



Dear Future Student:

Thank you for your interest in our adult education programs. Tolles Career & Technical Center is pleased to offer a wide-range of adult programs that can provide you with a variety of career opportunities. Attached, please find a packet of materials that outlines our application process. As you examine the packet, please:

- Carefully review the job description of the program you are considering. Make sure this occupation is one that is suited for you.
- Complete the enclosed application form and submit the non-refundable application fee.
- Attend a required Workkeys / orientation session. During this session, you will be administered two Workkeys tests and you will complete a student survey, an inventory of your learning styles and a career plan. The dates for these sessions are enclosed.
- Please contact Tolles at 614.873.4666 x248 in order to register for the WorkKeys testing and orientation session that fits your schedule.

It is important to note that enrollment in our adult programs is limited and classes fill up quickly. With this in mind, we encourage you to act and complete each step of the application process as soon as possible. You are not considered to be registered for a program until you have completed each of the steps outlined in your program packet.

Please feel free to contact the Adult Education Office at 614.873.4666 x 248 or visit our website at www.tollestech.com if you have any questions or concerns regarding completion of the application packet.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay M. Poroda".

Jay M. Poroda
Adult Programs Administrator

Updated 4/19/11

Aspire. Learn. Succeed.

2011-12 WORKKEYS TESTING AND ORIENTATION

614.873.4666 ext. 248

Attendance at Orientation and WorkKeys testing is required for students who are enrolling in any career training program of 75 hours or greater.

In order to attend testing or orientation, an application must be completed and the appropriate program application fee paid in full. From the dates and times below, select the session that fits with your schedule, but occurs *before* your class begins. Call the adult ed. office to **reserve** a spot for that session. You will need to provide your date of birth and social security number in order to be registered for the ACT tests.

Please arrive 15 minutes ahead of the scheduled test time! Late arrivals will not be permitted to enter once testing has started. **Students must show their photo ID to be admitted.** Upon arriving at campus, please park in the student parking lot on the north side of the building. The computer lab generally reserved for this testing is on the second floor at the front of the building at the top of the stairs, room 1002.

If you have taken WorkKeys testing in the last 18 months and have a record of your results, you may be exempt from the testing. However, you still must attend orientation.

To Be Announced

ACT WorkKeys Testing Description

This requirement is based on the standards developed by the state of Ohio. These computerized tests take approximately 2 ½ hrs. Calculators, scrap paper and pencils will be provided.

Locating Information: Using Tables, Forms, Graphs and Diagrams

The Locating Information assessment measures the examinee's skill in using information presented in workplace graphics such as diagrams, floor plans, tables, forms, graphs, charts and instrument gauges. Examinees are asked to locate, insert, compare, and summarize information in one graphic or in a group of related graphics. At the highest level, examinees are asked to make decisions and draw conclusions based on information contained in one or more graphics.

The assessment contains graphics and questions at four levels of complexity, with Level 3 being the least complex and Level 6 the most complex. The levels build on each other, each incorporating the skills assessed at the preceding levels. Examinees are given 55 minutes to answer 38 multiple-choice questions. A small number of questions are included for developmental questions do not count toward the examinee's score.

Applied Mathematics:

The Applied Mathematics assessment measures the examinee's skill in applying mathematical reasoning to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace. This test is designed to be taken with a calculator. As on the job, the calculator serves as a tool for problem solving. The formula sheet that includes all formulas required for the assessment is provided.

This assessment contains questions at the five levels of complexity, with Level 3 being the least complex and Level 7 being the most complex, the levels build on each other, each incorporating the skills assessed at the preceding levels. Examinees are given 55 minutes to solve 33 multiple-choice problems. A small number of problems are included for developmental purposes. Answers to these development questions do not count toward the examinee's score.

Updated 4/19/11

ADULT WORKFORCE EDUCATION



Payment Plans 2011-12

Payment plans are available for students enrolled in Medical Assistant, Administrative Medical Office Assistant, Medical Billing & Coding Specialist, and Firefighter I and II. There are no school payment plans for students enrolled in shorter programs or part-time classes. Payment for these classes is expected in full at the time of registration.

Students must pay the program **non-refundable application** fee and the **non-refundable payment plan fee** when entering into a promissory note. Students will be required to sign this promissory note initiated in the presence of the administrator. The **first tuition payment must be paid in full at least two weeks prior to the first day of class.**

Students dropping or being dismissed from the program are still held responsible for full payment of their tuition, as tuition in full is required to begin the first day of class. Payment that is not made in full, may be submitted to a collection agency. A student may not enroll in another Tolles' program, if he/she owes fees for a prior class.

Payments are due on the first Wednesday of the month and may be paid ahead of time. For 2011-12, these dates are: 9/7, 10/5, 11/2, 12/7, 1/11, 2/1, 3/7, 4/11, 5/2, 6/6.

Program	<u>Tuition/App. Amt.</u>	<u>1st payment</u>	<u>Other payments</u>	<u>Total # of payments</u>
Firefighter I and II	\$2295/75=2370	\$795 (870+100) w/o app, inc. paymt fee	\$500	4

Updated 4/19/11

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ADULT WORKFORCE EDUCATION



Promissory Note

On this date of _____, in return for valuable consideration received, the undersigned borrower, _____ promises to pay to Tolles Career & Technical Center, the "Lender," the sum of _____ Dollars.

