



2020 Catalog

PERCOMOnline Inc.

and PERCOM EMS
Medical Education
Consortium



EMT



Paramedic



Instructor



AEMT

Providing EMS education for the modern professional with an online community built right in. Our experienced instructional faculty are working in the field, using today's technology to train tomorrow's leaders in the EMS industry.

percomonline.com / percomcourses.com

**PERCOMOnline, Inc is licensed by Texas Department of State Health Services. PERCOM EMS Medical Education Consortium is also
accredited by the Commission on Accreditation of
Allied Health Education Programs (www.caahep.org)
upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.**

Commission on Accreditation of Allied Health Education Programs

1361 Park Street Clearwater, FL 33756

727-210-2350

www.caahep.org

PERCOM EMS Medical Education Consortium (Paramedic Program Sponsor)

149 N Willis Street, STE 8-10, Abilene Texas 79603

325 | 480 | 2617

Consortium Sponsors Include:

PERCOMOnline, Inc., Abilene, Texas

Mineral Wells Fire Department, Mineral Wells, Texas



**PERCOMONLINE INC
CORPORATE LOCATION
149 NORTH WILLIS STREET
SUITE #8-10
ABILENE TEXAS 79603
325/480-2617**

This page intentionally left blank.

TABLE OF CONTENTS

ACCREDITATION.....	2	Challenge Exam.....	18
CORPORATE LOCATION.....	2		
TABLE OF CONTENTS.....	4	INSTRUCTOR.....	19
HISTORY.....	5	PROCEDURES AND POLICIES.....	20
OFFICERS.....	5	Attendance Policy	20
VISION.....	6	Requesting Accommodation.....	21
MISSION.....	6	Leave of Absence Policy.....	21
VALUES.....	6	Refund Policy.....	21
OBSERVED CALENDAR DAYS.....	7	Student Withdraw Policy.....	21
ADMISSIONS.....	8	Student Drop Policy.....	22
Steps to Enrollment.....	8	GLOSSARY.....	23
Getting Started.....	8	EXPENSES AND FEES LIST.....	24-27
General Requirements.....	8		
Pre-assessment Testing.....	9		
Readmission.....	9		
Advanced Placement.....	9		
Equal Opportunity Statement.....	10		
COURSE DESCRIPTIONS.....	11		
EMT.....	11		
Prerequisites.....	11		
Coursework.....	11		
Textbook.....	11		
EMT Practice and Skills Labs.....	11		
CLINICAL & FIELD ROTATIONS.....	12		
REQUIRED COURSE MATERIALS.....	13		
Advanced EMT.....	13		
Prerequisites.....	13		
Coursework.....	13		
Textbooks.....	14		
ADVANCED EMT Practice and Skills Lab.....	14		
CLINICAL & FIELD ROTATIONS.....	15		
REQUIRED COURSE MATERIALS.....	15		
PARAMEDIC.....	16		
Prerequisites.....	16		
Coursework.....	16		
Textbooks.....	16		
PARAMEDIC Practice and Testing Skill Labs.....	16		
CLINICAL & FIELD ROTATIONS.....	18		
REQUIRED COURSE MATERIALS.....	18		

HISTORY OF

PERCOMOnline Inc. and PERCOM EMS Medical Education Consortium

PERCOM was Established 2007

PERCOMOnline Inc. began enrolling its first EMS education students in 2008 as a hybrid online program utilizing online formats for the didactic portion of the education, utilized and contracted skills sites for students (to choose from) for skills practice and testing, and then completion of clinical and field rotations in a more traditional format (but with more location choices) than the average EMS education program. The program structure is designed to make EMS education more available to potential students who (typically) need more non-traditional methods to achieve the education needed to be eligible to be certified. This format development has been underway since 2008 by Jane E. Dinsmore (B.S., NRP, Licensed Paramedic), William E. Gandy (B.S., NRP, Licensed Paramedic) and a number of other highly skilled EMS professionals who saw the need for alternative pathways in EMS education years ago. Together we have worked to achieve what PERCOMOnline offers EMS professionals today.

In 2009, PERCOMOnline enrolled its first Intermediate/AEMT students and then in 2010, the state of Texas approved PERCOMOnline to enroll and educate Paramedic students. Shortly after, Texas opted to require CAAHEP accreditation for all Paramedic programs operating and licensed in Texas, so we began the process of seeking that accreditation. With a strong Consortium agreement, "PERCOM EMS Medical Education Consortium" now oversees the Paramedic portion of the program. In September 2012, PERCOM achieved its initial goal and gained CAAHEP accreditation for our Paramedic program, which continues.

Since that time, we have continued to proudly evolve, change, and prosper.

For the purposes of this catalog, generic references that affect both programs will be referred to collectively as "PERCOM".

"Next to creating a life the finest thing a man can do is save one." ~ Abraham Lincoln

TODAY

PERCOM separated its course platforms and learning management systems from ones provided by book publishing companies in 2015. This paved the way for PERCOM's innovative proprietary platform that hosts it's very own social community, bringing a unique, informative, online environment for all EMS professionals, students, and faculty.

OFFICERS

Consortium Chairperson
Jerry L. Dinsmore Sr.
P.O. Box 3744
Abilene, Texas 79604
325-267-6750
jerrydinsmore@percomonline.com

Dean
Michael Hay
MHA, B.A., NRP, Licensed Paramedic
Vice President
P.O. Box 3744
Abilene, Texas 79604
210-884-9701
michaelhay@percomonline.com

Program Director:
Jane E. Dinsmore
B.S., NRP, Licensed Paramedic
Program Director
Address 149 N. Willis St., STE 10
Abilene, Texas 79603
325-267-6749
programdirector@percomonline.com

GENERAL INFORMATION

PERCOMOnline Inc

PERCOM EMS Medical Education Consortium

Providing EMS education for the modern professional with an online community built right in. Our experienced faculty work in the field using today's technology to train tomorrow's leaders in the EMS industry.

For the purposes of this catalog, generic references that affect both programs will be referred to collectively as "PERCOM".

PERCOM's Vision, Mission, and Values

Vision

PERCOM is built on the foundation that education is the difference between life and death. For this reason we empower our students with the latest techniques and skills employed in the field. The standard of patient care start with the students turn of the first page.

Mission

Our mission is to provide a feasible education to and for the modern working adult and to surpass the standards of education and produce professional, highly trained, exceptional students that are ready to face the challenges in the world of EMS from day one.

For our Paramedic program, our minimum expectation is to prepare competent, entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician, and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

Values

Approved by the Board of Directors on November 22, 2015

Accountability

"We are accountable and answerable to every individual in our community."

Adaptability

"We make sure to be able to adjust ourselves readily to different conditions in diverse situations."

Leadership

"An act or instance of leading; guidance; direction to all."

Professionalism

"We commit to the standing, practice, or methods of a professional, as a distinguished part of any community."

Unity

"We are committed to being united or combined into one community, as the parts of a team harmonize through education."

Wisdom

"Wisdom is not simply knowledge, but knowledge tempered with time. Knowledge of what is true or right coupled with just judgment as to action; sagacity, discernment, or insight."

GENERAL INFORMATION

PERCOM

Observed Calendar Days

During these selected days all academic and administrative services will be closed.

New Year's Day

Wednesday, January 1
(PERCOM closed for Winter
Break until Monday, January 4)

Martin Luther King Jr. Day

Monday, January 20

Presidents' Day

Monday, February 17

Spring Break

March 7 - March 16

Memorial Day

Monday, May 25

Independence Day

(Summer Break)

Friday, July 3 - July 13

Labor Day

Monday, September 7

Columbus Day

Monday, October 12

Veterans Day

Wednesday, November 11

Fall Break

November 21 - November 30

Winter Break

December 19 - January 4 2021

ADMISSIONS

Steps to Enrollment

Getting Started

Below is an overview of steps to follow to get started at PERCOM.

- **Select Course** - To begin enrollment into a course you first must select a tuition option for the desired course. Once the payment is sent, the student will have access to complete the application to enroll.
- **Application** - To complete enrollment you will need an unofficial high school diploma or equivalent, a government issued ID and American Heart Association B L S or H C P CPR card. Paramedic students will need to submit an National Registry EMT card or a Texas EMT Certification.
- **Background Check** - It is PERCOM's admission policy that every student enrolling into the EMT, Advanced EMT or Paramedic course will complete a background check prior to receiving course access. This check normally takes three to five business days. To learn about what may exclude you from entering the program look at the admissions policy in the Student Handbook.
- **Placement Testing** - Complete the EMS Testing profile setup after purchasing enrollment codes and textbooks in order to take the pre-assessment test covering Math, English and Reading Comprehension.

- **Course Access Email** - Once all documents have been confirmed and the background check has been returned, an email will be sent to you to introduce you to the course and your instructor.

General Requirements

Potential students who wish to enroll in EMT, P1/AEMT or Paramedic must meet the following requirements to be eligible to complete enrollment.

Review and be able to perform the TDSHS Functional Job Description for each level indicated in the document.

Students who have documented disabilities which might preclude them from being able to perform one or more items in the Functional Job Description must produce acceptable documentation with recommendations from a licensed healthcare professional in the appropriate field for review and consultation with the Program Director and Lead Medical Director of the program. Reasonable accommodations will be met that are accepted by both state and national licensing and accrediting authorities for the EMS professions.

Pass a background check which includes but is not limited to a county/parish, state, national and/or international criminal history, sex offender history, healthcare fraud and abuse (GSA/SSA), and U.S. Patriot Act. Any "hits" on the background check will be forwarded for review and approval or denial to the Program Director, who may include the Clinical

ADMISSIONS

Coordinator and Medical Director in the approval process as indicated.

Must be at least 18 years of age (or will be 18 years of age prior to course completion of the EMT course). Applicants who are not at least 18 years of age at time of enrollment must have all agreements, statements, and contracts co-signed by parent or legal guardian. Not all clinical and field sites will allow students below the age of 18 into their sites so no guarantees for placement will be made for students under the age of 18 years.

Pre-assessment Testing

- * Prospective students should read and understand the Functional Job Description before entering the program.
- Students cannot be discriminated against on the basis of a disability in the offering of the education program.
- There can be NO accommodation during screening tests or course testing that will compromise or fundamentally alter the testing of knowledge or skills that are required to function safely in the profession. The following are examples in which no accommodation can be given.

Readmission

Any student who fails an initial course may be admitted to the next offered class, space permitting. However, online students who fail a PERCOM course should consider re-attempting their educational goals with a more traditional school or program. Students who are

applying for re-admittance due to failure of maintaining the required course average or failing final exam are subject to evaluation by a Readmission Committee. If the Program Director/Medical Director determines that a student shall appear before the Readmission Committee, the following shall be taken into account before readmission is granted.

