



OnSite Medical Service, Inc.,

OMS Education Division

638 Cantrill Drive, Suite A


Davis, CA 95618

(916) 932-2323

www.onsitemedicalservice.com

School Catalog

January 1, 2016 – January 1, 2017



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OMS, Inc.

Official

School Catalog

Effective January 1, 2016 – January 1, 2017

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

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GENERAL INFORMATION

Corporate Officers

**Austin Merrill DO, MA, MS
CEO, Chief Academic Officer**

**Paramjit Singh MD, MA
President, Chief Medical Director**

OMS Board of Medical Directors

**Robert Miller MD
Mohammed Mortazavi MD**

MISSION STATEMENT

Our mission at OMS, Education Division, is a simple one: To prepare each student to best serve their employers and communities as well-trained medical service providers, volunteers, or future medical professionals pursuing advanced training. OMS's commitment to this objective is reflected by our focus on providing quality career education and training in a well-equipped, positive and professional learning environment with instruction provided by a diverse and exemplary faculty.

Our philosophy, "Sound Judgment, Compassionate Care, and Excellence in Education," is shared by our team of faculty and staff at Onsite Medical Services and we welcome all students who are as committed to excellence in medical service.

AUSTIN W. MERRILL DO, MS, MA
CEO, Chief Academic Officer

HISTORY

OnSite Medical Service, Inc., was established in 2003 by founders Dr. Austin Merrill, and Dr. Paramjit Singh as a standby Emergency Medical Service provider. Between them they have dedicated nearly 30 years to elevating and enhancing the services of standby medical care with an emphasis on professionalism and with an ongoing passion for education in the field of medicine. Since OMS began in 2003, it has more than quadrupled in size, branched into several emergency medical related areas, including patient transportation, American Heart Association certification courses, and for the last five years, an instructional facility and one of the most successful and challenging EMT-B Training Programs in the Sacramento-Yolo County areas.

PROGRAM OBJECTIVES

OMS Emergency Medical Technician Programs are designed to prepare students to achieve academic success as entry-level healthcare professionals, providing the knowledge and skills necessary to successfully qualify for standardized certification and licensing examinations for Emergency Medical Technician personnel throughout the State of California and the nation.

Our EMT Program exceeds the state-mandated and National Registry criteria which OMS believes produces highly educated Emergency Medical Technician graduates who are better prepared for NREMT testing.

The objective of each of the OMS individual classes offered through the American Heart Association (AHA) Certification is to provide our students with the skills and knowledge levels necessary to qualify for certification, or recertification, in accordance with the AHA specified standards.

ABOUT THE OMS FACULTY

OMS has assembled an outstanding teaching staff of professionals who specialize in their particular fields; professors of Physiology and Anatomy, Emergency Medical Physicians, Pediatric Physicians, Obstetric Physicians, and Paramedics, and professional educators with years of experience. OMS instructors are properly qualified and incorporate a collegiate teaching style while emphasizing the importance of hands-on training – an integral part of Emergency Medical Care. OMS faculty members are approved by the American Heart Association and Yolo County Emergency Medical Services Agency. The goal of each OMS faculty member is to clearly and efficiently impart knowledge and skill sets necessary to progressively build toward student success at OMS as well as their futures as medical care professionals, volunteers, and/or further academic pursuits.

OMS Education Division Instructional Faculty

Chief Academic Officer

Austin Merrill DO, MS, MS

Clinical Coordinator

Justin Lemieux MD

Program Director

Todd Bourgeois EMT-P

Lab/Course Coordinator

Mary Park M. Ed, EMT-B

Primary Instructor

Todd Bourgeois EMT-P

Faculty

Robert Miller MD

Todd Bourgeois EMT-P

Austin Merrill DO, MA, MS

Paramjit Singh MD, MA

Mohammed Mortazavi MD

Jenni Kincheloe Figueroa MS

Lauren Liets PhD

Randy Turner PA

Brian Moore MD

Caroline Currie MD

Dave Kause EMT-P

AHA Course Coordinator

Kyle Fritz BS, EMT-P

Continued Education Coordinators

Austin Merrill DO, MA, MS

Kyle Fritz BS, EMT-P

REGULATORY OVERSIGHT

Yolo Emergency Medical Services Agency (YEMSA) is the approving authority for OMS in the State of California, 137 N. Cottonwood Street, Ste. 2601, Woodlyn, CA 95695.