Terms of Repayments: This loan shall be repaid under the following terms:

Payment Amount

Payment Date

Payment Plan Fees – By participating in the payment plan option, the borrower agrees to pay a one-time payment plan fee in the amount of \$100.00 dollars.

Interest – No interest will be calculated on this loan.

Late Fees – All payments are due on or by the dates listed above. If payment is not made by the due date, a \$20.00 dollar late fee will be assessed on the late payment.

Place of Payment – All payments due under this note shall be made at Tolles Career & Technical Center, 7877 US Highway 42 South, Plain City, OH 43064.

Prepayment – This Note may be prepaid in whole or in part at any time without penalty.

Default – In the event of default, the borrower agrees to pay all costs and expenses incurred by the Lender, including all reasonable attorney fees (including both hourly and contingent attorney fees as permitted by law) for the collection of this Note upon default, and including all reasonable collection charges.

Modification – No modification or waiver of any of the terms of this Agreement shall be allowed unless by written agreement signed by both parties.

Choice of Law – All terms and conditions of this Note shall be interpreted under the laws of the State of Ohio.

Signed Under Penalty of Perjury, this _____ day of _____

Tolles Representative

Witness

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Public Safety Programs Registration Packet

Winter 2012

Thank you for your interest in the Tolles Career & Technical Center Public Safety Programs. The public safety department offers Fire Fighter Level I & II and Emergency Medical Technician-Basic (EMT-B) Programs. This packet will orient you to the procedures, regulations, and guidelines of these programs. If your goal is to be a professional public servant in Central Ohio, chances are you will need both the Fire Fighter Level I & II and the EMT-B programs. If after reading this material, you choose to register for one of the programs, you will need to complete several forms and return them with your tuition.

Listed below are many of the *Frequently Asked Questions* (FAQs) about the program.

When will the program start?

The Fire Fighter I & II and EMT-Basic courses will start in February, 2012. The first class session for the Fire Fighter I & II program will be February 07, 2012. The first session for the EMT-B program will be February 27, 2012. Both classes start dates are tentative and are subject to change. If you are registered you will be notified of any date changes should one occur.

Why do you include the Fire Fighter I & II and EMT-B courses information together?

In Central Ohio the majority of public safety departments provide both fire and emergency medical services. Our curriculum is designed to allow you to gain entry-level employment in most public safety departments.

Do I have to be a dual service public safety servant?

No, there are other options besides a dual service public safety department. Our curriculum will allow you to enter the private sector also. As an EMT-B you might choose a profession as a medical transport person or hospital related position. Our curriculum also allows you to volunteer for a single or dual public safety department depending on the courses in which you enroll.

On what days will the class meet?

Classes will be held on Tuesday, Thursday, and Saturdays for Firefighter I & II. Classes will be held on Mondays, Wednesday, and two Saturdays for the EMT-B. Weekday sessions will be from 6-10 p.m. Weekend sessions will be 8 hours from 8:30 am - 5 pm. Students will receive a printed class schedule during the first class session.

When will the program be completed?

The firefighter I & II course is 260 hours long. The EMT-B class is 150 hours long. The fire and EMT-Basic courses are projected to end in January of 2012. Keep in mind that these dates are tentative.

The hours and week do not add up, why is this?

Both classes may not meet every weekend. The courses are designed to end at the same time to facilitate a dual degree as a Firefighter I & II and EMT-B.

Can I take both courses at the same time?

Yes, keep in mind that both courses, like all vocational and technical programs, consist of both theory and practical application. For the theory portion of the program, you will need to devote many hours to reading and reviewing the course material. The textbooks are written at the college level. Tests and quizzes are given throughout each course. The practicals, sometimes referred to as the hands-on portion, can be physically challenging. You will never be evaluated on a practical application until that particular skill has been explained, demonstrated, and practiced.

Where will the class be held?

Class sessions will be held at Tolles Career & Technical Center, area public safety departments, fire academies, and local hospitals. You will be given directions to each off campus location. The Tolles Career & Technical Center Firefighter/EMT-B lab is room 313.

How important is student attendance?

Both courses are mandated by the State of Ohio to meet perfect attendance. Students are only allowed to miss 10% of the class, with all material being made up at the student's expense. Keep in mind many practical sessions are impossible to make up until the next scheduled course.

How much are the instructional fees?

The tuition for the Fire Fighter Level I and II program is \$2295.00.
The tuition for the EMT-B program is \$1199.00.
Pricing includes all tuition and books required for each program.
Payment is due two weeks before the start of class.

Are there any other fees?

In addition to instructional fees and gear rental, there is a \$75 non-refundable application fee.

Is there financial assistance available?

Some financial aid is available through Tolles. In order to enroll in a payment plan, a one time administrative fee of \$100.00 will be assessed. Students enrolling in the payment plan will follow the appropriate schedule below.

EMT Basic – No payment plan.

Firefighter I & II - \$795 down, three payments of \$500 payable on the first Wednesday day of the month for three consecutive months. *Total Payment: \$2295.00*

A promissory note will be drafted between the school and the student. Students who fail to pay on time will be assessed a late fee of \$20 and will NOT receive their certificate of completion or be eligible to sit for credentialing exams until paid in full.

My department is paying all (or part) of my tuition. How do I register?

In addition to the regular forms previously mentioned, we must have a letter signed by the Chief (or other authorized representative) of the department stating that they will be paying your fees, and how the invoice is to be forwarded to them (billing address).