- Attendance/Participation
- Attitude and Behavior
- Average Daily and Quiz Grades
- General Adherence to Policy/Procedures
- Overall Comprehension of Material

The Readmission Committee will be made up of one of the student's peers, one instructor, one field paramedic, the Coordinator/Program Director and a member of the program's Medical Director's team. All decisions are final and not subject to appeal. Any student who must drop out of the course for personal reasons may be admitted to the next offered class, space permitting. Readmitting students will take second priority to initial enrolling students. If a student is readmitted, all tuition and fees will be due as before. There will be no application of previous funds to a future course. All initial requirements will be required of readmitting students.

Advanced Placement

PERCOM and its cooperative programs do not believe that students who have completed other training opportunities should automatically have to "redo" work. Based on that premise, there may be times when the Medical Director or Program Director may choose to grant advanced placement for existing licenses, certifications or completed courses obtained by students from other

ADMISSIONS

approved programs, educational institutions, or military programs. Any credit granted will require verifiable documentation provided by the student or through student acquisition methods to be placed in the student's file if he/she is accepted into the PERCOM EMS Academy. Not ALL "proofs" will be accepted as meeting the standards set by state and national authorities or by the PERCOM administrative staff, and PERCOM reserves the right to approve or disapprove any request for advanced placement for any specific portion of training for any reason. Examples of potential placement based on produced documentation of proof of existing certifications, licensures or prior training and educational opportunities are listed below. Situations not covered in this document will be evaluated for possible approval by PERCOM administration on a case by case basis.

Equal Opportunity Statement

PERCOM is committed to upholding equal opportunity education & employment without any regard to race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status in matters of admissions, services in the educational programs or activities it operates, in accordance with state and national civil rights legislation. Questions or to report a violation of this policy should be directed to one of the following members of PERCOM:

Program Director

Jane Dinsmore

programdirector@percomonline.com

Consortium Chairperson

Jerry Dinsmore

jerrydinsmore@percomonline.com

COURSE DESCRIPTIONS (PERCOMOnline, Inc.)

EMT, AEMT and Instructor courses are offered under PERCOMOnline, Inc. The Paramedic program is offered under the PERCOM EMS Medical Education Consortium Academy division of PERCOM.

EMT EMT 100 (contact hrs min 321.85)

Emergency Medical Technicians care for patients in a wide array of emergency medical response situations. Lives often hang in the balance in these circumstances. For this reason, EMT's are expected to complete a Training Program that meets National and State standards. PERCOM offers an online self-paced hybrid course with a deadline of six months. The course consists of three separate components; Didactic, Psychomotor Skills and Clinical.

Prerequisites

To be eligible for entry into the EMT course, the applicant must be 18 years of age, provide proof of high school diploma or GED, and hold/maintain an AHA BLS CPR for Healthcare Providers Card {only provider accepted}.

Coursework

PERCOM hosts all of its course work on <https://percomcourses.com>. However, exams are administered through emstesting.com. Course work begins upon enrollment with the assessment test and pretest. After being accepted students will see the full course load for the program and are asked to start at the top and work their way to the final exam at the bottom.

Course Instructors host weekly chat rooms covering scenarios, Q&As and advanced topics. Course requirements have students attend two chatroom sessions and encourage attending as often as possible. Students must login once a week to <https://percomcourses.com> to fulfill attendance requirement as well as maintain an 80% average throughout the program. These requirements are set to help with retention of information and to ensure success at the NREMT level of testing. Students that are successful at PERCOM are self-motivated and problem solvers, which happens to be natural instinct for EMS professionals.

Textbook

PREHOSPITAL EMERGENCY CARE & TRANSPORTATION ...11th Ed.

ISBN-13: 9781284080179 (book subject to change based on publisher availability)

FINAL EXAM

After completing all the coursework, a student is eligible to schedule the final exam. Final exams are hosted online through web conferencing software during business hours. To attend you will need a webcam, microphone, speakers and broadband internet.

EMT Practice and Skills Lab

All students in this program will attend an EMT Skills Exit Session and perform the skills listed in the chart below. These events can be found on the school calendar and require two weeks advanced notice for attendance so be sure to note the location and the RSVP Deadline for proper planning.

COURSE DESCRIPTIONS

- EMT Skill Competency (Minimum Required)
- Glucometer Use
- Joint Immobilization
- Long Bone Immobilization
- Nitroglycerin Administration Assistance
- Oral Glucose Administration
- Pediatric Respiratory Compromise
- Apply a Nasal Cannula
- Apply a Non-Rebreather
- Apply a Venturi Mask
- Automated or Semi-Automated Defibrillator
- BiPAP-CPAP
- Bleeding Control and Shock Management
- Blood Pressure by Auscultation
- Blood Pressure by Palpation
- Cervical Collar Application
- Combitube Insertion
- Combitube Removal
- CPR Adult and Child One Rescuer
- CPR Adult and Child Two Rescuers
- CPR Infant One Rescuer
- Foreign Body Obstruction Conscious Adult and Child
- Foreign Body Obstruction Unconscious Infant
- Helmet Removal Procedure
- Humidified Oxygen
- Log Roll Procedure
- Lung Sounds
- Manual Airway Maneuver
- Metered Dose Inhaler (MDI) Medication Administration
- Nasopharyngeal Airway
- Nebulized Medication Administration
- Oropharyngeal Airway
- Patient Management - Medical Scenario
- Patient Management - Trauma Scenario
- PEEP
- Pressure Dressing Application
- Prioritized Assessment Medical Patient
- Prioritized Assessment Trauma Patient
- Pulses
- Pupillary Status
- Rapid Extrication Procedure
- Respiratory Status

- Rigid Splint
- Securing Patient to Long Backboard
- Short Backboard - KED Application
- Skin Signs
- Straddle Slide Procedure
- Sublingual (SL) Medication Administration
- Suctioning with Flexible Catheter
- Suctioning with Rigid Catheter
- Supraglottic Airway Insertion
- Supraglottic Airway Removal
- Team Leader
- Tourniquet Application
- Traction Splint
- Trauma Assessment
- Ventilation Bag-Valve-Mask One Rescuer
- Ventilation Bag-Valve-Mask Two Rescuer
- Ventilation Mask to Stoma
- Ventilation Pocket Mask

CLINICAL & FIELD EXPERIENCE

“Rotations” is the last phase of your course and can be completed after the three day skills training has been successfully completed. Minimum rotation hours are listed below, and they may be performed at any number of PERCOM’s clinical sites. Check the map for the entire list of sites.

CLINICAL HOURS BY DEPARTMENT (MINIMUM) DEPARTMENT HOURS

EMS (IN THE FIELD)

48

EMERGENCY ROOM

36

LABOR & DELIVERY

8

RESPIRATORY THERAPY

8

COURSE DESCRIPTIONS

PERCOM strives to ease the burden of documenting and tracking your hours so you may focus on the training. So PERCOM utilizes PlatinumPlanner.com, which is an online web application tool for clinical management designed to bring our students, instructors, preceptors and clinical sites together for hands on training in both lab and rotation environments.

Shortly after completion of your rotations, a Course Completion Certificate will be issued, and you will be marked clear to test with the NREMT.

REQUIRED COURSE MATERIALS

- Watch with second hand
- Stethoscope
- PERCOM Shirt (provided)
- PERCOM Name tag/ ID Tag (provided)
- Black uniform style pants
- Internet Access (broadband)
- Black fluid impervious shoes in good condition
- Black belt and socks
- Microphone & Speakers
- Web Cam
- Laptop or desktop computer (not all portions of the course are guaranteed to be mobile device friendly)

Advanced EMT EMT201

(min hrs 436.50)

Advanced Emergency Medical Technicians care for patients in a wide array of emergency medical response situations. Lives often hang in the balance in these circumstances. For this reason, Advanced EMT's are expected to complete a Training Program that meets National and state standards. PERCOM offers an online self-paced hybrid course with a deadline of nine months. The course consists of three separate components; Didactic, Psychomotor Skills and Clinical.

PREREQUISITES

To be eligible for entry into the Advanced EMT course, the applicant must have a National Registry EMT card or State of Texas EMT Certification, be at least 18 years of age, provide proof of high school diploma or GED, and hold/maintain an AHA BLS CPR for Healthcare Providers Card {only provider accepted}.

COURSEWORK

PERCOM hosts all of its course work on <https://percomcourses.com>. However, exams are administered through [Emstesting.com](https://emstesting.com). Course work begins upon enrollment with the assessment test and pretest. After being accepted students will see the full course load for the program and are asked to start at the top and work their way to the final exam at the bottom.

Course Instructors host weekly chat participation rooms. P1 students are required to participate in at least 3 prior to Final Exam.

COURSE DESCRIPTIONS

Students must login once a week to <https://percomonline.com> to fulfill attendance requirement as well as maintain an 80% average throughout the program. These requirements are set to help with retention of information and to ensure success at the NREMT level of testing. Students that are successful at PERCOM are self-motivated and problem solvers, which happens to be natural instinct for EMS professionals.

ANATOMY & PHYSIOLOGY AP101 (hours 45.5)

Human Anatomy and Physiology 1 and 2 or an Anatomy and Physiology for Health Care Providers is considered a prerequisite to the Advanced EMT course or Paramedic course. Students must purchase the Human A&P textbook with course access code but Students who can produce evidence of successful completion of this prerequisite will be allowed to Challenge the A&P final exam online.

Book ISBN's are below. These are suggested and are subject to change.

TEXTBOOKS

Paramedic Care, 5/e + Platinum Planner + EMS Testing student code: 9780134892559

Anatomy and
Physiology
ISBN-13:978-1-4496-4230-3

FINAL EXAM

After completing all the coursework, a student is eligible to schedule final exam. Final exams are hosted online through web conferencing software during business hours. To attend you will need a webcam, microphone, speakers and broadband internet.

ADVANCED EMT SKILLS

The course will require attendance of two Skills Practice Labs and prove proficiency in the skills taught in the Practice Labs in a similar Testing Lab. Skills Practice Labs will cover the content depicted in chart below. Students must receive an Instructor Verification of Entry Proficiency after Skills Practice and Testing prior to being allowed to begin clinical and field rotations.