APPROVAL DISCLOSURE STATEMENT

Onsite Medical Service is a private institution with programs currently approved by the Yolo County Emergency Medical Services Agency and the American Heart Association, and by the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary Education (BPPE). Approval by the Bureau for Private Postsecondary Education means the institution is in compliance with the California Private Postsecondary Act of 2009. Approval must be renewed periodically as required and is subject to continuing review. OMS currently complies with minimum standards established by the United States Department of Transportation's EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994, Department of Transportation.

This institution does not offer degree programs, nor is it accredited by an accrediting agency recognized by the United States Department of Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone number (888) 370-7589 , or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov . Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95789-0818 www.bppe.ca.gov or by phone (888) 370-7589, fax (916) 263-1897, phone (916) 431-6959, fax (916) 263-1897.

ONSITE MEDICAL SERVICE EMT PROGRAMS

EMERGENCY MEDICAL TECHNICIAN-BASIC--EMT-B

Upon successful completion of this course, students will receive a Completion Certificate and will be eligible to take the National Registry EMT exam, the final step to toward certification as an EMT-Basic in the State of California, as well as any state-sponsored exam in non-National Registry states. This course is under the certification of the NREMT and Yolo County Emergency Medical Service Agency. EMT-B Certification in the State of California is through the California Emergency Medical Services Authority, head-quartered in each California county.

EMT-B Program Objectives and Description

Both the 18- and 10-week EMT-B course fulfills the California state-mandated and the National Registry of Emergency Medical Technicians (NREMT) criteria and all of the training requirements set forth by the State of California for Emergency Medical Technicians-Basic. The OMS EMT-Basic program is designed as an interactive, hands-on experience. All students are expected to participate to enhance their overall education in both skills and lectures. ***Upon successful completion of this course, students will be eligible to take the National Registry Exam as well as any State-sponsored exam in non-National Registry States, the final step toward certification as an EMT-Basic in the State of California.*** This certification can lead to employment in a range of job opportunities, to include: Ambulance Basic, Firefighter Basic, Emergency Room Technician, private industry EMT-B, special functions standby EMT-B (i.e. concerts, sporting and entertainment events, etc.) and others.

OnSite Medical Service's objective is to provide highest quality training and education for our Emergency Medical Technician students. To that purpose, our EMT educational program **exceeds** the state-mandated and National Registry of Emergency Medical Technicians (NREMT) criteria, which OMS believes produces graduates who are better prepared for NREMT testing.

EMT-B Instructional Faculty

Faculty members employed by OMS are properly qualified with emergency medical service experience and additional education relating to instructional methodologies. OMS selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format.

ADMISSION POLICIES

OMS seeks students who are highly motivated to succeed and who hold an interest and desire to be trained in emergency medical service. Each student is entitled to all rights, privileges, programs, and activities generally accorded or made available to students at the school. However, OMS reserves the right to refuse admission to any applicant who does not meet the school's established criteria for admission as outlined below.

General Admission Standards

Applicants must be at least 18 years of age and to establish ability-to-benefit from this institution's instruction, must possess a high school diploma or GED equivalent. Specific class requirements are defined in each class description. Students are encouraged to review our Catalog, as well as our School Performance Fact Sheet (both provided on our website and available at our facility).

EMT-B Admission Qualifications

- 1) Students must provide a copy of a current CPR Healthcare Provider (CPR/HCP) card or CPR training equivalent to the American Heart Association's Guidelines 2015 for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider (HCP) level, or *proof of registration* for a class that will be completed within 2 weeks of the first class session;
- 2) Students must provide a copy of high school diploma/GED or college transcripts (official transcripts NOT required) at the 1st night of class;
- 3) Students must be a minimum of 18 years of age;
- 4) Be able to pass a background check (Students may use an OMS suggested company and submit their information through a link on our website. We have arranged a *very* reasonable cost to our students of under \$20.00, or students may utilize another approved provider for this service). Instructions for completing background checks will be provided to students during orientation on the first night of class);
- 5) Students must show proof of all required immunizations in order to participate in the program. These immunizations **MUST** be valid for the duration, of the Clinical/Experience portion of the EMT program and proof must be provided within 3 weeks of the 1st night of class. (Please see following page for specific list).

Preferable Qualifications

It is advantageous for students to possess a general knowledge of anatomy & physiology, first aid, and the ability to handle stressful situations; a desire to help people during medical emergencies as well as an interest/ability to devote time and attention to academic studies. Prior experience, as a volunteer or association with an ambulance or fire service provider agency is also preferred, but not required.

Administration reserves the right to make changes to the rules, policies, procedures, curricular content, instructional staff, etc. when deemed necessary. Such changes will supersede previous policies and will apply to all parties involved. OnSite Medical Service, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously stated provisions either written or oral.