What is your refund policy?

There is no refund for instructional fees, books or supplies for courses under 300 hours. Any student withdrawing from a course must do so in writing.

Are there any other costs in taking the course?

Firefighter I and II students must provide their own fire gear and SCBA. Gear must be approved by the Course Coordinator Rob Drummond. Students who do not have their own gear may rent the equipment from private companies. Tolles Career & Technical Center does not endorse any specific vendor; we do make gear available to the student through Tolles, charging \$300 for SCBA and \$500 for fire gear rental.

Is there any uniform or special dress that is required?

Students enrolled in the program are required to wear proper attire while in the classroom, as well as during practicals. Students are required to wear school T-shirts while class is in session. These shirts will be blue in color, and will bear the Tolles Career & Technical Center Fire Fighter logo. The shirts are offered for sale the first day of class at \$15 a shirt. Additionally, students are required to wear navy blue pants (no blue jeans!) and all black shoes.

What kind of physical shape do I need to be in?

All students enrolled in a public safety program will need to obtain a **written statement from their physician** provided in this packet, indicating that they can perform the activities necessary for successful course completion. This letter is required at registration. Students will be expected to be able to perform activities such as carrying and lifting personnel and equipment. Firefighter I and II students can expect to climb ladders and carry hoses while wearing full gear and SCBA. These activities will be practiced many times during the course.

On the Application for Admission it asks several yes/no questions about my past, Why?

If you answered **yes** to any of questions 2-12 you are not eligible to enroll in a fire fighter program in the State of Ohio. Feel free to call the Adult Education office if you have any questions regarding this issue.

Is there a final examination?

For both courses there are actually three final examinations.

First: There is an in class final written examination covering the entire course.

Second: There is a final practical exam.

Third: students who successfully complete the first two tests will sit for Ohio's state licensing examination. The National Registry EMT-B final exam is used to license EMT-B's in the state of Ohio.

What should I bring on the first day of class?

You are required to purchase a three-ring notebook. The notebook should be 3 inches wide at the spine. You will need to purchase divider tabs and a supply of lined notebook paper.

Are there any other requirements?

Tolles Career & Technical Center, Adult Education requires all students to registration for Adult Education and attends a WorkKeys orientation session prior to the start of an Adult Education course. Review the information herein to schedule for the appropriate dates.

Who can I call if I have questions?

You should contact Dean Ortlieb, Tolles Public Safety Service Coordinator (PSS) at (614) 873-4666 ext. 335.

RETURN ALL COMPLETED FORMS TO:

TOLLES CAREER & TECHNICAL CENTER
ADULT EDUCATION
7877 U.S. HIGHWAY 42 SOUTH
PLAIN CITY, OHIO 43064

Note: Completion and submission of this packet does not reserve a space in a specific class. Completion of this packet indicates your interest in attending a public safety program. **Registration is processed on a first come, first served basis to eligible candidates. We encourage you to register as early as possible, once you have decided to enroll in the program.**

TOLLES CAREER & TECHNICAL CENTER
Adult Education Programs

Fire Fighter Level I and II Course Prerequisites

To be eligible to enroll in the Fire Fighter Program, the applicant:

1. Must be seventeen (17) years of age prior to the first day of class.
2. If 17 years of age must be attending senior year of high school.
3. **Must not** have been convicted of, pled guilty to, had a judicial finding of guilt for any of the following:
 - A. Fraud or deception in applying for, or obtaining a certificate issued in accordance with state-supported class;
 - B. A felony;
 - C. A misdemeanor involving moral turpitude;
 - D. A violation of any federal, state, county or municipal narcotics law;
 - E. Any act committed in another state that if committed in Ohio, would constitute a violation set forth in this paragraph.
4. At the time of admission, is not under indictment for a felony or misdemeanor involving moral turpitude.
5. Does not currently engage in the illegal use of controlled substances, alcohol, or other habit forming drugs or chemical substances to an extent that it impairs the ability to perform the duties of a fire fighter.
6. Has not been adjudicated mentally incompetent by a court of law.
7. Must provide and wear all NFPA-approved turn out gear, per the Ohio Administrative Code.
8. Must provide and use self-contained breathing apparatus as prescribed in the Ohio Administrative Code.
9. If sponsored by a department, must, prior to the first date of class, provide an official letter from the appointing authority accepting responsibility for all actions taken, injury, or liability incurred.
10. Must provide a copy of valid Ohio driver's license and current automobile insurance certificate.
11. Must read and sign waiver of liability from the Tolles Career & Technical Center.
12. Must provide evidence of a physical examination, as required by Ohio Revised Code, by the first class session.
13. Must complete in entirety the public safety admissions packet.
14. Is responsible to any additional requirements as prescribed by Tolles Career & Technical Center.

The State of Ohio, Division of EMS and/or its governing board may refuse or limit a certificate to practice to an applicant who fails to meet one or more of the requirements listed in items 1-6.

I hereby state that I have read, understand and will comply with all of the above-listed fire training prerequisites as they affect the fire fighter training program of Tolles Career & Technical Center.