- IV therapy review and practice on manikin
- IV sticks on fellow students
- Phlebotomy practice on manikin to include:
 - Syringe method
 - Butterfly needle method
 - Vacutainer method
- Phlebotomy on fellow students
- Medication administration review and skills to include:
 - Discussion of indications, contraindications, precautions, side effects, packaging and dose ranges for: Nitroglycerin
- SL, ASA, Albuterol, Xopenex ,MDI agents such as Albuterol, Isoetharine, Isoproterenol, Instagluce, Activated
- Charcoal, Epi-pen, Epinephrine 1:1,000, Epinephrine 1:10,000, Benadryl, D50W/D25W/D10W, Glucagon,
- Narcan, Thiamine, Nitronox.
- Skills include:
 - Intradermal
 - Subcutaneous
 - Intramuscular
 - IV Bolus Medications
 - Intraosseous therapy – technique and fluid administration practice
 - Adult airway management with suctioning component
 - Standard intubation techniques practice

COURSE DESCRIPTIONS

- Emergency intubation tactics to include:
- Trauma techniques
- Rescue airway techniques
- Alternative Airway – Combitube, King LT (initial airway and failed intubation)
- ETCO₂ – waveform and other methods discussion with exercises to reinforce use during airway management
- to include nasal as well as advanced airway confirmation and monitoring techniques
- Laryngeal Mask Airways (may be discussed/practiced if available)
- CPAP/PEEP
- Infant Intubation
- Pleural Decompression Needle Thoracostomy
- NG/OG tubes – discussion of use/indications and practice
- Needle and surgical cricothyrotomy
- Ophthalmoscope/Otoscope practice (may be discussed/practiced if available)
- Medical and Trauma Patient Assessment
- Normal and abnormal obstretrical deliveries+
- Pediatric Respiratory Compromise
- Cardiac Arrest with AED
- Urinary Bladder Catheterization and Sterile Technique
- Scenario Based Application and Learning
- BLS Skills Practice/Review

CLINICAL & FIELD EXPERIENCES

“Rotations” for AEMT, if desired, is the last phase of your course and can be completed after all Skills Practice and Testing has been completed. Minimum rotation hours are listed below, and they may be performed at PERCOM’s advanced level cleared affiliated clinical sites. Check the map for the entire list of sites.

CLINICAL HOURS BY (MINIMUM) DEPARTMENT HOURS

EMS (IN THE FIELD)
72

EMERGENCY ROOM
56

LABOR & DELIVERY
16

RESPIRATORY THERAPY
8

OPERATING ROOM
16

TOTAL
168

PERCOM strives to ease the burden of documenting and tracking your hours so you may focus on the training. So PERCOM utilizes PlatinumPlanner.com, which is an online web application tool for clinical management designed to bring our students, instructors, preceptors and clinical sites together for hands on training in both lab and rotation environments. Shortly after completion of your clinical rotations, a Course Completion Certificate will be issued, and you will be marked clear to test with the NREMT.

REQUIRED COURSE MATERIALS

- Watch with second hand
- Stethoscope
- PERCOM Shirt (provided)
- PERCOM Name tag/ID Tag (provided)
- Black uniform style pants
- Internet Access (broadband)
- Black fluid impervious shoes in good condition
- Black belt and socks
- Microphone & Speakers
- Web Cam
- Laptop or desktop computer (not all portions of the course are guaranteed to be mobile device friendly)

COURSE DESCRIPTIONS (Consortium)

PARAMEDIC EMT 101, 201 and 302

(min. hrs 1032.20)

Paramedics care for patients in a wide array of emergency medical response situations. Lives often hang in the balance in these circumstances. For this reason, Paramedics are expected to complete a rigorous and long Training Program that meets National and State standards. PERCOM offers an online self-paced hybrid course with a twenty months to complete. The course consists two terms with three separate components in each term; Didactic, Psychomotor Skills and Clinical.

PREREQUISITES

To be eligible for entry into the Paramedic course, the applicant must have a National Registry EMT card or State of Texas EMT Certification. 18 years of age, provide proof of high school diploma or GED, and hold/maintain an AHA BLS CPR for Healthcare Providers Card {only provider accepted}. A&P is considered to be a pre/co-requisite. P2 students also must complete AHA ACLS and PALS, PHTLS or BTLS (or equivalent) from outside providers and produce certifications prior to P2 Final Exam. Paramedic also encompasses successful completion of both P1 and P2.

COURSEWORK

PERCOM hosts all of its course work on <http://percomcourses.com>. However, exams are administered through Emstesting.com. Course work begins upon enrollment with the assessment test and pretest. After being accepted students will see the full course load for the program and are asked to start at the top and work their way to the final exam at the bottom. Course Instructors host weekly chat rooms covering scenarios, Q&As and advanced topics. Our course requires that students attend six chatroom and three MD roundtable sessions and encourages attending as often as possible. Students must login once a week to <https://percomcourses.com> to fulfill attendance requirement as well as maintain an 80% average throughout the program. These requirements are set to help with retention of information and to ensure success at the NREMT level of testing. Students that are successful at PERCOM are self-motivated and problem solvers, which happens to be natural instinct for EMS professionals.

TEXTBOOK

Paramedic Care, 5/e + Platinum Planner + EMS Testing student code: 9780134892559
Anatomy and Physiology
ISBN-13: 978-1-4496-4230-3
Basic Arrhythmias, 8th Edition
ISBN-13: 978-0134380995
The 12-Lead ECG in Acute Coronary Syndromes -4th Edition ISBN-13: 978-0323497893

Note: Textbooks and ISBN's above are suggestions and are subject to change. Please watch the website for changes.

FINAL EXAM

After completing all the coursework, a student is eligible to schedule final exam. Final exams are hosted online through web conferencing software during business hours. To attend you will need a webcam, microphone, speakers and broadband internet.

PARAMEDIC SKILLS & TESTING LABS

Each Term has Skills Labs and a testing lab where students will prove their proficiency in the skills taught in the Practice Labs in a similar Testing Lab, with a total of 7 Labs. Skills Practice Labs will cover the content depicted in the chart below.

Skills labs 1 through 3 will cover the below content and be tested in skills lab 4.

- IV therapy review and practice on manikin
- IV sticks on fellow students
- Phlebotomy practice on mannequin to include:
 - Syringe method
 - Butterfly needle method
 - Vacutainer method
 - Phlebotomy on fellow students

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

- Medication administration review and skills to include:
- Discussion of indications, contraindications, precautions, side effects, packaging and dose ranges for: Nitroglycerin
- SL, ASA, Albuterol, Xopenex, MDI agents such as Albuterol, Isoetharine, Isoproterenol, Instagluco, Activated
- Charcoal, Epi-pen, Epinephrine 1:1,000, Epinephrine 1:10,000, Benedryl, D50W/D25W/D10W, Glucagon,
- Narcan, Thiamine, Nitronox.
- Skills include:
- Intradermal
- Subcutaneous
- Intramuscular
- IV Bolus Medications
- Intraosseous therapy – technique and fluid administration practice
- Adult airway management with suctioning component
- Standard intubation techniques practice
- Emergency intubation tactics to include:
- Trauma techniques
- Rescue airway techniques
- Alternative Airway – Combitube, King LT (initial airway and failed intubation)
- ETCO₂ – waveform and other methods discussion with exercises to reinforce use during airway management
- to include nasal as well as advanced airway confirmation and monitoring techniques
- Laryngeal Mask Airways (may be discussed/practiced if available)
- CPAP/PEEP
- Infant Intubation
- Pleural Decompression Needle Thoracostomy
- NG/OG tubes – discussion of use/indications and practice
- Needle and surgical cricothyrotomy
- Ophthalmoscope/Otoscope practice (may be discussed/practiced if available)
- Medical and Trauma Patient Assessment
- Pediatric Respiratory Compromise
- Normal and abnormal obstetrical deliveries
- Cardiac Arrest with AED
- Urinary Bladder Catheterization and Sterile Technique
- Scenario Based Application and Learning
- BLS Skills Practice/Review
- Medication administration review and IVPBD
- Rapid Sequence Induction/Pharmacology Assisted Intubation
- Small-volume Nebulizer with ETT
- CPAP/PEEP
- Patient Assessment:
- Obtaining Pt History form an Alert and Oriented Patient
- Comprehensive Normal Adult Physical Assessment
- Comprehensive Normal Pediatric Physical Assessment
- Trauma Patient Assessment
- Medication administration review and IVPBD
- Rapid Sequence Induction/Pharmacology Assisted Intubation
- Small-volume Nebulizer with ETT
- CPAP/PEEP
- Obtaining Pt History form an Alert and Oriented Patient
- Comprehensive Normal Adult Physical Assessment
- Comprehensive Normal Pediatric Physical Assessment
- Trauma Patient Assessment
- 3/4/5 Lead ECG
- 12/13/15 Lead ECG
- Defibrillation/Synchronized Cardioversion/Pacing
- Static ECG
- Dynamic ECG/Megacode
- Cardiac Patient Assessment Techniques
- Medical Patient Assessment
- Neurological Patient Assessment
- OB/Pediatric Patient Assessment
- Formative Skills Proficiency Scenarios (all Basic, Intermediate, and Paramedic skills fair game)
- Formative Skills Proficiency Scenarios
- Dynamic ECG/Megacode
- Oral Station Practice
- Individual Skills Testing on All Skills from Practice with Checksheets
- Final Proficiency Clearance Testing (Summative with multiple scenarios)
- National Registry Preparation

COURSE DESCRIPTIONS

CLINICAL & FIELD EXPERIENCES

“Rotations” is the last phase of your course and can be completed after all P1 and P2 Practice and Testing has been completed. Minimum rotation hours are listed below, and they may be performed at any number of PERCOM’s Paramedic level clinical sites. Check the map for the entire list of sites.

ROTATION HOURS BY DEPARTMENT (MINIMUM DEPARTMENT HOURS

EMS (IN THE FIELD)	96
EMERGENCY ROOM	128
LABOR & DELIVERY	16
RESPIRATORY THERAPY	8
OPERATING ROOM	24
Intensive Care Unit	16
Neonatal Intensive Care Unit	8
Catheterization laboratory	16
FINAL FIELD INTERNSHIP FINAL PHASE (the last rotations to complete after ALL other rotation requirements are met)	144
Paramedic Total Minimum Hours	456

PERCOM strives to ease the burden of documenting and tracking your hours so you may focus on the training. So PERCOM utilizes PlatinumPlanner.com, which is an online web application tool for clinical management designed to bring our students, instructors, preceptors and clinical sites together for hands on training in both lab and rotation environments.

Once Final Field Internship is completed, the student will be required to take and pass the Paramedic Graduate Interview with a member of the Medical Director's team. Up to two attempts are allowed.

Shortly after completion of your clinical rotations, a Course Completion Certificate will be issued, and you will be marked clear to test NREMT.