GENERAL ADMISSION PROCEDURES

OMS staff will do everything in their power to make the application and registration process as simple as possible. On-line registration is available for all of OMS courses and classes. School representatives are available to discuss programs of study and career opportunities.

All Enrollees must:

- Receive and review OMS School Catalog and School Performance Fact Sheet
- Review, complete, and sign the Enrollment Agreement
- Pay any applicable fees and costs

EMT-B STUDENT ADMISSION PROCEDURES

All EMT-B students MUST bring COPIES of the following documents on the 1st night of class:

1. Current CPR Healthcare Provider (CPR/HCP) card or CPR training equivalent to the American Heart Association's Guidelines 2015 for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider (HCP) level, or proof of registration;
2. High School diploma or 1st page of college transcripts (official transcripts *not* required)
3. Valid CA Driver's License or valid photo ID
4. EMT students must pass a standard background check prior to participation in the Clinical Experience portion of the course. (Students may use an OMS suggested company and submit their information through a link on our website. We have arranged a *very* reasonable cost to our students of \$19.99, or they may utilize another provider for this service).
5. Proof of the following immunizations to qualify for participation in the Clinical Experience portion of the EMT program, and **MUST be valid for the duration** of the Clinical Rotation experience scheduled at the end of the program:

Hepatitis B Series, proof of 1st inoculation of series or proof of Titer date and results;

PPD (TB Skin Test) negative test result or proof of negative X-ray

DPT (Diphtheria)

OPV (Oral Poliovirus Vaccine)

MMR (Measles, Mumps, Rubella)

Tet-Tox (Tetanus Toxoid)

Varicella (chicken-pox)

Flu vaccination (Seasonal/optional/recommended)

ACADEMIC STANDARD POLICY

OMS instruction requires all students to make satisfactory academic progress toward the completion of the educational objectives for the program, or course in which they are enrolled. The minimum standards set forth in the school's Academic Progress Policy are also noted in the official course syllabi provided to students. Though OMS is not a Title IV participating school for purposes of federal student financial aid, those students previously eligible for specific financial aid (such as Veteran's Administration funding) may be considered ineligible by their funding source until satisfactory standards are met. Standards for satisfactory academic progress programs at Onsite Medical Services meet or exceed guidelines set forth by the state-mandated and National Registry of Emergency Medical Technicians (NREMT) criteria.

Specific aspects of satisfactory academic progress such as attendance, grading, including the effect of failure to adhere to the standards as published, may be contained within separate, specific policies pertaining to each program or class as specified in the OMS School Catalog.

Standards for Student Achievement

OMS instruction's policy requires Emergency Medical Technician-Basic students to maintain a minimum average of 80% score on all quizzes and exams. Should a student fail to maintain this standard, students will initially be counseled, he or she may be placed on academic probation. Failure to achieve minimum standards will result in a school initiated withdrawal. Students are allowed to be on academic probation once during the course or program. If they fall below the standard a second time, in accordance with the school's policy, they must be dismissed. However, limited provisions are made for documented mitigating circumstances such as a death in the immediate family, personal illness, or other special circumstances.

Minimum Standards for Completion

1. Maintain a minimum 80% average score on all quizzes and exams (see specifics below);
2. Pass final exam with a minimum score of 80%;
3. Satisfactory completion of clinical rotation requirements;
4. Successful completion of all skills and scenario exams, rated on a Pass/Fail basis;
5. Active participation in lab practice sessions; and
6. Compliance with all attendance requirements (see specific criteria below).

Course Grading

Excellent.....95% - 100%
Above Average.....85% - 95%
Average.....80% - 85%
Unsatisfactory/Fail.....< 80%

Application of Grades and Credits

In calculating rate of progress, grades of "F" (Unsatisfactory/Fail), and Pass/Fail exams are not awarded percentage points.

Certificates of Completion

Upon satisfactory completion of the training courses and testing as may be required by the school, a certificate of course completion will be issued in the name of the student, bearing the official name and insignia of the institution. All tuition and fees must be paid in full in order to receive completion certificates. This certificate serves only as evidence that all aspects of training set forth by the institution have been completed. It is not intended or implied that the certificate of course completion in any way licenses the student to perform the prescribed skills. Courses which prepare the student for certification are stated as such in the School Catalog Program Objectives sections.

Study Practices

OMS acknowledges the fact that our programs can be extremely challenging academic undertakings. Students need to dedicate many hours on a routine basis to study time outside the classroom. Two hours of outside study for every one-hour of classroom time is a typical expectation. Students may also group together for study purposes, which often facilitate semi-structured study time and presents an opportunity to challenge and be challenged by fellow students.