STUDENT NAME (PRINTED)

STUDENT SIGNATURE

DATE

TOLLES CAREER & TECHNICAL CENTER
Adult Education Programs

Emergency Medical Technician-Basic Course Prerequisites

To be eligible to enroll in the Emergency Medical Technician-Basic Program, the applicant:

1. Must be seventeen (17) years of age prior to the first day of class.
2. If 17 years of age must be attending senior year of high school.
3. **Must not** have been convicted of, pled guilty to, had a judicial finding of guilt for any of the following:
 - A. Fraud or deception in applying for, or obtaining a certificate issued in accordance with state-supported class;
 - B. A felony;
 - C. A misdemeanor involving moral turpitude;
 - D. A violation of any federal, state, county or municipal narcotics law;
 - E. Any act committed in another state that if committed in Ohio, would constitute a violation set forth in this paragraph.
4. At the time of admission, is not under indictment for a felony or misdemeanor involving moral turpitude.
5. Does not currently engage in the illegal use of controlled substances, alcohol, or other habit forming drugs or chemical substances to an extent that it impairs the ability to perform the duties of a EMT-Basic.
6. Has not been adjudicated mentally incompetent by a court of law.
7. If sponsored by a department, must, prior to the first date of class, provide an official letter from the appointing authority accepting responsibility for all actions taken, injury, or liability incurred.
8. Must provide a copy of valid Ohio driver's license and current automobile insurance certificate.
9. Must read and sign waiver of liability from Tolles Career & Technical Center.
10. Must provide evidence of a physical examination, as required by Ohio Revised Code.
11. Must complete in entirety the public safety admissions packet.
12. Is responsible to any additional requirements as prescribed by Tolles Career & Technical Center.

The State of Ohio, Division of EMS and/or its governing board may refuse or limit a certificate to practice to an applicant who fails to meet one or more of the requirements listed in items 1-6.

I hereby state that I have read, understand and will comply with all of the above-listed EMS training prerequisites as they affect the EMT-Basic training program of Tolles Career & Technical Center.

STUDENT NAME (PRINTED)

STUDENT SIGNATURE

DATE

TOLLES CAREER & TECHNICAL CENTER
Adult Education Programs

Application for Admission in a Public Safety Course (Separate application for each course)

Last Name:		First Name:	MI:
Street Address:		City:	State:
County:	Zip:	E-Mail Address:	
Home Phone:	Cell Phone:	SSN #:	
Birth date:	Please indicate the course you are applying for:		
	EMT- Basic	Firefighter I & II	

You must answer the following questions:

1. Are you at least 17 years of age? Yes No
 - Questions 2 and 3 pertain to applying for, or obtaining a State of Ohio EMS or Fire certificate.**
 2. Have you been convicted of, pled guilty to, indicted for, or had a judicial finding of guilt for fraud? Yes No
 3. Have you been convicted of, pled guilty to, indicted for, or had a judicial finding of guilt for material deception? Yes No
 4. Have you been convicted of, pled guilty to, indicted for, or had a judicial finding of a felony? Yes No
 5. Have you been convicted of, pled guilty to, indicted for, or had a judicial finding of moral turpitude? Yes No
 6. Have you been convicted of, pled guilty to, indicted for, or had a judicial finding of any narcotics law? Yes No
 7. Have you ever committed a misdemeanor in the course of practice as an EMT-Basic or Firefighter? Yes No
 8. Have you ever committed any act in relation to questions 2-7 in another State if committed in Ohio, would constitute a violation set forth in Emergency Medical Services State Law for firefighters and EMT-Basic? Yes No

 9. Have you been an adjudicated mentally incompetent by a court of law? Yes No
 10. Do you currently engage in the illegal use of controlled substances? Yes No
 11. Do you currently engage in the illegal use of chemical substances or habit-forming drugs? Yes No
 12. Do you currently engage in the use of alcohol to an extent that it impairs the ability to perform the duties of a firefighter or EMT-Basic? Yes No
- Question 13 only applies if you are still in high school**
13. If you are currently enrolled in high school are you in the twelfth or final year of high school? Yes No

I attest that the above information is true and correct to the best of my knowledge. I hereby give permission to the Training Program to verify any of the above information.

Applicant Signature:		Date:	
Parent Signature (if under 18):		Date:	
Office use only	Name of Course:	Start Date:	End Date:
Lead Instructor:		Lead Instructor Certification Number:	
Training Program, Address and Phone: Tolles Career & Technical Center 7877 U.S. Highway 42 South Plain City, Ohio 43064 (614) 873-4666 ext. 335			

I attest that I have reviewed the above information and verified any prerequisite training required by the individual. I also attest that the above individual, having met the admission requirements set forth by in Emergency Medical Services State Law for firefighters and EMT-Basic is admitted into the training program.

Class Coordinator - Signature

Class Coordinator (Print Name)

Date

TOLLES CAREER & TECHNICAL CENTER

Release

TOLLES CAREER & TECHNICAL CENTER
7877 U.S. HIGHWAY 42 SOUTH
PLAIN CITY, OHIO 43064

WHEREAS, the undersigned voluntarily desires to participate in the Tolles Career & Technical Center Public Safety Programs; and

WHEREAS, the undersigned is aware that there are risks and hazards which may arise through participation in said activity and that participation in said activity has serious risks, including risk of loss of life and/or limb and/or property of the undersigned; and

WHEREAS, the undersigned being knowledgeable that risks are involved in said course and being willing to waive all rights or claims to injury, person, and/or property;

THEREFORE, It is agreed as follows:

In consideration of being allowed to participate in said activity and receive educational and other benefits there from, the undersigned hereby voluntarily assumes all risks of accident or personal damage to his/her person or property, and hereby releases **TOLLES CAREER & TECHNICAL CENTER**, its agents and employees, from every claim, liability or demand of any kind sustained, whether caused by negligence of said **TOLLES CAREER & TECHNICAL CENTER**, its agents or employees, or otherwise. This release shall be binding upon any heirs, administrators, executors, and assigns of the undersigned.

