demonstrate the cognitive ability to comprehend, apply and evaluate the clinical information relative to his/her role as an entry-level Paramedic.
- To prepare the student to demonstrate technical and entry- level proficiency in all psychomotor skills necessary to fulfill the role of the Paramedic.
- To assure that the student will, as a Paramedic, demonstrate affective personal behaviors consistent with professional demeanor.
- To prepare the student to demonstrate clinical competence while assigned patient care responsibility.
- To familiarize the student with the hospital environment including but not limited to the policies practices equipment and skills as they relate directly

and or indirectly to the Paramedic in the field.

- The course must be completed with a grade of B (80% grade average) or better to continue in the EMT-Paramedic program.

Clock Hours: 235 Lecture/Theory: 52 Lab: 47 Clinical: 40 Field: 96

PM004 PARAMEDIC IV

Course Description

This module will consist of the necessary hours and necessary cognitive objectives required for certification. It also includes AHA courses: ACLS & PALS, NAEMT course: PHTLS. Cognitive/psychomotor objectives must be completed throughout the program but Preceptorship is done during this CAPSTONE period.

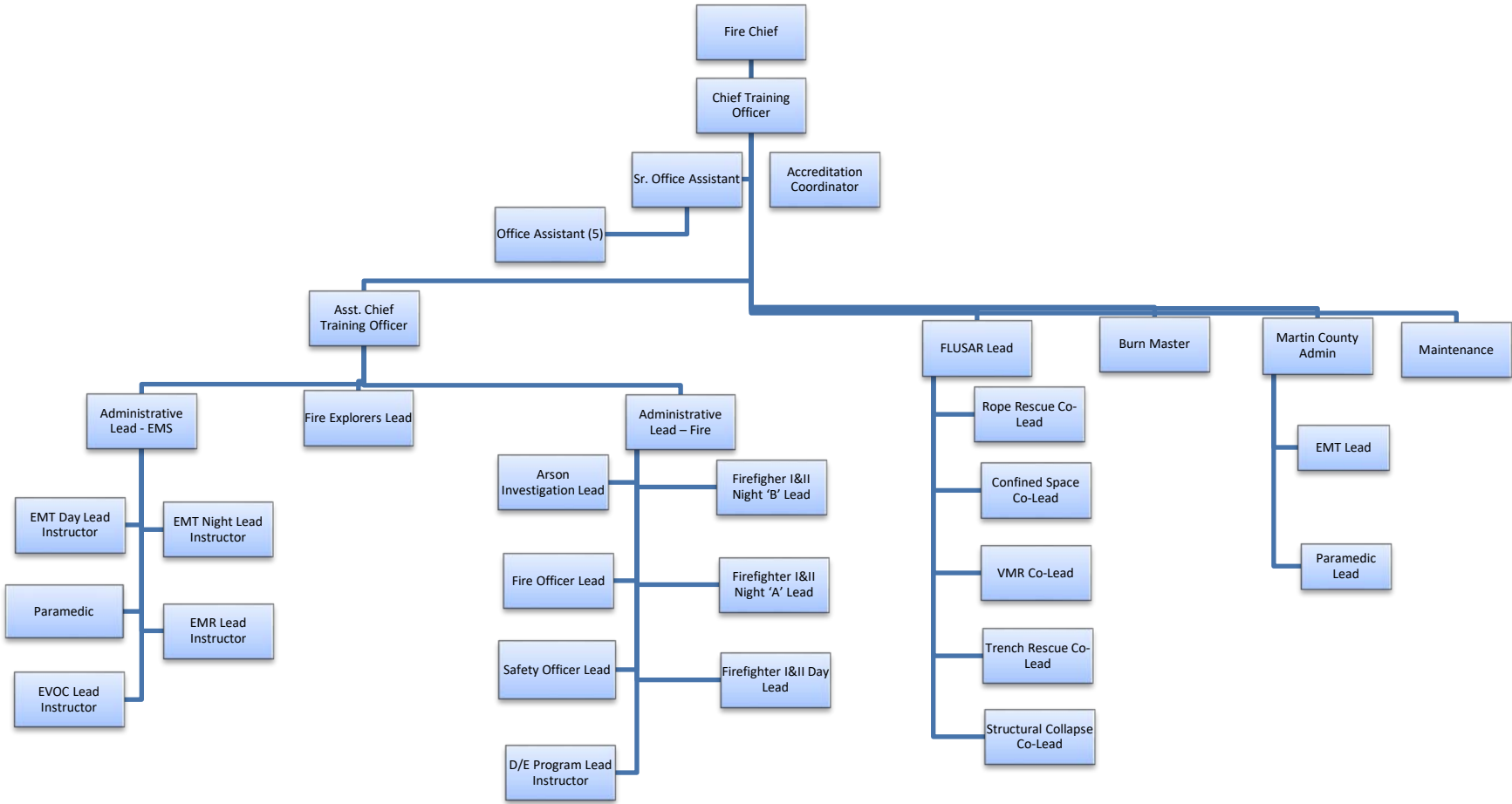
Course Prerequisites: PM 003

Course Objectives:

- To prepare the student to demonstrate the cognitive ability to comprehend, apply and evaluate the clinical information relative to his/her role as an entry-level Paramedic.
- To prepare the student to demonstrate technical and entry-level proficiency in all psychomotor skills necessary to fulfill the role of the Paramedic.
- To assure that the student will, as a Paramedic, demonstrate affective personal behaviors consistent with professional demeanor.
- To prepare the student to demonstrate clinical competence while assigned patient care responsibility.
- To familiarize the student with the hospital environment including but not limited to the policies practices equipment and skills as they relate directly and or indirectly to the Paramedic in the field.
- The course must be completed with a grade of B (80% grade average) or better to continue in the EMT-Paramedic program.

Clock Hours: 289 Lecture/Theory: 80 Lab: 65 Clinical: 0 Field: 144

Appendix A – Organizational Chart



Appendix B – Faculty Listing

INSTITUTION DATA				
Name: Coral Springs Regional Institute of Public Safety ID: #2479				
FACULTY				
