

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 18-121**

**RESOLUTION AWARDING PARAMEDIC TUITION PAYMENT TO FIREFIGHTER/EMT
BRYCE CANUPP, AT A TOTAL COST OF \$8,550.00.**

WHEREAS: The Township has expressed a desire to assist in the education of members of the Fire Department wishing to become Paramedics; and

WHEREAS: Bryce Canupp has expressed an interest in attending Paramedic training and meets the requirements of the Tuition Program; and

WHEREAS: The Fire Chief has recommended awarding the tuition; and

WHEREAS: Firefighter Canupp has agreed to all contract requirements to receive the tuition; and

WHEREAS: The program was created and approved by Resolution #16-26;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby authorizes payment for Paramedic tuition to Firefighter/EMT Bryce Canupp at a total cost of \$8,550.00, attached hereto as Exhibit "A", and will be paid out of Fund No. 2281-230-318 pursuant to the terms and conditions set forth in Resolution No. 16-26.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: August 22, 2018

Board of Trustees

Susan Berding: Susan Berding

Shannon Hartkemeyer: Shannon Hartkemeyer

Joe McAbee: Joe McAbee

Vote of Trustees

Yes

Yes

Yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 22nd day of August, 2018.

ATTEST:



Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:



Lawrence E. Barbieri, Township Law Director

Fairfield Township Fire Department

Paramedic Tuition Program Agreement

Purpose:

To encourage and assist employees in furthering their education in an effort to enhance current skills applicable to their current position and further enhance the ability of the employee to provide improved levels of service to the community. This program will be used in an effort to recruit and retain high quality levels of employees.

Policy:

The Fairfield Township Fire Department may fund employees' education costs for coursework and specialized training from an accredited academic institution and approved in advance. The approval for funding will be dependent upon the employee's current position and seniority as well as available funding. Approval must be obtained prior to commencement of each course. Tuition program may be limited due to budgetary concerns or limits. Approval of any funding, education, or course work will be at the sole discretion of the Fire Chief.

Eligibility:

To apply for this program an employee must have at least one year of service with the Fairfield Township Fire to be considered eligible for the program.

Eligible employees may attend only an approved program.

Employees requesting educational assistance must obtain recommendation from their immediate supervisor apply for this program

The following factors will generally be considered in evaluating request for educational assistance.

The benefits to be derived by the employee and the Township Fire Department.

The employee's level of responsibility and length of service.

The estimated cost of which shall not exceed the published course fees.

The course must be held by an Ohio accredited school.

Course attendance and/or study and preparation that occur outside of the employees' scheduled work hours will not be compensated and will be the responsibility of the employee. It is expected that educational activities will not interfere with the employees' work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance as well as disciplinary action.

1. Employees will be required to reimburse Township if they fail to complete the 5 year service requirement in this agreement. Reimbursement formula shall be as follows. Total funds paid for training will be credited at 1/60th per month of the five year term. (Tuition \$5,000 divided by 60 months or \$83.33 per month as an example) At the end of 5 years of additional employment the contract will be considered fulfilled and no further financial liability shall exist.

2. Employees who receive funding for educational expenses must agree in writing to repay the amount on a prorated basis if they leave the Fairfield Township Fire Department voluntarily within five years from the date of reimbursement.

3. Employees receiving any other funding, reimbursement, or other funding such as a grant or other scholarship from any outside source, shall notify the department upon receipt and such funds shall reduce the amount the Township Fire Department shall pay for the tuition cost.

4. An employee shall only be permitted to participate in the tuition program once. The department reserves the right to accept mitigating circumstances and authorize a member to attend an additional time. This would be due to military deployment, medical condition(s) preventing attendance, or a similar significant issue.

Procedure:

Prior to taking the course, the employee must complete an application for tuition program form. The application shall be forwarded to the employee's immediate supervisor and department head for approval. The employee shall not be eligible for any reimbursement if application was not approved in advance.

Applications may be submitted at any time during the fiscal year, but may not be approved based on the number of students participating and/or current funding availability.

1. The employee shall be notified in a timely manner whether or not their application request is approved.

2. Where the program is billed in segments other than the initial section fees, the students shall have completed the previous segment with a passing grade before payment for the next segment will be authorized.

Employees seeking payment for educational expenses must submit a claim form to the fiscal office with the following attachments:

1. A copy of the School Invoice.

2. A certified transcript of their grades.

Justification:

The tuition program has been established to encourage employees to pursue Paramedic Certification, which is job related and directly benefits Fairfield Township. Please attach a course syllabus or description and invoice for tuition provided by the institution.