The undersigned, by signing this Release, hereby certifies that the undersigned has read and fully understands the conditions herein provided.

Student Printed Name

Student Signature

Public Safety Department Director's Printed Name

Public Safety Department Director's Signature

Date

TOLLES CAREER & TECHNICAL CENTER
Payment Information Sheet

Payment may be made by student loan, personal check, money order, Visa, MasterCard, or cash.

The tuition for the Fire Fighter Level I and II program is \$2295.00.
The tuition for the EMT-B program is \$1199.00.

Pricing includes all tuition and books required for each program.

TOLLES ACCEPTS REGISTRATION ON A FIRST-COME, FIRST-SERVE BASIS. We encourage you to register as early as possible once you have decided to enroll. Only twenty-five spaces are available in each class. You may register in person during regular office hours Monday thru Thursday (8:30 a.m. – 7:00 p.m.), or by mail. You may register by fax if you are paying by credit card. Tolles Career & Technical Center fax number is (614) 873-6909.

Tolles Career & Technical Center
Public Safety Program Payment Form

Course _____ Date of class _____

Name _____ Phone _____

Address _____ City, State, Zip _____

PAID VIA: Check

Cash

Money Order

Payment Plan

Credit Card: Visa MasterCard Amount to charge to card: \$ _____

Card # _____ Exp. Date _____

Name on Card _____ Card Holder Signature _____

MAKE CHECK PAYABLE TO TOLLES CAREER & TECHNICAL CENTER

TOLLES CAREER & TECHNICAL CENTER

Adult Education Programs

Registration Checklist

Important: Your registration will be returned if it is not sent in complete. Use this checklist to make sure you have enclosed all of the documents listed below.

MUST BE RECEIVED TO REGISTER FOR THE CLASS:	Completed	Office use only
A completed Program Application for Admission into Adult Program		
A completed Course Prerequisites form specific to your course		
A completed Public Safety Application for Admissions form		
A completed Physical form		
A completed Emergency Authorization form		
A completed Tolles Release form		
A completed Payment Information sheet		
Application Fee \$75		
Your tuition payment		
A photocopy of your Ohio Driver's License		
A photocopy of your Automobile Insurance Card		
Hepatitis B Information sheet		

ADULT WORKFORCE EDUCATION



Program Application

Medical Billing & Coding A+ Certification EMT-Basic Firefighter I and II
 Medical Asst. Nurse Aide Phlebotomy Technician Admin. Med. Office Asst.
 Pharmacy Technician

Name _____ Soc. Sec. # _____
 First Last MI Maiden

Address _____

City _____ State _____ Zip Code _____ County _____

Phone () _____ () _____ () _____
 Home Work Mobile

Email _____

Please identify the name of a relative, friend, or neighbor whom we may contact for follow-up purposes.

_____ Phone () _____
 Contact Person for follow-up

Check ALL levels of education you have achieved:

No Diploma:-Highest grade completed _____ **GED**--Completion Date _____

High School Diploma

School _____ City _____ State _____ Grad. Date _____

Technical Certificate/Associate Degree

School _____ Major _____ Year Completed _____

Bachelor's Degree

School _____ Major _____ Year Completed _____

Other: School _____ Major _____ Year Completed _____

To the best of my knowledge, the information contained herein is true and complete. I understand that falsification of information on this application is grounds for dismissal from the program. I also consent to the release of the contents of my school records to any staff member of Tolles Career & Technical Center.

Applicant Signature **Date**

A non-refundable application fee is due with the application form. The application will not be considered nor will an applicant be permitted to test, until the fee is paid in full. Updated 4/19/11

EMERGENCY MEDICAL TECHNICIAN

U.S. Dept. of Labor: [Occupational Outlook Handbook, http://www.bls.gov/oco/ocos101.htm](http://www.bls.gov/oco/ocos101.htm)

Nature of the Work: People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs). Incidents as varied as automobile accidents, heart attacks, drownings, childbirth, and gunshot wounds all require immediate medical attention. EMTs provide this vital attention as they care for and transport the sick or injured to a medical facility.

In an emergency, EMTs typically are dispatched to scene by a 911 operator and often work with police and fire dept. personnel. Once they arrive, they determine the nature and extent of the patient's condition while trying to ascertain whether the patient has preexisting medical problems. Following strict rules and guidelines, they give appropriate emergency care and, when necessary, transport the patient.

EMTs may use special equipment, such as backboards, to immobilize patients before placing them on stretchers and securing them in the ambulance for transport to a medical facility. Usually one drives while the other monitors the patient's vital signs and gives additional care as needed. Some EMTs work as part of the flight crew of helicopters that transport critically ill or injured patients to hospital trauma centers.

At the medical facility, EMTs help transfer patients to the emergency dept., report their observations and actions to emergency room staff, and may provide additional emergency treatment. After each run, EMTs replace used supplies and check equipment. If a transported patient had a contagious disease, EMTs decontaminate the interior of the ambulance and report cases to the proper authorities.

The specific responsibilities depend on their level of qualification and training. To determine this, the National Registry of Emergency Medical Technicians (NREMT) registers emergency medical services providers at four levels: First Responder, EMT-Basic, EMT-Intermediate, and EMT-Paramedic.