FACULTY MEMBER:	PROGRAM(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:	FLORIDA PROFESSIONAL CREDENTIAL(S)	
			TYPE:	LICENSE NUMBER:
Kevin Sullivan	EMT – Basic EMT-Paramedic	AAS EMS - FMTI	Paramedic	PMD500738
Jan Tripician	EMT - Basic	AS Fire Science, Broward College BA Organizational Leadership - St. Thomas University	Paramedic	PMD13775
J.P Demierre	EMT – Basic EMT-Paramedic	Miami Dade College AS EMS	Paramedic	PMD201115
David Schneider	EMT - Basic	AS Fire Science Broward College	Paramedic	PMD8772
Kandice Oltz	EMT - Basic	AS EMS, Broward College	Paramedic	PMD512375
Oscar Gomez	EMT - Basic	AS EMS, Broward College	Paramedic	PMD503855
Kevin Olejniczak	EMT - Basic	AS Fire Science, Broward College BA Organizational Leadership, St. Thomas University	Paramedic	PMD17578
Jerome Kuketz	EMT - Basic	AS Liberal Arts, Miami Dade College	Paramedic	PMD505579
Chris Russo	EMT – Basic EMT - Paramedic	B.A St. Thomas University	Paramedic	PMD511175

John Whalen	EMT - Basic	AS EMS, FMTI BA Organizational Leadership, St. Thomas University	Paramedic	PMD13716
June Ohlrich	EMT - Basic	AS EMS, Broward College	Paramedic	PMD14533
Megan Jayne	EMT - Basic	BS Athletic Training, FSU	Paramedic	PMD526516
Phil Botting	EMT - Basic EMT - Paramedic	AS EMS, Broward College BA Public Administration, Barry University	Paramedic	PMD517317
Vito Labriola	EMT - Basic EMT - Paramedic	AS EMS, Broward College	Paramedic	PMD513277
Ian German	EMT - Basic EMT - Paramedic	BS Social Work, Florida Atlantic University	Paramedic	PMD517302
Tim Butler	EMT - Basic	AS EMS, Broward College BA Organizational Leadership, St. Thomas University	Paramedic	PMD17654
Rob Burns	EMT - Basic EMT - Paramedic	AS EMS, FMTI	Paramedic	PMD19783
Kevin Hyatt	EMT - Basic	AS EMS Broward College AS Fire Science, Broward College	Paramedic	PMD522986
Mark Bentz	EMT - Paramedic	AS Nursing Palm Beach Community	Paramedic	PMD9748
Evans Crary	EMT - Paramedic	Masters of Science in Fire/Emergency Services BS Fire Science University of Fla.	Paramedic	PMD514202
Steve Fernandez	EMT - Basic	AS EMS, Broward College AS Fire Science, Broward College	Paramedic	PMD506426
Chris Bradley	EMT - Paramedic	AS Fire Science, Palm Beach State	Paramedic	PMD506464
Laz Ojeda	EMT - Basic	AS EMS, Miami Dade College	Paramedic	PMD17757
Eric Moshe	EMT - Basic	AS EMS, Valencia College	Paramedic	PMD17258
Lynda Rusinowski	EMT - Basic	Masters of Science in Nursing, FIU	Paramedic	PMD525974
Michael Dubick	EMT - Basic	AS EMS, Broward College	Paramedic	PMD515678