Employees seeking reimbursement for educational expenses must agree in writing to reimburse the township on a prorated basis if they leave employment voluntarily within five years from the date of reimbursement. By signing below, the employee agrees to comply with all provisions of the township policy, including the repayment provision.

1. Whereas, Fairfield Township Fire Department periodically provides its members with the opportunity for specialized education other than budgeted training; and

2. Whereas, the Fairfield Township Fire Department provides the training or education under the conditions set forth in this agreement; and

3. Now, therefore, in consideration of the agreements herein made, the parties mutually agree as follows:

4. Amount and purpose. The recipient will receive payment of the first segment of the program and subsequent reimbursement not to exceed the approved amount.

5. Other terms. The following terms also apply to this agreement.

A. An advanced allocation will only be provided for the first course segment the remaining shall require successful completion of the previous course segment.

B. Documentation that meets the requirements of the Fairfield Township Fire Department and Fiscal Office will be required for or payment of any funds to an entity.

C. No funds will be awarded for any costs that have been paid for by other available means (i.e. educational benefits from the GI bill Scholarships or other sources). Fairfield Township Fire Department funding may only be used for any approved costs not covered by another source. The recipient must disclose any other educational funding benefit to which the recipient is entitled to or awarded.

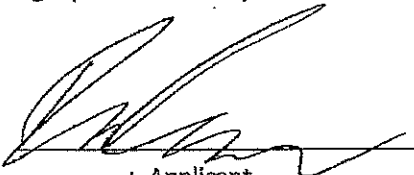
6. Repayment. The recipient specifically agrees that if, the recipient leaves paid employment with the Fairfield Township Fire Department within five (5) years of the commencement of the education or training, the recipient is liable to the Fairfield Township Fire Department for repayment of the amount reimbursed or allocated in advance for training or education on a prorated basis for amount of time remaining on the five year commitment. The recipient also agrees that this condition is reasonable and necessary in order for Fairfield Township Fire Department to obtain the benefit of providing the training or education to the recipient. The recipient further agrees that, upon providing notice to the Fairfield Township Fire Department of the cessation of employment with the Fire Department the recipient will immediately arrange for a voluntary repayment schedule with the Department. The recipient agrees that a failure to arrange for and complete a voluntary repayment schedule will subject the recipient to

all available remedies for collection of the debt owing to the Fairfield Township Fire Department, including costs and attorney fees incurred in the collection of the debt. In the case of an extreme emergency (such as a relocation of residence due to a family crisis) the recipient may apply to the chief for a waiver of repayment.

7. Construction of this contract. This contract should be constructed and interpreted according to the laws of the State of Ohio.


8. Modification of contract. This contract constitutes the entire contract between the parties and may only be modified by a written amendment signed by the parties.

9. In witness whereof, the parties hereto have caused this contract to be signed and intended to be legally bound thereby.



Applicant
7/6/18

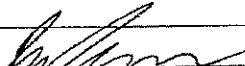
Date



Fire Chief

Date

PARAMEDIC TUITION PROGRAM

APPLICANT INFORMATION		
Name: Bryce Canupp		
Date of birth: 04/10/1997	Home Phone:	Cell Phone: (513) 312-3774
Current address: 4884 Dunwoody Rd.		
City: Hamilton	State: Ohio	ZIP Code: 45013
Date of Hire Fairfield Twp Fire: 3/2016		
EMPLOYMENT INFORMATION		
Current Full Time employer: N/A		
Employer address:		How long?
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position:	Annual income:	
EMERGENCY CONTACT		
Name: Beth Canupp		
Address: 4884 Dunwoody Rd.		Phone: (513) 324-5014
City: Hamilton	State: Ohio	ZIP Code: 45013
Relationship: Mother		
REFERENCES		
Name	Address	Phone
Bryon Baumann		
SIGNATURE		
I authorize the verification of the information provided on this form as to my credit and employment.		
Signature of applicant: 		Date: 7/6/18

Please attach the following documents :

A single page explanation of financial need and reasons applicant should be accepted for the tuition program.

The program syllabus for the Paramedic Training Program the applicant will be attending if approved.

Information of the cost and application deadline for the program you wish to attend.

A letter of recommendation from an immediate supervisor.