REQUIRED COURSE MATERIALS

- Watch with second hand
- Stethoscope
- PERCOM Shirt (provided)
- PERCOM Name tag/ID Tag (provided)
- Black uniform style pants
- Internet Access (broadband)
- Black fluid impervious shoes in good condition
- Black belt and socks
- Microphone & Speakers
- Web Cam

Laptop or desktop computer (not all portions of the course are guaranteed to be mobile device friendly)

Challenge Exam

If you are already nationally certified Advanced EMT or Texas Advanced EMT you can qualify to challenge the Term one exam of our Paramedic for advanced placement.

COURSE DESCRIPTIONS (PERCOMOnline, Inc.)

INSTRUCTOR INS101

Quality education starts with competent and knowledgeable instructors and ends with a lasting knowledge. Today's students demand that educational programs provide informative and challenging curriculum. This course covers theories and principles of learning and teaching, including development of effective EMS course objectives, captivating lectures, logical outlines and challenging examinations. Completion of the EMS Instructor class meets the US DOT NHTSA/NAEMSE National EMS Education Standards. Requirements vary by state for instructor certification. Our course is currently excepted in Texas and a few other states. Please check with your state agency for specific EMS Instructor certification requirements.

Length: 12 weeks

Enrollment: Open

Pace: Self Paced

Process of Learning

Instructional Aids & Media

Methods of Evaluation & Feedback

Performing Task Analysis

Preparing Learning Objectives and Lesson Plans

Legal Issues and the Educator

Practice Skills Teaching and Testing

Moulage Basics

Final Projects

Prepare and deliver the equivalent of a One Hour continuing Education course in EMS or the discipline of your choice. (50 minutes of Teaching, 10 minutes of examination)

Skills Project

Teaching, Testing and critiquing a mock student.

Evaluation

750-1000 word critique of your own work.

GENERAL PROCEDURES AND POLICIES

PERCOMOnline Inc. and PERCOM EMS Medical Education Consortium

General Procedures and Policies

Please refer to the current PERCOM Student Handbook for further details and a complete set of policies and procedures for the Programs.

Attendance Policy

100% attendance is essential for successful course completion. Absences will be excused only for good cause, at the sole and exclusive discretion of the instructor. No absence will be excused unless the instructor has been notified before class, except in cases of emergency. Online students MUST log in to the course weekly to remain in the course. (Even students in rotations who have completed coursework through Final Exam must continue to follow this policy as “roll call” for attendance purposes.) This is MANDATORY and students who are not meeting this requirement may be dropped from the course without notice. Students who are dropped for not meeting the mandatory participation requirement listed herein may reinstate within 6 months of the date of drop. However, a Reinstatement Fee will ensue. Students may not “reinstate” after 6 months and will be required to pay full tuition and begin coursework at the beginning. Students must submit homework, testing, or an e-mail to the lead instructor as well as attend any and all mandatory chat rooms or forum discussions (unless excused for good cause in advance by the lead instructor) or the student will be dropped from the program for non-participation. Students who have dropped themselves from the program may apply for readmission within 6 months of the course

drop date. Students who are readmitted will be charged a Reinstatement Fee.

Some Points of the ADA

- * Prospective students should read and understand the Functional Job Description before entering the program.
 - Students cannot be discriminated against on the basis of a disability in the offering of the education program.
 - There can be NO accommodation during screening tests or course testing that will compromise or fundamentally alter the testing of knowledge or skills that are required to function safely in the profession. The following are examples in which no accommodation can be given.
1. No additional time frames for skills set with specific time frames.
 2. No unlimited time to complete a written exam.
 3. No written exams to be given by an oral reader
 4. No specialized or simplified exams or reading material below the ninth grade reading level.

PROCEDURES AND POLICIES

Requesting Accommodation

If accommodation is requested, please contact the Program Director as soon as possible. For more information concerning the ADA, contact the Association on Higher Education and Disability at 614/488-4972 or the Governor's Committee for Persons with Disabilities at 512/463-5739.

Leave of Absence Policy

A student may request a leave of absence from the EMT, Intermediate, or Paramedic Program. A leave of absence will only be granted when documentation is submitted to the Program Director attesting to a medical or family emergency, and will be granted for no more than 90 days. An approved leave of absence will allow the student to re-enter the program without penalty if the program director is notified, and re-enters the program within the period granted by A student may reenter the program after the period of absence approved by the program director if within 180 days after deadline but must pay an administrative fee to have their student files reinstated. Students attempting to reenter the program after 180 days must re-enroll and pay all tuition and fees required of new applicants. Military members with valid deployment orders may request reentry following return.

Requests are reviewed individually for approval. A student is required to have maintained satisfactory academic and clinical standards to be eligible for the leave of absence.

Refund Policy

From seven days of the date of purchase a full refund minus a \$ 250.00 application fee. From the seventh day following purchase to the fourteenth day a refund of 50% is applicable. Following the last hour on the fourteenth day a student is no longer eligible for a refund. A 3% service fee is deducted from all refunds.

Student Withdrawal Policy

Students who wish to voluntarily withdraw from the program must message or email the Program Director to initiate the withdrawal. Withdrawal requests must be received by the Program Director before the final deadline date specified for that student based on the course access date and deadline dates documented on the course roster. All withdrawals are subject to the Refund Policy, which was distributed during enrollment and is posted in the Policies section of the percomcours.com website. Students who voluntarily withdraw from the program are eligible for reinstatement for up to 6 months from the "drop date" posted on the course roster. Students who reinstate will be required to pay a reinstatement fee and reset the payment plan (if any) and make a payment as designated by the Payments Manager if applicable. The Program Director will reinstate the student to the program without further financial or academic penalty and reset the course deadline accordingly and to an appropriate date based on the amount

PROCEDURES AND POLICIES

of time the student has already been in the program and how long the student was out of the program. Students who do not notify the Program Director and return within 6 months of the withdrawal or drop will be treated as a new enrollee/student both academically and financially. Students may choose to take a voluntary suspension rather than formally withdraw from the program for up to six months from the time of the suspension date. During this time, the student may choose to continue payments if on a payment plan or request that payments also be suspended until student return before the designated deadline. To return, the student must message or email the Program Director to request to return and reset the payment plan (if any) and make a payment as designated by the Payments Manager if applicable. The Program Director will reinstate the student to the program without further financial or academic penalty and reset the course deadline accordingly and to an appropriate date based on the amount of time the student has already been in the program and how long the student was out on suspension. Students who do not notify the Program Director and return before the designated deadline for the voluntary suspension will be treated as a new enrollee/student both academically and financially.

Student Drop Policy

Students who are not actively participating in courses per the mandatory participation policy should be warned and then dropped if they continue to violate the participation policy without “just cause”. (“Just cause” includes but is not limited to: health reasons, deployment, civilian contractor overseas position, or other reasonable and verifiable situation for which

the instructor and/or Program Director deems acceptable. However, the Program Director maintains final approval authority. Students who have not logged into their course in over 60 days are considered to have abandoned their coursework and should be dropped, unless situations as per the above paragraph are approved. Drops based on abandonment do not require warnings from the instructor or other faculty. Students who have exceeded the course deadline may be given an opportunity to request an extension if the deadline has not been exceeded by more than 14 days. However, if it has been exceeded by more than 14 days and no extension request has been submitted by the student to the Program Director, he/she may be dropped. No warnings are required in this situation. Students who are on a Payment Plan must continue to make required monthly payments to remain in the course and avoid being dropped for financial reasons. If a payment is missed, the student will receive a warning from the Payment Plan Manager and given 7 days to respond and/or submit the missing payment. If still no response at 7 days, course access will be removed for 14 days. At the end of 14 days, if the payment or other arrangements is still not made, the student will be dropped for non-payment.

GLOSSARY

EMT: A specially trained medical technician certified to provide basic emergency services (as cardiopulmonary resuscitation) before and during transportation to a hospital—called also Emergency Medical Technician.

Advanced EMT: An Emergency Medical Technician who has received advanced training to provide minimal advanced life support (ALS); usually works under direct medical control. Minimum level of certification to staff an ALS ambulance in some states.

Paramedic: An Emergency Medical Technician who has received advanced training to provide advanced life support (ALS) up to and including advanced Pharmacology and various other advanced treatments and procedures; usually works under direct medical control. Minimum level of certification to staff an ALS ambulance in some states.

Adult Methods of Teaching: A course designed to meet the latest national EMS instructional standards and prepare students for instructing in the EMS environment.

Challenge Exam: An opportunity given to Advanced EMT or EMT Intermediates to attempt the Paramedic 1 final exam and psychomotor exams.

testing for advanced placement. Clinical Rotation: hours, contact types and skills to be completed in a specific department in a hospital.

Field Experiences: Hours, contact types, and skills to be completed at a Fire department or EMS house.

Final Field Internship: Final phase of Paramedic rotations requiring Team Leads in the EMS environment.

Exit Session: Skills Practice and Testing on EMT level skills and competencies.

Practice and Testing Labs: Skills Practice and Testing on all P1 or P2 level skills and competencies.

Course Completion

Certificate(CCC): Documents issued by email attachment once all requirements are completed and graded from didactic, skills and rotations and Medical Director graduation approval has been granted.

Course Deadline: Date by which all coursework, skills and rotations must be completed.

Didactic Deadline: Date by which a student should be complete with all coursework and final exam.

Graduate Interview: Final interview with a member of the Medical Director's team for Paramedic students. Student must pass to pass the program.