Giancarlo Cheli	EMT - Paramedic	AS EMS Indian River State College	Paramedic	PMD519466
Heather Crary	EMT - Paramedic	Masters Fire & EMS, University of Fla. BA History & Political Science, Emory University	Paramedic	PMD511343
Steven Carter	EMT - Paramedic	AS EMS, Broward Community College	Paramedic	PMD513332
Terry Donaho	EMT - Paramedic	BS Computer Information Systems, Humboldt State University, CA	Paramedic	PMD520274
Melissa Forte	EMT - Paramedic	AS EMS, Indian River State College	Paramedic	PMD523487
Brautie Garcia	EMT - Paramedic	AS EMS, Health Care Institute	Paramedic	PMD510694
Daniel Jouver	EMT - Paramedic	AS EMS, Indian River State College	Paramedic	PMD19023
Jason Kipp	EMT - Paramedic	AS EMS Palm Beach Community	Paramedic	PMD200234
Kevin Moore	EMT - Paramedic	AS EMS, Indian River State College	Paramedic	PMD523526
Joseph Russoniello	Firefighter I & II - Lead	AS EMS, FMTI	Firefighter	
Thomas Palazzo	Firefighter I & II	BA, St Josephs College	Firefighter	
Frank Pekora	Firefighter I & II - Lead	AS Engineering, Camden College	Firefighter	
Hector Corona	Firefighter I & II - Lead	AS Fire Science, FMTI	Firefighter	
Scott Friend	Firefighter I & II	BA, Saint Leo College	Firefighter	
Patrick Ciacciarelli	Firefighter I & II	South Teach	Firefighter	

Appendix C – VA Student Tracking Form

VA Student Tracking Form

Student Name _____

Class _____

Week of _____

Total Hours: _____

- Classroom _____
- Ride Time _____
- Clinical _____

All tracking forms must be verified and signed by lead instructor and Fisdap report or ride time documentation must accompany this form.

Verified by _____ Date _____

Appendix D – Academic Calendar

2018 - 2019

Fall Term (begins October 1)

Open House	Saturday	August 25, 2018
Open House	Tuesday	August 28, 2018
Labor Day – School Closed	Monday	September 3, 2018
Registration Opens	Tuesday	September 4, 2018
Registration Closes	Friday	September 7, 2018
Labor & Materials and Tuition Due	Friday	September 14, 2018
First Day to Transfer /Drop/Withdraw for Fall (100% tuition refund)	Monday	September 17, 2018
Last Day to Transfer /Drop/Withdraw for Fall (100% tuition refund)	Tuesday	September 18, 2018
Late Registration Begins	Wednesday	September 19, 2018
Late Registration Ends	Friday	September 21, 2018
E05-18 EMT-Basic Begins (Day – T, Th)	Tuesday	October 9, 2018
Thanksgiving Day - School Closed	Thursday	November 22, 2018
Thanksgiving Day (Observed) - School Closed	Friday	November 23, 2018
Christmas Day (Observed) - School Closed	Tuesday	December 25, 2018
Administrative Offices Closed		December 24 - 28, 2018
Administrative Offices Closed	Monday	December 31, 2018
Administrative Offices Closed	Tuesday	January 1, 2019
Administrative Offices Reopen	Wednesday	January 2, 2019