Office Use Only

Total Cost \$ _____ First Installment Due \$ _____
 Purchase Order # _____
 Date Class to Start _____ End Class Date _____

To: Assistant Chief Matt Schumann

From: FF/EMT-B Bryce Canupp

I am writing this paper for an explanation as why I think I should be accepted for financial assistance for paramedic school. I am in need of financial assistance for medic school for a couple of reasons. Primarily is that I recently found out that my girlfriend is pregnant, and I recently purchased a house. I am trying to save as much money as I can so when my baby is born Danielle and I won't have to worry about her not being able to work. Also because of the pregnancy I had to purchase a house for my new (growing) family, so money is a little tight while I figure all of my finances out.

I love working for Fairfield Township, a Lot. So much that if all three current employers offered me a full time job, I would accept Fairfield Townships first. I believe that I am a very consistent and reliable employee for the township. I am hoping I can my medic card with full intentions of being full time here one day. Thanks for the consideration!

To: Assistant Chief Matt Schumann

Date: 7/31/2018

Ref: Bryce Canupp

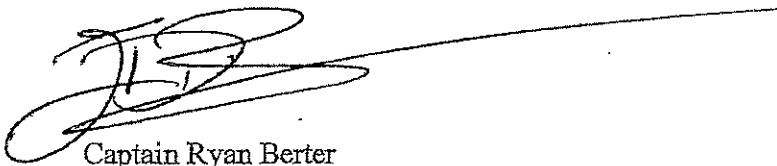
Dear Chief Schumann,

I am writing this letter as a recommendation for FF Bryce Canupp to be accepted into the paramedic financial assistance program. Bryce has been here for about two and a-half years and I have been his officer since his start date. He has always been eager to learn more about this profession.

Bryce has always been a great employee for the Township. He always makes sure that when stuff needs to get done, it gets done. The kid doesn't complain about anything and will work until you tell him to stop. I like working with Bryce because he has a sense of humor, a great work ethic, and is a smart young kid.

I believe we should send him through medic school so we can eventually get him on full time here. With his drive and motivation to be better, he would make a great leader for the department someday.

Sincerely,

A handwritten signature in black ink, appearing to be 'R. Berter', with a long horizontal line extending to the right from the end of the signature.

Captain Ryan Berter



June 29, 2018

Bryce Cannup
4884 Dunwoddy Road
Hamilton, OH 45013

RE: CFD Paramedic Class

Dear Mr. Cannup:

On behalf of the Cincinnati Fire Department EMS Program I am pleased to congratulate you on your acceptance into our upcoming paramedic class on Unit 2, beginning August 13, 2018 through June 20, 2019. As you know, our program has one of the highest pass rates in Ohio with an 89% first time pass rate over the last 10 years including our recent class with a 95% first time pass rate (21 of 22 students).

In addition, unlike any other paramedic program in the area; we offer a Unit Day based schedule as well as a thorough and comprehensive National Registry preparation which is built into our course schedule.

I have attached other documents in order to ensure your enrollment into our upcoming program is efficient and properly completed. You will find an "Admissions Policy" that provides information of the remaining documents needed for enrollment, the "Student Handbook" for you to review before class and a recent copy of the course schedule.

We are delighted to accept you into our upcoming paramedic class and feel confident that you will make a great addition. Thank you again for choosing the Cincinnati Fire Department for your paramedic education.

Sincerely,


Jeffrey J. Hill, BS, EMSI

Program Manager – Medical Director's Office

Program Director – Cincinnati Fire Department EMS Program

Office: 513.357.7505 - Office

Cell: 513.704.8283 – Cell

medical.review2@cincinnati-oh.gov



June 21, 2018



Cincinnati Fire Department *Paramedic Education Program*

2018 – 2019 Pay Schedules

The tuition for the upcoming paramedic class (August 12, 2018 thru June 20, 2019) is \$8,550.00; your tuition includes books, testing fees, initial National Registry testing fees, school polo shirts and the use of CFD iPads with internet access.

We understand the burden of coming up with this large sum of money all at once and we offer two payment plans (monthly or term) for you to choose from, they options are as follows.

