

Your Future, Our Focus

Program Catalog

Volume XVII 2017

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A message from the President:

It has been our pleasure serving our community in enhancing our students with their career since July 2007. Our objective has been to facilitate the success of every student and enhance not only your potential, but also enrich the community by motivating our student body to truly appreciate the importance of the medical field. Our diploma and degree programs aim to provide quality education in a growing field in order to build strong medical personnel that Florida's citizens can count on.

Our campus is easily accessible to all of South Florida by use of the 874 and the Florida Turnpike. The academy is only one mile west of the Florida Turnpike exiting on 120th Street. Our initial building facility is a 3,600 square foot independent building and is equipped with 4 lecture rooms, a library/computer lab, faculty lounge, 2 administrative offices and a reception area. The Institution has acquired additional space behind existing building with 7,200 sq. ft. with 6 administrative offices and a state of the art lab rooms, an additional 9,000 sq. ft. has been acquired with 4 lecture rooms, a library/computer lab, 3 simulation rooms, and a large open space lab to facilitate mass casualty simulation, faculty lounge, 2 administrative offices. Each classroom (lecture and lab) is equipped with their own computer, television, DVD/VCR, and other necessary audio/visual equipment.

Our educators are all dedicated medical professionals, who are eager to share their knowledge, expertise and collectively aspire to cultivate a respect for the medical field. They continually maintain a personal and professional development.

On behalf of the Board of Directors, Board of Advisors, Administration, Faculty, and Staff of American Medical Academy, I thank you for your interest in our institution and look forward becoming part of our family and alumnus.

Sincerely,

A handwritten signature in black ink that reads "Angie Gutierrez". The signature is written in a cursive, flowing style.

Angie Gutierrez
President

NOTE: I CERTIFY THIS CATALOG TO BE TRUE AND CORRECT IN CONTENT AND POLICY AS OF THE DATE OF PUBLICATION.

CATALOGS ARE PUBLISHED YEARLY.
FOR THE MOST UP-TO-DATE INFORMATION, INCLUDING REVISIONS AND/OR MODIFICATIONS TO THE CATALOG, PLEASE VISIT THE SCHOOL'S WEBSITE, WWW.AMA.EDU

INTRODUCTION

Welcome and thank you for choosing American Medical Academy to help you in your effort to pursue a challenging and valuable career within the medical field. Our educators are all dedicated medical professionals, who are eager to share their knowledge, expertise and collectively aspire to cultivate a respect for medical field. It is our objective to facilitate the success of every student, so that he/she may graduate confident in his or her acquired skill and education. American Medical Academy aims to enhance not only your potential, but also enrich the community by motivating our student body to truly appreciate the importance of the medical field. Our diploma and degree programs aim to provide quality education in a growing field in order to build strong medical personnel that Florida's citizens can count on.

MISSION STATEMENT

American Medical Academy is staffed by dedicated medical professionals who take great pride in providing the highest quality education to the public within the medical training field. It is our mission to endow our students with the skills and expertise necessary to provide the best quality care to patients. We strive to instill a spirit and passion for health-care throughout their training, so that they may complete the diploma and degree programs with a great sense of confidence in their skill and use that knowledge to improve the overall quality of their community.

INSTITUTIONAL OBJECTIVES

- We strive to encourage and facilitate all students to acquire the knowledge and skills necessary to succeed as a healthcare provider in the field of Emergency Medical Services and Nursing.
- Ensure that the curriculum maintains consistent with state and national guidelines and continually assess its' efficiency by evaluating the students' performance.
- Introduce and instill the personal conduct and approach to patient care that is expected from employers in their prospective fields.
- To assist the graduate in recognizing his/her need for continuing education and be equipped to fulfill that need for our alumni.

ORIGIN OF AMERICAN MEDICAL ACADEMY

American Medical Academy (also known as AMA) was licensed by the Florida Department of Education in June 2007 as a post-secondary adult education center. Dr. Eduardo Gutierrez, a prominent businessman and medical professional, first became interested in the field of education through his personal contact with individuals who were unsatisfied with their current occupation and revealed an interest in the medical profession, but were unsure as to what their options were. He consulted Angie Gutierrez, Ricardo E. Arredondo, and Roque Barat; they collectively recognized that there was indeed a need in the community that was not being met. The discussion spawned a desire to research the current availability of medical training, their locations for accessibility and the overall student satisfaction. Simple interactions with current students led the founders to believe that they were in a position where they could make a difference. Their primary focus was to build an institution that truly appreciates the value of the medical field by engaging students and entrusting only dedicated, enthusiastic and established medical professionals with the defining responsibility of educating the students that will eventually be entrusted to serve their community.

OFFICE BUSINESS HOURS

The AMA office hours are from 9 a.m.-6 p.m., Monday through Friday. If there is no answer, please leave a message on our voice mail system. The AMA office is not open on weekends. In case of a problem after office hours; i.e. during a clinical, please contact your instructor or program coordinator. Your call will be returned as soon as possible.

APPOINTMENTS

Should you require a meeting with the academy's director after business hours, please contact the front desk for an appointment.

LEGAL CONTROL

The Florida Corporation shall be named: American Medical Academy, Inc. d/b/a American Medical Academy (AMA). Angie Gutierrez, President, Eduardo Gutierrez, Chief Executive Officer, Ricardo Arredondo, Vice President, Roque Barat, Chief Operating Officer, and Antonio Hernandez, EMS Administrator. AMA is located at 12215 S.W. 112 Street • Miami, Florida 33186-4830 • Telephone: (305) 271-6555

INSTITUTIONAL LICENSURE, ACCREDITATION INFORMATION & MEMBERSHIPS

State Licensing Information

American Medical Academy **License #: 3420** is Licensed by Means of Accreditation through the Florida Department of Education, Commission for Independent Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Ste. 1414 • Tallahassee, FL 32399-0400 • Toll-free telephone number (888) 224-6684.

Institutional Accreditation Information

American Medical Academy Accreditation **ID#: I-046** is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Additional information regarding this institution may be obtained by contacting ABHES at 7777 Leesburg Pike, Suite 314 N. • Falls Church, Virginia 22043 • Telephone number: (703) 917.9503.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

American Medical Academy **Accredited Program #: 600551** Our Paramedic Program is Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited.

Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP)

Committee on Accreditation of Educational Programs for the Emergency Medical Professions (**CoAEMSP**) **approved**. Additional information regarding this institution may be obtained by contacting: 8301 Lakeview Pkwy, Suite # 111-312, Rowlett, TX 75088, Telephone number: (214) 703-8445

Approved by the Department of Education (DOE) for Title IV (Financial Aid)

OPEID #: 04192100

Telephone number: (800) 433-7327

Approved by the Florida Department of Veterans for Benefit of Education and Training

State of Florida Department of Veterans Affairs

Bureau of State Approving Agency for Veterans Training

P.O. Box 31003

St. Petersburg, Florida 33731

Telephone number: (727) 319-4102

State Approving Agencies

Florida Department of Health, Bureau of Emergency Medical Oversight (BEMO)

Emergency Medical Technician (EMT) ID#: 129

4052 Bald Cypress Way, Bin A 22

Tallahassee, FL 32399-1722

Telephone number: (850) 245-4440

Florida Department of Health, Bureau of Emergency Medical Oversight (BEMO)

Paramedic (PMD) ID#: 129

4052 Bald Cypress Way, Bin A 22

Tallahassee, FL 32399-1722

Telephone number: (850) 245-4440

Florida Department of Health, Bureau of Emergency Medical Oversight (BEMO)

Associates of Science in Emergency Medical Services (AS in EMS) ID#: 129

4052 Bald Cypress Way, Bin A 22

Tallahassee, FL 32399-1722

Telephone number: (850) 245-4440

Florida Board of Nursing (FBN) Associates of Science Degree in Nursing

License #: 70767 - Control #: 529 - Florida Department of Health

Division of Medical Quality Assurance • Bureau of HCPR

4052 Bald Cypress Way, Bin C02

Tallahassee, FL 32399-3252

Telephone number: (850) 245-4125

Training Center Information

American Heart Association (AHA)

1100 East Campbell Road, Suite 100

Richardson, TX 75081

Telephone number: (888) 277-5463

National Association of Emergency Medical Technicians (NAEMT)

132-A East Northside Drive

Clinton, MS 39056

Telephone number: (601) 924-7744

Tactical Combat Casualty Care (TCCC)

National Association of Emergency Medical Technicians (NAEMT)

132-A East Northside Drive

Clinton, MS 39056

Telephone number: (601) 924-7744

American Medical Academy Memberships:

National Association of Emergency Medical Services Educators (NAEMSE)

National Association of Emergency Medical Technicians (NAEMT)

Florida Association of Emergency Medical Services Educators (FAEMSE)

National League of Nursing (NLN)

Library and Information Resources Network (LIRN)

Association of Private Colleges & Schools of South Florida (APCS)

American Heart Association (AHA)

Florida Association of Postsecondary School & Colleges (FAPSC)

CAMPUS INFORMATION AND INSTITUTIONAL POLICIES

COPYRIGHT LAW STATEMENT

The reproduction right is perhaps the most important right granted by the Copyright Act. Under this right, no one other than the copyright owner may make any reproductions or copies of the work. Examples of unauthorized acts, which are prohibited under this right, include photocopying a book, copying a computer software program, using a cartoon character on a t-shirt, and incorporating a portion of another's song into a new song.

It is not necessary that the entire original work be copied for an infringement of the reproduction right to occur. All that is necessary is that the copying be "substantial and material."

Students, faculty and staff will be held accountable for failure to comply with federal copyright laws. For current law, consequences and penalties, please access the following website:
<http://www.copyright.gov/title17/92chap5.html>

COPYRIGHT LAW STATEMENT

American Medical Academy complies with the U.S. Copyright Laws.

COMPLIANCE WITH CIVIL RIGHTS ACTS

No one shall be denied educational training services by American Medical Academy or in any way be discriminated against because of their age, race, creed, color, sex, national origin, political or religious beliefs, opinions, affiliations, sexual orientation, HIV/AIDS status, marital or veteran status, pregnancy or pregnancy-related conditions, disabilities or perceived disabilities, or any other protected status under applicable federal, state or local law.

FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT

The school retains student records permanently in hard copy or digital storage. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, these records are available to the student or former students to inspect, at their request. An appointment must be made for the student to review their records under the direct supervision of a school official. Information about the student will be provided to only potential employers and other academic institutions, following a written request from the student. A form will be provided for this purpose. Other parties may request student files through a court subpoena.

FACILITY DESCRIPTION

American Medical Academy is centrally and easily accessible to all of South Florida by use of the 874 and the Florida Turnpike. The academy is only one mile west of the Florida Turnpike exiting on 120th Street. Our initial building facility is a 3,600 square foot independent building and is equipped with 4 lecture rooms, a library/computer lab, faculty lounge, 2 administrative offices and a reception area. The Institution has acquired additional space behind existing building with 7,200 sq. ft. with 6 administrative offices and a state of the art lab rooms, an additional 9,000 sq. ft. has been acquired with 4 lecture rooms, a library/computer lab, 3 simulation rooms, and a large open space lab to facilitate mass casualty simulation, faculty lounge, 2 administrative offices. Each classroom (lecture and lab) is equipped with their own computer, television, DVD/VCR, and other necessary audio/visual equipment.

GENERAL ADMISSION POLICY

Individuals interested in registering should contact student services to obtain an application. The office is open Monday through Friday from 9:00a.m until 6:00p.m; however appointments can be scheduled after business hours as needed.

The following are prerequisites, which are required for admission into to all programs offered at AMA:

- Completed Registration Form
- All students must sign an enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- Student must be at least 18 years of age upon graduation from our program. Those students starting class under 18 years of age must submit proof of parent/guardian consent.
- High School Diploma or GED. If the validity of High School Diploma is questioned, the school will request transcripts and original Diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org Students self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school diploma.
- EMT students that have recently graduated may register for the Paramedic course, however, are required to have the EMT State of Florida certification by midterm.
- Applicant must be in good physical health as documented by a Licensed Physician; a physical exam form is included in application and must be dated no later than six months from date of submission.
- Personal medical insurance coverage is optional, but recommended. If you choose to enroll in the course without insurance you must sign a medical insurance waiver prior to class commencement.
- AMA programs requiring field internships must have updated vaccination records including MMR, PPD if positive (Chest X-Ray must be taken), and the Hepatitis B inoculation series (Hepatitis B can be refused, student must sign liability waiver)
- Documentation of American citizenship or U.S. Residency.
- All applicants must pass a drug test and background investigation
- All students meeting entrance requirements will be admitted to the academy. However, as classes do have a maximum occupancy, students will be admitted to the program based on the submission date of the completed application. After class occupancy has reached its' limit any additional applicants will be placed on a waiting list.
- Each program may have additional admission requirements please refer to policy and procedure booklet for desired program.
- Students seeking to enter the Associates of Science in EMS program must:
- Possess a Paramedic License in the State of Florida and present transcript of applicable credits from paramedic program.
- Possess a Valid Florida Driver's License.

**AMA assures that all applicants are treated equally without regard to race, color, disability, religion, sex, sexual orientation, marital status, age or national origin. AMA is an equal opportunity educational facility.

SPECIAL NOTE

Information in this catalog is accurate as of time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and academic calendar, or to make other changes deemed necessary or desirable, giving advance notice of change whenever possible. Students already enrolled will not be affected by tuition increases or changes.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Certain programs may require additional admission requirements before an applicant is considered for acceptance into a program. Additional requirements may include, but are not limited to, entrance exams, externship requirements, drug screening, background investigations, previous professional licensure requirements and prerequisite course work.

PROFESSIONAL LICENSURE

Applicants applying for programs, which require a professional license, as part of the admission or progression requirements must have an unencumbered professional license to practice within the discipline required. The license must remain active and valid throughout enrollment. Please see the program specific section of the catalog or student handbook for further information.

HIPAA REQUIREMENTS

All students, staff and faculty participating in externship experiences in a healthcare setting must comply with The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Violation of externship affiliate agency HIPAA policies may result in course failure and program dismissal.

ORIENTATION

All applicants accepted into any program must complete a required Institution and program specific orientation. The Admissions Department will notify the student of the orientation date, time and location. Students missing the orientation must meet with the appropriate Program Director for a make-up orientation date. Failure to complete orientation may result in dismissal from the program and Institution.

RE-ENROLLMENT

Any student wishing to be considered for re-enrollment into any institutional program must meet with a Institution Admissions Representative. The student may be required to meet new admission and additional requirements prior to acceptance. A student re-enrolling in a program must meet with the Financial Aid Department to discuss funding eligibility.

Students that have failed to achieve the minimum passing score for Core Qualifying Examinations, or pre-requisites on the second attempt may retest after completing remedial courses in the areas of deficiencies. The student must provide verifiable documentation showing completion of the remedial course/s to the program Dean. The Dean and faculty will review all re-entry requests individually. If approved, the student may retest one additional time.

Students that have failed the same core course twice or any three-core courses and have been dismissed from a program may be considered for re-entry into the same program by submitting a written appeal to the program Dean. The Dean and faculty will review the circumstances that contributed to the lack of success during previous enrollment and what changes and/or support is in place which may allow improved performance and readiness to complete studies successfully. Each appeal will be considered individually and the student has the burden of demonstrating the changes they have made to set the foundation for a successful re-entry and progression throughout enrollment should the consideration be granted. Re-entry stipulations may include the requirement to successfully pass competency assessments, additional course work and Core Qualifying Examinations.

CURRICULUM

Program curricula shall be continuously evaluated based on outcomes, needs of the community and requirements of licensure and certification agencies as appropriate. The faculty is responsible for revising courses and curriculum based on outcomes and requirements. The faculty and Institution reserve the right to modify the degree plan, curriculum and/or courses at any time during enrollment.

COURSE SYLLABUS

Faculties are required to revise and publish a syllabus for each course by the first day of class. The syllabus may be revised throughout the course in order to assist the students in meeting established Student Learning Outcomes. In the event a revision to the originally published syllabus is necessary, the faculty shall seek guidance from the Dean of the program prior to publication of the revised syllabus. In the event of a change, communication will be sent to all students and faculty associated with the course.

CLOCK TO CREDIT HOUR CONVERSION FORMULA

One semester credit hour is defined as:

Classroom / Lecture	15 hours
Laboratory	30 hours
Externship / Clinical/Simulation	45 hours

CLOCK HOUR OF INSTRUCTION

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period. Student and faculty will take appropriate breaks throughout instruction.

For CareerSource and Vocational Rehab purposes, programs are also expressed in clock hours. A “class hour” is equivalent to 50 minutes.

COMMUNICATION

Important changes and updates will be promptly communicated to students, faculty and staff. The primary mode of communication to students is by email and posts on the Institution student portal. Communication regarding sensitive and confidential information will be communicated in person to the individual. When necessary, documents will be delivered in person or by US Registered Mail. The primary language for all modes of communication is English. It is the students’ responsibility to monitor and check their Institution email account on a regular basis. Failure to be knowledgeable of changes or important updates as a result of not monitoring email communication is not an excuse for noncompliance.

STUDENT HANDBOOK

Each School issues a Student Handbook during orientation. Students, faculty and staff are accountable for the information contained within the Student Handbook. A lack of knowledge of information, policies and procedures outlined within the Student Handbook does not release the student from progressive discipline, up to and including dismissal from the program and Institution. Published information, policies and procedures located within the current student handbook supersede the Institution Catalog and shall be considered the final ruling. Revisions may be made to the student handbook throughout enrollment. The student is responsible for knowledge of changes and adhering to the revised and/or new policies and procedures published in the student handbook.

FACULTY EVALUATION

Students will have the opportunity to evaluate faculty for each course taken. Results are used to continuously improve performance and outcomes.

ATTENDANCE POLICY

Students are responsible for the material covered in all scheduled classes. These include: lectures, reading assignments, practical sessions, testing sessions, clinical, and field internships. Subject material cannot always be written as notes during classes, therefore it is very important to attend each session. Students will be responsible for all the content contained in the required textbooks and workbooks even if they are not covered in class.

EMT PROGRAM

Classroom Sessions (Lectures & Labs)

Students are only permitted to miss a maximum of 9 hours of lecture/lab hours per term of the program. On a per term basis, the absences will be handled in the following manner:

- Absences amounting up to 4.5 hours of classroom/lab sessions missed, the student will be issued a record of counseling and schedule a make up date.
- At the point where a student misses 9 hours of classroom/lab sessions, they will meet with either the Program Director or Administrative Director for administrative action and place on probation.
- When a student exceeds more than 9 hours, the student will meet with either the Program Director or Administrative Director for an exit interview and be explained their future options.

Students are required to make up all outstanding classroom session hours prior to Midterm/Final Exams.

If a student reaches the Midterm/Final Exam date and still has outstanding make up hours, the student will have 5 business days to make up the hours and still be eligible to sit for Midterm Exam. Students will still be responsible for any class time and materials covered during this 5-day make-up period. If a student does not make up necessary hours during the make-up period, the student will be considered in breach of attendance policy and have to restart the course from the beginning.

At any point if a student reaches the 9-hour maximum absences allowed per each term, the director or his designee will formally counsel the student. Regardless of counseling, once a student surpasses the 9 hour maximum allowed per term, they will be in breach of contract, and dismissed from the program.

Tardiness (Lectures & Labs)

Students are to be seated in their designated classroom five to ten minutes prior to the beginning of class. Any student tardy more than 15 min will be given a verbal counseling and marked tardy for the class. Any student who is tardy more than three times will have absence recorded thereafter for each late arrival unless prior arrangements have been made with the AMA Director or lead instructor. The student must understand that late arrivals are disruptive to the class. It is up to the discretion of the instructor at any time to give a student a verbal counseling if the student is late under 15 minutes multiple times.

Any student tardy more than 30 min will not be allowed in class, and an absence will be recorded.

Students, who leave class early without prior permission from the instructor or AMA Director, will have an absence recorded for that class period.

The EMT program bears no responsibility in providing notes, outlines, handouts, quiz or testing information, diagrams, instructions or sign-up sheets, etc., to students who have chosen to be tardy or absent during lectures or lab sessions. The student is entirely responsible for any and all information, materials and instructions given during all lectures and labs whether present, tardy, or absent.

Field Internship/ Clinical Rotation Attendance Policies

Students are required to be on time and in full uniform for all Field Internships and Clinical Rotations. Students will have up to 9 am the day prior to the field /clinical rotation, to reschedule without penalty. This must be done in writing, and addressed to the proper field / clinical coordinator. If a student must cancel after the time allowed he or she must do so in writing, and it will be considered a cancellation. Any student, who is more than five minutes late or dismissed from the field internship / clinical rotation for any reason, will have to reschedule and it will be considered a cancellation. All cancellations will be treated in the following manner:

Students will be permitted a maximum of 3 cancellations prior to be dismissed from the program. The progression will be as follows:

- Upon the first cancellation, the student will be verbally counseled.
- Upon the second cancellation, the student will be given a record of counseling and assessed a \$50.00 fine.
- Upon the third cancellation, the student will meet with either the Program Director or Administrative Director for administrative action and assessed an additional \$50.00 fine.
- Upon the fourth cancellation, the student will meet with either the Program Director or Administrative Director for an exit interview and be explained their future options.

If an instructor is late without prior notification to students, students are required to wait a minimum of 30 minutes before leaving the clinical site. In the case that an instructor fails to arrive at a scheduled clinical, the student must obtain a signature from a Head Nurse prior to leaving the site.

All critical tasks must be completed in each area as described. Successful completion of clinical and field internships is necessary for course completion.

*Note - It is up to the discretion of the Program Director or Administrative Director to handle every situation on a case-by-case basis. Any student, who meets the criteria for grounds of dismissal, will be automatically dismissed without the progressive discipline process.

It is the student's responsibility to complete their required field & clinical rotational hours.