Monitoring of Academic Progress

It shall be the responsibility of the school's Program Director(s) and Lead Faculty, in cooperation with other administrative and business office staff to maintain student records that will allow continuing monitoring of academic progress.

ATTENDANCE REQUIREMENTS

Students are expected to attend all lectures and all labs and six additional Office Hours. Students may miss ONE lecture and ONE lab provided the Primary Instructor and Program Director approve the absence and the appropriate actions are taken to make up the class work. Approved absences still are still considered missed hours. Tardiness is a disruption of a good learning environment and is discouraged. Tardiness of more than 5 minutes to lecture or lab, will exempt the student from taking that day's quiz, which is given at the beginning of each class and clinical lab.

LOCATION AND FACILITIES

All classes are conducted at the campus at OMS Education Division, (OMS) located at 638 Cantrill Drive, Suite A, Davis, CA 95618. The school is located on the first floor with a main entrance facing Cantrill Drive. This space is divided into a reception area, two administrative offices, two classrooms, demonstration/practice areas and library. Restrooms are available. Our facility is accessible to those with physical disabilities, and via public transportation; limited off street parking is available. Maximum facility capacity: 70; maximum classroom capacity: 50; facility square footage: 2000.

EQUIPMENT

OMS strives to keep its equipment as up-to-date as possible to meet the appropriate industry standards. The equipment is representative of the types of equipment currently in use by front-line Emergency Medical Service providers throughout the state and nation for the current practice of EMS. This inventory includes specialized anatomical models and human-like training manikins and devices designed to simulate the human body in disease and injury. Cardiac monitors, training defibrillators, gurneys, and a myriad of extrication devices are available for hands-on training.

LIBRARY

OMS maintains a library of textbooks(as well as copies of current/free School Catalogs) that students may check out for a maximum of five days per book. This is more than enough time for a student to outline the assigned chapters, cross reference with the posted lecture notes, and make any subsequent outlines they require. Students have access to the library during normal hours of operation.

STUDENT ACCESS TO COURSE MATERIALS

OMS students have access to all materials posted by OMS Faculty and Staff by logging into our website. Student login and passwords are given to enrolled students. Our EMT textbook is Emergency Care 13th Edition, by Daniel Limmer, Michael F. O'Keefe, published by Pearson. Additional study materials and practice testing as well as individual monitoring of progress is available to our students online through MyBradyLab (student access included with textbook).

OPERATING SCHEDULE

Depending on individual course schedules, instruction may be full day, half-day, or evenings, and may include Saturday and Sunday sessions. To obtain exact times and days for classes offered check with the OMS website at www.onsitemedicalservice.com, prior to enrollment. OMS has voice mail capability for after-hours messages.

Sunday..... 10:00AM to 12:00N(Facility and Library are available whenever Class is scheduled)

Monday..... 10:00AM-1:00PM(Facility and Library are available whenever Class is scheduled)

Tuesday.....10:00AM-3:30PM (Facility and Library are available whenever Class is scheduled)

Wednesday.. 10:00AM-1:00PM(Facility and Library are available whenever Class is scheduled)
Thursday..... .9:30AM-2:00PM (Facility and Library are available whenever Class is scheduled)
Friday.....9:30-2:00PM plus “Student Office Hours” when scheduled 5:30PM-7:30PM
Saturday..... 11:00AM-5:00PM(Facility and Library are available whenever Class is scheduled)

OMS Staff are available to process enrollments, access student files and provide tours of our facility at other times, by appointment.

PLEASE contact Victoria@onsitemedicalservice.com, our business office at (916) 932-2323 or Victoria at (916)-804-6813

OMS observes the following holidays (no courses conducted and the administrative offices are closed): New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, and Christmas Day. Courses are not usually scheduled between Christmas and New Year’s Day.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at OnSite Medical Service, Inc., is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn from OnSite Medical Service’s Emergency Medical Technician-Basic program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending OnSite Medical Service to determine if your certificate will transfer.”

Evaluation of Transfer Credit

This institution has not entered into a matriculation or transfer agreement with any other college or university. OMS is currently not a credit or degree granting institution. We do not accept or apply credits from other schools or institutions.

Credit for Prior Experience or Learning

OMS does not award credit for prior experiential learning. Because prior experiential learning is not assessed, there is no appeals process for the institution’s administrative decision in this regard and there are no associated fees.

CHALLENGING THE EMT–B COURSE

State law allows provisions for certain individuals to challenge the EMT-Basic course. To be eligible, challenge candidates must possess current licensure or certification as one of the following:

MD, RN, PA, EMT-P or a member of the Armed Forces with training comparable to USDOT standards for EMT-Basics.