Option #1: MONTHLY

- Course Deposit: \$1,000.00 – due on or before the first day of class
 - Unit 2, Aug 13, 2018
 - Unit 3, Aug 14, 2018
 - Unit 1, Aug 15, 2018
- Monthly payment # 1: \$755.00 due August 20, 2018
- Monthly payment # 2: \$755.00 due September 20, 2018
- Monthly payment # 3: \$755.00 due October 20, 2018
- Monthly payment # 4: \$755.00 due November 20, 2018
- Monthly payment # 5: \$755.00 due December 20, 2018
- Monthly payment # 6: \$755.00 due January 20, 2019
- Monthly payment # 7: \$755.00 due February 20, 2019
- Monthly payment # 8: \$755.00 due March 20, 2019
- Monthly payment # 9: \$755.00 due April 20, 2019
- Monthly payment # 10: \$755.00 due May 18, 2019

Option #2: TERM

- Course Deposit: \$1,000.00 – due on or before the first day of class
 - Unit 2, Aug 13, 2018
 - Unit 3, Aug 14, 2018
 - Unit 1, Aug 15, 2018
- Term payment #1: \$1887.50 due October 20, 2018
- Term payment #2: \$1887.50 due December 29, 2018
- Term payment #3: \$1887.50 due March 9, 2019
- Term payment #4: \$1887.50 due May 18, 2019

Deposits can be paid by check or money order and made payable to "UCPC"; we will have a representative from UCPC on the first day of class to discuss making tuition payments online.

Cincinnati Fire Department



Student Handbook Paramedic

I. Cincinnati Fire Department Program

o Overview

- The Cincinnati Fire Department has the distinction of being the first professional fire department in the United States. Leading in the fire service generates a great deal of pride within this organization. The Fire Chief works diligently to support all aspects of the paramedic program and no available resource is restricted in the pursuit of a quality education and assurance of exceptional service
- Firefighters successfully completing the program will receive a certificate of completion and terminal competency form signed by the Medical Director. Upon successful completion of the program and application to the State of Ohio, certification as an Emergency Medical Technician –Paramedic will be received. The training is in agreement with the recommendations of the State of Ohio, Division of Emergency Medical Services and the recommendations by the Committee on Accreditation for Emergency Medical Services Programs (CoAEMSP).

o Purpose

- The purpose of this program is to provide the opportunity and resources necessary for the paramedic student to develop the skills and knowledge required to function and provide care as a certified paramedic in the State of Ohio.
 1. The program provides over 1,000 hours of didactic and clinical training in the preparation of the paramedic.
 - a. These hours are divided between classroom lectures, laboratory exercises, internship experiences, and clinical experiences.
 - b. Every effort is made throughout the program to coordinate the didactic and clinical portions for the most effective learning opportunities.
- Didactic and clinical objectives will be discussed further in this student handbook and other program documents.
 1. The didactic portion consists of approximately 660 classroom hours. During this portion of the program the student learns the facts, concepts, and principles necessary to function as an EMT-P.
 - a. In addition, the student will learn and practice the skills needed in the pre-hospital setting.

o Philosophy

- The Cincinnati Fire Department Paramedic Training Program was developed to provide paramedic education to the members of the Cincinnati Fire Department and outside students as approved.
 1. The program is student oriented and provides a 10 month educational program encompassing the U.S. Department of Transportation Curriculum and Ohio EMS Board recommendations, enhanced with the new Educational Standards for EMS providers.
 2. The administrators, instructors, preceptors, and the office of the medical director continue to strive to meet the health care needs of the community.
 - a. In order to support this mission, clinical portions of the training are spent in various local hospitals.

- i. The internship phase includes the paramedic student completing rotations at various CFD firehouses with all students being afforded the opportunity to spend time on the busiest units.
- ii. These sites are selected to give paramedic students opportunities to increase their competency and confidence in the skills learned in the didactic portion. There are specific objectives for all clinical and internship areas to guide the paramedic student. Breakdown of the areas, time spent in each clinical area, and objectives will be discussed later in this handbook or other handbooks (Clinical/Field/Disciplinary).

○ **Goals**

- To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
- Aid students in developing the ability to assess, recognize and manage the scene of medical and traumatic emergencies as the primary paramedic
- Develop and improve the student's ability to document and communicate critical information to the receiving hospital
- Develop and improve the student's ability to assess and initiate advanced level care for all age groups, including geriatric, pediatric and adult patients.

○ **Grades**

- Grades will be calculated in the following manner
 1. Attendance/Assignments/Class Participation = 5%
 2. Quizzes = 10%
 3. Module (Formative) Tests = 10%
 4. Lab/Skills/Practical Exams = 15%
 5. Term Finals (Summative) = 25%
 6. Class Final (Summative) = 35%

○ **Counseling**

- Each student will have a planned counseling session.
 1. The session will be at the end of each term and will contain the following information:
 - a. Grades
 - b. Class Progress
 - c. Clinical Skills Progression
 - d. Field Internship Skills Progression
 2. The counseling sessions will be conducted by the Program Director and may/may not have a CFD representative in attendance.
 3. A progress report form will be used to document the session information and both parties will sign the form.
 - a. A copy of the completed form will be supplied to each student and an additional copy will be placed in the student's administrative file.
 4. The counseling sessions are not disciplinary action and should not be construed as such.