PARAMEDIC PROGRAM

Classroom Sessions (Lectures & Labs)

Students are responsible for the material covered in all scheduled classes. These include: lectures, reading assignments, practical sessions, testing sessions, clinical and field internships. Subject material cannot always be written as notes during classes; therefore, it is very important to attend each session. Students will be responsible for all the content contained in the required textbooks and workbooks even if they are not covered in class.

Students are only permitted to miss a maximum of 18 hours of lecture/lab hours per term. On a per term basis the absences will be handled in the following manner:

- Absences amounting up to 9 hours of classroom sessions missed, the student will be verbally counseled.
- At the point where a student misses 13.5 hours of classroom sessions, they will be given a record of counseling.
- At the point where a student misses 18 hours of classroom sessions, they will meet with either the Program Director or Administrative Director for administrative action.
- When a student misses more than 18 hours, the student will meet with either the Program Director or Administrative Director for an exit interview and be explained their future options.

Students are required to make up all outstanding classroom session hours prior to Midterm/Final Exams.

If a student reaches the Midterm Exam date and still has outstanding make up hours, the student will have 5 business days to make up the hours and still be eligible to sit for Midterm Exam. Students will still be responsible for any class time and materials covered during this 5-day make-up period. If a student does not make up necessary hours during the make-up period, the student will be considered in breach of attendance policy and have to restart the course from the beginning.

If a student reaches the Final Exam date and still has outstanding make up hours, the student will have 5 business days to make up the hours and still be eligible to sit for Final Exam. If a student does not make up necessary hours during the make-up period, the student will be considered in breach of attendance policy and have to restart the course from the Midterm

At any point if a student reaches the 18-hour maximum absences allowed per period, the director or his designee will formally counsel the student. Regardless of counseling, once a student surpasses the 18 hour maximum allowed, they will be in breach of contract, and dismissed from the program.

Absences that occur due to special circumstances and with appropriate documentation will be handled on a case-by-case basis by the administration. Regardless of excused or unexcused absences will be made up. Leave of Absence will not exceed 180 days and will be based on professional judgment. A student may have the opportunity to make up absences. However it can only be completed outside of scheduled classroom hours. Any lab hours that are to be made up, the student will be charged a \$50.00 lab make up fee and the dates will be at the discretion of the lead instructor. The maximum of permitted hours will still apply to each term

Tardiness (Lectures & Labs)

Students are to be seated in their designated classroom five to ten minutes prior to the beginning of class. Any student tardy more than 15 min will be given a verbal counseling and marked tardy for the class. Any student who is tardy more than three times will have absence recorded thereafter for each late arrival unless prior arrangements have been made with the AMA Director or lead instructor. The student must understand that late arrivals are disruptive to the class. It is up to the discretion of the instructor at any time to give a student a verbal counseling if the student is late under 15 minutes multiple times.

Any student tardy more than 30 min will not be allowed in class, and an absence will be recorded.

Students, who leave class early without prior permission from the instructor or AMA Director, will have an absence recorded for that class period.

The Paramedic program bears no responsibility in providing notes, outlines, handouts, quiz or testing information, diagrams, instructions or sign-up sheets, etc., to students who have chosen to be tardy or absent during lectures or lab sessions. The student is entirely responsible for any and all information, materials and instructions given during all lectures and labs whether present, tardy, or absent.

Field Internship/ Clinical Rotation Attendance Policies

Students are required to be on time and in full uniform for all Field Internships and Clinical Rotations.

Students will have up to 9 am the day prior to the field /clinical rotation, to reschedule without penalty. This must be done in writing, and addressed to the proper field / clinical coordinator. If a student must cancel after the time allowed, he or she must do so in writing, and it will be considered a cancellation. Any student, who is more than five minutes late or dismissed from the field internship / clinical rotation for any reason, will have to reschedule and it will be considered a cancellation. All cancellations will be treated in the following manner:

Students will be permitted a maximum of 3 cancellations prior to be dismissed from the program. The progression will be as follows:

- Upon the first cancellation, the student will be verbally counseled.
- Upon the second cancellation, they will be given a record of counseling and assessed a \$50.00 fine.
- Upon the third cancellation, they will meet with either the Program Director or Program Administrator for administrative action and assessed an additional \$50.00 fine.
- Upon the fourth cancellation, the student will meet with either the Program Director or Program Administrator for an exit interview and be explained their future options.

If an instructor is late without prior notification to students, students are required to wait a minimum of 30 minutes before leaving the clinical site. In the case that an instructor fails to arrive at a scheduled clinical, the student must obtain a signature from a Head Nurse prior to leaving the site.

All critical tasks must be completed in each area as described. Successful completion of clinical and field internships is necessary for course completion.

*Note: It is up to the discretion of the Program Director or Program Administrator to handle every situation on a case-by-case basis. Any student, who meets the criteria for grounds of dismissal, will be automatically dismissed without the progressive discipline process.

It is responsibility of the student to complete their required field & clinical rotational hours.

Associates of Science in Nursing Program

Students are responsible for the material covered in the course. These include: lectures, reading assignments, testing sessions, threaded discussions, and presentations. Students will be responsible for all the content contained in the required textbooks and workbooks even if they are not covered in class presentation. Student "attendance" in online courses will be defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student tracking records in AMA systems; submission/completion of assignments; and communication with the instructor.

Core Nursing Theory Attendance

- Students are required to be present and punctual for each class day as scheduled. The faculty throughout the day will maintain attendance records. Students who are not present will be marked absent.
- Students will be responsible for contacting the school to report all absences. Absences will be entered in the computerized attendance record maintained by the school office clerk. Failure to notify the school will result in an advisement and guidance report. Two advisement and guidance reports for failure to contact the school will jeopardize the student's standing in the program.
- If a student fails to notify the school on the day of their absence, no make-up days will be given.
- Absences in excess of what is stated on the course syllabi, regardless of cause, will result in dismissal from the school of nursing.
- Students are required to remain in the Program during their Program hours.
- Late (tardy) is defined as arriving to a scheduled class 10 minutes or more after the routine designated starting time (i.e., class start time is 7:30, late is 7:40).
- In the event a student is late (tardy) for class they will not be permitted to enter the classroom until the break as scheduled by the faculty. The student will be responsible for notifying that they arrived late. The absence will be recorded as a late. In the event the student does not approach the faculty (after class) to change the absence to a late - it will remain as an absence in the student's attendance record.
- Five episodes of tardiness or leaving school early will constitute one (1) absent day.
- Leaving school early is defined as leaving the classroom prior to the designated concluding time and determined by the faculty member facilitating class.
- Missing three or more hours of class will constitute an absence.
- Any student who has been excessively tardy or absent in arriving to class will receive a written advisement and guidance report by a faculty member. Each episode of tardiness or absence will be evaluated on an individual basis. In the event of excessive absences or tardiness, the faculty in the event of extreme extenuating circumstances (death or hospitalization) the Director or designee will determine the disposition of the student's status in the program.

Clinical Attendance

- Students are required to be present and punctual to each clinical rotation (Example 10 minutes before clinical rotation start time). The faculty for each course and clinical facility designates clinical times.
- Students will be responsible for notifying the school in writing to report all absences. Absences will be entered in the computerized attendance record maintained by the schools office clerk.
- Attendances to clinical rotations are mandatory. In case of absence to a scheduled clinical, faculty will request student to submit a letter via email to the assigned faculty member explaining why the student was absent for their scheduled clinical rotation. The absence will be noted on the clinical evaluation tool.
- At the discretion of the faculty, make-up of lost clinical time will occur in the same trimester or immediately after the trimester, depending upon availability of faculty, facility, and time. The student will be charged a fee of \$300.00 for each clinical make-up day.
- It should be noted that pending clinical make-up time may delay the issuing of a diploma and/or eligibility to take the State of Florida NCLEX-R exam.

Situations that may warrant the granting of “make-up” clinical time include, but are not limited to the following:

- A. Faculty member or emergency department physician sends student home ill.
- B. Student presents a signed note from private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary.
- C. Death in immediate family.
- D. Government business (jury duty, INS, court dates).

Late (tardy) is defined as arriving to a scheduled class 10 minutes or more after the routine designated starting time (i.e., class start time is 7:30, late is 7:40).

In the event the student is 10 minutes late to the clinical areas, the student's patient assignment will be returned to the nursing staff and the student will receive a clinical absence for the day. The student will remain on the nursing unit and perform duties as assigned by the faculty.

Emergency Medical Services Associates Degree Program

Students are responsible for the material covered in the course. These include: lectures, reading assignments, testing sessions, threaded discussions, and presentations. Students will be responsible for all the content contained in the required textbooks and workbooks even if they are not covered in class presentation. Student "attendance" in online courses will be defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student tracking records in AMA systems; submission/completion of assignments; and communication with the instructor.

Military Leave

If Mandatory deployment occurs, the student will be placed on Military Leave status upon submitting copies of orders to student services; this will be handled on a case-by-case basis. The student must return to American Medical Academy within 180 days from point of discharge in order to be eligible for reinstatement. After 180 days, the student forfeits their current student status. As a result, he/she will be required to re-submit all enrollment documentation with no consideration of completed hours from previous course. In addition, student may be subject to registration and application fees. The standard refund policy applies to all students who fail to return to AMA within the 180-day grace period. While the student is on a Military Leave, the school will notify the Veterans Affairs of such leave.

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

- An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return calculation. If an LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a Return calculation.
- In order for an LOA to qualify as an approved LOA:
- The students must submit to the school a formal written request for any leave of absence and the reason for this request. This must be signed and dated.
- There must be a reasonable expectation that the student will return from the LOA
- The school must approve the student's request for an LOA in accordance with the school's policy;
- The institution will not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Federal Student Aid. Retake courses will incurred a cost.
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period;
- Except in a clock-hour or non-term credit-hour program, a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA and
- If the student is a Title IV loan recipient, the school will explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
- A student granted an LOA that meets the criteria in this section is not considered to have withdrawn, and no Return calculation is required. Upon the student's return from the leave, he or she continues to earn the Federal Student Aid previously awarded for the period.

APPROVED FOR VETERANS TRAINING

American Medical Academy is approved for veterans training

GROUNDS FOR DISCIPLINARY ACTION & DISMISSAL

Any conduct that reflects negatively on AMA will result in the immediate dismissal from the program. Any violation of the medical ethics for patient confidentiality will result in a meeting with the medical director, educational director, and the board of directors. The meeting will determine the proper course of discipline or dismissal.

The following constitute grounds for dismissal:

- Dishonesty
- Cheating in any form
- Vulgarity during class, clinical, field internship, or towards AMA staff
- Disruptive behavior in class, clinical or field internships
- Harassment, horseplay, fighting or aggressive behavior toward instructors, staff or fellow students.
- Inappropriate “attire” worn for clinical or wearing AMA name tag other than during class, clinical internships
- Any breach of patient confidentiality; giving out patient information, copying trip reports or hospital records
- Falsification of any information provided by the student on the admission application, records or evaluations.
- Violations of absence/tardiness policies.
- Failure to meet minimum scholastic, clinical internship requirements as outlined in policies.
- Unexcused absence(s) from class or clinical.
- Reporting late or leaving a class, lab or clinical internship early without permission of instructors, preceptors or course coordinator.
- Theft of AMA, Hospital, EMS, Fire Department or Ambulance property.
- Unprofessional conduct or derogatory language of any kind toward agencies will not be tolerated.
- Behavior indicating drug or alcohol abuse will lead to the student’s immediate dismissal from the practical nursing program; the student will be expelled.
- No weapons are permitted in class, hospital clinical
- A student’s enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with the rules and policies established by the institution as outlined in the catalog and the enrollment agreement.
- Inability to satisfactorily complete a theory course or clinical rotations.
- At any time during any payment period if the school evaluates the student and is not going to meet SAP, the school can decide to dismiss the student.

All students are required to abide by established operating policies of the hospital or agency with whom they are affiliating.

Negligence or willful violation of established hospital policy will also constitute grounds for dismissal.

Prior to actual dismissal, the Director or designee will inform the student of the unacceptable behavior and/or unsatisfactory performance in writing. A written advisement and guidance report will be completed and placed in the student's file.

REINSTATEMENT

A dismissed student is entitled the opportunity for reinstatement into the program. Upon request, a personal interview will be conducted with the Course Coordinator and/or Director. The meeting will evaluate the grounds for dismissal and any relevant extenuating circumstances. If the student is allowed to return to the program, a probationary period, not to exceed 3 weeks, will be enforced. However, if another infraction occurs while student is on probation he/she will be expelled with no opportunity for re-admittance.

GRADING POLICY & PROCEDURES

EMT: EMERGENCY MEDICAL TECHNICIAN

Performance is assessed on a point system basis. Passing score for every exam is 80.

In order to complete the course, students must have a minimum score of 80 for the mid-term and the Final Exam. In addition, the student must successfully pass the Practical Skills Evaluation.

FIRST HALF OF COURSE

4 course exams will be given throughout the first half of the course totaling 400 points or 80% of the student's total grade.

20 off campus chapter test will be given throughout the first half of the course totaling 100 points or 20 % of the student's total grade. Chapter test exam will be closed at 12:00 am the date of the last course exam of the semester.

4 Course Exams = 400 points (80% of total grade)

1 Chapter Test Exam grade = 100 points (20% of total grade)

In order to be able to sit for the Midterm exam, the student must obtain a cumulative score of 400 points (80% average) between the 4 course exams and the 1 chapter test exam.

Students will be verbally counseled upon any individual test grade under 80%. Students will be removed from course at which time it is mathematically not possible for them to obtain 400 points (80%) in order to be eligible for the Midterm Exam. If the student does not meet the minimum combined score of 80% (Chapter Post Test/Course Exams/Extra-Credit) required, the student will not be allowed to sit in for the Midterm Exam and will be dismissed from the program. The student will then have the option to re-enroll in the program from the starting point of the course. New tuition fees will apply.

MID-TERM EXAM

If the student meets the minimum exam score total (400), student will be permitted to take the mid-term exam. Student must obtain a passing score of 80%. The mid-term exam will not be viewed by the student after testing, nor reviewed by the instructor to the class during the following class session. If the student fails the Mid-term he/she will be allowed to **one** retake. Retake must be done on or before the next scheduled class date. If the student fails the retake, he/she will be dismissed from the program. The student will then have the option to re-enroll in the program from the starting point. New tuition fees will apply.

MIDTERM PRACTICAL SKILLS EVALUATION

Pass/fail criteria for the Midterm **practical skills evaluation** exam is as follows:

- Fail any skill station - retake that station with different evaluator, on or before their next scheduled lab date.
- Fail the second attempt – student will meet with administration for an exit interview and be withdrawn from the course.

**The student must successfully complete both the Midterm written exam and the Midterm practical skill evaluation in order to complete the first half of the program. In the event the written exam or the practical is not successfully completed, the student will have the option to enroll from the start point. New tuition fees will apply.

SECOND HALF OF COURSE

4 course exams will be given throughout the second half of the course totaling 400 points or 80% of the students total grade.

20 off campus chapter test will be given throughout the second half of the course totaling 100 points or 20 % of the student's total grade. Chapter test exam will be closed the at 12:00 am the date of the last course exam of the semester

4 Course Exams = 400 points (80% of total grade)

1 Chapter Test Exam grade = 100 points (20% of total grade)

In order to be able to sit for the Final exam, the student must obtain a cumulative score of 400 points (80% average) between the 4 course exams and the 1 chapter test exam.

Students will be verbally counseled upon any individual test grade under 80%. Students will be removed from course at which time it is mathematically not possible for them to obtain 400 points (80%) in order to be eligible for the Final Exam. If the student does not meet the minimum combined score of 80% (Chapter Post Test/Course Exams/Extra-Credit) required, the student will not be allowed to sit in for the Final Exam and will be dismissed from the program. The student will then have the option to re-enroll in the program from the starting point of the course. New tuition fees will apply.

EXTRA-CREDIT

Students will be entitled to a maximum of 5 extra credit points per course exam. The extra credit will come in the form of an extra-credit test to be taken immediately following the course exam. Extra credit points will be added to the course exam scores.

FINAL EXAM

If the student meets the minimum exam score total of 400 points (80% average) for the second half of the course, student will be permitted to take the final exam. Student must obtain a passing score of 80%. The final exam will not be viewed by the student after testing, nor reviewed by the instructor to the class during the following class session. If the student fails the Final exam, he/she will be allowed to **one** retake. Retake must be done at least 24 hours after test failure but must not exceed 5 business days. If the student fails the retake, he/she will be dismissed from the program. The student will then have the option to re-enroll in the program from the starting point. New tuition fees will apply.

MISSED EXAMS – ABSENCES

When a student has an excused absence on the day of an exam, the student will be permitted to take the exam the next following class day. The student is responsible for any lecture material presented during the time he/she is being taking the make-up exam. If the student has an unexcused absence, he/she will

receive a zero for that exam; including midterm and final; above grading policy will then apply. Any student who arrives over 20 minutes late to class on exam day and is determined as unexcused will not be allowed to score higher than 80 for that particular exam.

PRACTICAL SKILLS EVALUATION

Pass/fail criteria for the final **practical skills evaluation** exam is as follows:

- Fail any skill station - retake that station with different evaluator, on the day of the Final written exam.
- Fail the second attempt – student will meet with administration for an exit interview and be withdrawn from the course.

**The student must successfully complete both the final written exam and the final practical skill evaluation in order to complete the program. In the event the written exam or the practical is not successfully completed, the student will have the option to enroll from the start point. New tuition fees will apply.

EMT Grading System

The EMT Program will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.)

The system will be as follows:

A = 90 - 100% Numerical Average
3.75 - 4.0 Quality Points

B = 80 - 89% Numerical Average
3.25 - 3.68 Quality Points

C = 70 - 79% Numerical Average
1.0 - 2.75 Quality Points

PARAMEDIC

Performance is assessed on a percentage system basis. Passing score for every exam is 80%.

Classroom Session (Lecture/Lab)

Student is responsible for maintaining a minimum average of 80% in order to complete each half of the entire course.

First Half (Lecture/Lab)

10 in class Course exams will be given throughout the first half of the course totaling 1000 possible points.

3 Comprehensive Exams will be administered per half in order to evaluate the student's comprehensive understanding of course material.

10 Course Exams = 1000 points (77% of total grade)

3 Comprehensive Exams = 300 points (23% of total grade). Students will take 3 in class comprehensive exams based on national exam modules already covered within the program.

In order to obtain an 80% passing average a student will need 1040 points total to sit for the Midterm Exam.

Students will be verbally counseled upon any individual test grade under 80%. Students will be removed from course at which time it is mathematically not possible for them to obtain 1040 points (80%) in order to be eligible for the Midterm Exam. If the student does not meet the minimum combined score of 80% (Chapter Post Test/Course Exams/Extra-Credit) required, the student will not be allowed to sit in for the Midterm Exam and will be dismissed from the program. The student will then have the option to re-enroll in the program from the starting point of the course. New tuition fees will apply.

MID-TERM EXAM

If the student meets the minimum combined score of 80% (Chapter Post Test/Course Exams/Extra Credit) per half, the student will be permitted to take the Midterm.

The course Midterm will consist of a written exam in which the student must obtain a passing score of 80%. The written portion of the Midterm Exam will not be viewed by the student after testing, nor reviewed by the instructor. Student will only be notified of the results. If the student fails the written portion of the Midterm Exam, the student will be allowed to **one** retake. Retake must be completed on or before the next scheduled class date. If the student does not score a minimum of 80%, the student will be dismissed from the program. The student will then have the option to re-enroll in the program from the starting point of the course. New tuition fees will apply.

MID-TERM PRACTICAL SKILLS EVALUATION

Pass/fail criteria for the Midterm **practical skills evaluation** exam is as follows:

- Fail any skill station - retake that station with different evaluator, on or before the next scheduled lab date.
- Fail the second attempt – student will meet with administration for an exit interview and be withdrawn from the course.

Second Half (Lecture/Lab)

10 in class Course exams will be given throughout the second half of the course totaling 1000 possible points.

3 Comprehensive Exams will be administered per half in order to evaluate the student's comprehensive understanding of course material.

10 Course Exams = 1000 points (77% of total grade)

3 Comprehensive Exams = 300 points (23% of total grade). Students will take 3 in class comprehensive exams based on national exam modules already covered within the program.

In order to obtain an 80% passing average a student will need 1040 points total to sit for Final Exam.

Students will be verbally counseled upon any individual test grade under 80%. Students will be removed from course at which time it is mathematically not possible for them to obtain 1040 points (80%) in order to be eligible for the Final Exam. If the student does not meet the minimum combined score of 80% (Chapter Post Test/Course Exams/Extra-Credit) required, the student will not be allowed to sit in for the Final Exam and will be dismissed from the program. The student will then have the option to re-enroll in the program from the midpoint of the course. New tuition fees will apply.

EXTRA-CREDIT

Students will be entitled to a maximum of 5 extra credit points per Course Exam, which will be calculated and added to each individual course exam.

FINAL EXAM

If the student meets the minimum combined score of 80% (Chapter Post Test/Course Exams/Extra Credit) per half, the student will be permitted to take the Final Exam.

The course Final Exam will consist of a written exam and a practical exam in which the student must obtain a passing raw cut score of 65% on the final comprehensive exam. The written portion of the Final Exam will not be viewed by the student after testing, nor reviewed by the instructor. Student will only be notified of the results. If the student fails the written portion of the Final Exam, the student will be allowed to **one** retake. Retake must be done at least 24 hours after test failure but must not exceed 5 business days. If the student does not score a minimum of 80%, the student will be dismissed from the program. The student will then have the option to re-enroll in the program from the starting point of the course. New tuition fees will apply.

FINAL PRACTICAL SKILLS EVALUATION

Pass/fail criteria for the final **practical skills evaluation** exam is as follows:

- Fail any skill station - retake that station with different evaluator, on the date assigned to the written Final exam.
- Fail the second attempt – student will meet with administration for an exit interview and be withdrawn from the course.