Working Conditions: EMTs work both indoors and outdoors in all types of weather. They are required to do considerable kneeling, bending, and heavy lifting. These workers risk noise-induced hearing loss from sirens and back injuries from lifting patients. In addition, EMTs may be exposed to diseases such as hepatitis-B and AIDS, as well as violence from drug overdose victims or mentally unstable patients. The work is not only physically strenuous, but can be stressful, sometimes involving life or death situations and suffering patients. Nonetheless, many people find the work exciting and challenging and enjoy the opportunity to help others.

Employment: EMTs employed by fire depts. work about 50 hrs. a week. Those employed by hospitals frequently work between 45 and 60 hours a week and those in private ambulance services, between 45 and 50 hrs. Some of these workers, especially those in police and fire depts., are on call for extended periods. Because emergency services function 24 a day, EMTs have irregular working hours.

Training: Formal training and certification is needed to become an EMT. A high school diploma is typically required to enter a formal training program. To maintain certification, EMTs must reregister usually every 2 yrs., which requires an individual must be working as an EMT and meet a continuing education program.

EMT Basic coursework typically emphasizes emergency skills, such as managing respiratory, trauma, and cardiac emergencies, and patient assessment. Instruction is also provided in dealing with bleeding, fractures, airway obstruction, cardiac arrest, and emergency childbirth. Graduates who pass a written and practical exam will be certified.

Employment/Job Outlook: EMTs held about 192,000 jobs in 2004. About 4 of 10 worked for private ambulance services; 3 of 10 worked in local government; 2 in hospital settings; the remainder worked in various industries. Employment is expected to grow much faster than the average thru 2014. Job opportunities should be best in private ambulance services. Competition will be greater for jobs in local government.

Earnings: Depend on the employment setting and geographic location as well as the individual's training and experience. Median annual earnings were \$25,310 in May 2004. The middle 50% earned between \$19,970 and \$33,210; in local government, \$27,711; hospitals, \$26,590; and ambulance services, \$23,130.

FIREFIGHTING

U. S. Dept. of Labor: Occupational Outlook Handbook, <http://www.bls.gov/oco/ocos158.htm>

Nature of the Work: Every year, fires and other emergencies take thousands of lives and destroy property worth billions of dollars. Fire fighters help protect the public against these dangers by responding to fires and a variety of other emergencies. In addition to putting out fires, they are frequently the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to treat injuries or perform other vital functions.

During duty hours, fire fighters must be prepared to respond immediately to a fire or others emergency. Fighting fires is dangerous and complex, therefore requires organization and teamwork. At every emergency scene, fire fighters perform specific duties assigned by a superior officer. At fires, they connect hose lines to hydrants and operate a pump to send water to high-pressure hoses. Some carry hoses, climb ladders, and enter burning buildings—using systematic and careful procedures—to put out fires. At times, they may need to use tools, like an ax, to make their way through doors, walls, and debris, sometimes with the aid of information about a building's floor plan. Some find and rescue occupants who are unable to safely leave the building without assistance. They also provide emergency medical attention, ventilate smoke-filled areas, and attempt to salvage the contents of buildings. Fire fighters' duties may change several times while the company is in action. Sometimes they remain at the site of a disaster for days at a time, rescuing trapped survivors, and assisting with medical treatment.

Fire fighters work in a variety of settings, including metropolitan areas, rural areas with grasslands and forests, airports, chemical plants and other industrial sites. They have also assumed a range of responsibilities, including emergency medical services. In fact, most calls to which fire fighters respond involve medical emergencies. In addition, some fire fighters work in hazardous materials units that are specially trained for the control, prevention, and cleanup of hazardous materials, such as oil spills or accidents involving the transport of chemicals.

When they aren't responding to fires and other emergencies, fire fighters clean and maintain equipment, study fire science and fire fighting techniques, conduct practice drills and fire inspections, and participate in physical fitness activities. They also prepare written reports on fire incidents and review fire science literature to stay informed about technological developments and changing administrative practices and policies.

Most fire departments have a fire prevention division, usually headed by a fire marshal and staffed by *fire inspectors*. Workers in this division conduct inspections of structures to prevent fires by ensuring compliance with fire codes. These inspectors also work with developers and planners to check and approve plans for new buildings and inspect buildings under construction. Some fire fighters become *fire investigators*, who determine the causes of fires. They collect evidence, interview witnesses, and prepare reports on fires in cases where the cause may be arson or criminal negligence. They often are asked to testify in court.

Work Environment: Fire fighters spend much of their time at fire stations, which are usually similar to dormitories. When an alarm sounds, fire fighters respond, regardless of the weather or hour. Fire fighting involves the risk of death or injury from floors caving in, walls toppling, traffic accidents, and exposure to flames and smoke. Fire fighters also may come into contact with poisonous, flammable, or explosive gases and chemicals and radioactive materials, which may have immediate or long-term effects on their health. For these reasons, they must wear protective gear that can be very heavy and hot.

Work hours of fire fighters are longer and more varied than the hours of most other workers. Many fire fighters work more than 50 hours a week, and sometimes they may work longer. In some agencies, fire fighters are on duty for 24 hours, then off for 48 hours, and receive an extra day off at intervals. In others, they work a day shift of 10 hours for 3 or 4 days, a night shift of 14 hours for 3 or 4 nights, have 3 or 4 days off, and then repeat the cycle. In addition, fire fighters often work extra hours at fires and other emergencies and are regularly assigned to work on holidays.