- a. The sole purpose of student counseling is to educate and formulate a plan for the next term and clinical rotations.

○ **Completion**

- During the program, the student will need to maintain an overall score of 75% of all formative and summative exams.
 1. For program summative exams, the student will need to obtain a minimal test score of 75%.
 2. An overall score of 75% must be attained in order to move to the next term of the program.
- To successfully complete the program and establish eligibility for the State credentialing examinations, students must:
 1. Successfully complete all applicable classrooms, clinical, and field internship requirements including the program practical and written exams.
 2. Complete and documents all applicable patient contact requirements.
 3. Demonstrate and document skills competence as required in the laboratory, clinical, and field settings.
 4. Demonstrate and document overall cognitive, psychomotor, and affective competence to the satisfaction of the faculty, Program Director, clinical and field internship preceptors, and the Medical Director.
 5. Not be under investigation or subject to disciplinary action for violation of Fire Department rules, regulations, or policies.
- Following completion of all requirements, the student will receive a course completion certificate.
 1. Students who successfully complete National Registry testing may apply to the State of Ohio for Certification.

○ **College Credit**

- The CFD paramedic program has established an MOU with Cincinnati State Technical and Community College to grant credit hours to our graduates.
 1. 30 Hours
- Detailed information on this program can be obtained from the program director.

○ **Commission on Accreditation of Allied Health Educational Programs (CAAHEP) and Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP)**

- The Cincinnati Fire Department 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).

II. Staff

○ **Administrative Staff**

- Fire Chief – Roy Winston
- District Chief of Training – DC Michael Washington
- Program Director – Jeff Hill

○ **Cincinnati Fire Department Staff**

- District Chief of Training – DC Michael Washington
- Paramedic Training Officer – LT Joe Rosemeyer
- Clinical Coordinator – Jason Witte

- Administrative Assistant – Alicia Franklin
- **Educational Staff**
 - Dustin Calhoun – Medical Director
 - Jeff Hill – Program Director
 - Dale Vandehatert – Lead Instructor
 - Wayne Turner – Lab Instructor
 - Josh Borkowski – Instructor
 - Steve Fortunski – Instructor
 - Robbie Meeks – Cadaver Lab Instructor
- **Governing Body**
 - The Paramedic Training Program is governed by an EMS Program Advisory Committee that is comprised of members of the City of Cincinnati Fire Department, the office of the Medical Director, program instructors, clinical and internship preceptors, current and previous students, other committees of interest attendees, and chaired by the Program Director. Any changes to the program's structure, policies, educational foundation, accreditation standards, student admittance/graduation/dismissal policies, outcome assessments or evaluation process must first be presented to the committee for their deliberation and ultimate approval or disapproval.
- **Advisory Committee**
 - Current Student – TBD
 - Past Student (2017) – Steve Disbennett, CFD
 - Physician(s):
 - 1. Dustin Calhoun, MD – University of Cincinnati Medical Center
 - 2. Hamilton Schwartz, MD – Cincinnati Children's Hospital Medical Center
 - Employer of Graduates – Cedric Robinson, DC of EMS Operations, CFD
 - Key Government Official – Michael Washington, DC of Training, CFD
 - Police and Fire Services – Joe Rosemeyer, Paramedic Training Officer
 - Public Member – Kim Kuchenbach, Sales Manager, Kemba Credit Union
 - Hospital/Clinical Representative – Debbie Williams, RN, UCMC
 - Faculty
 - 1. Dale Vandehatert, EMSI, Instructor
 - 2. Jason Witte, MB, EMSI, Clinical Coordinator
 - Program Director – Jeff Hill, BS, EMSI

III. Admissions

- **Enrollment Dates**
 - A student may apply as specified in the Cincinnati Fire Department memorandum.
- **Admission requirements**
 - The Cincinnati Fire Department allows all fire fighter/EMT-B in good standing to be considered for paramedic school. Fire fighters are considered for admission regardless of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor.
- **Admission Policy**
 - Please refer to the separate admission policy document