****The student must successfully complete both the final written exam and the final practical skill evaluation in order to complete the program. In the event the written exam or the practical is not successfully completed, the student will have the option to enroll from the start point. New tuition fees will apply.**

The successful scholastic grade point is 80% for the entire course, including a minimum score of 84% on the advanced cardiac life support course, pre-hospital trauma life support, advance medical life support, pediatric education for pre-hospital providers.

Independent Courses

The successful scholastic grade point is 80% for the entire course, including the minimum passing scores necessary to successfully complete Advanced Cardiac Life Support course; Pediatric Advanced Cardiac Life Support and Pre-Hospital Trauma Life Support.

***Note:** The successful completion of these courses will not impact the program GPA; therefore the exam scores for these courses will not impact a student's course percentage scores. However, students must successfully complete the independent courses in order to be eligible for the Program Exit Exam.

MISSED EXAMS – ABSENCES

When a student has an excused absence on the day of an exam, the student will be permitted to take the exam the next following class day. The student is responsible for any lecture material presented during the time he/she is taking the make-up exam. If the student has an unexcused absence, he/she will receive a zero for that exam; including midterm and final; above grading policy will then apply. Any student who arrives over 30 minutes late to class on exam day and is determined as unexcused will not be allowed to score higher than 80 for that particular exam.

Paramedic Grading System

The Paramedic Program will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.)

The system will be as follows:

- A = 90 - 100% Numerical Average
3.75 - 4.0 Quality Points
- B = 80 - 89% Numerical Average
3.25 - 3.68 Quality Points
- C = 70 - 79% Numerical Average
1.1 - 2.75 Quality Points

Associates of Science in Nursing

Grading System

The Associates of Science in Nursing Degree Program will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.)

The system will be as follows:

- A = 90 - 100% Numerical Average
3.75 - 4.0 Quality Points
- B = 80 - 89% Numerical Average
3.25 - 3.68 Quality Points
- C = 70 - 79% Numerical Average
- 2.75 Quality Points

Quality point weight for each course is determined by dividing the actual number of theory hours by 15. Thus 15 hours of theory is equal to the weight of one (1) quality point. Faculty members will be responsible for computing each student's final "numerical" theory grade the last day of class each semester. The faculty member will then convert the numerical theory grade to quality points utilizing the quality point scale. Quality point weight for the actual number of quality points then multiplies each course earned (final grade) to obtain the total number of quality points for a specific course. The total number of quality points for each course is then added together. The instructor will then divide the total number of quality points by quality point weight in order to determine the student's individual G.P.A. for the entire semester.

General Education Courses

The General Education course will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.)

The system will be as follows:

- A = 90 - 100% Numerical Average
3.75 - 4.0 Quality Points
- B = 80 - 89% Numerical Average
3.25 - 3.68 Quality Points
- C = 70 - 79% Numerical Average
1.0 - 2.75 Quality Points

Student will be required to achieve a 70% for a passing grade in these courses with a cumulative GPA of 2.0.

EXAM & COURSE SCHEDULES

Exam and course schedules vary, depending on program and class time slot chosen by the student during registration. Please refer to course syllabus and policy and procedures for your specific program.

STUDENT SERVICES

STUDENT RECORDS

All current student files will be kept on the school premises in the Student Services Coordinator's office in a locked file cabinet. A duplicate copy of the file is available to the student, upon written request for a fee of \$5.00. Please note that only the student will be able to retrieve his/her own file.

COMPLAINT PROCEDURE

American Medical Academy and its' staff believes it is important to address the issues raised by complaints because they allow us to rectify any faults or shortcomings that exist within AMA. Any individual can raise a complaint about any aspect of AMA services and have their complaint dealt with in a speedy, fair, thorough and confidential manner. Wherever possible a solution will be found that is satisfactory to all connected with the complaint. Many issues can be resolved at the point at which they arise with the staff member concerned. Your concerns will be taken seriously and most can be resolved quickly at this point. However, if the student remains unsatisfied with the response or is unable to discuss the issue directly with the individual concerned, he/she may collect and complete a complaint form. Complaint forms can be found on the AMA website under current students.

COUNSELING & GRIEVANCES

The AMA Director and/or Program Director/Administrator shall counsel any student who violates course policies. A counseling form, which includes the problem, corrective actions and student's comments, will be completed and signed by the director and student. A copy will be given to the student and the original will be placed in the student's personal file.

STUDENT RIGHTS

Students may challenge their records for the purpose of correcting or deleting any of the contents on the grounds that the records are inaccurate. The challenges must be made in writing with the reason for the requested change stated fully.

Note: Under no circumstances is the school bound by law to change any factual information, nor will the school alter or remove any factual information.

STUDENT APPEAL PROCESS

Students whose training programs are terminated by AMA have the right to appeal that decision. Students must initiate the appeal process by submitting to the Chief Operating Officer (C.O.O.) in writing, within 5 days of termination the reason why they should be re-admitted to AMA. The Chief Operating Officer will respond to the appeal, in writing, within two weeks of receipt of the request.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time.

Students with a grievance or complaint need to raise their concerns as soon as possible in order to assure that a resolution is made in a timely fashion. The grievance must be submitted within five (5) days of the incident. The policy below has been developed by AMA to offer a systematic and equitable process to resolve student complaints regarding academic and nonacademic matters.

CLASSROOM MATTERS

Students with complaints or grievances related to classroom matters must first discuss their concerns with the instructor and, if necessary their Program Director. If the matter is not resolved, students may bring their complaint to the attention of the Chief Operating Officer within five (5) days of the incident.

OTHER ACADEMIC MATTERS

Students with complaints or grievances concerning classroom policies regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. If the matter is not resolved, students should bring their complaint to the attention of the Program Director within five (5) days of the incident. The Program Director will meet with all parties involved to resolve the matter within five (5) days of verbal or written notification.

NON-ACADEMIC MATTERS

Students with complaints or grievances concerning non-academic matters (e.g., financial aid, admissions, career services, etc.) should direct their concern to the appropriate department director and/or notify their Program Director within five (5) days of the incident.

ADDITIONAL STEPS FOR GRIEVANCE

Should the grievance remain unresolved, students will be advised to submit the matter in writing to the Chief Operating Officer within five (5) days of the unsatisfactory meeting with the Program Director. The Chief Operating Officer will review the matter with all the parties concerned, and may meet with the student. The Chief Operating Officer will respond to the grievance within five (5) days of notification. If unsatisfied with the decision of the Chief Operating Officer, students may write to the C.E.O.

The C.O.O. should send the written grievance to the C.E.O.'s office within five (5) days of the unsatisfactory decision. The C.E.O. will respond to the student within five (5) days of receipt of the written grievance.

DISCIPLINARY ACTION

Following any disciplinary action for either misconduct or poor academic progress, the student has the right to appeal or file a grievance. Students may refer unsolved grievances to Florida Department of Education, Commission for Independent Education 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

FILING A GRIEVANCE WITH THE STATE OF FLORIDA

If students have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor, Program Director, Administrator, and/or Chief Operating Officer. If resolution cannot be made with the instructor, Program Director, Administrator, and/or Chief Operating Officer, or if the complaint is about a general school policy over which the aforementioned parties have no jurisdiction, then the students may contact the C.E.O. If the complaint cannot be resolved at AMA through its grievance procedures, students may contact the Commission for Independent Education (CIE) 325 West Gaines St, Suite 1414, Tallahassee, FL, 32399-0400. (888) 224-6684.

ARBITRATION

Any disputes or claims (including any claims against AMA, any affiliate of the Institute or any Institute affiliate's officers, directors, trustees, employees, or agents) shall be resolved by individual binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgment on any award by the arbitrator(s) may be entered in any court having

jurisdiction. The parties agree that this transaction involves interstate commerce and therefore the Federal Arbitration Act and related federal judicial procedure shall govern to the fullest extent possible. The parties agree that any dispute subject to arbitration shall not be adjudicated as a class action or a consolidated class arbitration proceeding either in court or under the rules of the American Arbitration Association. The parties agree that a student's responsibility to pay administrative fees, filing fees, processing fees, arbitrator compensation, and services charges for arbitration proceedings conducted by the American Arbitration Association shall be limited to no more than \$125.00 for claims under \$10,000 and \$375.00 for claims between \$10,000, but less than \$75,000, or for claims not seeking monetary compensation. The arbitrator is allowed to ignore this limit, except as prohibited under applicable arbitration rules, should the arbitrator find that the student filed a frivolous claim(s) or unnecessarily delayed the arbitration proceedings. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content or results of any arbitration conducted pursuant to this provision without the prior written consent of both parties.

Following any disciplinary action for either misconduct or poor academic progress, the student has the right to appeal or file a grievance. Students may refer unsolved grievances to Florida Department of Education, Commission for Independent Education 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

American Medical Academy is adequately equipped to meet the needs of handicapped students. Our facilities have designated parking spaces and ramps. Restrooms adjacent to classrooms are fitted with handicapped equipment.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, we affirm our commitment to insure equal educational opportunities to students with disabilities. We will make its facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical and/or psychological disabilities seeking accommodations must contact and provide documentation to the ADA representative, the Chief Operating Officer at:

American Medical Academy
12215 SW 112th Street
Miami, FL 33186-4830
Direct: (305) 271-8874 - Fax: (305) 271-8897

Disability Documentation Requirements Students with disabilities who are requesting accommodations at the school must contact the Chief Operating Officer at AMA and provide appropriate documentation.

Deadline for Submission of Documentation

It is the student's responsibility to contact the Chief Operating Officer at AMA and request accommodations. Documentation must be provided at least 60 days before the anticipated class start date to allow adequate time for accommodations to be arranged. The Chief Operating Officer at AMA will notify both the student and the Program Director in writing as to their eligibility for accommodations.

Auxiliary Aids/Academic Adjustments

AMA must be notified of any student and the student that is in need of an academic adjustment that includes an auxiliary aid, should work with the school to identify the most appropriate and effective aid. An auxiliary aid might include taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairment, readers for students with visual

impairment, classroom equipment adapted for use by students with manual impairments, and other similar services. The request for the auxiliary aid should also be accompanied by supporting diagnostic test results and the school will work with each student to select the most appropriate aid for their situation. Adjustments may also be made to academic requirements as are necessary to ensure equal educational opportunity, but the school will not lower or waive essential requirements of the program.

Grievance Procedure/Conflict Resolution

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Chief Operating Officer within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position.

Non-Discrimination Statement

American Medical Academy does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed or religion in its admission to AMA or treatment in its programs, activities, advertising, training, placement, or employment. Antonio J. Hernandez, AS, PMD, Campus EMS Administrator is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provision of Title IX should be directed to Antonio J. Hernandez, AS, PMD, Campus EMS Administrator. The Campus EMS Administrator must act equitably and promptly to resolve complaints and should provide a response within seven (7) working days.

HEALTH AND SAFETY POLICY

American Medical Academy (AMA) complies with requirements and regulations of state and local building codes, the Board of Health and Fire Departments.

WEAPONS POLICY

Guns, knives, or any instrument considered as a possible weapon are not permitted on the premises of American Medical Academy. Violation of this policy constitutes grounds for termination.

ADVERSE WEATHER AND EMERGENCY CLOSING POLICY

All times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When the decision to close American Medical Academy (AMA) is made AFTER the workday has begun, employees will receive official notification from the School Director and students will be informed appropriately.

OBSERVANCE OF HOLIDAYS

The academy will not be open to students or faculty in observance of the following holidays:

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas & New Year's Break

EMERGENCY EVACUATION PLAN POLICY

In case of FIRE or any other DISASTER, please listen to the School Director or School Personnel in charge for instructions.

All instructors are in charge of their class. Follow the EVACUATION FLOW CHART to evacuate the building IMMEDIATELY in an organized and orderly manner.

- DO NOT take time to gather books or other belongings. The instructor of each class is the EVACUATION COORDINATOR and shall maintain their class clam.
- The EVACUATION COORDINATOR for the main office is the School Official in charge.
- DO NOT TRY TO EXTINGUISH the FIRE.
- The EVACUATION COORDINATOR or other School Official will handle contacting the appropriate fire and rescue departments.
- In case of a SECURITY PROBLEM, listen to the School Director or other school official for security instructions. In all instances, you must remain calm. The Security Person will coordinate with the Police Department the proper actions necessary to assure Student and School Personnel Safety.

American Medical Academy (AMA) has this Emergency Evacuation and Security Plan posted on bulletin boards and in conspicuous places for the view of all employees, students and visitors.

SMOKING, AND BEVERAGE POLICY

Smoking is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) or the chewing of gum are not allowed in the classrooms or laboratories.

ANTI-HAZING POLICY

The imposition or exercise of any conduct for initiation into any organization that willfully or recklessly endangers the physical or mental health of any person is prohibited. Violation of this policy will result in disciplinary actions against the violator, which may include termination from American Medical Academy.

STUDENT ACTIVITIES

Students interested in extracurricular activities help create a friendly atmosphere and provide a pleasant environment for the development of self-confidence and leadership. Activities vary depending upon students' preferences. Please contact the Instructor/Assistant School Director/School Director to discuss any planned activity.

DRUG AND ALCOHOL POLICY

While on campus premises, no student or employee of American Medical Academy will use or be under the influence of alcohol or other drugs/medications except those prescribed by a physician. In addition, illegal drugs and medications shall not be possessed, used, sold, or distributed. Violation of this policy constitutes grounds for termination. Violators will be prosecuted.

DRUG ABUSE PREVENTION PROGRAM

American Medical Academy has in operation a drug abuse prevention program that is accessible to any administrator, employee or student. American Medical Academy is a “Drug & Alcohol Free Campus”.

CAMPUS SECURITY SYSTEM

American Medical Academy (AMA) has a security system implemented with surveillance cameras, security guard Company that is accessible to any administrator, employee or student. All criminal activities occurring on campus must be reported to the office of the campus CEO. The institution’s annual crime/security report will provide a paper copy or via email of the annual crime/security report.

American Medical Academy strives to maintain a safe and secure atmosphere for the campus community. The Academy fosters an environment where diversity is celebrated, and where persons of all races, creeds, sexual orientations, religions and nationalities are made welcome. The safety, security and rights of students and employees are of critical importance.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Campus Security/Clery Act), American Medical Academy publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. Students attending a physical campus may receive a copy of the most recent annual security report during regular business hours from the Student Services Office.

In addition to the annual security report, American Medical Academy maintains a log of all crimes committed and reported on its local campus. The crime log is available for public inspection during regular business hours at the Student Services Office. American Medical Academy will provide timely warning to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

CRIME REPORTS/ STATISTICS

All criminal activities occurring on campus must be reported to the office of the campus Chief Executive Officer.

The institution will provide a paper copy of the annual crime/security report.

American Medical Academy reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Note: To search for registered sex offenders, please visit:

<http://offender.fdle.state.fl.us/offender/homepage.do>

STUDENT FAIR CONSUMER RIGHTS

You have the right to ask the school:

1. The name of the associations, agencies or governmental bodies which license American Medical Academy (AMA) and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the schools licensing and accreditation.
2. The cost of attending the institution, including: Tuition and fees, books and supplies; estimates of typical commuting costs, and any additional cost of the program in which the student is enrolled or expresses a specific interest.
3. The academic program of the institution; Educational and training programs; the instructional laboratory and other facilities, which relate to the academic program; the faculty and other instructional personnel.
4. A statement of the refund policy.
5. The methods by which and locations in which students and prospective students may obtain the information concerning their rights.
6. Availability of financial assistance including all federal, state, local private and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how is financial needs determined; how financial aid is awarded; and type and amounts of assistance in the financial aid package.
7. The standards, which the students must maintain in order to be considered to be making satisfactory academic progress.
8. Special facilities and services provided to the handicapped.
9. Availability information on how to enroll in the GED preparation or ESOL workshops at no charge in the community.

STUDENT RESPONSIBILITIES

Education costs time, money and effort. Because it represents such a big investment you -as student- should carefully evaluate the education or training you are considering in helping you make a good choice. You should gather information about the school, its academic programs, dropout rate, complete cost of education/training, refund policy, financial programs and any other information you may find helpful in making a wise decision. You must:

1. Provide all documentation requested.
2. Read and understand all forms that you are asked to sign and keep copies of them.
3. Accept responsibility for the promissory note and all other agreements that you sign.
4. Promptly provide any information requested by the school.
5. Keeping the school informed if any change in address, name, marital status, financial situation, or change in their student status.
6. Notifying the school if they need to withdraw from the school or wish a leave of absence.
7. Notify the institution of any scholarships, grants, or other financial resource made available to them from outside sources while they are receiving financial aid
8. Provide correct information. Note: Misreporting information on a financial aid form is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code.
9. Maintain satisfactory progress

Employment & Placement

American Medical Academy employs every effort to inform the student body of any local recruitment and employment opportunities. All available recruitment notices will be posted in the student lounge bulletin board. American Medical Academy, upon completion of the program, will assist the student to the best of its ability with, the often-arduous task, of gaining employment. The academy, however, cannot guarantee employment.

Tutoring Services

Faculty members are available for tutoring half hour after school. Students are encouraged to contact the instructor if they need this service.

Parking

Public transportation is available to all students. Students may contact the office for bus schedules and routes. Average daily cost is \$3.00. Parking facilities are available at the school location for student use.

Housing

American Medical Academy (AMA) does not offer housing to its students.

Lost and Found Services

American Medical Academy (AMA) assumes no responsibilities for articles lost by student. Students may check the office for any lost and found item. Any items found on school premises should be turned into the office. These items are kept for 30 days and then disposed properly.

Personal Property Services

American Medical Academy (AMA) cannot be responsible for the student's books, materials or any personal belongings. Students are thus responsible for keeping their belonging with them while at school.

Library/Information Resource Area

A Library/Information Resource area with available hard references, as well as online subscription databases of journals and research information is available for the student at all times.

ADVISING SERVICES

Upon request, advising services for academic or personal purposes are available. Please contact the Institution's Student Services Department to schedule a meeting with the appropriate advisor.

CAREER SERVICES

The Institution's Career Services Department meets all incoming students at orientation and provides career orientation, employment guidance, job search training, and job referrals matching employer needs to the student's program of study profile. Monthly employability skills workshops are offered to students and graduates on topics such as: Resume Writing, Interviewing Skills, Business Etiquette, Follow Up, etc., to better prepare the students to become hired. Job fairs are provided quarterly for students and graduates to provide additional employment opportunities. Job openings from potential employers are posted on the informational boards as well as in the Career Services Resource Center. Our Career Services Resource Center includes several computers and printer to assist the students / alumni in searching for work, updating their resumes or just to work one on one with a Career Services Representative.

The Career Service Department is available by appointment or walk in basis providing one to one assistance. The Institution does not guarantee employment upon graduation. The Institution maintains compliance with federal, local and general placement requirements.

FEDERAL STUDENT AID PROGRAMS

American Medical Academy (AMA) is a participant in the Student Financial Assistance Program supported by the US Department of Education. These programs are designed to help applicants who have limited financial resources, provide funds in the form of grants for students who would not otherwise be able to continue their education.

American Medical Academy (AMA) believes education should be a family responsibility whenever possible. Therefore, parents and students are expected to make a reasonable contribution to the cost of the student's education. The amount of such contribution and the financial aid awarded is determined through an analysis of need.

Awards of student assistance described here are conditioned on the availability of funds and on the financial need of the applicant.

American Medical Academy (AMA) currently participates in the Federal Pell Grant Programs and Direct Loans. A student may apply by completing the free application for Federal Student Aid, which is available at the school's financial aid office or at www.fafsa.ed.gov. The student will receive a Student Aid Report (SAR) approximately 4 weeks after mailing the application or in approximately 3 days if electronically filed. The SAR should be brought into the school office so a financial aid officer can determine how much aid the student is eligible for, based on the information from the SAR and program the student is enrolled in. If the student wishes, the application can be sent electronically and Electronic Student Aid Report (ESAR) will be received at the school in approximately 3 days.

ELIGIBILITY REQUIREMENTS

To qualify for federal student aid the following requirements must be met:

The student must either be a high school graduate or have a GED equivalency. Attestation of high school graduation is accepted from applicants whose origins are from nations with no diplomatic agreements with the United States, and therefore, cannot provide copies of high school diplomas must take and pass the approved USDOE test.

- Be enrolled as a regular student in an eligible program.
- Be a US citizen or eligible non-citizen.
- Have a social security number.
- Make satisfactory academic progress.
- Sign an educational purpose certification statement on refunds and default.
- Male students, if required, are registered with the selective service.

NOTE: *More information concerning eligibility and financial aid may be obtained from the Student Guide published by the Department of Education available at the financial aid office or at www.ifap.ed.gov.*

POLICIES AND PROCEDURES FOR VERIFICATION

American Medical Academy (AMA) had developed the following policies and procedures with respect to verification of information provided by applicants of Title IV funds.

1. Students who are selected for verification by the US Department of Education are the only ones required to submit supporting documentation.
2. No Title IV funds will be disbursed until the verification process is completed and any Discrepancy found is resolved.
3. All students who are selected for verification will be notified and instructed what documents are needed to complete the process by the financial aid department. Also, the student will be informed of the deadlines to comply with verification and the consequences of failing to do so. American Medical Academy (AMA) will assist the student in correcting any information that was inaccurately reported.

ADDITIONAL FINANCIAL AID INFORMATION

1. The refund policy of American Medical Academy (AMA) is stated in the school enrollment agreement and in the school catalog.
2. Financial Aid disbursements will be made by, crediting the student's ledger. These disbursements will normally be made at the beginning of the program if all financial aid paperwork has been completed as required and again at the beginning of the next payment period, providing the student is making SAP.
3. Retention data of students enrolled in programs offered by the school is available from the School Director.
4. Average starting salaries and the percentage of students employed in specific fields of training are available from the School Director.
5. Any further information desired by an applicant may be obtained from either the Financial Aid Office or the School Director.
6. Students must notify the Financial Aid Office if any of the following conditions occur: Change of name and address, change of financial status, change of program hours or school termination.
7. A student who drops from the program may re-enroll with the written approval of the School Director after remaining out of school for 180 days to be eligible for financial aid. If the student is considered to be making satisfactory academic progress, the student will become eligible for Title IV aid in accordance with AMA published policy. If the student fails to maintain satisfactory academic progress during this period, the student will be academically terminated and will not be allowed to re-enroll in the same program.
8. Students who have withdrawals, incomplete grades or a leave of absence during a semester are eligible to receive Title IV funds provided the student maintains satisfactory progress and the time needed to make up and complete the program is within the maximum time frame specified in this catalog.