2019 Catalog

and PERCOM/Kilgore
PERCOMOnline Inc. College Consortium



EMT



Paramedic



Instructor



AEMT

Providing EMS education for the modern professional with an online community built right in. Our experienced instructional faculty are working in the field, using today's technology to train tomorrow's leaders in the EMS industry.

percomonline.com / percomcourses.com



PERCOMOnline, Inc is licensed by Texas Department of State Health Services. PERCOM/Kilgore College Consortium is also accredited by the

Commission on Accreditation of

Allied Health Education Programs (www.caahep.org)

upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Commission on Accreditation of Allied Health Education Programs

1361 Park Street Clearwater, FL 33756

727-210-2350

www.caahep.org

PERCOM/Kilgore College Consortium (Paramedic Program Sponsor)

149 N Willis Street, STE 10, Abilene Texas 79603

325 | 480 | 2617



**PERCOMONLINE INC
CORPORATE LOCATION
149 NORTH WILLIS STREET
SUITE #10
ABILENE TEXAS 79603
325/480-2617**

TABLE OF CONTENTS

ACCREDITATION.....	2	Challenge Exam.....	18
CORPORATE LOCATION.....	2		
TABLE OF CONTENTS.....	4	INSTRUCTOR.....	19
HISTORY.....	5	PROCEDURES AND POLICIES.....	20
OFFICERS.....	5	Attendance Policy	20
VISION.....	6	Requesting Accommodation.....	21
MISSION.....	6	Leave of Absence Policy.....	21
VALUES.....	6	Refund Policy.....	21
OBSERVED CALENDAR DAYS.....	7	Student Withdraw Policy.....	21
ADMISSIONS.....	8	Student Drop Policy.....	22
Steps to Enrollment.....	8	GLOSSARY.....	23
Getting Started.....	8	EXPENSES AND FEES LIST.....	24-27
General Requirements.....	8		
Pre-assessment Testing.....	9		
Readmission.....	9		
Advanced Placement.....	9		
Equal Opportunity Statement.....	10		
COURSE DESCRIPTIONS.....	11		
EMT.....	11		
Prerequisites.....	11		
Coursework.....	11		
Textbook.....	11		
EMT Practice and Skills Labs.....	11		
CLINICAL & FIELD ROTATIONS.....	12		
REQUIRED COURSE MATERIALS.....	13		
Advanced EMT.....	13		
Prerequisites.....	13		
Coursework.....	13		
Textbooks.....	14		
ADVANCED EMT Practice and Skills Lab.....	14		
CLINICAL & FIELD ROTATIONS.....	15		
REQUIRED COURSE MATERIALS.....	15		
PARAMEDIC.....	16		
Prerequisites.....	16		
Coursework.....	16		
Textbooks.....	16		
PARAMEDIC Practice and Testing Skill Labs.....	16		
CLINICAL & FIELD ROTATIONS.....	18		
REQUIRED COURSE MATERIALS.....	18		

HISTORY OF

PERCOMOnline Inc and PERCOM/Kilgore College Consortium

PERCOM was Established 2007

PERCOMOnline Inc. began enrolling its first EMS education students in 2008 as a hybrid online program utilizing online formats for the didactic portion of the education, utilized and contracted skills sites for students (to choose from) for skills practice and testing, and then completion of clinical and field rotations in a more traditional format (but with more location choices) than the average EMS education program. The program structure is designed to make EMS education more available to potential students who (typically) need more non-traditional methods to achieve the education needed to be eligible to be certified. This format development has been underway since 2008 by Jane E. Dinsmore (B.S., NRP, Licensed Paramedic), William E. Gandy (B.S., NRP, Licensed Paramedic) and a number of other highly skilled EMS professionals who saw the need for alternative pathways in EMS education years ago. Together we have worked to achieve what PERCOMOnline offers EMS professionals today.

In 2009, PERCOMOnline enrolled its first Intermediate/AEMT students and then in 2010, the state of Texas approved PERCOMOnline to enroll and educate Paramedic students. Shortly after, Texas opted to require CAAHEP accreditation for all Paramedic programs operating and licensed in Texas, so we began the process of seeking that accreditation. With a strong Kilgore College (Kilgore Texas) agreement, "PERCOM/Kilgore College Consortium" was born to oversee the Paramedic portion of the program. In September 2012, PERCOM achieved its goal and gained CAAHEP accreditation for our Paramedic program.

Since that time, we have continued to proudly evolve, change, and prosper.

For the purposes of this catalog, generic references that affect both programs will be referred to collectively as "PERCOM".

"Next to creating a life the finest thing a man can do is save one." ~ Abraham Lincoln

TODAY

PERCOM separated its course platforms and learning management systems from ones provided by book publishing companies in 2015. This paved the way for PERCOM's innovative proprietary platform that hosts it's very own social community, bringing a unique, informative, online environment for all EMS professionals, students, and faculty.

OFFICERS

Consortium Chairperson
Jerry L. Dinsmore Sr.
P.O. Box 3744
Abilene, Texas 79604
325-267-6750
jerrydinsmore@percomonline.com

Dean
Michael Hay
MHA, B.A., NRP, Licensed Paramedic
Vice President
P.O. Box 3744
Abilene, Texas 79604
210-884-9701
michaelhay@percomonline.com

Program Director:
Jane E. Dinsmore
B.S., NRP, Licensed Paramedic
Program Director
Address 149 N. Willis St., STE 10
Abilene, Texas 79603
325-267-6749
programdirector@percomonline.com

GENERAL INFORMATION

PERCOMOnline Inc

PERCOM/Kilgore College Consortium

Providing EMS education for the modern professional with an online community built right in. Our experienced faculty work in the field using today's technology to train tomorrow's leaders in the EMS industry.

For the purposes of this catalog, generic references that affect both programs will be referred to collectively as "PERCOM".

PERCOM's

Vision, Mission, and Values

Vision

PERCOM is built on the foundation that education is the difference between life and death. For this reason we empower our students with the latest techniques and skills employed in the field. The standard of patient care start with the students turn of the first page.

Mission

Our mission is to provide a feasible education to and for the modern working adult and to surpass the standards of education and produce professional, highly trained, exceptional students that are ready to face the challenges in the world of EMS from day one.

Values

Approved by the Board of Directors on November 22, 2015

Accountability

"We are accountable and answerable to every individual in our community."

Adaptability

"We make sure to be able to adjust ourselves readily to different conditions in diverse situations."

Leadership

"An act or instance of leading; guidance; direction to all."

Professionalism

"We commit to the standing, practice, or methods of a professional, as a distinguished part of any community."

Unity

"We are committed to being united or combined into one community, as the parts of a team harmonize through education."

Wisdom

"Wisdom is not simply knowledge, but knowledge tempered with time. Knowledge of what is true or right coupled with just judgment as to action; sagacity, discernment, or insight."

GENERAL INFORMATION

PERCOM

Observed Calendar Days

During these selected days all academic and administrative services will be closed.

New Year's Day

Monday, January 1

Martin Luther King Jr. Day

Monday, January 21

Presidents' Day

Monday, February 18

Spring Break

March 11 - March 15

Memorial Day

Monday, May 27

Independence Day

(Summer Break)

Monday, July 4 - July 14

Labor Day

Monday, September 2

Columbus Day

Monday, October 14

Veterans Day

Monday, November 11

Fall Break

November 23 - December 2

Winter Break

December 21 - January 6 2020

ADMISSIONS

Steps to Enrollment

Getting Started

Below is an overview of steps to follow to get started at PERCOM.

- **Select Course** - To begin enrollment into a course you first must select a tuition option for the desired course. Once the payment is sent, the student will have access to complete the application to enroll.
- **Application** - To complete enrollment you will need an unofficial high school diploma or equivalent, a government issued ID and American Heart Association B L S or H C P CPR card. Paramedic students will need to submit an National Registry EMT card or a Texas EMT Certification.
- **Background Check** - It is PERCOM's admission policy that every student enrolling into the EMT, Advanced EMT or Paramedic course will complete a background check prior to receiving course access. This check normally takes three to five business days. To learn about what may exclude you from entering the program look at the admissions policy in the Student Handbook.
- **Placement Testing** - Complete the EMS Testing profile setup after purchasing enrollment codes and textbooks in order to take the pre-assessment test covering Math, English and Reading Comprehension.

- **Course Access Email** - Once all documents have been confirmed and the background check has been returned, an email will be sent to you to introduce you to the course and your instructor.

General Requirements

Potential students who wish to enroll in EMT, P1/AEMT or Paramedic must meet the following requirements to be eligible to complete enrollment.

Review and be able to perform the TDSHS Functional Job Description for each level indicated in the document.

Students who have documented disabilities which might preclude them from being able to perform one or more items in the Functional Job Description must produce acceptable documentation with recommendations from a licensed healthcare professional in the appropriate field for review and consultation with the Program Director and Lead Medical Director of the program. Reasonable accommodations will be met that are accepted by both state and national licensing and accrediting authorities for the EMS professions.

Pass a background check which includes but is not limited to a county/parish, state, national and/or international criminal history, sex offender history, healthcare fraud and abuse (GSA/SSA), and U.S. Patriot Act. Any "hits" on the background check will be forwarded for review and approval or denial to the Program Director, who may include the Clinical

ADMISSIONS

Coordinator and Medical Director in the approval process as indicated.

Must be at least 18 years of age (or will be 18 years of age prior to course completion of the EMT course). Applicants who are not at least 18 years of age at time of enrollment must have all agreements, statements, and contracts co-signed by parent or legal guardian. Not all clinical and field sites will allow students below the age of 18 into their sites so no guarantees for placement will be made for students under the age of 18 years.

Pre-assessment Testing

- * Prospective students should read and understand the Functional Job Description before entering the program.
- Students cannot be discriminated against on the basis of a disability in the offering of the education program.
- There can be NO accommodation during screening tests or course testing that will compromise or fundamentally alter the testing of knowledge or skills that are required to function safely in the profession. The following are examples in which no accommodation can be given.

Readmission

Any student who fails an initial course may be admitted to the next offered class, space permitting. However, online students who fail a PERCOM course should consider re-attempting their educational goals with a more traditional school or program. Students who are

applying for re-admittance due to failure of maintaining the required course average or failing final exam are subject to evaluation by a Readmission Committee. If the Program Director/Medical Director determines that a student shall appear before the Readmission Committee, the following shall be taken into account before readmission is granted.

- Attendance/Participation
- Attitude and Behavior
- Average Daily and Quiz Grades
- General Adherence to Policy/Procedures
- Overall Comprehension of Material

The Readmission Committee will be made up of one of the student's peers, one instructor, one field paramedic, the Coordinator/Program Director and a member of the program's Medical Director's team. All decisions are final and not subject to appeal. Any student who must drop out of the course for personal reasons may be admitted to the next offered class, space permitting. Readmitting students will take second priority to initial enrolling students. If a student is readmitted, all tuition and fees will be due as before. There will be no application of previous funds to a future course. All initial requirements will be required of readmitting students.

Advanced Placement

PERCOM and its cooperative programs do not believe that students who have completed other training opportunities should automatically have to "redo" work. Based on that premise, there may be times when the Medical Director or Program Director may choose to grant advanced placement for existing licenses, certifications or completed courses obtained by students from other

ADMISSIONS

approved programs, educational institutions, or military programs. Any credit granted will require verifiable documentation provided by the student or through student acquisition methods to be placed in the student's file if he/she is accepted into the PERCOM EMS Academy. Not ALL "proofs" will be accepted as meeting the standards set by state and national authorities or by the PERCOM administrative staff, and PERCOM reserves the right to approve or disapprove any request for advanced placement for any specific portion of training for any reason. Examples of potential placement based on produced documentation of proof of existing certifications, licensures or prior training and educational opportunities are listed below. Situations not covered in this document will be evaluated for possible approval by PERCOM administration on a case by case basis.