- **Requirements after Admission**
 - Upon admission to the program, the student must submit the following;
 - Ohio EMT Card
 - Ohio Driver's License
 - Valid CPR Card
 - *Required Down Payment as defined in the Admission Policy (External Students).*
 - Upon being accepted into the program, the student must provide the following documents on the first day of class (orientation day), or at a date mutually agreed upon by the student and Program Director. Failure to meet submission requirements will result in the student being dismissed from the program, regardless of performance in class:
 - FBI & BCI background check
 - NIMS 100 & 700 (certificate of completion)
 - Vaccination records (MMR, Diphtheria, Tetanus)
 - Hepatitis vaccination
 - Proof of TB status (two evaluations with the last 12 months)
 - Health physical form
 - Proof of health insurance
- **Advanced Placement**
 - The Cincinnati Fire Department paramedic program does not have a program established for the advanced placement of students. All students will begin and end on the same dates. Regardless of a student's performance on the entrance exam, there is no possibility for advanced placement in this program.
- **Transfer of Credits**
 - The Cincinnati Fire Department paramedic program does not allow the transfer of credit from any other institution. All students begin and end on the same dates and receive the same amount of education. If a student has dropped from another paramedic program, he or she will still be required to start the program on the same date and receive the same amount of education.
- **Experiential Learning**
 - The Cincinnati Fire Department does not have a program established to receive credit for any type of experiential learning.
- **National Incident Management System (NIMS)**
 - The National Incident Management System (NIMS) training for first responders was introduced by the federal government in 2003 as a way of improving the response to a domestic incident. Pursuant to Homeland Security Presidential Directives 5 (HSPD-5) and 8 (HSPD-8), the Division of EMS is required to implement new fire training requirements – to include NIMS training and preparedness components – into its rules before the end of the federal fiscal year (Friday, September 29, 2006).
 - These new training requirements will help firefighters effectively prepare for, prevent, respond to, and recover from domestic incidents.
 - All students are required to provide a copy of NIMS certifications to be included in the student file.
- **Voluntary Withdrawal**
 - **Cincinnati Fire Department Students**
 - Students who wish to voluntarily withdraw from the program must first have an advising session with the Program Director and the District Chief of Training. If the Program Director and District Chief concur with the student's request for

withdrawal, then the student must fill out form 47 and forward it to the District Fire Chief in charge of Training for approval.

- **External Students**
- Students who wish to voluntarily withdraw from the program must first have an advising session with the Program Director and his or her sponsoring Fire Chief. If the Program Director and Fire Chief concur with the student's request to withdraw, the student must submit, in writing, his or her resignation from the program. **All tuition and technology fees paid will be forfeited upon separation from the program.**
- **Conditions for Re-entry After Unsatisfactory Progress or Conduct**
- At the discretion of the District Chief of Training and the Program Director, a student will be allowed to re-enter the program at the beginning of the next class if the student has resolved the problems causing the unsatisfactory progress or conduct.
- Students applying to re-enter the paramedic program by beginning the next class are subject to the admission requirements and selection process in the upcoming class.

IV. Tuition

- **Cincinnati Fire Department Students**
 - There is no tuition fee for Cincinnati Fire Department employees.
- **External Students**
 - The total cost of the program is subject to change from class to class and is addressed in the Admission Policy that is sent out for each individual class.
 - There will be a required down payment and an agreement made on a payment plan; plan options include:
 1. Monthly payments
 2. Term payments
 3. Paid in full
 - All tuition must be paid in order to graduate from the program and sit for the National Registry exam. If a student voluntarily, or involuntarily, withdraws from the program, or is separated for disciplinary or academic reasons, all tuition paid to that point in class will not be refunded.
- **Veteran's Refund Policy**
 - In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued there from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10.00 need not be refundable; any amount beyond that is subject to pro ration and refund. The pro rata portion may not vary more than 10% of the total costs for tuition, fees, and other charges.