REFUND POLICY FOR FEDERAL FUNDS

The law specifies how your school must determine the amount of Title IV program aid that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants.

When you withdraw during your payment period (AMA can define these for you and tell you which one applies) the amount of Title IV program aid that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than

the amount that you earned, you may be able to receive those additional funds. If you received more aid than you earned, the school and/or you must return the excess funds.

The amount of title IV aid that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission, which some schools ask for when you enroll, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than were disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent (Plus) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV Assistance

There is some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct Loan Funds that you would have received had you remained enrolled past the 30th day.

Title IV recipients reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If the school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds refunds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school. Date of determination will be the date when the student notifies the school in writing of their intent to terminate enrollment or on the 14th day of missed class of consecutive absences for unofficially withdrawn students.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

STUDENTS RESPONSIBILITIES WITH FINANCIAL AID DEPARTMENT

Protecting, maintaining, and renewing his/her financial aid is a very important responsibility for the student. The student Financial Aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying and or reapplying for Financial Aid.
- Providing complete and accurate information on the FAFSA and financial aid forms. Misreporting of information for federal aid is a violation of the law and is considered criminal offense.
- Responding to all requests for additional documentation in a timely manner.
- Providing updated information when changes occur such as a withdrawal from Institution, a change in name, marital status or expected date of graduation.
- Being in good Academic Standing with the Institution as well as maintaining Satisfactory Academic Progress (SAP).
- Reading all documents the Financial Aid Officer sends to the student.
- Entrance & Exit Counseling.

Reapplying

Financial aid is not automatically renewed. To be considered for financial aid assistance from one year to the next, all students must reapply. It is quite possible that financial aid awards may change from one year to the next since the amount and type of aid are based upon the family's financial status each year.

Private Financing Programs

Private financing programs are available to help students meet the costs of education by providing long-term financing options. Students should exhaust all federal Title IV assistance available, including the Federal Direct Stafford Loan and the Federal Direct Graduate PLUS Loan, before considering a private student loan program. The repayment terms of federal programs may be more favorable than the terms of private loan programs. Federal student loans are required by law to provide a range of flexible repayment

options, including, but not limited to, income-based repayment and income- contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Repayment begins six months after student graduates; enrollment drops below half-time status or withdraws from the Institution. Students' borrowers of federal loans must also satisfy exit loan counseling requirements.

Veteran Affairs VA Benefits & Policies

Class Attendance

Students receiving VA benefits need to meet the attendance required, please refer to [VA Program Specific SAP Overview](#). Failure to do so will result in the loss of benefit. Veterans will also be informed of how many hours in addition to the Lecture/Labs they need to complete for ride along and clinical on a weekly basis. They will be initially certified for the Lecture/Labs hours their class schedule calls for and as soon as they start doing internships, the student will notify the VA SCO for their schedule to be adjusted in the VAONCE. These attendances will be monitored on a monthly basis.

Veteran's Attendance Policy

For every three (3) early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.

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

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Standards of Progress

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% each term, quarter or semester depending on program.

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

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

Students certified to receive VA benefits must maintain a satisfactory academic progress. These are found under the specific program grading policy in this catalog. Students who fall below minimum passing

grade requirement will be placed on probation. Failure to raise their grade to the graduation standard after one term on probation will have their veteran benefits interrupted.

VA education benefits may be interrupted if any of the following should occur:

- The veteran fails to submit all previous college transcripts for evaluation.
- The veteran fails to convert an “I” (Incomplete) grade to a letter grade within enrollment of specified program from receipt of the “I” grade.
- The veteran fails to attend class for the term for which VA benefits are received.
- The veteran fails to achieve the minimum passing grade after one terms of probation.

Grade/Progress Reports

Each student who has VA benefits will be provided a grade/progress report at the end of every evaluation period (monthly). A copy of each report will be placed in the student’s permanent file maintained by the school. The school periodically furnishes each student with a working progress report that shows current status of grades and earned clock hours and or semester hours and grades for all courses in which the student is currently enrolled.

Last Date of Attendance

AMA determines the last date of attendance for any VA benefits participant via Classroom/Lab attendance sheets, Clinical rosters, and Field internship evaluations. Which are all turned in by instructors on a weekly basis and documented within our student information system (S.M.A.R.T.). The last day of attendance is the last physical day the student was in school.

Student Conduct

All students are expected to comply with the legal and ethical standards of this institution. Academic dishonesty and/or nonacademic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institutional documents and/or academic credentials. The institution reserves the right to require a student to withdraw at any time for misconduct. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory. Students who feel their rights have been denied are entitled to due process.

Probationary Period

When the grade average or attendance of a student is unsatisfactory for a calendar month, the student will be placed on probation. If during the next month, the student's grade average is still unsatisfactory, the SCO will update the VA ONCE with the students’ unsatisfactory progress.

Notification

It is the responsibility of each student to track his/her own progress and academic standing. However, the SCO will make every effort to notify students of probationary/suspension standing in a timely manner at the end of each term.

Reinstatement of VA Benefits

A student may regain eligibility for Veteran's Educational Benefits assistance after he/she has brought their coursework up to minimum standards.

Former students who re-enroll after an absence and do not meet minimum standards will be placed on Veteran's Educational Benefits probation and receive aid due to them during the probationary term.

The VA SCO at the institution will notify the Veterans Administration of unsatisfactory progress if any of these requirements are not met.

VA Program Specific SAP Overview

For a student to maintain and achieve quantitative progress toward program completion, a student must attend/earn at least:

- EMT Program 89% of the scheduled class hours (Lecture/Lab)
 - This percentage does not take into account the 100 hours of clinical and field as these are a variable. Students schedule these hours outside of classroom lecture/lab hours. Student may only miss a maximum of 3 either field or clinical internships as they will be terminated from the program.
- Paramedic program 90% of the scheduled class hours (Lecture/Lab)
 - This percentage does not take into account the 600 hours of clinical and field as these are a variable. Students schedule these hours outside of classroom lecture/lab hours. Student may only miss a maximum of 3 either field or clinical internships as they will be terminated from the program.
- Associates of Emergency Medical Services 67% of all attempted credits each academic year must be earned.
- Associates of Science in Nursing Program 67% of all attempted credits each academic year must be earned.

The student's academic average is reviewed to determine qualitative progress. The minimum required is:

- EMT Program 80%
- Paramedic program 80%
- Associates of Science in Nursing Program
 - General Education Courses 75%
 - Core Nursing Courses 80%

Veteran's Credit for Previous Education or Training

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

SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress is measured at the end of each payment period throughout the specific program of enrollment.

Students are expected to meet standards of Satisfactory Academic Progress (SAP) while enrolled in a diploma or degree program. The Satisfactory Academic Progress policy measures three factors:

Qualitative Measure (Cumulative GPA)

Students must maintain a cumulative grade average as shown in table 1.1 for degree programs and as shown in table 1.2 for diploma programs under the "Cumulative GPA" column.

Quantitative Measure (Completion Percentage)

Students in diploma programs must complete at least 80% of the clock hours scheduled for each term to

remain compliant with the SAP Policy. Students in degree programs must complete at least 67% of the credits attempted each semester to remain compliant with the SAP Policy. Credit hour progression will be based on a cumulative semester total of attempted credit hours to earned credit hours. For example, a student enrolls for 12 credit hours the student is required to successfully complete a minimum of 8 credit hours ($12 \times 67\% = 8$) for the semester.

Maximum Timeframe (MTF)

The maximum timeframe for receiving financial aid is equal to 150% of the degree programs credit hours. The maximum time frame for diploma programs is equal to 125% of the programs clock hours. For example, when pursuing a program that requires 100 credits for graduation, the maximum allowable timeframe is 150 credits attempted. Upon reaching or exceeding the allowable maximum time frame, the student will be dismissed. Awarded transfer credits will count towards the Maximum Timeframe.

Table 1.1

Degree Programs		
Program Name	Cumulative GPA	Rate of Completion
Associates of Science in EMS - General Education Courses	75%	80%
Associates of Science in EMS - Core Courses	80%	80%
Associates of Science in Nursing - Pre-Requisite Courses	75%	67%
Associates of Science in Nursing - Core Courses	80%	67%

Table 1.2

Diploma Programs		
Program Name	Cumulative GPA	Rate of Completion
Emergency Medical Technician (EMT)	80%	80%
Paramedic	80%	80%

Incomplete grades are not given, and students must repeat any classes in which they earn less than the specified average set by the program standards. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Warning

If a student fails to meet the quantitative or qualitative progress required by the program for any payment period, or both, he or she will be placed on warning for the next payment period. The student will continue to receive financial aid while on warning status. If the student does not meet SAP during the second payment period, the student will lose eligibility for financial aid. The student will then have the option to appeal.

Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal in writing to the school within 5 calendar days of determination. If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point and during which the probationary status the student's eligibility for Title IV funding will be reinstated. Failure to meet SAP during the probationary status by the next payment period will result in the loss of financial aid for the remainder of the program.

Students will receive attendance or academic counseling, from the Financial Aid Director, as appropriate, when they are placed on probation.

Appeal Process

The student may submit a written appeal of his/her status within five calendar days of their receipt of losing their financial aid notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student, which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The School Academics Committee will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the School Academics Committee is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Academics Committee's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed.

Academic Programs and Academic Year

The paramedic clock-hour program must have an academic year with a minimum length of 30 weeks and 900 clock hours, in order for students to be eligible to receive federal financial aid. The following American Medical Academy clock hour program is equal to or exceeds these minimums.

Paramedic Program – Academic year = 900 hours, - 1,122 total clock hours*

Grace Period

Students will have five (5) business days from their last date of class to complete and submit all pending paperwork, Clinical or Field internships, and Theory hours. If the student does not complete the program within the grace period, the student will incur charges considered to be over contracted hours.

Maximum Time Frame

Maximum time frame is calculated off the student's original program start date. If a student fails to complete the course in its entirety within the maximum time frame (1.25 times the normal program length), the student will not be able to graduate and will fail the course. Any charges (over contract hours) after the last day of class regardless if the student is a cash paying student or financial aid recipient, will be the student's responsibility and will incur an over contract hours fees.

- **The EMT program**, 12 weeks in length, must be completed within 15 calendar weeks, 316 hours total hours for program completion.
- **The EMT program**, 16 weeks in length, must be completed within 20 calendar weeks, 316 total hours for program completion.
- **The Paramedic program**, 38 weeks in length, must be completed within 48 calendar weeks, 1403 total hours for program completion.

- **The Paramedic program**, 56 weeks in length, must be completed in 70 calendar weeks, 1403 total hours for program completion.
- **The Associates of Science in Nursing**, 75 weeks in length, 72 credits. MTF equals to 150% of the degree program credit hours.

Students exceeding the maximum time frame will be administratively withdrawn, and not eligible to receive additional financial aid.

Time spent on an approved leave of absence is not counted against the maximum time frame.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute.

Students who have been terminated or withdrew from school may be readmitted (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$150 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the Program Director for placement in the curriculum and Materials needs. Re-enrolling students may be required to purchase the current school Materials. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

Example: Student withdrawals from the program with unsatisfactory academic progress are ineligible for financial aid. This student may be readmitted to the program of study, but will remain with ineligibility for financial aid until SAP is acquired.

Reinstatement of Financial Aid

A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

TRANSFER OF CREDIT POLICY & PROCEDURES

American Medical Academy only accepts credit hours transferred from accredited institutions recognized by the U.S. Department of Education. Our programs are designed with a single terminal objective-preparation for entry-level employment in the field of training. A student who desires to further his education after completing training at AMA is advised that acceptance of transfer credit is at the discretion of the receiving institution. Prospective students are advised to obtain information from all institutions they expect to attend in order to understand each institution's credit acceptance policies. It is

the student's responsibility to confirm whether or not another school of the student's choice will accept credits. AMA accepts transfer credit in accordance with the policies, rules, and practices of the U.S. Department of Education, Florida Department of Education Commission of Independent Education, Accrediting Bureau of Health Education Schools (ABHES), and its mission as an Allied Healthcare institution. The AMA course equivalency for each transfer course is determined by the faculty of the respective department and is based on criteria such as course content, course outcomes, system-wide agreements and the level at which the course is taught. The Registrar's Office processes transfer credit based on these faculty decisions.

TRANSFER OF CREDIT CONSIDERATION

Applicants requesting transfer credit consideration from previous courses taken outside of American Medical Academy must complete a Transfer of Credit Form prior to acceptance and pay a transfer of credit fee. Transfer credits will not be considered after the first day of class. Official college transcripts must be received by the end of the first term or transfer credit may not be awarded. Foreign transcripts must be translated and evaluated by a NACES or AICE approved credentialing evaluation agency. The Florida Teacher Program with ESOL may also use an approved member of the Bureau of Education Certification. Official documents must be sent directly from the agency to Management Resources College. For further information on transfer of credits, please see the Transfer of Credit Policy in the catalog.

EMT Program & Paramedic Program

Transfer students will be admitted into the Emergency Medical Technician or Paramedic program if they can produce a certified transcript from a school that is licensed or approved by the state licensing authority. Acceptable transfer courses must be comparable to the AMA course outline in content and intensity. Any and all documentation pertaining to the transfer will be included in the student's permanent file. The final acceptance of any student transferring into the program will be at the discretion of the Course Coordinator and the Program Director.

Maximum Allowable Transfer of Credits

Except in exceptional circumstances as determined by American Medical Academy, the maximum amount of credit, which can be granted in total toward the requirements of American Medical Academy Associates Degree of Science in Emergency Medical Services, is three-fourth (45 Credits) of the total unit requirements for the degree. The Associates of Science in Nursing will only grant a total of 43 credits towards the requirement for the degree. These are limited to 29 general education credits and 14 core nursing credit for specific courses only.

Associates Degree Program

An official school transcript is required for any credits to be transferred from your previous institution, granted Paramedic training was through American Medical Academy's Paramedic Course. A Two hundred fifty dollar (\$250.00) fee will be assessed to any and all credits transferred.

Associate of Science in Nursing Program

Students desiring to enter American Medical Academy Practical Nursing Program by transfer will be required to follow the established admission protocol and observe all deadlines for admission procedures.

Academic Year 1

Students will only be accepted for transfer from accredited institutions or foreign healthcare providers with translated and evaluated transcripts by an approved NACES or AICE Credentialing Evaluation

Agency. The program must be comparable in content, hours of theory and laboratory experience to the curriculum of the AMA's ASN Program. The institution, from which the student is attempting to transfer credits, must be fully accredited by an agency recognized by the United States Department of Education.

After review of the student's transcripts and catalog, the decision to accept the student's credits will be the responsibility of American Medical Academy's ASN Program Director or Associate Program Director.

All academic year 1 courses are eligible for transfer (29 Credits). The transferring student must present an official transcript with grades of "C" or equivalent in order to receive full transfer of course credits into American Medical Academy's ASN Program.

In addition, students with credit courses 10 years or older will be required to demonstrate competence in these courses, which will be evidenced by College Level Examination Program (CLEP).

Students, who have obtained a degree, will not be required to demonstrate competence through CLEP.

Academic Years 2 & 3

Students will only be accepted for transfer from a State Board of Nursing License program accredited by an agency recognized by the United States Department of Education or foreign healthcare providers with translated and evaluated transcripts by an approved NACES or AICE Credentialing Evaluation Agency. The program must be comparable in content, hours of theory and clinical experience to the curriculum of the AMA's ASN Program.

After review of the student's transcripts and catalog, the decision to accept the student's credits will be the responsibility of AMA's Nursing Program Director or designee.

Students will only be allowed a total of 14 credits to be transferred for core nursing courses at the professional nursing level. The transferring student must present an official nursing school transcript with grades of "B" or equivalent and a "pass" grade in clinical performance in order to receive full transfer of course credits into American Medical Academy's ASN Program.

In addition, the student must demonstrate competence in Theory and clinical skills, which will be evidenced by:

- Minimum of 80% theory grade on the comprehensive written exam of set course for transfer.
- Satisfactory (pass grade) on the demonstration of clinical skills. The student from a random sample provided by American Medical Academy's Nursing Program faculty will select five skills. The student must achieve a "pass" grade on each of the five skills.

In the event a student fails to pass the written examination, he/she will not be permitted to complete the clinical demonstration of skill competencies and will no longer be eligible to transfer set courses into the ASN Program

FOREIGN EDUCATED APPLICANTS & DEGREE VERIFICATION

Applicants claiming degrees from outside of the United States must have their transcripts translated and evaluated by an approved NACES or AICE credentialing evaluation agency. The Florida Teacher Program with ESOL may also use an approved member of the Bureau of Education Certification.

College Credits Transferability

The Emergency Medical Technician and Paramedic courses are diploma only programs. The Associate of Science in Emergency Medical Services and the Associate of Science in Nursing offers Semester Credits. A number of colleges and universities do offer some recognition of the completed paramedic program; please speak with the Program Director for further information. College credit and/or transfers are not guaranteed. The transferability of credit is at the discretion of the accepting institution. It is the student's responsibility to confirm whether the other institution of his/her choice will accept the credits.

CREDIT FOR PREVIOUS TRAINING AND EDUCATION

Transfer of credits from previous training at American Medical Academy may be granted for applicable courses.

Requests for credits earned previously at AMA must be made to the Admissions Department before enrolling in a new program. No request will be honored after the start of the first class. Credits are given for courses, not modules.

TRANSFER OF CREDITS FROM AN ACCREDITED INSTITUTION WITHIN THE UNITED STATES

To request transfer of credits from an accredited institution within the United States, applicants must comply with the following:

1. Submit a completed Transfer of Credits Request Form
2. Pay the Transfer of Credit Evaluation fee
3. Request an official, sealed and certified copy of their Institution transcript mailed directly to:

American Medical Academy
ATTN: Admission Department
12233 SW 112 Street
Miami, FL 33186

Experiential Learning Credit Program

Students wishing to receive course credit for his/her past work experience may apply for Experiential Credit in lieu of one or more American Medical Academy courses. Experiential Credit requires the student to document in detail his/her work experience relative to each course learning outcome and objective. Documentation must provide sufficient evidence of achievement of the learning outcomes and objectives for credit to be awarded. A lead faculty member for the course evaluates the student's portfolio.

The student's documentation is referred to as a portfolio. Portfolios include documentation that the student has mastered the required learning outcomes and objectives as identified on the Course Syllabus.

The school with academic responsibility for the course maintains a file of Course Syllabi. This document can be requested on the Experiential Credit Application form.

1. Experiential Credit Application form can be picked up at the Registrar's Office or emailed to the student upon request. Completed and signed applications should be submitted to the Registrar's Office.
2. Upon approval of an application for Experiential Credit, the Registrar's Office will post a bill for processing the student's portfolio to the student's account. The student must then pay the \$75 processing fee in full at the Business Office (305.271.6555) prior to the student's portfolio being accepted for evaluation.
3. Upon payment, the school with academic responsibility for the course(s) will contact the student to set up an appointment to discuss the contents and requirements for the student's portfolio and, if requested, provide the Course Syllabi for the course(s).
4. A second fee of \$75 per credit hour is assessed only if the portfolio evaluation results in the award of college credit. However, if college credit is awarded, the student must then pay the associated credit hour fee before the awarded credit is posted to the student's transcript. For example, if a student is awarded three credit hours of non-traditional course credit via portfolio review, the processing fee is \$75 and the credit hour fee is \$225 (\$75 times 3 credit hours) for a total of \$300.

LATE ADMISSION

Students may be eligible for entrance into new group training classes for a period of one week following the start of class at the discretion of the Campus Program Director.

PAYMENT OPTIONS & METHODS OF PAYMENT

American Medical Academy acceptable payment options are as follows:

- REGISTRATION FEE AT TIME OF SIGNING ENROLLMENT AGREEMENT WITH BALANCE DUE FOR EACH TERM TO BE PAID ONE-WEEK PRIOR TO EACH TERM START DATE.
- FULL PAYMENT AT TIME OF SIGNING ENROLLMENT AGREEMENT.
- REGISTRATION FEE AT TIME OF SIGNING ENROLLMENT AGREEMENT AND BALANCE TO BE FINANCED (SUBJECT TO APPROVAL) OR PAYMENT PLANS.
- FEDERAL FINANCIAL STUDENT AID.
- STUDENTS ARE RESPONSIBLE FOR ANY BALANCE NOT COVERED BY FINANCIAL AID, VA BENEFITS OR ANY OTHER GRANT.

Replacement Cost

Any student that has lost or misplaced any student supplies may purchase a replacement for a fee.

Late Registration

Late registration fee of \$50.00 will apply to students registering less than 7 days prior to class commencement

REFUND AND CANCELLATION POLICIES & PROCEDURES

Student Refund and Cancellation Policy

American Medical Academy has designed the following cancellation and refund policy according to fair consumer practices. Refunds will be made according to American Medical Academy cancellation and refund policy for those students who cancel and/or are terminated for any reason.

All refunds will be made according to American Medical Academy refund distribution policy, which follows.

Tuition Refund

Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).

The refund policy is applicable to all students who terminate enrollment. Students who officially terminate their enrollment within the first week of the term will receive a 100% refund of tuition. Supplies, books or equipment can only be returned prior to the first day of class and if unused.