Winter Term (begins January 1)

Open House	Saturday	November 10, 2018
Open House	Tuesday	November 13, 2018
Thanksgiving Day - School Closed	Thursday	November 22, 2018
Thanksgiving Day (Observed) - School Closed	Friday	November 23, 2018
Registration Opens	Monday	December 3, 2018
Registration Closes	Friday	December 7, 2018
Labor & Materials and Tuition Due	Friday	December 14, 2018
First Day to Transfer/Drop/Withdraw for Winter (100% tuition refund)	Monday	December 17, 2018

Last Day to Transfer/Drop/Withdraw for Winter (100% tuition refund)	Tuesday	December 18, 2018
Late Registration Begins	Wednesday	December 19, 2018
Late Registration Ends	Friday	December 21, 2018
Christmas Day (Observed) - School Closed	Tuesday	December 25, 2018
Administrative Offices Closed		December 24 - 28, 2018
Administrative Offices Closed	Monday	December 31, 2018
Administrative Offices Closed	Tuesday	January 1, 2019
Administrative Offices Reopen	Wednesday	January 2, 2019
19-01 Firefighter I & II Begins (Night – T, Th, Sat)	Saturday	January 5, 2019
19-02 Firefighter I & II Begins (Day - M - F)	Monday	January 7, 2019
E01-19 EMT-Basic Begins (Night – T, W, Th)	Tuesday	January 8, 2019
19-03 Firefighter I & II Begins (Night – M, W, F, Sat)	Saturday	January 12, 2019
MLK Jr. Day (Observed) - School Closed	Monday	January 21, 2019
PM01-19 Paramedic Begins (Wednesdays)	Wednesday	February 6, 2019

Spring Term (begins April 1)

President's Day (Observed) - School Closed	Monday	February 18, 2019
Open House	Saturday	February 23, 2019
Open House	Tuesday	February 26, 2019
Registration Opens	Monday	March 4, 2019
Registration Closes	Friday	March 8, 2019
Labor & Materials and Tuition Due	Friday	March 15, 2019
First Day to Transfer/Drop/Withdraw for Spring (100% tuition refund)	Monday	March 18, 2019
Last Day to Transfer/Drop/Withdraw for Spring (100% tuition refund)	Tuesday	March 19, 2019
Late Registration Begins	Wednesday	March 20, 2019
Late Registration Ends	Friday	March 22, 2019
E03-18 EMT-Basic Begins (Day – T, Th)	Tuesday	April 2, 2019
19-04 Firefighter I&II Begins (Day – M – F)	Monday	April 15, 2019
PM02-19 Paramedic Begins (Monday/Wednesday Evenings)	Monday	May 13, 2019

Summer Term (begins July 1)

Open House	Saturday	May 18, 2019
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Memorial Day (Observed) - School Closed	Monday	May 27, 2019
Open House	Tuesday	May 28, 2019
Registration Opens	Monday	June 10, 2019
Registration Closes	Friday	June 14, 2019
Labor & Materials and Tuition Due	Friday	June 21, 2019
First Day to Transfer/Drop/Withdraw for Summer A (100% tuition refund)	Monday	June 24, 2019
Last Day to Transfer/Drop/Withdraw for Summer A (100% tuition refund)	Tuesday	June 25, 2019
Late Registration Begins	Wednesday	June 26, 2019
Late Registration Ends	Friday	June 28, 2019
Administrative Offices Closed		July 1 - 3, 2019
Independence Day (Observed) - School Closed	Thursday	July 4, 2019
Administrative Offices Closed	Friday	July 5, 2019
Administrative Offices Reopen	Monday	July 8, 2019
E03-19 EMT-Basic Begins (Night – T, W, Th)	Tuesday	July 16, 2019
19-05 Firefighter I & II Begins (Night – M, W, F, Sat)	Saturday	July 20, 2019
19-06 Firefighter I & II Begins (Night – T, Th, Sat)	Saturday	July 27, 2019
E04-19 EMT-Basic Begins (Day – T, Th)	Tuesday	July 30, 2019
PM03-19 Paramedic Begins (Mondays)	Monday	August 5, 2019
19-07 Firefighter I & II Begins (Day – M – F)	Monday	August 5, 2019

Dates subject to change without notice.

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