Equal Opportunity Statement

PERCOM is committed to upholding equal opportunity education & employment without any regard to race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status in matters of admissions, services in the educational programs or activities it operates, in accordance with state and national civil rights legislation. Questions or to report a violation of this policy should be directed to one of the following members of PERCOM:

Program Director

Jane Dinsmore

programdirector@percomonline.com

Consortium Chairperson

Jerry Dinsmore

jerrydinsmore@percomonline.com

COURSE DESCRIPTIONS (PERCOMOnline, Inc.)

EMT, AEMT and Instructor courses are offered under PERCOMOnline, Inc. The Paramedic program is offered under the PERCOM/Kilgore College Consortium Academy division of PERCOM.

EMT

[EMT 100 \(contact hrs min 321.85\)](#)

Emergency Medical Technicians care for patients in a wide array of emergency medical response situations. Lives often hang in the balance in these circumstances. For this reason, EMT's are expected to complete a Training Program that meets National and State standards. PERCOM offers an online self-paced hybrid course with a deadline of six months. The course consists of three separate components; Didactic, Psychomotor Skills and Clinical.

Prerequisites

To be eligible for entry into the EMT course, the applicant must be 18 years of age, provide proof of high school diploma or GED, and hold/maintain an AHA BLS CPR for Healthcare Providers Card {only provider accepted}.

Coursework

PERCOM hosts all of its course work on <https://percomcourses.com>. However, exams are administered through emstesting.com. Course work begins upon enrollment with the assessment test and pretest. After being accepted students will see the full course load for the program and are asked to start at the top and work their way to the final exam at the bottom.

Course Instructors host weekly chat rooms covering scenarios, Q&As and advanced topics. Course requirements have students attend two chatroom sessions and encourage attending as often as possible. Students must login once a week to <https://percomcourses.com> to fulfill attendance requirement as well as maintain an 80% average throughout the program. These requirements are set to help with retention of information and to ensure success at the NREMT level of testing. Students that are successful at PERCOM are self-motivated and problem solvers, which happens to be natural instinct for EMS professionals.

Textbook

PREHOSPTL EMERGENCY CARE & PLATINUM & EMSTESTING.COM PKG
ISBN-13: 9780134505978 (book subject to change based on publisher availability)

FINAL EXAM

After completing all the coursework, a student is eligible to schedule the final exam. Final exams are hosted online through web conferencing software during business hours. To attend you will need a webcam, microphone, speakers and broadband internet.

EMT Practice and Skills Lab

All students in this program will attend an EMT Skills Exit Session and perform the skills listed in the chart below. These events can be found on the school calendar and require two weeks advanced notice for attendance so be sure to note the location and the RSVP Deadline for proper planning.

COURSE DESCRIPTIONS

- EMT Skill Competency (Minimum Required)
- Glucometer Use
- Joint Immobilization
- Long Bone Immobilization
- Nitroglycerin Administration Assistance
- Oral Glucose Administration
- Pediatric Respiratory Compromise
- Apply a Nasal Cannula
- Apply a Non-Rebreather
- Apply a Portable Ventilator
- Apply a Venturi Mask
- Automated or Semi-Automated Defibrillator
- BiPAP-CPAP
- Bleeding Control and Shock Management
- Blood Pressure by Auscultation
- Blood Pressure by Palpation
- Cervical Collar Application
- Combitube Insertion
- Combitube Removal
- CPR Adult and Child One Rescuer
- CPR Adult and Child Two Rescuers
- CPR Infant One Rescuer
- Foreign Body Obstruction Conscious Adult and Child
- Foreign Body Obstruction Unconscious Infant
- Helmet Removal Procedure
- Humidified Oxygen
- Log Roll Procedure
- Lung Sounds
- Manual Airway Maneuver
- Metered Dose Inhaler (MDI) Medication Administration
- Nasopharyngeal Airway
- Nebulized Medication Administration
- Oropharyngeal Airway
- Patient Management - Medical Scenario
- Patient Management - Trauma Scenario
- PEEP
- Pressure Dressing Application
- Prioritized Assessment Medical Patient
- Prioritized Assessment Trauma Patient
- Pulses
- Pupillary Status
- Rapid Extrication Procedure
- Respiratory Status

- Rigid Splint
- Securing Patient to Long Backboard
- Short Backboard - KED Application
- Skin Signs
- Straddle Slide Procedure
- Sublingual (SL) Medication Administration
- Suctioning with Flexible Catheter
- Suctioning with Rigid Catheter
- Supraglottic Airway Insertion
- Supraglottic Airway Removal
- Team Leader
- Tourniquet Application
- Traction Splint
- Trauma Assessment
- Ventilation Bag-Valve-Mask One Rescuer
- Ventilation Bag-Valve-Mask Two Rescuer
- Ventilation Mask to Stoma
- Ventilation Pocket Mask

CLINICAL & FIELD EXPERIENCE

“Rotations” is the last phase of your course and can be completed after the three day skills training has been successfully completed. Minimum rotation hours are listed below, and they may be performed at any number of PERCOM’s clinical sites. Check the map for the entire list of sites.

CLINICAL HOURS BY DEPARTMENT (MINIMUM) DEPARTMENT HOURS

EMS (IN THE FIELD)
48

EMERGENCY ROOM
36

LABOR & DELIVERY
8

RESPIRATORY THERAPY
8

COURSE DESCRIPTIONS

PERCOM strives to ease the burden of documenting and tracking your hours so you may focus on the training. So PERCOM utilizes PlatinumPlanner.com, which is an online web application tool for clinical management designed to bring our students, instructors, preceptors and clinical sites together for hands on training in both lab and rotation environments.

Shortly after completion of your rotations, a Course Completion Certificate will be issued, and you will be marked clear to test with the NREMT.

REQUIRED COURSE MATERIALS

- Watch with second hand
- Stethoscope
- PERCOM Shirt (provided)
- PERCOM Name tag/ ID Tag (provided)
- Black uniform style pants
- Internet Access (broadband)
- Black fluid impervious shoes in good condition
- Black belt and socks
- Microphone & Speakers
- Web Cam
- Laptop or desktop computer (not all portions of the course are guaranteed to be mobile device friendly)

Advanced EMT EMT201

(min hrs 436.50)

Advanced Emergency Medical Technicians care for patients in a wide array of emergency medical response situations. Lives often hang in the balance in these circumstances. For this reason, Advanced EMT's are expected to complete a Training Program that meets National and state standards. PERCOM offers an online self-paced hybrid course with a deadline of nine months. The course consists of three separate components; Didactic, Psychomotor Skills and Clinical.

PREREQUISITES

To be eligible for entry into the Advanced EMT course, the applicant must have a National Registry EMT card or State of Texas EMT Certification, be at least 18 years of age, provide proof of high school diploma or GED, and hold/maintain an AHA BLS CPR for Healthcare Providers Card {only provider accepted}.

COURSEWORK

PERCOM hosts all of its course work on <https://percomcourses.com>. However, exams are administered through [Emstesting.com](https://emstesting.com). Course work begins upon enrollment with the assessment test and pretest. After being accepted students will see the full course load for the program and are asked to start at the top and work their way to the final exam at the bottom.

Course Instructors host weekly chat participation rooms. P1 students are required to participate in at least 3 prior to Final Exam.

COURSE DESCRIPTIONS

Students must login once a week to <https://percomonline.com> to fulfill attendance requirement as well as maintain an 80% average throughout the program. These requirements are set to help with retention of information and to ensure success at the NREMT level of testing. Students that are successful at PERCOM are self-motivated and problem solvers, which happens to be natural instinct for EMS professionals.

ANATOMY & PHYSIOLOGY AP101 (hours 45.5)

Human Anatomy and Physiology 1 and 2 or an Anatomy and Physiology for Health Care Providers is considered a prerequisite to the Advanced EMT course or Paramedic course. Students must purchase the Human A&P textbook with course access code but Students who can produce evidence of successful completion of this prerequisite will be allowed to Challenge the A&P final exam online.

Book ISBN's are below. These are suggested and are subject to change.

TEXTBOOKS

Paramedic Care, 5/e + Platinum Planner + EMS Testing student code: 9780134892559

Anatomy and
Physiology
ISBN-13:978-1-4496-4230-3

FINAL EXAM

After completing all the coursework, a student is eligible to schedule final exam. Final exams are hosted online through web conferencing software during business hours. To attend you will need a webcam, microphone, speakers and broadband internet.

ADVANCED EMT SKILLS

The course will require attendance of two Skills Practice Labs and prove proficiency in the skills taught in the Practice Labs in a similar Testing Lab. Skills Practice Labs will cover the content depicted in chart below. Students must receive an Instructor Verification of Entry Proficiency after Skills Practice and Testing prior to being allowed to begin clinical and field rotations.

- IV therapy review and practice on manikin
- IV sticks on fellow students
- Phlebotomy practice on manikin to include:
 - Syringe method
 - Butterfly needle method
 - Vacutainer method
- Phlebotomy on fellow students
- Medication administration review and skills to include:
 - Discussion of indications, contraindications, precautions, side effects, packaging and dose ranges for: Nitroglycerin
- SL, ASA, Albuterol, Xopenex ,MDI agents such as Albuterol, Isoetharine, Isoproterenol, Insta-glucose, Activated
- Charcoal, Epi-pen, Epinephrine 1:1,000, Epinephrine 1:10,000, Benadryl, D50W/D25W/D10W, Glucagon,
- Narcan, Thiamine, Nitronox.
- Skills include:
 - Intradermal
 - Subcutaneous
 - Intramuscular
 - IV Bolus Medications
 - Intraosseous therapy – technique and fluid administration practice
 - Adult airway management with suctioning component
 - Standard intubation techniques practice

COURSE DESCRIPTIONS

- Emergency intubation tactics to include:
- Trauma techniques
- Rescue airway techniques
- Alternative Airway – Combitube, King LT (initial airway and failed intubation)
- ETCO₂ – waveform and other methods discussion with exercises to reinforce use during airway management
- to include nasal as well as advanced airway confirmation and monitoring techniques
- Laryngeal Mask Airways (may be discussed/practiced if available)
- CPAP/PEEP
- Infant Intubation
- Pleural Decompression Needle Thoracostomy
- NG/OG tubes – discussion of use/indications and practice
- Needle and surgical cricothyrotomy
- Ophthalmoscope/Otoscope practice (may be discussed/practiced if available)
- Medical and Trauma Patient Assessment
- Normal and abnormal obstretrical deliveries+
- Pediatric Respiratory Compromise
- Cardiac Arrest with AED
- Urinary Bladder Catheterization and Sterile Technique
- Scenario Based Application and Learning
- BLS Skills Practice/Review

CLINICAL & FIELD EXPERIENCES

“Rotations” for AEMT, if desired, is the last phase of your course and can be completed after all Skills Practice and Testing has been completed. Minimum rotation hours are listed below, and they may be performed at PERCOM’s advanced level cleared affiliated clinical sites. Check the map for the entire list of sites.