Students who terminate their enrollment after the first week from the commencement of each term will be charged 100% of the tuition and fees for that term. Full refund will apply for prepaid tuition on any term the student did not attend after cancellation/termination. Refunds will be made within 30 days of the date of determination that the student withdrew. In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. Date of determination will be the date when the student notifies the school in writing of their intent to terminate enrollment or on the 14th day of missed class of consecutive absences.

The school will be responsible for returning refunds to the appropriate Financing Program Accounts before a refund check is issued to the student. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice.

Veterans Refund Policy

A refund will be issued for the unused portion of tuition for those students who cancel and/or are terminated for any reason prior to 40% completion of the program. The refund will be issued to veterans or eligible persons who withdraw, or who discontinue courses prior to completion. If the student fails to start class, the refund will be issued to the VA. The refund will be made for all amounts paid exceeding the approximate pro rata portion of the total charges (the length of the completed portion of the course bears to the total length of the course).

The pro-ration will be determined by the ratio of hours of instruction scheduled by the student to total hours of the program.

Institution Cancellation Policy

In the event of insufficient enrollment, American Medical Academy reserves the right to cancel classes up to three days prior to the scheduled start date. Students registered for a cancelled class will receive a full refund.

TRANSCRIPTS

A written transcript request, signed by the student, must be submitted a minimum of two (2) weeks before transcript is required. The full address of the person/place to which the transcript is to be sent must be included in the request. The student will be charged a \$5.00 fee per transcript. No transcript will be released until all financial obligations to AMA have been met.

Explanation of transcript

Transcripts are issued at the written request of the student. Official transcripts bear the seal of the institution and the President's signature. The American Medical Academy does issue official transcripts to students. These will be stamped "Issued to Student" in red ink and are to be accepted at the discretion of the person receiving them. All credits are in semester credit hour. Diploma program will be issued a different transcript for clock hour programs.

Explanation of Grades

A	4	Points	Excellent
B	3	Points	Good
C	2	Points	Average
D	1	Points	Passing
F	0	Points	Failure
WF	0	Points	Withdrawal (Failing)
I			Incomplete
FR			Failure (in pass/fail course)
W			Withdrawal
R			Credit and quality points earned

Computation of Grade Point Average

GPA is computed by dividing the total number of grade points by the total number of hours attempted. Grades WF, FR, W, R, and I are disregarded in the computation of averages.

Explanation of the Numbering system

The course numbering system uses a five or six digit alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

The prefix is assigned by an abbreviation and will indicate what the course is.

The four-digit number refers to three things:

1. The first number refers to the year
2. The second number refers to the trimester in which the course is likely to be taken

3. The third set of numbers refers to the class number assigned.

E.g.: NUR1103C

NUR: refers to a subject classification: Nursing

1: indicates that it is to be completed in the first year

2: indicates that it is to be completed in the first trimester

03: is the assigned course number

C: Clinical

PROGRAM DESCRIPTIONS

Diploma Programs

EMT - Emergency Medical Technician

Total Program Hours: 253 HOURS

Total Program Length: 12 WEEKS

Document Issued: Diploma

PROGRAM DESCRIPTION:

Prepare students to be the initial responder to the scene of an accident or illness. Students will be prepared to initiate basic airway and respiratory intervention; cardiopulmonary resuscitation; bleeding control; wound care; stabilization of spinal injuries; splinting of fractures; initial scene assessment, triage and safety; assist with normal childbirth; use the statewide EMS communication system; initiate basic care for medical and traumatic emergencies.

Further training in emergency medical services is necessary to meet all of the requirements before a student will be issued an EMT Diploma. Upon successful completion of course, students will be eligible to take the Florida State Licensing and National Registry Examination for Licensure at the EMT Level.

Continued training includes emergency driving, bandaging, soft tissue injuries, circulatory, nervous and respiratory systems, cardiopulmonary resuscitation, emergency childbirth, lifting and moving patients, muscle and skeletal systems, emergency care of upper and lower extremities, handling of hazardous materials, patient assessment, use of P.A.S.G., extrication tools, and disentanglement procedures. Prerequisite: basic life support or equivalent.

PROGRAM FEES & TUITION:

Program Cost: Tuition \$1400.00 Registration Fee (Non-Refundable) \$150.00. Books & Materials \$ 450.00 Total program cost \$2000.00

PROGRAM ADMISSION REQUIREMENTS:

This is a diploma program. In order to be eligible for registration students must be at least 18 yrs. old and possess all of the following; GED or high school diploma, a valid CPR card, a satisfactory drug test and background check, a completed "Physical Form" or its equivalent signed by family physician (dated no later than six months from date of application), an updated immunization record.

PROGRAM COURSE STRUCTURE:

EB-100 Emergency Medical Technician ♦ Lecture (75 hrs.) /Lab (78 hrs.) clock hours

The following EMT lectures and laboratory sessions are presented: Preparatory (includes 4 hours Florida AIDS/HIV Education and CPR), Airway, Patient Assessment, Respiratory Problems, Pharmacology, Cardiology Emergencies, Medical Emergencies, Pediatrics, Trauma Emergencies, and Ambulance Operations.

EB-101 Emergency Medical Technician ♦ Hospital Clinical Externship 16 clock hours

Students complete supervised hospital clinical in the Emergency Department. This course is designed to orientate the student with the roles of Emergency Medical Technicians in the ED setting. The ED rotation allows the student to perform skills learned in the classroom on actual patients.

EB-102 Emergency Medical Technician ♦ Ambulance/Rescue Clinical Externship 84 clock hours

Students complete supervised internships assigned at local fire department rescue squads, ambulances and fire apparatus. This course is designed to orientate the student with the roles of Emergency Medical Technicians in the field setting. The rescue/ambulance rotation allows the student to perform skills learned in the classroom on actual patients.

PROGRAM OBJECTIVES:

Upon successful completion of this EMT course, the student shall be able to:

- Recognize the nature of a patient's illness or the mechanism of injury, evaluate its seriousness, and determine the need for care, assistance and mode of transportation.
- Administer the appropriate emergency treatment necessary to stabilize the patient's condition.
- Evaluate the patient's response to the administered treatment to ensure that the status of the patient does not worsen.
- Use proper lifting techniques to move the patient in order to minimize patient discomfort and injury.
- Transfer the patient safely to the appropriate medical facility and give an accurate account of patient's ailment and current status to the health professional that is taking over the patient care.
- Obtain a relevant history of the patient's illness or injury, perform a pertinent physical examination, and reach an appropriate conclusion regarding the implications of the clinical findings for appropriate treatment on the scene.
- Manage both trauma and medical patients properly in a pre-hospital setting.
- Give accurate verbal and written reports, communicate via emergency radio, know the criteria for safe emergency vehicle driving, properly maintain emergency vehicle and equipment properly control the emergency scene and perform basic extrication.
- Provide basic life support as necessary.
- Demonstrates the ability to comprehend, apply, analyze and evaluate information relevant to their role as entry level EMT.
- Demonstrates technical proficiency in all skills necessary to fulfill the role of entry level EMT.
- Demonstrates personal behavior consistent with professional and employer expectation for the entry level EMT.

GRADUATION REQUIREMENTS

The student must complete the following to be considered for graduation. These requirements must be accomplished prior to taking the final exam.

- Required Clinical rotation hours: 16hrs
- Required Field internship hours: 84hrs
- Required Lecture/Lab hours: 153hrs
- Pass each module exam with minimum of a 80%.
- Pass the midterm and final exam with a minimum of a 80%.
- Maintain an overall average of a 80%.

- Bloodborne Pathogens & AIDS Completion.
- Demonstrate competencies in required critical tasks as outlined in skills lab, clinical area and field internship.
- Program tuition balance of zero (\$0.00).
- Successful completion of final practical
- Completion of all NSC Psychomotor skill sign-off sheets.
- Review and have knowledge of the online Florida Statutes & Florida Administrative Codes.

Calendar

Proposed • Class Schedules

Emergency Medical Technician

Class #	Hour	Meeting Day	Expected Start Date	Expected End Date
E157	Day	Tuesday and Thursday	1/17/2017	4/4/2017
E158	Evening	Tuesday, Wednesday, Thursday	1/17/2017	4/4/2017
E159	All Day	Friday	2/10/2017	5/10/2017
E160	Day	Wednesday, Thursday, Friday	2/22/2017	5/10/2017
E161	Day	Monday and Wednesday	3/13/17	6/5/2017
E162	Evening	Monday, Tuesday, Wednesday	3/13/17	6/5/2017
E163	Day	Tuesday and Thursday	4/25/17	7/25/2017
E164	Evening	Tuesday, Wednesday, Thursday	4/25/17	7/25/2017
E165	Day	Wednesday, Thursday, Friday	5/31/17	8/18/2017
E166	Day	Tuesday and Thursday	8/8/2017	10/26/2017
E167	Evening	Tuesday, Wednesday, Thursday	8/8/2017	10/26/2017
E168	All Day	Friday	9/8/2017	1/26/2018
E169	Day	Monday and Wednesday	10/9/2017	1/29/2018

* Dates subject to change

PARAMEDIC

Total Program Hours Length 1122 HOURS

Total Program Length 38 WEEKS

Document Issued: Diploma

PROGRAM DESCRIPTION

The advanced-level curriculum is intended to prepare students to function on an Ambulance, Fire Rescue Department, and Aero Medical Service in a pre-hospital setting, or Hospital Emergency Room. Paramedics perform all skills at the BLS leveling, in addition to invasive advanced skills such as IV's, medicine administration, interpretation of heart rhythms-EKG and advanced airway management. Further training in emergency medical services is necessary to meet all of the requirements before a student will be issued an EMT-Paramedic Diploma. Upon successful completion of course, students will be eligible to take the Florida State Licensing Examination for Licensure at the Paramedic Level.

PROGRAM FEES & TUITION

Program Cost: Tuition \$10,300.00 Registration Fee (Non-Refundable) \$150.00. Books & Materials \$ 900.00 Total program cost \$11,350.00

PROGRAM ADMISSION REQUIREMENTS

In order to be eligible for registration students must be at least 18 yrs. old and possess all of the following;

- A satisfactory drug test result and background check
- A copy of a valid CPR certification/card
- A copy of high school diploma, GED, or equivalent
- A copy of verification of the complete series of Hepatitis vaccinations
- A copy of a current PPD, if positive (Chest X-Rays must be taken)
- A copy or proof of MMR immunization.
- A copy of Seasonal Flu Vaccine
- A completed "Physical Form" or its equivalent signed by family physician (dated within 6 months of application date)
- Satisfactory drug test and background check

PROGRAM COURSE STRUCTURE

PM-100 Paramedic ♦ Lecture/Lab I: 200 Clock Hours*

This course includes: Introduction and Medical Terminology (includes 4 hours of Florida AIDS/HIV Education), Anatomy & Physiology, Patient Assessment, Fluids & Shock, Pharmacology, Respiratory and Airway, Cardiology (includes Advanced Cardiac Life Support certification),

PM-101 Paramedic ♦ Lecture/Lab II: 322 Clock Hours*

This course includes: Trauma (includes Pre-Hospital Trauma Life Support), Medical Emergencies, Obstetrics & Gynecology, Behavioral Emergencies, Pediatrics (includes Pediatric Advanced Life Support certification), Emergency Scene Operation and Structural Review.

PM-102 Paramedic ♦ Hospital Clinical: 200 Clock Hours

Students complete supervised hospital clinical in the Emergency Department, Operating Room, Labor and Birth, Medical Examiners, Trauma Center, Intensive Care, Pediatrics, and the Psychiatric Ward. This course is designed to allow the student to practice skills learned in the classroom on actual patients.

PM-103 Paramedic ♦ Ambulance/Rescue Field Experience: 400 Clock Hours

Students complete a supervised field experience and are assigned to a local fire department rescue squads, ambulances and fire apparatus. This course is designed to orientate the student with the roles of the

Paramedic in the field setting. The rescue/ambulance rotation allows the student to perform skills learned in the classroom on actual patients.

Each clock hour is defined as 50 minutes of classroom session in any field, lab, lecture or clinical setting. Semester credits are defined as 15 hours of theory equal 1 semester credit, 30 hours of lab equal 1 semester credit, and 45 clock hours of clinical externship equal 1 semester credit.

PROGRAM OBJECTIVES

Upon successful completion of this paramedic course, the student shall be able to:

- Recognize the nature of a patient's illness or the mechanism of injury, evaluate its seriousness, and determine the need for care, assistance, and mode of transportation.
- Give the appropriate emergency treatment necessary to stabilize the patient's condition.
- Evaluate the patient's response to treatment and determine whether further interventions are needed.
- Use proper lifting techniques to move the patient in order to minimize patient discomfort and injury.
- Transfer the patient safely to the appropriate medical facility and give an accurate account of patient's ailment and status to the health professional that is taking over the patient care.
- Obtain a relevant history of the patient's illness or injury, perform a pertinent physical examination, reach an appropriate conclusion regarding the implications of the clinical findings for appropriate treatment on the scene
- Manage both trauma and medical patients properly in the pre-hospital setting.
- Give accurate verbal and written reports, communicate via emergency radio, know the standard operating procedures for emergency vehicle and medical equipment, and the ability to properly control the emergency scene and perform basic extrication.
- Provide advance life support as necessary.
- Must demonstrate the ability to comprehend, apply, analyze and evaluate information relevant to their role as entry level EMT-paramedic.
- Must demonstrate technical proficiency in all skills necessary to fulfill the role of entry level EMT-paramedic.
- Must demonstrate personal behavior that is consistent with the expectations of professional employers within their prospective field of certification.

GRADUATION REQUIREMENTS

The student must complete the following to be considered for graduation. These requirements must be accomplished prior to taking the final exam.

- Must maintain a current Florida state EMT license
- Required Clinical rotation hours: 200hrs
- Required Field internship hours: 400hrs
- Required Lecture/Lab hours: 522hrs
- Pass each module exam with minimum of an 80%.
- Pass the midterm and final exam with a minimum of an 80%.
- Maintain an overall average of an 80%.
- Bloodborne Pathogens & AIDS Completion.
- Demonstrate competencies in required critical tasks as outlined in skills lab, clinical area and field internship.
- Program tuition balance of zero (\$0.00).
- Successful completion of final practical
- Completion of all NSC Psychomotor skill sign-off sheets.
- Review and have knowledge of the online Florida Statutes & Florida Administrative Codes.

Calendar
Proposed • Class Schedules
Paramedic

Class #	Hour	Meeting Day	Expected Start Date	Expected End Date
PTH8	All Day	Thursday	1/19/2017	3/1/2018
P45	Day	Tuesday, Wednesday, Thursday	2/7/2017	11/16/2017
P46	Evening	Tuesday, Wednesday, Thursday	2/7/2017	11/16/2017
PM8	All Day	Monday	3/18/2017	5/22/2018
P47	Day	Wednesday, Thursday, Friday	4/19/2017	2/2/2019
P48	Evening	Monday and Thursday	5/8/2017	6/28/2017
PF9	All Day	Friday	8/4/2017	9/24/2018
P49	Day	Monday, Tuesday, Wednesday	9/11/2017	7/9/2018
P50	Evening	Monday, Tuesday, Wednesday	9/11/2017	7/9/2018
PT8	All Day	Tuesday	11/7/2017	8/7/2018

- Dates subject to change

DEGREE PROGRAMS

Associates Degree of Science in Emergency Medical Services

Total Credits: 60 SEMESTER CREDITS

Total Program Length 52 WEEKS

Document Issued: Degree

PROGRAM DESCRIPTION

This program is designed for the student who seeks to increase knowledge related to the Paramedic field. The EMT and Paramedic programs are part of the EMS Degree curriculum. The program contains the general education needed for students to receive their Associate Degree in Science credential in Emergency Medical Services, in conjunction with EMT & Paramedic programming. After successful completion of the require courses, student will be awarded an Associates Degree of Science in EMS.

PROGRAM FEES & TUITION

Program Cost: Tuition \$15,550.00 Registration Fee (Non-Refundable) \$150.00
Student Technology Fee, Books & Materials \$1,400.00 Total program cost \$17,100.00

PROGRAM ADMISSION REQUIREMENTS

In order to be eligible for registration students must be at least 18 yrs. old and possess all of the following;

- Must possess a Paramedic License from the State of Florida and present transcript of applicable credits from paramedic program.
- A copy of a valid CPR certification/card
- A satisfactory drug test result and background check
- A copy of high school diploma, GED, or equivalent

PROGRAM COURSE STRUCTURE

ENC 101- College Composition I ♦ 3 Semester Credit hours

Students in this course will review and study grammatical context, sentence structure, write term papers and reports and general rules of business correspondence.

ENC 102 – College Composition II ♦ 3 Semester Credit hours

Students in this course will continue to review and study grammatical context, sentence structure, write term papers and reports and general rules of business correspondence. In this section students will study contemporary writings and demonstrate reading comprehension and critical thinking on subject matter.

SPC 106 – Public Speaking ♦ 3 Semester Credit hours

Students in this course will be able to demonstrate knowledge of public speaking, speech delivery concepts and analyze the delivery of other students' speeches. Students will perform audience analysis tasks and prepare speech topics and outlines. Learners will use supporting materials and presentation aids in speech preparation to prepare each of the components of a speech.

PSY 112 – Psychology ♦ 3 Semester Credit hours

Upon completion of this course students will have developed a basic understanding of psychology, its origins and its practical applications in the professional world. Students will gain skills and knowledge enhancing their ability to effectively communicate ideas and identify behaviors and information effectively.

MAC 105 - College Algebra ♦ 3 Semester Credit hours

Students in this course will explore exponential mathematics and college algebra through an examination of practical applications. Students will calculate algebraic problems with linear equations, exponents, polynomials, factors, and rational expressions. Student will solve problems using graphs, slopes, inequalities, linear equations, roots, radicals and quadratic equations.

PM-100 Paramedic - Lecture/Lab I ♦ 12 Semester Credit hours*

This course includes: Introduction and Medical Terminology (includes 4 hours of Florida AIDS/HIV Education), Anatomy & Physiology, Patient Assessment, Fluids & Shock, Pharmacology, Respiratory and Airway, Cardiology (includes Advanced Cardiac Life Support certification).

PM-101 Paramedic - Lecture/Lab II ♦ 20.5 Semester Credit hours*

This course includes: Trauma (includes Pre-Hospital Trauma Life Support), Medical Emergencies, Obstetrics & Gynecology, Behavioral Emergencies, Pediatrics (includes Pediatric Advanced Life Support certification), Emergency Scene Operation and Structural Review.

PM-102 Paramedic - Hospital Clinical ♦ 4 Semester Credit hours*

Students complete supervised hospital clinical in the Emergency Department, Operating Room, Labor and Birth, Medical Examiners, Trauma Center, Intensive Care, Pediatrics, and the Psychiatric Ward. This course is designed to allow the student to practice skills learned in the classroom on actual patients.

PM-103 Paramedic - Ambulance/Rescue Field Experience ♦ 8.5 Semester Credit hours*

Students complete a supervised field experience and are assigned to a local fire department rescue squads, ambulances and fire apparatus. This course is designed to orientate the student with the roles of the Paramedic in the field setting. The rescue/ambulance rotation allows the student to perform skills learned in the classroom on actual patients.

** Each clock hour is defined as 50 minutes of classroom session in any field, lab, lecture or clinical setting. A semester credit hour is defined as 15 clock hours of lecture (1 semester credit), 30 clock hours of lab (1 semester credit) and 45 clock hours of externship (1 semester credit).*

PROGRAM OBJECTIVES

Upon successful completion of this program the student shall be able to:

- Recognize the nature of a patient's illness or the mechanism of injury, evaluate its seriousness, and determine the need for care, assistance, and mode of transportation.
- Give the appropriate emergency treatment necessary to stabilize the patient's condition.
- Evaluate the patient's response to treatment and determine whether further interventions are needed.
- Use proper lifting techniques to move the patient in order to minimize patient discomfort and injury.
- Transfer the patient safely to the appropriate medical facility and give an accurate account of patient's ailment and status to the health professional that is taking over the patient care.
- Obtain a relevant history of the patient's illness or injury, perform a pertinent physical examination, reach an appropriate conclusion regarding the implications of the clinical findings

- for appropriate treatment on the scene
- Manage both trauma and medical patients properly in the pre-hospital setting.
- Give accurate verbal and written reports, communicate via emergency radio, know the standard operating procedures for emergency vehicle and medical equipment, and the ability to properly control the emergency scene and perform basic extrication.
- Provide advance life support as necessary.
- Must demonstrate the ability to comprehend, apply analyze and evaluate information relevant to their role as entry level EMT-paramedic.
- Must demonstrate technical proficiency in all skills necessary to fulfill the role of entry level EMT-paramedic.
- Must demonstrate personal behavior that is consistent with the expectations of professional employers within their prospective field of certification.
- Must be able to perform mathematical operations
- Demonstrate strong written skills
- Explain psychological behaviors
- Communicate cultural norms through historic context
- Explain the structure and function of the human body systems

GRADUATION REQUIREMENTS

The student must complete the following to be considered for graduation. These requirements must be accomplished prior to taking the final exam.

- All General Education Course must be passed with a minimum 75% grade per course.
- Core Course Requirements:
 - Required Clinical rotation hours: 200hrs
 - Must maintain a current Florida state EMT license
 - Required Field internship hours: 400hrs
 - Pass each module exam with minimum of an 80%.
 - Pass the midterm and final exam with a minimum of an 80%.
 - Maintain an overall average of an 80%.
 - Bloodborne Pathogens & AIDS Completion.
 - Demonstrate competencies in required critical tasks as outlined in skills lab, clinical area and field internship.
 - Program tuition balance of zero (\$0.00).
 - Successful completion of final practical
 - Completion of all NSC Psychomotor skill sign-off sheets.
 - Review and have knowledge of the online Florida Statutes & Florida Administrative Codes.