V. Class Schedule

- **Content**
 - Classes will meet on either a tour basis or weekly basis, depending on the stage of the curriculum. In any instance, the class will meet from 0700-1700. Clinical and internship time will be scheduled to meet the needs of the department and student.
 - Refer to the schedule and curriculum for specific day schedules

- **Facility**
 - All Cincinnati Fire Department paramedic classes will take place in the classroom located at the training center:
805 Central Ave
BLDG #2 Suite 440
Cincinnati, OH 45202
- **Hours**
 - Each Student is required to meet the following hour requirements:
 - 660 hours of didactic time
 - 110 hours of in hospital clinical rotations
 - 300 hours field time - minimum
 - 1070 Total
- **Attendance**
 - Students should plan to arrive at the training center on-time and ready to begin at 0700, or the assigned arrival time. Didactic sessions are scheduled on regular duty days and reporting to class is no different than reporting to the fire house for a regularly assigned shift. Tardiness will be handled in the classroom in the same manner it's handled in the fire house.
 - Students are expected to attend all classes. The hour requirement is regulated by the State of Ohio and all students must meet or exceed the minimum hour requirement for the class. Any time missed (didactic, lab, internship or clinical) must be made-up and documented.
- **Excused Absence**
 - **An excused absence from class should be considered an exception, not the rule! All time, regardless of the situation, must be made-up and documented.**
 - All excused time, with the exception of sick time, must be pre-approved by the Program Director and the District Chief or Training or his/her designee. If a student misses more than 48 hours of combined (excused) classroom, lab, clinical, or internship time, the student will be referred to the District Chief of Training for counseling and/or discipline.
- **Unexcused Absence**
 - If a student has one unexcused absence from any aspect of the program (classroom, lab, internship, clinical), he or she will be referred to the District Chief of Training for counseling and/or discipline.
- **Vacations**
 - Students are strongly discouraged from taking vacations during paramedic class. It's understood that some vacations are planned prior to the beginning of class and arrangements can be made for these situations. In order for a student to take a vacation during normal scheduled time, he or she must get approval from the Program Director and the District Chief of Training.
 - Prior to approval, documented arrangements to make-up classroom hours must be made in writing.
 - If classroom attendance is not going to be affected by the vacation, there is no need to seek approval.
- **City Holidays**
 - In general, class does not typically cancel for holidays. Exceptions are decided on by the Administrative Staff when creating the initial class schedule.

- **Unit Assignment**
 - In the beginning of term 3, each CFD student may be permanently assigned to a medic unit for the duration of class. This assignment will allow students to more easily fulfill the hour/skill/assessment requirements detailed in the internship phase manual. Upon successful completion of the class, the student will resume normal work activities.

VI. Testing

- **On-Line Testing**
 - An on-line testing program has been selected to design and administer tests for the paramedic program. The Platinum Testing Group is the selected company and can be accessed at www.emstesting.com.
- **Validated**
 - All test and quizzes administered by Cincinnati Fire Department instructors will be delivered through the Platinum Testing Group. These tests are nationally validated and all item data including cut scores, reading level, Bloom level, etc. are documented. Validation documentation can be obtained from the program director.
- **Evaluation and Approval**
 - All tests and quizzes are evaluated to ensure each item is represented in the written course curriculum.
 - All tests and quizzes are reviewed for accuracy/content and approved by the lead instructor, program director and medical director. A signature for each test or quiz documents his or her approval.
- **Test Appeal Procedure**
 - Every student will be given an opportunity to review all graded work. In the event there is a discrepancy, the student will have 24 hours to file a written report and submit it to the instructor. The issue will be reviewed with the instructor, if a resolution cannot be reached, the program director will attempt to find a solution. If there still is a lack of satisfaction on the part of the student, the District Chief of Training and the Medical Director will give the final decision regarding the appeal. The District Chief of Training and the Medical Director's decision regarding the appeal, written or practical, will be binding.
 - No verbal appeals will be accepted, nor will written appeals be accepted after 24 hours of grade notification. Once 24 hours has passed, it will be assumed that the student accepts the results of the graded work.
- **National Registry**
 - The cost of the first cognitive and psychomotor exam will be paid for:
 1. CFD students – Cincinnati Fire Department
 2. External Students – “UCPC”
 - If a student should fail any section of the initial test, it will be the student's responsibility to pay for and schedule the additional test.
 - If the student would like a tutoring session with an instructor, he or she should make the request to the Program Director.
 - The Fire Chief, District Chief of Training, Medical Director or the Program Director has the right to dismiss any student at any time for just cause. In the rare circumstance that this should occur, the matter must be presented to the Fire Chief, District Chief of Training, Medical Director and the Program Director with a majority rule (3 of the 4) to dismiss and/or refuse the student to graduate and/or the sit for the National Registry exam.