CLINICAL HOURS BY (MINIMUM) DEPARTMENT HOURS

EMS (IN THE FIELD)
72

EMERGENCY ROOM
56

LABOR & DELIVERY
16

RESPIRATORY THERAPY
8

OPERATING ROOM
16

TOTAL
168

PERCOM strives to ease the burden of documenting and tracking your hours so you may focus on the training. So PERCOM utilizes PlatinumPlanner.com, which is an online web application tool for clinical management designed to bring our students, instructors, preceptors and clinical sites together for hands on training in both lab and rotation environments. Shortly after completion of your clinical rotations, a Course Completion Certificate will be issued, and you will be marked clear to test with the NREMT.

REQUIRED COURSE MATERIALS

- Watch with second hand
- Stethoscope
- PERCOM Shirt (provided)
- PERCOM Name tag/ID Tag (provided)
- Black uniform style pants
- Internet Access (broadband)
- Black fluid impervious shoes in good condition
- Black belt and socks
- Microphone & Speakers
- Web Cam
- Laptop or desktop computer (not all portions of the course are guaranteed to be mobile device friendly)

COURSE DESCRIPTIONS (Consortium)

PARAMEDIC EMT 101, 201 and 302

(min. hrs 1032.20)

Paramedics care for patients in a wide array of emergency medical response situations. Lives often hang in the balance in these circumstances. For this reason, Paramedics are expected to complete a rigorous and long Training Program that meets National and State standards. PERCOM offers an online self-paced hybrid course with a twenty months to complete. The course consists two terms with three separate components in each term; Didactic, Psychomotor Skills and Clinical.

PREREQUISITES

To be eligible for entry into the Paramedic course, the applicant must have a National Registry EMT card or State of Texas EMT Certification. 18 years of age, provide proof of high school diploma or GED, and hold/maintain an AHA BLS CPR for Healthcare Providers Card {only provider accepted}. A&P is considered to be a pre/co-requisite. P2 students also must complete AHA ACLS and PALS, PHTLS or BTLS (or equivalent) from outside providers and produce certifications prior to P2 Final Exam. Paramedic also encompasses successful completion of both P1 and P2.

COURSEWORK

PERCOM hosts all of its course work on <http://percomcourses.com>. However, exams are administered through Emstesting.com. Course work begins upon enrollment with the assessment test and pretest. After being accepted students will see the full course load for the program and are asked to start at the top and work their way to the final exam at the bottom. Course Instructors host weekly chat rooms covering scenarios, Q&As and advanced topics. Our course requires that students attend six chatroom and three MD roundtable sessions and encourages attending as often as possible. Students must login once a week to <https://percomcourses.com> to fulfill attendance requirement as well as maintain an 80% average throughout the program. These requirements are set to help with retention of information and to ensure success at the NREMT level of testing. Students that are successful at PERCOM are self-motivated and problem solvers, which happens to be natural instinct for EMS professionals.

TEXTBOOK

Paramedic Care, 5/e + Platinum Planner + EMS Testing student code: 9780134892559

Anatomy and Physiology

ISBN-13: 978-1-4496-4230-3

Basic Arrhythmias, 8th Edition

ISBN-13: 978-0134380995

The 12-Lead ECG in Acute Coronary Syndromes -3rd Edition ISBN-13: 978-0323077859

Note: Textbooks and ISBN's above are suggestions and are subject to change. Please watch the website for changes.

FINAL EXAM

After completing all the coursework, a student is eligible to schedule final exam. Final exams are hosted online through web conferencing software during business hours. To attend you will need a webcam, microphone, speakers and broadband internet.

PARAMEDIC SKILLS & TESTING LABS

Each Term has Skills Labs and a testing lab where students will prove their proficiency in the skills taught in the Practice Labs in a similar Testing Lab, with a total of 7 Labs. Skills Practice Labs will cover the content depicted in the chart below.

Skills labs 1 through 3 will cover the below content and be tested in skills lab 4.

- IV therapy review and practice on manikin
- IV sticks on fellow students
- Phlebotomy practice on mannequin to include:
 - Syringe method
 - Butterfly needle method
 - Vacutainer method
 - Phlebotomy on fellow students

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

- Medication administration review and skills to include:
- Discussion of indications, contraindications, precautions, side effects, packaging and dose ranges for: Nitroglycerin
- SL, ASA, Albuterol, Xopenex, MDI agents such as Albuterol, Isoetherine, Isoproterenol, Instagluco, Activated
- Charcoal, Epi-pen, Epinephrine 1:1,000, Epinephrine 1:10,000, Benedryl, D50W/D25W/D10W, Glucagon,
- Narcan, Thiamine, Nitronox.
- Skills include:
- Intradermal
- Subcutaneous
- Intramuscular
- IV Bolus Medications
- Intraosseous therapy – technique and fluid administration practice
- Adult airway management with suctioning component
- Standard intubation techniques practice
- Emergency intubation tactics to include:
- Trauma techniques
- Rescue airway techniques
- Alternative Airway – Combitube, King LT (initial airway and failed intubation)
- ETCO₂ – waveform and other methods discussion with exercises to reinforce use during airway management
- to include nasal as well as advanced airway confirmation and monitoring techniques
- Laryngeal Mask Airways (may be discussed/practiced if available)
- CPAP/PEEP
- Infant Intubation
- Pleural Decompression Needle Thoracostomy
- NG/OG tubes – discussion of use/indications and practice
- Needle and surgical cricothyrotomy
- Ophthalmoscope/Otoscope practice (may be discussed/practiced if available)
- Medical and Trauma Patient Assessment
- Pediatric Respiratory Compromise
- Normal and abnormal obstetrical deliveries
- Cardiac Arrest with AED
- Urinary Bladder Catheterization and Sterile Technique
- Scenario Based Application and Learning
- BLS Skills Practice/Review
- Medication administration review and IVPBD
- Rapid Sequence Induction/Pharmacology Assisted Intubation
- Small-volume Nebulizer with ETT
- CPAP/PEEP
- Patient Assessment:
- Obtaining Pt History form an Alert and Oriented Patient
- Comprehensive Normal Adult Physical Assessment
- Comprehensive Normal Pediatric Physical Assessment
- Trauma Patient Assessment
- Medication administration review and IVPBD
- Rapid Sequence Induction/Pharmacology Assisted Intubation
- Small-volume Nebulizer with ETT
- CPAP/PEEP
- Obtaining Pt History form an Alert and Oriented Patient
- Comprehensive Normal Adult Physical Assessment
- Comprehensive Normal Pediatric Physical Assessment
- Trauma Patient Assessment
- 3/4/5 Lead ECG
- 12/13/15 Lead ECG
- Defibrillation/Synchronized Cardioversion/Pacing
- Static ECG
- Dynamic ECG/Megacode
- Cardiac Patient Assessment Techniques
- Medical Patient Assessment
- Neurological Patient Assessment
- OB/Pediatric Patient Assessment
- Formative Skills Proficiency Scenarios (all Basic, Intermediate, and Paramedic skills fair game)
- Formative Skills Proficiency Scenarios
- Dynamic ECG/Megacode
- Oral Station Practice
- Individual Skills Testing on All Skills from Practice with Checksheets
- Final Proficiency Clearance Testing (Summative with multiple scenarios)
- National Registry Preparation

COURSE DESCRIPTIONS

CLINICAL & FIELD EXPERIENCES

“Rotations” is the last phase of your course and can be completed after all P1 and P2 Practice and Testing has been completed. Minimum rotation hours are listed below, and they may be performed at any number of PERCOM’s Paramedic level clinical sites. Check the map for the entire list of sites.

ROTATION HOURS BY DEPARTMENT (MINIMUM DEPARTMENT HOURS)

EMS (IN THE FIELD)
96

EMERGENCY ROOM
128

LABOR & DELIVERY
16

RESPIRATORY THERAPY
8

OPERATING ROOM
24

Intensive Care Unit
16

Neonatal Intensive Care Unit
8

Catheterization laboratory
16

FINAL FIELD INTERNSHIP FINAL PHASE
(the last rotations to complete after ALL other rotation requirements are met)
144

Paramedic Total Minimum Hours
456

PERCOM strives to ease the burden of documenting and tracking your hours so you may focus on the training. So PERCOM utilizes PlatinumPlanner.com, which is an online web application tool for clinical management designed to bring our students, instructors, preceptors and clinical sites together for hands on training in both lab and rotation environments.

Once Final Field Internship is completed, the student will be required to take and pass the Paramedic Graduate Interview with a member of the Medical Director's team. Up to two attempts are allowed.

Shortly after completion of your clinical rotations, a Course Completion Certificate will be issued, and you will be marked clear to test NREMT.

REQUIRED COURSE MATERIALS

- Watch with second hand
- Stethoscope
- PERCOM Shirt (provided)
- PERCOM Name tag/ID Tag (provided)
- Black uniform style pants
- Internet Access (broadband)
- Black fluid impervious shoes in good condition
- Black belt and socks
- Microphone & Speakers
- Web Cam

Laptop or desktop computer (not all portions of the course are guaranteed to be mobile device friendly)

Challenge Exam

If you are already nationally certified Advanced EMT or Texas Advanced EMT you can qualify to challenge the Term one exam of our Paramedic for advanced placement.

COURSE DESCRIPTIONS (PERCOMOnline, Inc.)

INSTRUCTOR INS101

Quality education starts with competent and knowledgeable instructors and ends with a lasting knowledge. Today's students demand that educational programs provide informative and challenging curriculum. This course covers theories and principles of learning and teaching, including development of effective EMS course objectives, captivating lectures, logical outlines and challenging examinations. Completion of the EMS Instructor class meets the US DOT NHTSA/NAEMSE National EMS Education Standards. Requirements vary by state for instructor certification. Our course is currently excepted in Texas and a few other states. Please check with your state agency for specific EMS Instructor certification requirements.

Length: 12 weeks

Enrollment: Open

Pace: Self Paced

Process of Learning

Instructional Aids & Media

Methods of Evaluation & Feedback

Performing Task Analysis

Preparing Learning Objectives and Lesson Plans

Legal Issues and the Educator

Practice Skills Teaching and Testing

Moulage Basics

Final Projects

Prepare and deliver the equivalent of a One Hour continuing Education course in EMS or the discipline of your choice. (50 minutes of Teaching, 10 minutes of examination)

Skills Project

Teaching, Testing and critiquing a mock student.

Evaluation

750-1000 word critique of your own work.

GENERAL PROCEDURES AND POLICIES

PERCOMOnline Inc. and PERCOM/Kilgore College Consortium General Procedures and Policies

Please refer to the current PERCOM Student Handbook for further details and a complete set of policies and procedures for the Programs.