Calendar

Proposed • Class Schedules Associated Degree in EMS program

Class #	Terms	Expected Start Date	Expected End Date
EMS 37	Term A	1/9/17	3/5/17
EMS 37	Term B	3/6/17	4/30/17
EMS 38	Term A	5/8/17	7/2/17
EMS 38	Term B	7/3/17	8/27/17
EMS 39	Term A	9/4/17	10/29/17
EMS 39	Term B	10/30/17	12/24/17

* Dates subject to change

Associates Degree of Science in Nursing

Total Credits: 72 SEMESTER CREDITS

Total Length: 75 WEEKS

Document Issued: Degree

PROGRAM DESCRIPTION

AMA's Associate Degree Nursing program prepares students to practice the profession of nursing, which requires specialized knowledge, good judgment and nursing skills based upon applied principles of biological, physical, psychological and social sciences. The profession of nursing requires the items listed below but is not limited to:

- Assessment, diagnosis, planning, intervention and evaluation of care
- Health education and counseling of individuals who may be injured
- Health promotion, wellness maintenance, and illness prevention
- Administration of therapeutic interventions as well as medication administration as prescribed in accordance with standards of nursing practice.

The AMA Associate Degree in Nursing prepares students for eligibility to apply for the Registered Nurse National Council Licensing Examination.

The AMA nursing program is fully accredited by the Accrediting Bureau of Health Education Schools. Upon successful completion of the prescribed course of study, students receive an Associate in Science Degree in Nursing, which will enable graduates to apply for the National Council Licensure Examination (NCLEX-RN). Upon successful completion of this examination, the Registered Nurse License is achieved.

This program will prepare the student in the areas of study listed on the State of Florida, Board of Nursing Standards.

The following areas and subjects will be covered in this program: Fundamentals of Nursing, Medical, Surgical, Obstetric, Pediatric, Geriatric Nursing, Theoretical instruction, and clinical experience in the acute care, long term care and in the community health setting. Theoretical instruction includes nutrition, human growth and development, life span development, body structure and functions, interpersonal relations skills, family relations, mental health concepts, pharmacology and administration of medication, legal aspects and practice, and all up to date and current practices of nursing. This program is 50% Clinical Experiences and Clinical Simulation and the other 50% of Theory and Laboratory.

PROGRAM FEES & TUITION

Program Cost: Tuition \$35,305.00, Application Fee (Non-Refundable) \$100.00, Registration Fee (Non-Refundable) \$150.00 Technology Fee (NCLEX Preparation system & SLS) \$900.00, Online fees associated with online courses \$1,100.00, Books and Kits \$1,648.00, other course materials \$190.00, Total program cost \$39,393.00

PROGRAM ADMISSION REQUIREMENTS

The applicant must be eighteen (18) years old or older. Students must have a High School Diploma, a General Education Equivalent Diploma (GED). The student must take a KAPLAN entrance exam and pass to be accepted into the program.

- This is a degree program, which is a combined course of distance education and residential education. In order to be eligible for registration, students must be at least 18 years old and possess all of the following; GED or high school diploma, a satisfactory drug test and clear background investigation, a current physical signed by physician (dated no later than six months from date of application), an updated immunization record. Additional application process that must be completed prior to applying to be eligible for the associate degree of nursing program.
- Completed entry of interest form, have met all application requirements (listed in great detail in the general admission requirements) all to be submitted to the Director of Operations and Director of Nursing.

KAPLAN ASSESSMENT

Before beginning the core nursing classes, applicants successfully complete the KAPLAN assessment and earn the following scores in the 4 sections (Registration process, study information, is located in the Testing Center).

- Math 70%
- Reading 70%
- Science 75%
- English 70%

**** Scores must not be more than one year old****

KAPLAN RETAKE POLICY

A nursing candidate can retake any category(s) of the most current version of the KAPLAN in which a passing score was not achieved.

- The retake must be done no sooner than one week and no longer than 3 months from the date the original test was taken.

PROGRAM OBJECTIVES

The purpose of this program is to prepare students for employment as a Registered Nurse (RN); the student can apply to the Florida Board of Nursing to take the RN-NCLEX exam to acquire a Florida Nursing License. This will allow the student to work at a profession level of nursing. The student will be able to see employment in Hospitals, Clinics, Home Health Center, Schools and Doctors' Offices.

Upon successful completion of this program the student shall be able to:

- Provide a learning environment that will lead to successful completion of program objectives.
- Prepare a responsible and accountable professional nurse who uses critical thinking while providing competent, safe, client/patient care.

- Prepare the graduate to provide nursing care in a variety of settings.
- Prepare the graduate to value personal and professional growth as lifelong learners.
- Prepare the graduate to successfully pass the NCLEX-RN® examination on first take and become gainfully employed.
- Provide competent, safe nursing care.
- Incorporate the nursing process as the foundation for nursing practice.
- Demonstrate respect for the client/patient of diverse backgrounds.
- Practice with integrity and respect for the individual.
- Implement current knowledge of theory-evidenced-based practice, and critical-thinking skills in the care and management of client/patients, families, and community.
- Apply principles of collaboration, communication, change, and education during all client/patient interaction.
- Provide client/patient care incorporating the use of technology.
- Adapt to the evolving health care environment by valuing professional development, lifelong learning, and advancement of the nursing profession.
- Practice within the boundaries of the State Nurse Practice Act.

PROGRAM COURSE STRUCTURE

ENGC011- College Composition I ♦ **3 Semester Credit hours**

This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

SPC001 – Public Speaking ♦ **3 Semester Credit hours**

This course provides the student with a basic understanding of public speaking and how to prepare and present a variety of speeches.

PSYC011 – General Psychology ♦ **3 Semester Credit hours**

This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

MATH010 – Applied Mathematics ♦ **3 Semester Credit hours**

This course focuses on algebraic concepts essential for success in the workplace and other courses. Using real-world examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions, and linear equations. This course also explores problems involving factoring, radicals, linear equations, functions, and graphs.

ANAP001 – Anatomy and Physiology I ♦ 3 Semester Credit hours

This course provides an introduction to the structure and function of the human body with emphasis on the organ and systems levels. The basic sciences of anatomy and physiology are integrated and presented with practical applications.

ANAP001/L – Anatomy and Physiology I Lab ♦ 1 Semester Credit hours

This course is an introduction to the structure and function of the human body with emphasis on the organ and systems levels. The basic sciences of anatomy and physiology are integrated and presented with practical applications. Laboratory work involves the dissection of the fetal pig and a comparison of the pig to the human organism.

ANAP002 – Anatomy and Physiology II ♦ 3 Semester Credit hours

This course builds upon the basic concepts of human anatomy and physiology previously learned in Human Anatomy and Physiology I which applies to the study of the cardiovascular, immune, respiratory, urinary, digestive and reproductive systems. Partial applications are integrated. Human Anatomy, and Physiology I.

ANAP002 – Anatomy and Physiology II Lab ♦ 1 Semester Credit hours

This course builds upon the basic concepts of human anatomy and physiology previously learned in Human Anatomy and Physiology I which applies to the study of the cardiovascular, immune, respiratory, urinary, digestive and reproductive systems; Partial applications are integrated, Human Anatomy, and Physiology I Lab.

NUTR012 - Nutrition ♦ 3 Semester Credit hours.

This course will teach the student how to evaluate and create a diet for patients with specific needs. The student will understand the type a diet a person should be on to promote healthy living. The student will learn the relationship of nutrition and medication therapy.

CHEM001 - Chemistry ♦ 3 Semester Credit hours

This course is a descriptive course that covers the basic concepts of inorganic, organic, and biological chemistry. Each topic includes applications to health and environmental issues. The experimental laboratory involves the student in scientific observations, measurement, safety, and proper laboratory technique. Lecture and discussion involve collaborative learning and use of computer tutorial software. This course is appropriate for students who require a physical science course with laboratory including liberal arts, elementary education, and allied health related majors.

MICR011- Microbiology ♦ 3 Semester Credit hours

This is an introduction to the study of prokaryotic and eukaryotic microorganisms with emphasis on morphology, growth, metabolism, genetics, host-parasite relationships and infectious diseases.

NUR1020 - Fundamentals of Nursing ♦ 3 Semester Credit hours

This course is an introduction to fundamentals of nursing concepts; standards of nursing practice and issues related to care of clients based on Maslow's Hierarchy of Needs. The course content will be presented with the framework of the health-wellness continuum, and normal physiological, psychological, and socio-cultural needs of the client. It will also acquaint the student with the nursing process components such as assessment, nursing diagnosis, planning, implementation, and evaluation. Included in the course is a discussion about clients multiple needs. Critical thinking concepts are integrated in the course to enable the student to make appropriate nursing judgments. Delivery of this course will be in a classroom setting with application in the skills laboratory and clinical settings.

NUR1020L - Fundamentals of Nursing Lab I ♦ 2 Semester Credit hours

This lab course complements lecture topics included in Fundamentals of Nursing and provides the students opportunities for the explanation, demonstration, and practice of assessment of physical and psychological adaptation to health and illness across the adult life span. Skills laboratory practice components include physical needs, assessment techniques and nursing skills that support basic human needs. Safety principles, infection control and asepsis are stressed throughout the course.

NUR 1020C - Fundamentals of Nursing Clinical ♦ 2 Semester Credit hours

This clinical course provides the beginning nursing student-supervised practice of the skills introduced in Fundamentals of Nursing theory and the skills lab. These simulation/clinical experiences will provide the student opportunities to assist patients to an optimal level of wellness and provide direct patient care in the in-patient, rehabilitation and community based settings allowing them to develop cultural competency and integrate the contents from both theoretical and laboratory practice.

NUR1060 - Adult Health Assessment ♦ 1 Semester Credit hours

This course is designed to provide students with the necessary skills to perform an in-depth nursing history and a complete physical examination on an adult client. The focus will be on clients with minimal or no alterations in their health state. This course will assist the student in developing nursing assessment skills across the life span utilizing effective communication and physical examination techniques paying close attention to psycho/social and cultural considerations. An emphasis is placed on critical thinking skills in assessment, data collection and analysis in addition to the identification of the client's actual and potential health needs. This course will reinforce the utilization of the nursing process; describe variations in findings for select body systems and review tests and diagnostics used to assess client's physical and psychological status.

NUR1060L Adult Health Assessment Lab ♦ 1 Semester Credit hours

This lab course offers the student the opportunity to practice and demonstrate an in-depth nursing history and complete physical assessment in a safe learning environment. The students will practice and demonstrate the use of appropriate tools and physical assessment techniques (observation, auscultation, percussion, palpation) of physical examination, perform an organized physical examination of the body systems. The focus will be on clients with minimal or no alterations in their health state. Opportunities for recording the data gathered from assessments (verbal and physical), using correct terminology and critical documentation of the process and findings will be offered utilizing electronic documentation.

NUR1141 - Pharmacology I ♦ 1 Semester Credit hours

This course introduces the effects of drug therapy on human body systems. The body systems include: the central nervous system, autonomic nervous system, cardiovascular, renal, endocrine, respiratory, and gastrointestinal systems. The basic concepts of pharmacological agents in relation to classifications, actions, therapeutic effects, contraindications and adverse effects are introduced. The study of drugs, drug standards and legislation, will provide the nursing students with a basic background of drug classifications, actions, dosages, and side effects. An introduction of basic drugs and the review of mathematical computations necessary for safe administration in the clinical setting are covered in this course. Drug therapy will be integrated throughout the curriculum.

NUR1251 - Medical-Surgical Nursing I ♦ 3 Semester Credit hours

This course focuses on in-depth care for clients using advanced concepts in nursing care of the medical-surgical adult and geriatric client experiencing chronic physical and psychological changes related to cardiovascular, respiratory, endocrine-protective, digestive, elimination, and multi-system disorders. Ethical and legal aspects of nursing practice in addition to cultural competency will be discussed.

Students are introduced to the nursing role with regard to preoperative, intra-operative, and post-operative nursing. Problems associated with fluid and electrolytes, acid base balance, infections and the stress response will be addressed. Working as an effective member of the health care team and beginning leadership skills will be presented.

NUR1251L - Medical-Surgical Nursing I Lab ♦ 1 Semester Credit hours

This lab course provides the students opportunities for the explanation, demonstration, and practice of nursing skills required to treat the needs of the medical surgical adult and geriatric patients. Concepts introduced will include the recognition of the impact of cultural and ethnic diversity on the client as they relate to nursing care. Simulated practice of nursing skills will be accomplished with laboratory and utilization of mannequins.

NUR1211 - Medical-Surgical Nursing Clinical ♦ 2 Semester Credit hours

This clinical course provides the nursing student supervised practice and planned simulation/clinical experiences. Students will apply concepts and practices of medical surgical nursing. Experiences in both in-patient and community settings will be provided focusing on the nurse's role in meeting the needs of the client, family, and community. Students will be encouraged to actively participate in projects assisting clients in preventive care and maintenance of health. Students will have beginning client-care experiences in the long-term care setting.

NUR1151 - Pharmacology II ♦ 1 Semester Credit hours

This course builds on the acquired knowledge obtained from NUR1141 Nursing Pharmacology I and is designed to enhance comprehension and integrate application of knowledge into safe and effective medication administration as well as to decrease the incidence of errors associated with medication administration. Emphasis is provided in areas such as specific pharmacologic effects and classification, cellular or mechanism of action, therapeutic response, major side effects and adverse effects, patient assessment needed prior to medication administration, patient education, and other special nursing implications. Areas covered will include pharmacological effects on the body systems including the central nervous, autonomic, cardiovascular, renal, respiratory, integumentary, endocrine and gastrointestinal. Anti-infective, anti-inflammatory agents, immune and biological modifiers, chemotherapeutic agents, dermatologic, hematological, ophthalmic and otic agents will be reviewed. Dosage and calculation is threaded throughout the curriculum.

NUR 1151L - Pharmacology II Lab ♦ 1 Semester Credit hours

This lab course compliments NUR1151 Pharmacology II. It is designed to offer the opportunity for students to practice and demonstrate competencies with regard to the safe preparation and administration of via the routes permitted within the entry-level registered nurses' scope of practice. Safe administration of anti-infective, anti-inflammatory agents, immune and biological modifiers, chemotherapeutic agents, dermatologic, hematological, ophthalmic and otic agents will be reviewed and demonstrate in this lab. Dosage and calculation is threaded throughout the curriculum.

NUR2350 - Obstetrical Nursing Care ♦ 2 Semester Credit hours

This course provides a family centered approach to the nursing care of obstetrical clients and their families. Students will learn to assess the pregnant client, to implement caring behaviors for the laboring women, and educate the postpartum client; manage the care of the newborn and collaboration of care for the high-risk client. Concepts and skills from Fundamentals and medical surgical nursing are vital to this course with a focus on developmental theories. Dosage calculations in related to the obstetric client and neonate are introduced in this course.

NUR2350L - Obstetrical Nursing Care Lab ♦ 1 Semester Credit hours

This lab course complements NUR2350 Obstetrical Nursing providing students with a safe learning environment to learn to assess the pregnant client, to implement caring behaviors for the laboring women, to educate the postpartum client, manage the care of the newborn and collaboration of care for the high risk client. Students will practice and demonstrate competencies in the skills laboratory with regard to nursing skills related to the obstetric client, neonate and family including assessment, medication administration in the obstetrical/pediatric/child setting.

NUR2350C - Obstetrical Nursing Care Clinical ♦ 1 Semester Credit hours

This clinical course provides the nursing student supervised practice and planned Simulation/Clinical experiences with obstetrical nursing clinical practice. Students will learn to apply the nursing process to the care of patients in selected obstetrical clinical settings.

Primary, secondary and tertiary care settings may be used as clinical experiences that may include outpatient facilities, hospitals, and pre/post-natal programs in community care.

NUR2450 - Pediatric Nursing Care ♦ 3 Semester Credit hours

This course focuses primarily on student's understanding of nursing care of children and adolescents with a family centered approach. Students will learn the nurse's role in meeting short and long-term needs of the pediatric client, family, and community through preventative, therapeutic and palliative approaches with recognition of multicultural aspects of client needs. Emphasis is placed on the interrelated dynamics of pediatric families with exposure to common recurrent and complex problems associated with pediatric client health and wellness. Concepts and skills from Fundamentals and medical surgical nursing are vital to this course with a focus on developmental theories. Dosage calculations in related to the pediatric client are introduced in this course.

NUR2450L - Pediatric Nursing Care Lab ♦ 1 Semester Credit hours

This lab course provides the nursing student supervised practice and planned simulation/clinical experiences to apply the nursing process to the care of pediatric patients in selected clinical settings. Students will observe and identify cultural diversity and implement care to the pediatric client, family, and community through preventive, therapeutic and palliative measures in the lab setting. Practice and demonstration of competencies in the skills laboratory with regard to nursing skills related to the pediatric client including assessment, pediatric medication administration in the pediatric/child nursing care setting will be performed.

NUR2450C - Pediatric Nursing Care Clinical ♦ 1 Semester Credit hours

This clinical course provides the nursing student supervised practice and planned simulation/clinical experiences to apply the nursing process to the care of pediatric patients in selected clinical settings. Students will learn to observe cultural diversity and implement care to the pediatric client, family, and community through preventive, therapeutic and palliative measures. Primary, secondary and tertiary care settings may be used as clinical experiences, which may include outpatient facilities, hospitals, and pediatric programs in community care.

NUR2522 - Mental Health Nursing ♦ 3 Semester Credit hours

This course introduces students to the basic concepts of mental health nursing. Basic mental health concepts and issues examined include: cultural beliefs and ethnic diversity of the client and nurse; legal and ethical issues; therapeutic nurse/client relationships; and self-awareness. In addition, the course will examine neuro-bio-psychosocial theories/therapies and factors affecting health and wellness of clients who have common psychiatric/mental health needs/disorders across the life span. An emphasis on therapeutic communication and nursing process in the care of clients with common mental health disorders including but not limited to anxiety, mood, substance abuse, thought, cognition, and personality

and eating disorders. Emphasis is placed on client advocacy, and collaboration among members of the mental health care team.

NUR2522C - Mental Health Nursing Clinical ♦ 1 Semester Credit hours

This clinical course provides the nursing student with clinical experiences to apply concepts of psychiatric nursing. Students will familiarize themselves with psychiatric procedures for both in-patient and in the community settings, which will focus on the nurse's role on meeting the needs of the client, family, and community. Students will be encouraged to actively participate in projects assisting patients in preventative care and maintenance of mental health. Clinical experiences will be in the acute, chronic and community-based psychiatric-mental health settings.

NUR2630 - Nursing Community Health ♦ 1 Semester Credit hours

This course focuses on nursing care of clients in the community. The course identifies and defines the context for community health nursing, along with approaches to community health nursing as it impacts the care of clients in special populations, specialized settings, and addresses population health issues. Special emphasis is placed on the understanding of cultural influences on the health practices and beliefs within the family.

NUR2630C - Nursing Community Health Clinical ♦ 1 Semester Credit hours

This clinical course assists the students in applying knowledge of community health resources. Students will learn to manage community health resources to support the delivery of care to the childbearing/childrearing families. Clinical experiences will be in the community-based health settings.

NUR2791 - Advanced Medical-Surgical Nursing ♦ 3 Semester Credit hours

This course builds upon the subject matter covered in NUR1211 Medical Surgical Nursing I with advanced concepts in nursing care of the medical-surgical client experiencing acute physical and psychological changes. This course focuses on nursing care of adult clients with high acuity problems and/or the chronically ill within hospital and community settings. Emphasis will be placed on assessment of risk factors affecting client's health and wellness. Students will implement the nursing process and utilize Maslow's Human needs concepts to prioritize client needs for the following diseases/disorders: Integumentary, endocrine, renal, cardiovascular, gastrointestinal, musculoskeletal, and central nervous system, sleep and malignancies. Related fluid and electrolytes and acid base balance needs will be addressed. Issues regarding client advocacy, spiritual and cultural diversity as well as communication and collaboration with members of the health care team and intermediate level leadership skills will be emphasized. This course builds upon learned skills and concepts from previous nursing courses in the program. A continuation of dosage and calculations are integrated in this course. The pathophysiology of disease processes as well as the adaptive processes and responses of the clients are discussed and explored.

NUR2791L - Advanced Medical-Surgical Nursing Lab ♦ 1 Semester Credit hours

This lab course provides the nursing student supervised practice and demonstration experiences of advanced medical surgical skills in a lab setting. The skills laboratory will be utilized to build upon and reinforce learned nursing skills including but not limited to advanced skills such as intravenous therapy initiation and central lines maintenance; the practice of application of critical thinking, caring and therapeutic nursing interventions will be reinforced.

NUR2791C - Advanced Medical-Surgical Nursing Clinical ♦ 2 Semester Credit hours

This clinical course provides the nursing student supervised practice and planned simulation/clinical experiences with the opportunity to apply advanced concepts of medical surgical nursing. Students will focus on the nurse's role in meeting the needs of the client, family and community. Students will be

encouraged to actively participate in projects assisting clients in preventive care and maintenance of health. Secondary and acute care settings are utilized for clinical experiences are utilized in this course.

NUR2960 - Professional Nursing Leadership ♦ 1 Semester Credit hours

This course provides an overview of theoretical and clinical concepts needed for the transitional role of the graduating associate degree nurse as a provider of care, manager of care, and member of the profession. Concepts of effective leadership styles, advanced therapeutic communication, delegation, collaboration, conflict resolution, time management, nursing ethics, career planning, and professional issues including the recognition of the impact of cultural beliefs and ethnic diversity of the client are analyzed and compared in this final nursing course. The nursing process and advanced critical thinking are utilized while the learner/student implements the role of the beginning associate degree nurse as coordinator of care including theory and clinical accountability to provide quality care in various environments. Emphasis is placed on clinical application of critical thinking, caring, and therapeutic nursing interventions.