Education and Training: Applicants for fire fighting jobs are usually required to have at least a high school diploma, but candidates with some education after high school are increasingly preferred. Most municipal jobs require passing written and physical tests. All fire fighters receive extensive training after being hired. A number of colleges and universities offer courses leading to 2- or 4-year degrees in fire engineering or fire science. In recent years, an increasing proportion of new fire fighters have had some education after high school.

As a rule, entry-level workers in large fire departments are trained for several weeks at the department's training center or academy. Through classroom instruction and practical training, the recruits study fire fighting techniques, fire prevention, hazardous materials control, local building codes, and emergency medical procedures, including first aid and cardiopulmonary resuscitation (CPR). They also learn how to use axes, chain saws, fire extinguishers, ladders, and other fire fighting and rescue equipment. After successfully completing this training, the recruits are assigned to a fire company, where they undergo a period of probation.

Almost all departments require fire fighters to be certified as emergency medical technicians. Although most fire departments require the lowest level of certification, Emergency Medical Technician-Basic (EMT-Basic), larger departments in major metropolitan areas increasingly require paramedic certification. Some departments include this training in the fire academy, whereas others prefer that recruits earn EMT certification on their own but will give them up to 1 year to do it.

Other Qualifications: Applicants for municipal fire fighting jobs usually must pass a written exam; tests of strength, physical stamina, coordination, and agility; and a medical examination that includes a drug screening. Workers may be monitored on a random basis for drug use after accepting employment. Examinations are generally open to people who are at least 18 years of age and have a high school education or its equivalent. Those who receive the highest scores in all phases of testing have the best chances of being hired.

Among the personal qualities fire fighters need are mental alertness, self-discipline, courage, mechanical aptitude, endurance, strength, and a sense of public service. Initiative and good judgment also are extremely important because fire fighters make quick decisions in emergencies. Members of a crew live and work closely together under conditions of stress and danger for extended periods, so they must be dependable and able to get along well with others. Leadership qualities are necessary for officers, who must establish and maintain discipline and efficiency, as well as direct the activities of the fire fighters in their companies.

Advancement: Most experienced fire fighters continue studying to improve their job performance and prepare for promotion examinations. To progress to higher level positions, they acquire expertise in advanced fire fighting equipment and techniques, building construction, emergency medical technology, writing, public speaking, management and budgeting procedures, and public relations. Opportunities for promotion depend upon the results of written examinations, as well as job performance, interviews, and seniority. Hands-on tests that simulate real-world job situations are also used by some fire departments. Usually, fire fighters are first promoted to engineer, then lieutenant, captain, battalion chief, assistant chief, deputy chief, and, finally, chief. For promotion to positions higher than battalion chief, many fire departments now require a bachelor's degree, preferably in fire science, public administration, or a related field.

Employment: In 2006, total paid employment in firefighting occupations was about 361,000. Fire fighters held about 293,000 jobs, first-line supervisors/managers of fire fighting and prevention workers held about 52,000, and fire inspectors and investigators held about 14,000 jobs. These employment figures include only paid career fire fighters—they do not cover volunteer fire fighters, who perform the same duties and may constitute the majority of fire fighters in a residential area. According to the U.S. Fire Administration, about 71 percent of fire companies were staffed entirely by volunteer fire fighters in 2005.

About 9 out of 10 fire fighting workers were employed by local government. Some large cities have thousands of career fire fighters, while many small towns have only a few. Most of the remainder worked in fire departments on Federal and State installations, including airports. Private fire fighting companies employ a small number of fire fighters.

Employment Change: Employment of workers in fire fighting occupations is expected to grow by 12 percent over the 2006-2016 decade, which is [as fast as the average](#) for all occupations. Most job growth will stem from volunteer fire fighting positions being converted to paid positions. Prospective fire fighters are expected to face [keen competition](#) for available job openings. Many people are attracted to fire fighting because, it is challenging and provides the opportunity to perform an essential public service; a high school education is usually sufficient for entry; and a pension is usually guaranteed after 25 years work. Consequently, the number of qualified applicants in most areas far exceeds the number of job openings, even though the written examination and physical requirements eliminate many applicants.

Earnings: Median annual earnings of fire fighters were \$41,190 in May 2006. The middle 50 percent earned between \$29,550 and \$54,120. The lowest 10 percent earned less than \$20,660, and the highest 10 percent earned more than \$66,140. Median annual earnings were \$41,600 in local government, \$41,070 in the Federal Government, and \$37,000 in State governments.

Median annual earnings of first-line supervisors/managers of fire fighting and prevention workers were \$62,900 in May 2006. The middle 50 percent earned between \$50,180 and \$79,060. The lowest 10 percent earned less than \$36,820, and the highest 10 percent earned more than \$97,820. First-line supervisors/managers of fire fighting and prevention workers employed in local government earned a median of about \$64,070 a year.

Median annual earnings of fire inspectors and investigators were \$48,050 in May 2006. The middle 50 percent earned between \$36,960 and \$61,160 a year. The lowest 10 percent earned less than \$29,840, and the highest 10 percent earned more than \$74,930. Fire inspectors and investigators employed in local government earned a median of about \$49,690 a year.