VII. Student Information

○ Student Attire

- All students will report in fatigues/fire department uniform or class issued polo shirt with navy blue pants to any activity where they are representing the Cincinnati Fire Department paramedic program.
- Clinical sites may require an alteration to the fatigues/uniform. Any reasonable request made by a clinical site will be accommodated pending approval by the District Chief of Training or his/her designee.
- Every student is required to wear a paramedic program issued badge identifying him or her as a student. **This student identification badge will be worn at all clinical sites and while performing field internship duties.**

○ Student Files

- Student files are kept in the program director's office in a locked filing cabinet. A request to view a student file can be made to the program director. All items pertaining to the paramedic program will be filed in the student's file including, but not limited to:
 - Personal Information
 - Application
 - Legal Documentation
 - Outcome Assessments
 - Counseling Session Documentation
 - Disciplinary Proceedings
 - Grades
 - Clinical Forms
 - Field Internship Forms
 - Certifications
 - HIPPA Signatures
 - Student/Clinical/Field Internship Handbook

○ Student Privacy

- All students in the program should treat their academic progression as personal and confidential information. The EMS program WILL NOT share any student data (personal or professional), classroom progression, grades, outcome assessments, counseling sessions, or disciplinary proceedings with anyone other than the student without the student's express written consent.
- The only exclusion to this will be if the need arises to share personal or confidential student information with program faculty or CFD administration, directly involved and charged with decision making authority as it pertains to the student's progression in the EMS program. To this end, the student should expect ONLY the following people to be advised of the student's progression:
 - EMS Program Director
 - EMS Medical Director
 - District Chief of Training (or designee)
 - Program Instructional Faculty
 - Sponsoring Fire Chief
 - CoAEMSP Site Visitors

- **Books**
 - Books are provided to the student as the need arises in the curriculum. Reference books will be made available in the Training Library or the student can be referred by the instructor.
 - Once issued, the books are the responsibility of the student. Lost books will be replaced at the student's personal expense.
 - Some books (ACLS and PEPP) will remain the property of the City of Cincinnati Fire Department and should not be marked. All other books and workbooks are property of the student and should be marked at the student's discretion.
- **Tutoring and Counseling**
 - Tutoring and counseling are available on request. A request for tutoring or counseling can be made through the program director.
- **Student Healthcare**
 - **Cincinnati Fire Department Students**
 - The Cincinnati Fire Department provides all employees with health insurance. For students employed by CFD, any accident that befalls a student while in performance of training would be covered by the City of Cincinnati's worker's compensation insurance carrier.
 - **External Students**
 - External students are also required to have health insurance prior to the beginning of class. Proof of insurance is required.
- **Liability Insurance**
 - The intent of liability insurance is to provide a monetary relief fund should the student be found negligent in a civil case brought against him by a patient, in a court of law. CFD students are receiving compensation during all classroom, clinical and field time and are covered by Cincinnati's self-insurance policy. Please refer all questions about liability insurance to the program director for clarification.
- **Infection Control**
 - Universal precautions are mandatory for EMS personnel who are at increased risk for exposure to all blood-borne infections. The Cincinnati Fire Department SOP regarding infection control will be strictly adhered to for all students while completing clinical and/or field internship activities.
 - The Cincinnati Fire Department operations manual chapter II, subject 4, topic 5 (SOP 204.05) is the infection control standard operating procedure for all fire department operations.
- **Disciplinary Policy**
 - The disciplinary and grievance policy is a standalone policy. Each student has been supplied a copy and a signed a receipt is located in the student file.
- **Training Center Standards of Conduct**
 - Paramedic training sessions will normally be scheduled from 0700 to 1700. Students will report to the educational facility and be prepared to start at 0700. Normal scheduled classroom hours may be modified for special circumstances with advance notice.
 - Students must sign in when reporting to the training facility. Students not signing in will be deemed late or unexcused for absent from class.
 - Students will not be called from class to answer the telephone, respond to text messages, or to receive visitors. Urgent or emergency messages will be taken and forwarded to the student by a staff member of the Training Bureau. Other messages will be taken can be retrieved by the student at break or upon dismissal.

- Mobile phones and/or pagers **must be turned off** prior to the start of class unless prior arrangements have been made with the instructor.
- Books issued to students that remain property of Cincinnati Fire Division are the students' responsibility. These books are not to be written in, highlighted, or defaced in any manner. If books are lost or stolen, the student must replace it at their expense.
- Books issued to students that will remain the property of the student after completion of the program should be written in, highlighted and marked as the student sees fit.
- The training facility is under constant use and as such, students must remain as quiet as possible during breaks out of respect for others who may be in meetings or other classes in the facility.