Attendance Policy

100% attendance is essential for successful course completion. Absences will be excused only for good cause, at the sole and exclusive discretion of the instructor. No absence will be excused unless the instructor has been notified before class, except in cases of emergency. Online students **MUST** log in to the course weekly to remain in the course. (Even students in rotations who have completed coursework through Final Exam must continue to follow this policy as “roll call” for attendance purposes.) This is **MANDATORY** and students who are not meeting this requirement may be dropped from the course without notice. Students who are dropped for not meeting the mandatory participation requirement listed herein may reinstate within 6 months of the date of drop. However, a Reinstatement Fee will ensue. Students may not “reinstate” after 6 months and will be required to pay full tuition and begin coursework at the beginning. Students must submit homework, testing, or an e-mail to the lead instructor as well as attend any and all mandatory chat rooms or forum discussions (unless excused for good cause in advance by the lead instructor) or the student will be dropped from the program for non-participation. Students who have dropped themselves from the program may apply for readmission within 6 months of the course

drop date. Students who are readmitted will be charged a Reinstatement Fee.

Some Points of the ADA

- * Prospective students should read and understand the Functional Job Description before entering the program.
- Students cannot be discriminated against on the basis of a disability in the offering of the education program.
- There can be **NO** accommodation during screening tests or course testing that will compromise or fundamentally alter the testing of knowledge or skills that are required to function safely in the profession. The following are examples in which no accommodation can be given.
 1. No additional time frames for skills set with specific time frames.
 2. No unlimited time to complete a written exam.
 3. No written exams to be given by an oral reader
 4. No specialized or simplified exams or reading material below the ninth grade reading level.

PROCEDURES AND POLICIES

Requesting Accommodation

If accommodation is requested, please contact the Program Director as soon as possible. For more information concerning the ADA, contact the Association on Higher Education and Disability at 614/488-4972 or the Governor's Committee for Persons with Disabilities at 512/463-5739.

Leave of Absence Policy

A student may request a leave of absence from the EMT, Intermediate, or Paramedic Program. A leave of absence will only be granted when documentation is submitted to the Program Director attesting to a medical or family emergency, and will be granted for no more than 90 days. An approved leave of absence will allow the student to re-enter the program without penalty if the program director is notified, and re-enters the program within the period granted by A student may reenter the program after the period of absence approved by the program director if within 180 days after deadline but must pay an administrative fee to have their student files reinstated. Students attempting to reenter the program after 180 days must re-enroll and pay all tuition and fees required of new applicants. Military members with valid deployment orders may request reentry following return.

Requests are reviewed individually for approval. A student is required to have maintained satisfactory academic and clinical standards to be eligible for the leave of absence.

Refund Policy

From seven days of the date of purchase a full refund minus a \$ 250.00 application fee. From the seventh day following purchase to the fourteenth day a refund of 50% is applicable. Following the last hour on the fourteenth day a student is no longer eligible for a refund.

Student Withdrawal Policy

Students who wish to voluntarily withdraw from the program must message or email the Program Director to initiate the withdrawal. Withdrawal requests must be received by the Program Director before the final deadline date specified for that student based on the course access date and deadline dates documented on the course roster. All withdrawals are subject to the Refund Policy, which was distributed during enrollment and is posted in the Policies section of the percomcours.com website. Students who voluntarily withdraw from the program are eligible for reinstatement for up to 6 months from the "drop date" posted on the course roster. Students who reinstate will be required to pay a reinstatement fee and reset the payment plan (if any) and make a payment as designated by the Payments Manager if applicable. The Program Director will reinstate the student to the program without further financial or academic penalty and reset the course deadline accordingly and to an appropriate date based on the amount

PROCEDURES AND POLICIES

of time the student has already been in the program and how long the student was out of the program. Students who do not notify the Program Director and return within 6 months of the withdrawal or drop will be treated as a new enrollee/student both academically and financially. Students may choose to take a voluntary suspension rather than formally withdraw from the program for up to six months from the time of the suspension date. During this time, the student may choose to continue payments if on a payment plan or request that payments also be suspended until student return before the designated deadline. To return, the student must message or email the Program Director to request to return and reset the payment plan (if any) and make a payment as designated by the Payments Manager if applicable. The Program Director will reinstate the student to the program without further financial or academic penalty and reset the course deadline accordingly and to an appropriate date based on the amount of time the student has already been in the program and how long the student was out on suspension. Students who do not notify the Program Director and return before the designated deadline for the voluntary suspension will be treated as a new enrollee/student both academically and financially.

Student Drop Policy

Students who are not actively participating in courses per the mandatory participation policy should be warned and then dropped if they continue to violate the participation policy without “just cause”. (“Just cause” includes but is not limited to: health reasons, deployment, civilian contractor overseas position, or other reasonable and verifiable situation for which

the instructor and/or Program Director deems acceptable. However, the Program Director maintains final approval authority. Students who have not logged into their course in over 60 days are considered to have abandoned their coursework and should be dropped, unless situations as per the above paragraph are approved. Drops based on abandonment do not require warnings from the instructor or other faculty. Students who have exceeded the course deadline may be given an opportunity to request an extension if the deadline has not been exceeded by more than 14 days. However, if it has been exceeded by more than 14 days and no extension request has been submitted by the student to the Program Director, he/she may be dropped. No warnings are required in this situation. Students who are on a Payment Plan must continue to make required monthly payments to remain in the course and avoid being dropped for financial reasons. If a payment is missed, the student will receive a warning from the Payment Plan Manager and given 7 days to respond and/or submit the missing payment. If still no response at 7 days, course access will be removed for 14 days. At the end of 14 days, if the payment or other arrangements is still not made, the student will be dropped for non-payment.

GLOSSARY

EMT: A specially trained medical technician certified to provide basic emergency services (as cardiopulmonary resuscitation) before and during transportation to a hospital—called also Emergency Medical Technician.

Advanced EMT: An Emergency Medical Technician who has received advanced training to provide minimal advanced life support (ALS); usually works under direct medical control. Minimum level of certification to staff an ALS ambulance in some states.

Paramedic: An Emergency Medical Technician who has received advanced training to provide advanced life support (ALS) up to and including advanced Pharmacology and various other advanced treatments and procedures; usually works under direct medical control. Minimum level of certification to staff an ALS ambulance in some states.

Adult Methods of Teaching: A course designed to meet the latest national EMS instructional standards and prepare students for instructing in the EMS environment.

Challenge Exam: An opportunity given to Advanced EMT or EMT Intermediates to attempt the Paramedic 1 final exam and psychomotor exams.

testing for advanced placement. Clinical Rotation: hours, contact types and skills to be completed in a specific department in a hospital.

Field Experiences: Hours, contact types, and skills to be completed at a Fire department or EMS house.

Final Field Internship: Final phase of Paramedic rotations requiring Team Leads in the EMS environment.

Exit Session: Skills Practice and Testing on EMT level skills and competencies.

Practice and Testing Labs: Skills Practice and Testing on all P1 or P2 level skills and competencies.

Course Completion

Certificate(CCC): Documents issued by email attachment once all requirements are completed and graded from didactic, skills and rotations and Medical Director graduation approval has been granted.

Course Deadline: Date by which all coursework, skills and rotations must be completed.

Didactic Deadline: Date by which a student should be complete with all coursework and final exam.

Graduate Interview: Final interview with a member of the Medical Director's team for Paramedic students. Student must pass to pass the program.

EXPENSES AND FEES LIST 2019-2020

Prices on textbooks are approximate.

This list is subject to change without notice.

Tuition Pricing:

Tuition pricing does not include any discounts.

- EMS Instructor: \$299
- EMT Program: \$1,133
- AEMT Program: \$2,985
- Paramedic Program: \$5,870
- Paramedic 2 Program: \$2,985

Additional Items and Fees

(* = Taxable Item)

*** EMT Textbook: \$149**

*** Anatomy and Physiology Textbook and Navigate 2 Access: \$109**

*** Anatomy and Physiology Navigate 2 Access ONLY: \$83**

*** Paramedic Primary Textbook Series: \$350**

*** Paramedic Basic ECG Textbook: \$139**

*** Paramedic 12 Lead ECG Textbook: \$66**

(P1 and P2 testbank accesses are required for Paramedic students)

Emstesting.com EMT testbank access: \$49.00

Emstesting.com P1/AEMT testbank access: \$66.50

Emstesting P2 testbank access: \$97.50

(for all Advanced students)

Platinumplanner.com EMT lab and clinical tracker access: \$30.00

Platinumplanner.com Paramedic lab and clinical tracker access: \$85.00

10 Panel Urine Drug Screen through cFirst: \$37.00

*** Extra Rotation Shirt (price varies by size) minimum: \$26.00 + mailing cost**

**Remaining Uniform Needs (belt, shoes, uniform pants, etc. and prices vary)
minimum: \$200.00 (approximately)**

Private Tutoring Fees (varies by the tutor) minimum: \$25.00 per hour

“Fees” are more fixed in pricing and under the direct control of the Program. Prices are subject to change but currently enrolled students will be notified of the changes using the course platform mass communication methods (Blogs, Newsfeed, etc.)

FEES:

Shipping: \$19.99 per order

One on one Skills Session Fee: \$309 per session

Helper at One on one Skills Session (in cash to EMT helper): \$103 per session

Skills Session “No Show” Fee: \$309 per session

Rotation “No Show” Fee: \$51.50 per shift

Retesting Fee for Proctored Didactic Exams: \$51.50 per exam

Proctored Didactic Exam “No Show” Fee: \$51.50 per exam

Course Extension Fee: \$103 per month

EMS Instructor Course Reinstatement Fee: \$77.25

EMT Course Reinstatement Fee: \$206

AEMT Course Reinstatement (if enrolled only in AEMT): \$309

Paramedic Course Reinstatement Fee: \$412

***Rotation Nametag Replacement Fee: \$16.00 + mailing cost**

Tablet PC Overage (over 1 Gb per month) Fee amount charged by the wireless carrier to PERCOM will be passed on to the student.

Tablet PC Charger Replacement Fee: \$26.00

Tablet PC Missing Original Box: \$26.00

*** Tablet PC Replacement Fee: \$309**

Certified/Tracked Mail for Transcript to another School: \$13.00

*** Hard Copy Course Completion Certificate: \$11.00 + mailing**

*** Damage to any skills or rotation equipment/supplies, actual costs, or amount damaged by student billed to PERCOM.**

Please note that any outstanding tuition, fees, or charges will cause the Program to withhold marking students clear for NREMT testing or receiving a Program Course Completion Certificate until all outstanding charges are successfully cleared by student or student's designated payer.