Fire fighters who average more than a certain number of work hours per week are required to be paid overtime. The hours threshold is determined by the department. Fire fighters often earn overtime for working extra shifts to maintain minimum staffing levels or during special emergencies. Fire fighters receive benefits that usually include medical and liability insurance, vacation and sick leave, and some paid holidays. Almost all fire departments provide protective clothing (helmets, boots, and coats) and breathing apparatus, and many also provide dress uniforms. Fire fighters generally are covered by pension plans, often providing retirement at half pay after 25 years of service or if the individual is disabled in the line of duty.

ADULT WORKFORCE EDUCATION



Hepatitis B Vaccine Information Sheet and Consent Form

Immunization: Hepatitis B vaccine is required for students enrolled in the Medical Assistant Program and Phlebotomist Technician Course. Hepatitis B vaccine is recommended for students enrolled in EMT-B, Firefighter I and II, and Nurse Aide, but not required for students who are at increased risk of infection with Hepatitis B virus, including student trainees in *healthcare environments who may be exposed to blood or body substances*. Hepatitis B vaccine does not contain human serum and cannot transmit any infection. One cannot develop hepatitis, AIDS or any other viral illness from receiving the vaccine. After a series of 3 doses of the vaccine injected into the upper arm over 6 months, about 90% of healthy adults develop antibodies which protect against development of Hepatitis B. This protection is long lasting so boosters are not routinely recommended.

Procedure: The immunization is given in three doses (dose 1: now, dose 2: one month from now, dose 3: six months from now). See the attached sheet for a list of local clinics or Health Departments to obtain shots, or you may choose to obtain the shots from your family doctor. Check with your medical insurance provider to see if the immunization is covered under your family medical coverage plan. Once the Hepatitis B vaccination series has begun, the student is required to continue to receive the injections on the standard schedule to achieve full immunization status. Students will be instructed regarding what to do in the event of exposure to blood borne pathogens.

Hepatitis B: Hepatitis B virus is found in blood and many other body fluids. The infection is spread through sexual contact or by blood or other fluids of an infected person coming into contact with blood or mucous membranes (eyes and mouth) of another person. Hepatitis B virus causes inflammation of the liver. Symptoms may include jaundice (yellow skin), nausea, and loss of appetite, fatigue, and weakness. About 10% of infected people will develop chronic hepatitis, which can lead to cirrhosis and, infrequently, the acute illness can be fatal. The time from infection to symptoms is 2-5 months.

Consent: I have read the above statements about Hepatitis B virus vaccine and have had an opportunity to ask questions. I understand that in my work at community healthcare providers I may be at increased risk of contacting Hepatitis B virus and that vaccination has been recommended to prevent my becoming infected or ill. I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection.

Signature:

- I hereby certify that I have read this information and **I have received the complete three dose series of the Hepatitis B vaccine.** Date of completion of the Hepatitis B vaccination series: ____/____/____

Name of Physician: _____ Phone #: _____

- I hereby certify that I have read this information and **I have elected NOT to receive the Hepatitis B vaccine.**
- I hereby certify that I have read this information and **I have elected to receive the Hepatitis B vaccine and/or I am in the process of receiving the complete three dose series of the Hepatitis B vaccine.**

Signature of Student: _____ Date: ____/____/____ updated 4/19/11

Two-Step Mantoux and Hepatitis B Series Information and Locations

The information contained herein was updated from these facilities as of 4/20/11. You may select one of these sites or choose your family doctor, whichever you prefer. As of 2011, Franklin County Health Dept. is no longer giving adult immunizations—per the website.

Students need to be realize that **Two step Mantoux tests require four trips within two weeks to complete the tests and readings**—this needs to be completed before a student goes to a clinical site or participates in externship. Allow plenty of time for this to be completed. Hepatitis B shots are given in a series of three injections over a 7 month period. **It is highly recommended that you have started the series before injecting one another in phlebotomy lab and before going to clinicals in nurse aide or externship for medical assistant students.**

MADISON COUNTY HEALTH DEPARTMENT –306 Lafayette St., Suite B, London, OH,

740-852-3065, (TUESDAY(all day) and THURSDAY(afternoons only) are the **ONLY DAYS** for Hepatitis B shots and **AN APPOINTMENT IS REQUIRED**). If the student is 18 or under they must be accompanied by an adult and have their shot record with them; the costs of the Hepatitis B shots are \$10.00 each in a series of three for students age 18. For students over 20, the shots are \$40 each, for 3. *Two-step mantoux shots are given on Mondays only from 9—11:30 am for a cost of \$10—no appointment necessary. They are read on Wednesdays. A student must return in two weeks on Monday and Wednesday to have the test done and read again.*

UNION COUNTY HEALTH DEPARTMENT--940 London Avenue, Suite 1100, Marysville, OH **937-645-2056**.

The adult walk-in service hours are, Monday, Wednesday and Friday afternoons from 3:00 pm-4:00 pm. This is in addition to the 8:00 am–9:00am adult walk-in services. The TB skin test is currently \$10.00 per test for Union County residents. Prices are subject to change, so call the number above for current and non-resident pricing.

THE LITTLE CLINIC AT KROGER'S—**614.328.2727**. Check this website for information on location and times: http://www.thelittleclinic.com/DOT_LocationOhio.asp?category=118

There are two Hilliard locations and one at Dublin. Two-step Mantoux testing is provided for \$30 total and Hepatitis B immunizations(for 18 and older) are provided for \$95 per shot.