NUR2960C - Professional Nursing Leadership Clinical ♦ 3 Semester Credit hours

This clinical course focuses on the concepts of leadership, management, accountability, responsibility, decision making, ethics, time management, conflict resolution, strategic planning, continuous quality improvement, multidisciplinary care, evidence-based practice and multicultural needs and care. The Nurse Practice Act, rules of conduct, reality shock, application of the nursing process, leadership, delegation, and supervision in caring for clients. This is the culminating clinical practice course. The students will apply concepts of management, application of the nursing process, leadership, delegation, patient teaching and supervision in caring for patients through in-depth learning experiences in selected clinical sites. Secondary and acute care settings are utilized for clinical experiences are utilized in this course

Each clock hour is defined as 50 minutes of classroom session in any field, lab, lecture or clinical setting. A semester credit hour is defined as 15 clock hours of lecture (1 semester credit), 30 clock hours of lab (1 semester credit) and 45 clock hours of externship (1 semester credit).

ASSOCIATE OF SCIENCE IN NURSING PROGRAM GRADING POLICY

DISTANCE EDUCATION DIVISION

American Medical Academy is pleased to be able to offer general education courses online for students attending the Associate of Science in Emergency Management Services. We feel that it is important for students to be able to access educational opportunities in multiple modes of delivery using technology that grants access from remote locations. Our goal in distance education is to provide the quality education AMA is known for and to advance the movement of technology and its diverse applications in the 21st century into our global classroom. AMA uses a professional Learning Management System to provide distance education, whereby students can login from any computer and attend their online classes.

In order to meet the unique needs of Distance Education learners, The AMA Distance Education Division represents the integration of:

- Technology and instructor-led instruction
- Anytime/anywhere learning and real-time interaction, support and feedback
- Self-directed and instructor-initiated instruction
- Competency-based didactic and laboratory development

COURSE DELIVERY STRUCTURE

The AMA Distance Education Division follows the 16-week semester system. Each semester consists of two sessions, which can span from six to ten weeks each (depending on the courses length and needs). Students focus on one to two or all courses that comprise a full-time course load for the duration of the eight (8) -week semesters. This is based on the adult learning theory that supports the belief that adult learners are more successful in focusing on two courses at a time. In addition, this structure allows a student to remain as a full-time student in the pursuit of his or her degree, but able to better focus on half the course load at a single time. To achieve a successful Distance Education learning experience, students can expect to spend 10-12 hours per week for course preparation.

The AMA Residential Education Division follows 15-week semester system. Students focus on one to two or all courses that comprise a full-time course load for the duration of a fifteen (15)-week semester. This is based on the adult learning theory that supports the belief that adult learners are more successful in focusing on one or multiple courses at a time. In addition, this structure allows a student to remain as a full-time student in the pursuit of his or her degree, but able to better focus on half the course load at a single time. To achieve a successful Distance and Residential Education learning experience, students can expect to spend 12-14 hours per week for course preparation.

GRADE LEARNING EVENTS

Every course contains anywhere from one to two learning events (known traditionally as assignments). Instructions for each Learning Event are provided and each concludes with a deliverable product. Deliverable products vary and may be in the form of a paper, a PowerPoint Presentation, programming code, an HTML web page, a design, or any other authentic assessment measure that allows the student to demonstrate his/her mastery of the course outcome related to that course of instruction. These deliverables are evaluated qualitatively for outcomes mastery using the stated course evaluation methods. Students have regular access to the course grade book through the course platform. Grading is organized according the unit structure. Learning events should be each student's individual work unless designated as a group project.

STUDENT SELF-ASSESSMENT

A Student Self-Assessment is included for every course of instruction and is delivered within the course platform. Students can evaluate their understanding of each course topic by answering true/false, multiple choice, or short answer questions. The Student Self-Assessment does not impact assignment or course grades, but is available to gauge a student's own learning progress.

REPEAT COURSEWORK

AMA allows a student to repeat a failed course once and allow only the last grade to count in the grade point average. A failed course is a course in which a student does not meet the required GPA and/ or does not pass the final exam. The policy does not remove the previous grade, but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted credit hours in calculating maximum timeframe to complete the course.

Students taking or re-taking a class with a cohort different from that of the original enrollment due to failing or withdrawing from a class, will be subject to current tuition for that cohort.

GRADUATION REQUIREMENTS

The student must complete the following to be considered for graduation. These requirements must be accomplished prior to taking the final exam.

- All General Education Courses must be passed with a minimum 75% grade per course.
- Core Course Requirements:
 - Complete all require clinical rotations
 - Pass all didactic courses with a minimum of an 80% final course grade.
 - Complete all required Clinical rotation hours
 - Pass each didactic course with minimum of a 80%.
 - Pass each clinical course with a Passing grade.
 - Maintain an overall average of an 80%.
 - Complete 15 hours of CEU course (Medical Errors, HIV/AIDs, and Domestic Violence.
 - Demonstrate competencies in required critical tasks as outlined in skills lab and clinical.
 - Program tuition balance of zero (\$0.00).

Calendar

Proposed • Class Schedules

ASN

Class #	Hour	Meeting Day	Expected Start Date	Expected End Date
ASN4	Evening	Tuesday, Wednesday, Thursday		
ASN5	Evening	Tuesday, Wednesday, Thursday		
ASN6	Evening	Tuesday, Wednesday, Thursday		

* Dates subject to change

DISTANCE EDUCATION DIVISION

American Medical Academy is pleased to be able to offer general education courses online for students attending the Associate of Science in Emergency Management Services and the Associates of Science in Nursing. We feel that it is important for students to be able to access educational opportunities in multiple modes of delivery using technology that grants access from remote locations. Our goal in distance education is to provide the quality education AMA is known for and to advance the movement of technology and its diverse applications in the 21st century into our global classroom. AMA uses a professional Learning Management System to provide distance education, whereby students can login from any computer and attend their online classes.

In order to meet the unique needs of Distance Education learners, The AMA Distance Education Division represents the integration of:

- Technology and instructor-led instruction
- Anytime/anywhere learning and real-time interaction, support and feedback
- Self-directed and instructor-initiated instruction
- Competency-based didactic and laboratory development

Course Delivery Structure

The AMA Distance Education Division follows the 16-week semester system. Each semester consists of two sessions, which can span from six to ten weeks each (depending on the courses length and needs). Students focus on one to two courses in each eight week session that comprises a full-time course load for the duration of the 16-week semester. This is based on the adult learning theory that supports the belief that adult learners are more successful in focusing on two courses at a time. In addition, this structure allows a student to remain as a full-time student in the pursuit of his or her degree, but able to better focus on half the course load at a single time. To achieve a successful Distance Education learning experience, students can expect to spend 10-12 hours per week for course preparation.

Distant Education Learning Objectives

- Provide alternative learning opportunities
- Enhance flexibility to complete assignments on time
- Expand capability to complete online course
- Expand awareness of online learning resources in order to complete courses enrolled in.

Graded Learning Events

Every course contains anywhere from one to two learning events (known traditionally as assignments). Instructions for each Learning Event are provided and each concludes with a deliverable product. Deliverable products vary and may be in the form of a paper, a PowerPoint Presentation, programming code, an HTML web page, a design, or any other authentic assessment measure that allows the student to demonstrate his/her mastery of the course outcome related to that course of instruction. These deliverables are evaluated qualitatively for outcomes mastery using the stated course evaluation methods. Students have regular access to the course grade book through the course platform. Grading is organized according the unit structure. Learning events should be each student's individual work unless designated as a group project.

Group Projects

Each Distance Education course includes at least one group project that facilitates collaborative learning and teamwork. Group projects also adhere to a performance-based, authentic assessment of the students' mastery of course outcomes. Products of the collaborative group project are evaluated based on the instructor's evaluation of the demonstrated competencies.

Student Self-Assessment

A Student Self-Assessment is included for every course of instruction and is delivered within the course platform. Students can evaluate their understanding of each course topic by answering true/false, multiple choice, or short answer questions. The Student Self-Assessment does not impact assignment or course grades, but is available to gauge a student's own learning progress.

Student Support Resources

Each AMA Distance Education Division course contains access to the following supportive resources:

Syllabus

Each course syllabus includes the course description, course outcomes, course materials list, general course policies, the grading scale, instructor contact information and other pertinent course level information.

Presentation

Each course includes a presentation of the course concepts that supplements the material covered in the textbook chapters. The Presentation format can vary from lecture notes to an interactive multimedia presentation.

Real-Time Chat

Instructors deliver two hours of real-time chat scheduled at varied times in a seven-day calendar week to accommodate diverse schedules. Students are not required to attend the real-time chats. The real-time chats focus on the course topic for each week of the 8-week session. Real-time chats are not included in the course grade, but serve as valuable for the student's learning (especially for auditory learners). The chats are archived, and they serve as valuable resources for learning and real-time

Asynchronous Discussion

Asynchronous discussions are tied to specific course Learning Events for each week of the eight-week session. Asynchronous chats are required and evaluated qualitatively by the Instructor.

Units Modules

Every course is organized according to the 8-week, Lesson format, i.e., Unit 1, Unit 2, Unit 3, etc. Each week is identified by a specific Lesson topic heading for each week of the session. For example, in an English Composition course it would appear as:

- Lesson 1: The Writing Process
- Lesson 2: Paragraphs
- Lesson 3: Introduction to College Writing

- Lesson 4: Introduction to Essays
- Lesson 5: Clarity and Style in Writing
- Lesson 6: Patterns of Writing
- Lesson 7: Writing a Summary
- Lesson 8: Sentence Parts and Patterns

Course Glossary

Every online course includes a course glossary that is integrated as a view-only document and accessible in every course. Students are made aware if they are to be evaluated on their knowledge of required course terms either through a deliverable product or through the asynchronous discussion forum.

Integrated Content

Some Distance Education courses include integrated electronic content from a text companion web site, CD-ROM or other delivery device. This content is fully integrated into the related course of instruction or learning event with instructions for its use and purpose.

Ancillary Content

Some Distance Education courses include ancillary electronic content found on a text companion web site, CD-ROM or other delivery device. When a student is referred to ancillary content, instructions on how and when to access the content is included in the unit and its use is identified.

Assessment

Every course includes an Assessment of the course outcomes identified for that course. Assessments are authentic and evaluated by standardized rubrics for each unit. Assessments can include papers, projects, code, designs, schematics, or any other authentic assessment measure that allows the student to demonstrate his/her mastery of the course outcome related to that unit of instruction. All grading is done qualitatively based on the Grading Scale Qualitative Definitions. Certain lower level courses may be evaluated based on traditional assessment methods such as tests and quizzes. Students have regular access to the course grade book through the course platform. Grading is organized according to the unit structure.

Web Resources

Every unit includes links to additional web resources that serve as supplemental resources for the unit subject matter. These links are found within the particular unit for each week of the session and are not tied to a specific Presentation or Learning Event, but are identified as extra resources for the student's own use.

Technology Requirements

As part of the admission process to the Division of Distance Education, students are required to attest to certain competencies in the use of technology. Students must have the following skills:

- Ability to use email to correspond with faculty, staff, and students
- Ability to access, create, save documents in Microsoft Office programs. At a minimum, students must be familiar with Microsoft Word
- Ability to browse the Web
- Ability to run an antivirus application to ensure files are virus free

To enroll in classes online, all Division of Distance Education students must have access to a computer with the following minimum requirements:

Hardware:

- Pentium III Processor (minimum); Pentium IV (recommended)
- 256MB of RAM (minimum); 512MB of RAM (recommended)
- 6GB of available hard drive space
- CD ROM 4x
- Sound Blaster compatible 16-bit sound card
- Headset or speakers
- Monitor/display video card capable of 1024x768 resolution and 16-bit color
- Connection speed of at least 56Kbps Software:
- Microsoft Windows Operating System (2000 or better)
- Microsoft Office 2003 or greater*
- A current antivirus application
- Internet Explorer 6.0 or greater
- Adobe Reader (free download)
- AOL Instant Messenger (free download)

*Microsoft Word is required to submit all assignments. In addition, some classes require the use of Excel, PowerPoint, and Access. Students are responsible for ensuring that they have the software required and should not enroll in courses for which they do not have the necessary software.

Internet/Email, An Internet service provider (ISP), e-mail addresses, to be part of the Division of Distance Education's program, and students will need an Internet Service Provider (ISP). An ISP supplies access to the Internet for a fee. The ISP will provide a software installation package, including a user name, password, email address, and one or more telephone access numbers. In many areas, cable television and digital Internet services offer high-speed Internet access. The Division of Distance Education does not provide access to the Internet as part of its agreement.

Education Orientation:

New students' participate in a mandatory orientation program at the beginning of their first term of study at AMA. The Admissions Department coordinates the program. The Orientation program is presented on the Distance Education Division website and is designed to make transition into college life easier and more enjoyable. The topics in the Distance Education presentations are focused on an overview of Online and Online Learning including a guided tour of the Distance Education Campus and the features and functions of the Distance Education classroom.

New students will be notified well in advance of that date and time of orientation for the term in which they plan to enroll. The orientation program generally is scheduled 10 days prior to the beginning of the term. These presentations provide opportunities for the student to familiarize themselves with the Distance Education Campus, Distance Education learning, and AMA policies. Completion of the Distance Education Orientation is mandatory.

Academic Advising:

The Education Department provides individual assistance and advisement to students with academic problems in particular subjects. Students are encouraged to schedule an appointment with their instructors to work on any specific problem they may be having in their program.

The staff and faculty on each campus are available to assist students in academic and career guidance. Program Directors are primarily responsible for students. Advisors answer questions concerning the student's individual major, provide academic advising and may also provide referral services to external agencies as necessary.

Resource Center:

The AMA Resource Center provides current reference materials, videotapes and journals for student use. Hours of operation have been scheduled to allow coverage of all class sessions.

Time to completion for units of study:

Learners have a specified amount of time to complete all assignments listed for a particular unit of the course. Therefore, learners can work when they want to complete their work during that time frame. Learners are not required to be online at any assigned time unless scheduled to do so by the instructor at a mutually agreeable time. Course units end (and coursework is due) on the due date at 11:59 PM (MST) or as stated in the schedule.

Attendance: Regular attendance is expected and required. There are numerous assignments and activities in which learners must be logged on to the course to complete the work. This participation in the course is monitored and documented. To be counted as present, learners must login to the current course unit and post a minimum of one assignment or one discussion posting. If a learner has not completed these minimum requirements by Sunday at Midnight MST, he/she will be counted absent. Note that significant absences may affect the enrollment status in the course and in the program.

Academic Honesty: Online learning requires commitment and honesty. To achieve the best possible learning experience, learners must complete all of the assignments in the course on their own. When learners fail to complete their own work, they are cheating themselves out of their education and are committing plagiarism. Plagiarism, or failing to meet the academic honesty policy, will result in disciplinary actions by the institution.

Late work & Educational Responsibility: All assignments for the unit must be completed by the last day of the unit's schedule unless an alternate due date has been previously approved by your instructor or documentation has been provided regarding extreme circumstances. It is the learner's responsibility to communicate with the instructor about extreme circumstances or ask questions concerning the assignment and their due dates.

Online Etiquette: A majority of online class time is spent posting opinions and sharing information in discussions and in email. Therefore, it is of utmost importance to communicate with courtesy and professionalism. Professional courtesy includes respecting others' opinions, being courteous and respectful, and working together in the spirit of cooperation. Inappropriate language will not be tolerated in the course. Online discussions and assignments will be graded on quality and professionalism.

Grading and Instructor Response Time: Grades will be posted within one week after the scheduled due date. Grade book questions should not be asked before the one-week window has passed. After grades are posted, learners should review their grades and instructor's comments within the grade book, and you may ask questions about grades.

Instructors will respond to learner questions posted via email or discussion thread within 48 hours, unless the instructor has communicated another response time for a particular week or assignment.

E-mail Procedure: All email messages sent to the instructor for this course should contain the following in the subject line: course name, your name, and short description of your question or issue.

DIVISION OF DISTANCE EDUCATION LIBRARY

The link to the Division of Distance Education Online Library is found throughout each course so that students have ready access to research the library at any point in any course. Additionally, every course includes at minimum one online library activity.

As an information resource center, the Division of Distance Education library provides electronic access to the collection catalog, resource databases, and the Internet. The resource databases contain full-text articles from thousands of major newspapers, trade journals, academic periodicals, magazines and international publications. Discipline-related databases furnish valuable industry information useful for course-related projects and job search opportunities as related to each program major. The library is an online learning resource center that is a web-enabled information center committed to facilitating lifelong learning and achievement of the AMA student and faculty community. It provides on-campus and off-campus access to full-text databases, links to professional educators' sites, cyber-guides to assist in researching and writing papers, and more.

Division of Distance Education Online Library Purpose and Goals

The Division of Distance Education Library is a web-enabled information center dedicated to supporting the lifelong learning and achievement of the AMA Online student and faculty community. It provides access to research articles in full text, links to scholarly and professional websites that support the curriculum, library study guides, and more.

To access the AMA Library, click on the Library & Information Resources Network link on our website, and click on Member Database Access. On the first day of class you will be given a code that will allow you access to the library database.

Division of Distance Education Tutoring

Learning Labs are designed to assess new and continuing students and provide support and assistance for students to master basic skills in order to function throughout their program.

The labs are facilitated tutoring provided through real-time and asynchronous sessions to assist students in mastering basic academic proficiency in areas where students tend to need additional assistance in order to prepare them for collegiate-level study.

Students, who experience difficulty in their coursework and have a need for academic support, should first contact their instructor to determine an academic success plan. If further support is required, the instructor or the student should notify the Director of Division of Distance Learning to arrange for tutoring services. The AMA staff will make every attempt to accommodate the student's schedule in determining tutoring sessions, but cannot guarantee adherence if time conflicts exist. At the Division of Distance Education, learning labs in various subject areas (including Math and English) are offered to provide students with additional background, foundation, or supplementary information.

BOARD OF DIRECTORS

Angie Gutierrez – President

Mrs. Gutierrez has over 25 years of experience in marketing, developing and implementing new ideas to achieve the growth of the sales forces she has been involved with. For the past 15 years she has been very successful in maintaining leading sales records in the telecom industry. Mrs. Gutierrez worked for American Red Cross for 10 years as District Area Manager; responsibilities included developing and educating the South Florida business at large in the awareness of the community blood's supply and needs by exercising presentations and implementing donor recruitment strategies.

Eduardo Gutierrez, Ph.D., EMS – CEO

Dr. Gutierrez has over 20 years of experience in a top-executive level position in various areas of health care. Dr. Gutierrez attended CETEC University School of Medicine in the Dominican Republic and graduated Summa Cum Laude in Business Administration with a distinction in Health Care Management in 1984 and obtained a PhD in Business Administration with a concentration in Health Care Management. He is an Emergency Medical Technician, and State of Florida licensed, coupled with CPR, ACLS, PALS, BLS, and PHTLS Instructor. Dr. Gutierrez's experience will be an asset to the success of AMA.

Mark Hernandez, M.D. - Medical Director

Dr. Hernandez is a certified physician by the American Board of Internal Medicine since 2002. He is an actively licensed physician in the state of Florida. He currently serves as the Director of Hospital Medicine for Homestead Hospital, part of Baptist Health of South Florida. He is a member of the Society of Hospital Medicine and a graduate of University of Miami School of Medicine 1999. He completed his internship and residency in Internal Medicine at Jackson Memorial Hospital in 2002. He is on the medical staffs of Baptist Hospital, South Miami Hospital, Jackson South Community Hospital, HealthSouth Rehabilitation Hospital, as well as Homestead Hospital. In addition, he serves on the Medical Executive Committee and is chair of the Medical Records committee for Homestead Hospital. Dr. Hernandez is also currently certified in BLS, ACLS, PALS, PHTLS, and AMLS.

Ricardo E. Arredondo, Vice President

Mr. Arredondo has 1-½ years in Business Administration from Miami Dade College and possesses an entrepreneurial spirit. He has been very successful running his own corporation and has proven to be a great leader as noted by the success in his business for numerous years.

Roque A. Barat, AS, PMD, Chief Operating Officer

Mr. Barat held an administrative position for a Networking Company for three years. He was also a member of the United States Coast Guard where he acted as a BLS Provider. Mr. Barat has a very prestigious instructor certification for the American Heart Association, received his EMT-B Diploma from Florida Medical Training Institute and his Paramedic Diploma from American Medical Academy.

Antonio J. Hernandez, AS, PMD – EMS Administrator

Mr. Hernandez has been employed at Miami Dade Fire Department for 14 years. Mr. Hernandez received his EMT-B and Paramedic Diploma from Miami Dade College and his Associates Degree in EMS from American Medical Academy. Mr. Hernandez is currently a Captain at Miami Dade Fire Rescue as a Flight Medic in Air Rescue South. Mr. Hernandez has an extensive background in EMS as a Flight Medic for 10 years, possesses a Flight Medic and Fire Instructor 1 Certification, Training & Standardization OIC for Special Operations / Air Rescue, coupled with CPR, ACLS, PALS, BLS, PHTLS, and AMLS Instructor, and is currently working on his Bachelor's Degree. Mr. Hernandez possesses the leadership, motivation and knowledge for being a Program Director.

Jorge Anzardo, BS, PMD – EMT & Paramedic Program Director

Mr. Jorge Anzardo is currently a Firefighter/Paramedic for Miami Dade Fire Rescue and has been employed with them for the past 8 years. Mr. Anzardo currently holds certifications in BLS, ACLS, PHTLS provider and currently also holds a PHTLS instructor certification. Mr. Anzardo plans on continuing his education to receive his ACLS, AMLS, and PALS as an Instructor. Mr. Anzardo currently holds a Bachelor's Degree in Business Administration from Florida International University with his major being Management. Mr. Anzardo has passed his promotional examination testing with Miami-Dade County and is currently on the promotional list for Lieutenant.

Suzanne A. Gutierrez, BS, EMT - Degree in EMS Program Director

Ms. Gutierrez has been a National Registered EMT and State of Florida EMT since January of 2009 from American Medical Academy. In August of 2009 she graduated with a Bachelor's of Science in Exercise Science from Florida State University. She is currently enrolled in Florida International University in order to fulfill requirements needed to apply to Medical school, while taking time to study for the MCATs. Ms. Gutierrez is also currently teaching an online Public Speaking class for the Associates of Science in EMS program at American Medical Academy.

Gema Herrera, MSN/ED, RN - Nursing Program Director

Mrs. Gema Herrera MSN/Ed, RN is the Director of the Nursing program for the American Medical Academy – School of Nursing. Mrs. Herrera earned her Bachelor in Nursing from University of Miami, after few years Mrs. Herrera further her education graduating from the University of Phoenix with her Master in Nursing Education. Mrs. Herrera is part of the prestige Nursing Honor Society Sigma Theta Tau. Mrs. Herrera started her passion for education in 2011, she decided to go and teach nursing to LPN students from AMA School of Nursing, Mrs. Herrera's love for nursing education grew and she became the Director of the ASN Nursing program. Mrs. Herrera experience includes teaching nursing student in the classroom, laboratory, and clinical areas. Mrs. Herrera background is Neurology, Neurosurgery, Seizure, Brain Tumors, Stroke critical care, Neurology Rehab, and Medical Surgical Geriatrics. Mrs. Herrera started her profession working as an ICU nurse at Jackson Memorial hospital few years later she transfer to the Neuroscience center at Baptist Hospital working in the Progressive Care Unit as an ICU Neurosurgical Nurse.. Mrs. Herrera served as Unit supervisor, part of the Hospital Rescue Team and Hospital Weekend Stroke Nurse. After few years Mrs. Herrera decided to change and work for a National insurance company as Care Manager RN, managing chronic condition clients, Mrs. Herrera managed more than 225 clients per months with a budget of more than \$1,000,00.00 in expenses. Mrs. Herrera Care management goal was to reduce the amount of medical expenses providing clients with nursing interventions that will bring them closer to a healthy living. Mrs. Herrera reached her goal in 6 months reducing the client's expenses approximately 25%. Mrs. Herrera moves up to become a Nurse Corporate Quality Consultant providing support to the Care Management Program at a national level.

Mrs. Herrera goal in life is after enjoying a very productive career in nursing herself; she would like to give to the community new nurses full of pride and joy to be nurses. She would like to teach the art of Nursing and to keep the healing touch of a nurse alive.

ADVISORY BOARD

Teresa Murphy, BS – Associates Degree Emergency Medical Services Program
Kelly Nercess, BS – Associates Degree Emergency Medical Services Program
Elizabeth Ramirez, BA – Associates Degree Emergency Medical Services Program
Commander James Hunter, EMT – EMT & Paramedic Program
Chief Wayne Session, AS, EMT – EMT & Paramedic Program
Bob Wallace, PMD – EMT & Paramedic Program
Maria Perez, BSN, RN – Nursing Program
Albert Diaz, ASN, PMD - Nursing Program
Gema Herrera, MSN/ED, RN - Nursing Program Director – Nursing Program
Ilene Delgado, MSN/ED, RN – Assistant Director of Nursing – Nursing Program
Julio Villegas, Ph.D. – Employer
Michael Osterman, BS, PMD – Faculty
Edwin Marquez, AS, PMD – City of Marathon FF/Paramedic
Carlos Gonzalez, Lt – Miami Dade Police Department

ADMINISTRATIVE & OFFICE STAFF

Angie Gutierrez – President (**Full Time**)
Eduardo J. Gutierrez, PhD, EMS – CEO (**Full Time**)
Ricardo E. Arredondo - Vice President (**Full Time**)
Roque A. Barat, AS, PMD – Chief Operations Officer (**Full Time**)
Mark Hernandez, M.D. – Medical Director (**On Call 24/7**)
Jorge Anzardo, BS, PMD – EMT & Paramedic Program Director (**Full Time**)
Antonio J. Hernandez, AS, PMD – EMS Administrator (**Full Time**)
Gema Herrera, MSN/ED, RN - Nursing Program Director (**Full Time**)
Ilene Delgado, MSN/ED, RN – Assistant Director of Nursing (**Full Time**)
Suzanne A. Gutierrez, BS, EMT – Admission /AS Degree in EMS Director (**Full Time**)
Madeline Lopez, EMT – Admissions Representative (**Full Time**)
Michelle Gutierrez, EMT – Bursars/ Financial Aid Director (**Full Time**)
Lala Rodriguez – Financial Aid Officer (**Full Time**)
Joshua Reeves, BS – Placement Director (**Full Time**)
Michelle Gregory – Student Services (**Full Time**)

FACULTY

INSTRUCTORS – All Instructors are part time with the exception of Suzanne Gutierrez, BS, EMT, Gema Herrera, MSN/ED, RN, and Ilene Delgado, MSN/ED, RN

Mark Hernandez, M.D. - Medical Director

Dr. Hernandez is a certified physician by the American Board of Internal Medicine since 2002. He is an actively licensed physician in the state of Florida. He currently serves as the Director of Hospital Medicine for Homestead Hospital, part of Baptist Health of South Florida. He is a member of the Society of Hospital Medicine and a graduate of University of Miami School of Medicine 1999. He completed his internship and residency in Internal Medicine at Jackson Memorial Hospital in 2002. He is on the medical staffs of Baptist Hospital, South Miami Hospital, Jackson South Community Hospital, HealthSouth Rehabilitation Hospital, as well as Homestead Hospital. In addition, he serves on the Medical Executive Committee and is chair of the Medical Records committee for Homestead Hospital. Dr. Hernandez is also currently certified in BLS, ACLS, PALS, PHTLS, and AMLS.

Antonio J. Hernandez, AS, PMD – EMS Administrator

Mr. Hernandez has been employed at Miami Dade Fire Department for 14 years. Mr. Hernandez received his EMT-B and Paramedic Diploma from Miami Dade College and his Associates Degree in EMS from American Medical Academy. Mr. Hernandez is currently a Captain at Miami Dade Fire Rescue as a Flight Medic in Air Rescue South. Mr. Hernandez has an extensive background in EMS as a Flight Medic for 10 years, possesses a Flight Medic and Fire Instructor 1 Certification, Training & Standardization OIC for Special Operations / Air Rescue, coupled with CPR, ACLS, PALS, BLS, PHTLS, and AMLS Instructor, and is currently working on his Bachelor's Degree. Mr. Hernandez possesses the leadership, motivation and knowledge for being an Administrator.

Jorge Anzardo, BS, PMD – EMT & Paramedic Program Director

Mr. Jorge Anzardo is currently a Firefighter/Paramedic for Miami Dade Fire Rescue and has been employed with them for the past 8 years. Mr. Anzardo currently holds certifications in BLS, ACLS, PHTLS provider and currently also holds a PHTLS instructor certification. Mr. Anzardo plans on continuing his education to receive his ACLS, AMLS, and PALS as an Instructor Mr. Anzardo currently holds a Bachelor's Degree in Business Administration from Florida International University with his major being Management. Mr. Anzardo has passed his promotional examination testing with Miami-Dade County and is currently on the promotional list for Lieutenant.

Suzanne A. Gutierrez, BS, EMT – Speech Instructor - EMS Program Director

Ms. Gutierrez has been a National Registered EMT and State of Florida EMT since January of 2009 from American Medical Academy. In August of 2009 she graduated with a Bachelor's of Science in Exercise Science from Florida State University. Attended and completed courses at Florida International University in order to fulfill requirements needed to apply to Medical school, while taking time to study for the MCATs. Ms. Gutierrez is also currently teaching an online Public Speaking course for the Associates of Science in EMS program at American Medical Academy.

Gema Herrera, MSN/ED, RN

Mrs. Gema Herrera MSN/Ed RN is the Director of the Nursing program for the American Medical Academy – School of Nursing. Mrs. Herrera earned her Bachelor in Nursing from University of Miami, after few years Mrs. Herrera further her education graduating from the University of Phoenix with her Master in Nursing Education. Mrs. Herrera is part of the prestige Nursing Honor Society Sigma Theta Tau. Mrs. Herrera started her passion for education in 2011, she decided to go and teach nursing to LPN students from AMA School of Nursing, Mrs. Herrera's love for nursing education grew and she became the Director of the ASN Nursing program. Mrs. Herrera experience includes teaching nursing student in the classroom, laboratory, and clinical areas. Mrs. Herrera background is Neurology, Neurosurgery, Seizure, Brain Tumors, Stroke critical care., Neurology Rehab, and Medical Surgical Geriatrics. Mrs. Herrera started her profession working as an ICU nurse at Jackson Memorial hospital few years later she transfer to the Neuroscience center at Baptist Hospital working in the Progressive Care Unit as an ICU Neurosurgical Nurse.. Mrs. Herrera served as Unit supervisor, part of the Hospital Rescue Team and Hospital Weekend Stroke Nurse. After few years Mrs. Herrera decided to change and work for a National insurance company as Care Manager RN, managing chronic condition clients, Mrs. Herrera managed more than 225 clients per months with a budget of more than \$1,000,00.00 in expenses. Mrs. Herrera Care management goal was to reduce the amount of medical expenses providing clients with nursing interventions that will bring them closer to a healthy living. Mrs. Herrera reached her goal in 6 months reducing the client's expenses approximately 25%. Mrs. Herrera moves up to become a Nurse Corporate Quality Consultant providing support to the Care Management Program at a national level.

Mrs. Herrera goal in life is after enjoying a very productive career in nursing herself; she would like to give to the community new nurses full of pride and joy to be nurses. She would like to teach the art of Nursing and to keep the healing touch of a nurse alive.

Ilene Delgado, MSN/ED, RN – Assistant Director of Nursing - ADON

Ilene Delgado, a Miami native, graduated with her Bachelor's degree in Science of Nursing from Florida International University in 2009. During her undergraduate enrollment, Ilene was an active member of the Sigma Theta Tau organization, a nationally acclaimed nursing chapter. She began her career as a critical care nurse at Nicklaus Children's Hospital where she practiced for the last six years and has become experienced in pediatric care in many specialty units including cardiac and neonatal intensive care, oncology, and neurology. While working at Nicklaus Children's Hospital, she participated in pre-operative and neurosurgical rotations with fellow colleagues. Furthermore, she contributed her nursing knowledge and skills by training new nurses to the Pediatric Intensive Care Unit and participating in educational fairs designed for employees.

In 2015, Ilene became part of the Jackson Health System where she began working in the pediatric transplant unit. During this time, she enrolled at Capella University for a Master's degree in Nursing Education and began teaching practical nursing courses at American Medical Academy. She completed her Master's degree in Science of Nursing Education from Capella University in spring 2016 and continues to teach at American Medical Academy. She recently accepted the Assistant Director of Nursing position at American Medical Academy where she works alongside the Director of Nursing in developing and supervising the nursing program in accordance with state regulations and national accreditation. She is certified in Basic Life Support (BLS), Pediatric Advanced life Support (PALS), and Advanced Cardiac Life Support (ACLS).

Cesar Moreton, PMD – EMT & Paramedic Lead Instructor

Mr. Moreton has over 10 years of experience as a Paramedic, currently a Lieutenant at Marathon Fire Rescue as a as a Lead Paramedic previously employed Flight Medic for the Critical Care Transport Team “Life Flight.” Mr. Moreton has extensive training in Critical Care Medicine in the ER & PICU unit. He holds Instructor credentials for BLS, ACLS, PALS, AMLS, and PHTLS. Mr. Moreton is also an Instructor in Water and Land Survival in Training Flight Crews. Mr. Moreton received his EMT-B Diploma from Miami Dade College and his Paramedic Diploma from Broward Community College and is currently working on his Associate’s in Science Degree. Mr. Moreton displays the ambition, enthusiasm, and knowledge as a Paramedic Instructor.

Michael Osterman, AS, PMD – EMT & Paramedic Lead Instructor

Mr. Osterman is currently a 6yr. employee as a Miami Dade County FF/Paramedic. Mr. Osterman is certified as a Rescue Diver, Driver Operator, Tanker Operator, HazMat Technician, and Hazardous Material Toxicologist. He possesses an Associate’s Degree in EMS from Miami Dade College. He is a wartime veteran of the United States Marine Corps with numerous awards and accolades and an honorable discharge. He is ACLS, PALS, AMLS, and PHTLS certified. He is a motivated instructor with a true passion for teaching Emergency Medicine in any capacity.

Daniel A. Murciano, AS, PMD - EMT Clinical Instructor

Mr. Murciano is currently a Lieutenant for Marathon Fire Rescue and has been employed with MFR for over 6 years. Mr. Murciano was formerly employed with South Miami Pain Center, Miami Dade Ambulance (BLS/ALS unit), Deering Hospital, currently Jackson Hospital South (X-ray Tech Assistant), and Miami Heart Institute Hospital (Phlebotomy Tech). Mr. Murciano holds numerous certifications EMT-B, EMT-P, BLS, ACLS, PALS, AMLS, and PHTLS. Mr. Murciano was awarded his degree in Associates of Science in EMS and AA in Liberal Arts from Miami Dade College.

Ralph Baena, AS, PMD – Paramedic Lead Instructor

Mr. Baena is currently a Battalion Chief for Miami-Dade Fire Rescue and has been employed with MDFR for over 8 years. Mr. Baena also has two years of previous experience with Hialeah Fire Department and two years’ experience working as a former Emergency Room Medical Technician at Kendal Regional Medical Center. Mr. Baena is currently an ACLS Instructor for the American Heart Association and is a Community Emergency Response Team Instructor for MDFR. Mr. Baena holds an Associate’s Degree in Emergency Medical Services from Miami-Dade College. Mr. Baena is a Hazmat Technician for MDFR and also a Scuba Rescue Diver for MDFR. Mr. Baena is a Basic Driver Operator Certified and Aerial Driver Certified Driver for MDFR.

Moises Veloz, AS, PMD – EMT Lead Instructor

Mr. Veloz is currently a firefighter/paramedic with Miami-Dade Fire Rescue where he has been employed since 2004. He has been a state certified paramedic since 2003. In 2005 Mr. Veloz completed his Associate degree in E.M.S. Mr. Veloz has also worked as an Emergency Room Technician in Doctor’s Hospital ER. Mr. Veloz is a firefighter on Aerial 9 the second busiest suppression company in Miami-Dade. He is both an engine-pumper driver engineer and an aerial/ladder driver engineer. Mr. Veloz holds certifications in BLS, ACLS, and PALS where he is currently seeking to gain instructor certifications in those fields. Mr. Veloz is also currently finishing his Bachelor’s Degree in Construction Management at F.I.U.

Christian Chuck, AS, PMD – Clinical Instructor

Mr. Christian Chuck is Firefighter/Paramedic for Miami Dade Fire Rescue, where he has been employed since 2007. He is bid in at Rescue 29. He received his EMT-B from Miami Dade College in 2007 and received his Paramedic license from American Medical Academy in 2008. Mr. Chuck furthered his education at American Medical Academy graduating with an Associate's Degree in Emergency Medical Services. He also works as a Paramedic on Kendall Regional Medical Center's Trauma Team, since they opened in 2011. Mr. Chuck holds certifications in CPR, BLS, ACLS, PALS, and Driver/Operator.

Edwin Marquez, AS, PMD – Clinical Instructor

Mr. Marquez has over 8 years as a Paramedic and is currently employed Marathon Fire Rescue Department for 6 plus years as Firefighter Paramedic. Previously Mr. Marquez worked for Miami Dade Ambulance for 2 years. Mr. Marquez graduated from Broward College as an EMT & Paramedic, and his Associates degree from American Medical Academy. Mr. Marquez is currently working on his ASN with The College Network. Mr. Marquez is BLS, ACLS certified. Mr. Marquez is enthusiastic and dedicated to his profession and demonstrates it through his efforts with AMA students and his department.

Alex Lozano AS, PMD – Lead Instructor

Mr. Lozano graduate from Miami Dade College with both his EMT and Paramedics. He was first hired by Plantation Fire Rescue but is now working for Miami Dade Fire Rescue. Alex has competed in multiple ALS competitions around the world winning several along the way.

Roberto Vega AS, PMD – Lead Instructor

Roberto Vega did his EMT and Paramedics at Miami Dade College and FMTI. He has been working in the field of EMS for approximately 12 years. He is currently a lieutenant for Seminole Tribe Fire Rescue. He also possesses an Associate's Degree in EMS that he received from AMA.

Mike Dominguez AS, PMD – Lead Instructor

Mike Dominguez did his EMT and Paramedics at Miami Dade College. He then later went on to do his fire at Ft. Myers fire academy. Mike first started working at Jackson south and Miami children's ER department and is now currently working at BSO fire rescue.

Carlos Moreton AS, PMD – Lead Instructor

Mr. Moreton is a Firefighter/Paramedic currently working in a South Florida municipality. Carlos is a veteran of the US armed forces with multiple tours overseas where he served as an aircrew member specializing in antisubmarine warfare, electronic warfare and surface surveillance capabilities. Carlos is a nationally certified active Fire Fighter II, Emergency Medical Technician and Paramedic with real world experience in advanced life support. He is a Paramedic and EMT instructor experienced in live scenario based environments that simulate real world situations. He holds certifications in Tactical Combat Casualty Care, Advanced Cardiac Life Support, Pediatric Advanced Life Support and Pre Hospital Trauma Life Support. He is a certified instructor in Pre Hospital Trauma Life Support and Trauma First Response.

Victor White BA, PMD – EMT Lead Instructor

Victor is a Firefighter/Paramedic for Miami Beach Fire Rescue. He did his paramedic and EMT education at FMTI in 2007. He has also taught high school for 2 years after graduating with his Bachelor's degree in International Relations and Geography from FIU.

Rafael Suarez, BS, PMD – Lead Instructor

Rafael started his EMS career at Ft. Myers beach FD and works for Palm Beach county fire rescue. He did his Paramedic, EMT and Fire education at Miami Dade College. Rafael also has a BS in Psychology and Biology from FIU.

Travis Miller BS, PMD – Lead Instructor

Travis started his EMS career at FMTI where he did both his EMT and Paramedics. Travis first started working for Collier County EMS then North Naples fire control district and is now currently working Boca Raton Fire Rescue. Before becoming a fire fighter Travis received BS degree from FIU in Criminal Justice.

Gabriel Wittman BS, PMD – Lead Instructor

Gabriel is currently working for City of Miami Fire Dept. Gabriel did his EMT and Paramedics at American Medical Academy. He then later came back to do his AS in EMS at AMA as well. He also has an AA in music that he received from Miami Dade College as well as a BS in Criminal Justice that he received from FIU.

Adrian Castellanos AS, PMD – Adjunct Instructor

Adrian has been employed with Islamorada Fire Rescue for 2 years as a FF/Medic. Prior to his joining Islamorada, Adrian worked for Gwinnett County Fire Department for 4 years. Adrian currently holds ACLS, PHTLS, PALS, Instructor A and BLS provider Instructor. He has received my AA and Paramedic License from American Medical Academy. Adrian has been the recipient of 2 Phoenix awards in his career so far.

Christian Martin AS, PMD – Lead Instructor

Chris has worked for Miami-Dade Fire Rescue for the last 10+ years. Prior to joining Miami Dade fire Rescue he worked for Islamorada Fire Rescue and Iona McGregor Fire District in Lee County. Chris began his education by attending Florida Medical Training Institute where he received my paramedic certification in 2004. Chris received his A.S. in EMS from American Medical Academy. Chris has received such awards as Life Safety and Employee Excellence from Miami Dade Fire Department. Chris is now a Lieutenant with his department and has aspirations to continue to move up the ranks until he becomes Chief Fire Officer.

Anthony Hernandez, AS, PMD – Adjunct Instructor

Mr. Hernandez has been a registered paramedic since 2012 and holds his Associates of Science in EMS from American Medical Academy. Mr. Hernandez is currently employed as a Firefighter/Paramedic for the City Of Miami Fire-Department and also teaches at American Medical Academy.

Javier Pachas AS, PMD – Adjunct Instructor

Javier Pachas has been a paramedic since 2008. He received his paramedic education at American Medical Academy. Javier is currently a firefighter/paramedic with the City of Marathon. Javier currently has numerous certifications including PMD, ACLS, BLS, Pump Operator, Aerial Operator and his Instructor - A license. Javier is in the process of completing his Company Officer course, and plans to begin his BSN soon.

Stephen Peter Loynaz, MS – Psychology, Associates Degree Instructor

Mr. Loynaz is currently finishing his Master's Degree in Mental Health Counseling, and is slated to start doctorate level work in the spring of 2011. Upon completion of his doctorate degree he plans to continue his career in academia and start a private practice. Mr. Loynaz brings to his classroom and professional work environment an eclectic education and a zealous commitment to excellence in all his endeavors.

Josh Cantor, MS – Nutrition, Associates Degree Instructor

Masters of Science Degree in Exercise Physiology and Psychology
Awarded University of Miami
Coral Gables, Florida

Maria Chacon, MS – Anatomy & Physiology, Associates Degree Instructor

Masters of Science Degree in Biomedical Sciences
Awarded by Nova Southeastern University,
Miami, Florida

Shennie Perez, MS – Algebra/Applied Mathematics, Associates Degree Instructor

Masters of Science Degree in Mathematics Education
Awarded by Florida International University
Miami, Florida

Katherine Essig, Ph. D – English Composition, Associates Degree Instructor

Doctoral of Science Degree in Linguistics
Awarded by New York University
New York, New York

Gabrielle Powers, MS – Chemistry, Associates Degree Instructor

Bachelors of Science Degree in Biology with a minor concentration in Chemistry
Awarded by Le Moyne College
Syracuse, New York

Sarah Glass, BS – Microbiology, Associates Degree Instructor

Bachelors of Science Degree in Biology with a minor concentration in Psychology
Awarded by Nova Southeastern University,
Fort Lauderdale, Florida

NOTE: *Additional adjunct instructors may be used as needed and are selected based upon their knowledge, skill level, and expertise in their respective field.*