Candidates meeting the above criteria may request a course challenge, which will consist of the following:

- Successful completion of the OMS EMT-Basic written final exam with a minimum score of 80%
- Successful completion of the OMS EMT-Basic skills exam with a rating of “Pass” in all areas

Course completion certificates provided upon successful completion will state “BY CHALLENGE” on the face of the certificate. The individual may then elect to take the National Registry exam or pursue certification through a local EMS agency in California.

TUITION POLICIES

Student enrollment agreements indicate the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. All terms and obligations are reflected in the enrollment agreement and all charges are to be paid as per the enrollment agreement. The school reserves the right to change tuition and fees, make curricular changes as necessary. A School may make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will **not** affect a student already enrolled. Delinquent accounts may result in suspension or termination from the program and may be submitted for collection with collection agencies.

Tuition Payment Policy

Student enrollment agreements indicate the payment schedule for tuition and fees. All charges are to be paid as per the requirements of the agreement.

Tuition Payment Methods

OMS accepts all major credit/debit cards (online registration), personal or company check, or money orders. OMS does *not* accept cash as payment method for any student accounts.

Financial Aid and Student Loans

OMS does not receive or participate in any federal or state financial aid programs or consumer loans or provide any form of student financial aid or student loans. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

REFUND POLICIES

EMT Students' Right to Cancel

A student may cancel enrollment up through attendance at the 1st class session or the 7th day after enrollment, whichever is later. Notice to Cancel must be signed and dated by student. Acceptable methods of delivery of a notice to cancel are by standard mail, hand delivery or fax (530) 756-2524. Notice by standard mail or fax must be directed to: School Administrator, Onsite Medical Service, Inc., Education Division, 638 Cantrill Drive, Suite A, Davis CA 95618. Written notice by standard mail is considered effective on the date postmarked. Notice by fax, or hand delivery is effective on date received.

Withdrawal

A withdrawal may be effectuated by the student's written notice. A Withdrawal may also be initiated by school for reasons including, but not necessarily limited to, attendance issues, failure to maintain grades, failure to provide required documentation on a timely basis, or conduct not in accordance with school stated policies. A student may withdraw from a

program and receive a pro-rata refund of tuition paid provided 60 percent or less of the scheduled course has been completed. Notice to Withdrawal must be signed and dated by student. Acceptable methods of delivery of a notice to withdrawal are by standard mail, hand delivery or fax (530) 756-2524. Notice by standard mail must be directed to: School Administrator, Onsite Medical Service, Inc., Education Division, 638 Cantrill Drive, Suite A, Davis CA 95618. Written notice by standard mail is considered effective on the date postmarked. Notice by fax, or hand delivery is effective on date received.

Refunds

If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later, all paid institutional charges will be refunded to the student, **less**; the non-refundable registration fee (includes any non-refundable Student Tuition Recovery Fund (STRF) fee) **not to exceed \$250.00**; and any un-returned equipment and textbook charges.

The refund policy for Withdrawn students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, **less**; the non-refundable registration fee (includes any non-refundable Student Tuition Recovery Fund (STRF) fee), **not to exceed \$250.00**; and any un-returned equipment and textbook charges.

Any refunds will be made by the school within 45 days of effective notice of cancellation or withdrawal.

Return of Materials

Once opened, textbooks become the property of the student. Online access codes become property of student when activated by student. Uniform T-shirts become property of the student when worn. Equipment may be returned if in **new and re-usable condition, and returned within 3 days** of a cancelation or withdrawal for refund. All materials returned for refunds are evaluated by authorized OMS staff.

SCHOOL POLICIES

All OMS EMT Students while in lecture, lab, clinical rotations, and or representing our school while in uniform shall be held to the highest standards. Emergency Medical Services is a profession of compassion, respect, and integrity. Your fellow students, OMS Faculty and Staff, medical professionals and patients with whom you interact during your clinical rotations, must be treated with courtesy and with the utmost respect.

Student Conduct

Onsite Medical Service students are the future health care professionals. Thus, a student is bound by the highest standards of professional conduct and ethics. At the discretion of the school administration, a student may be dismissed from the program for any of the following:

1. Falsification of student records, or other company records, including breach of a patient's confidentiality, or engaging in any form of academic dishonesty on any quiz, or exam;
2. Any illegal conduct, or creating a safety hazard to other persons or property while at school, while in OMS uniform or during clinical experience with OMS Affiliates or while on Affiliates' property;
3. Unauthorized use of school equipment, time, materials, or facilities;
4. Disrespectful behavior to other students, administrators, or faculty members. Cell phone use, including texting during class-time, is permitted **ONLY** for emergencies.

Dress Code

Appropriate attire is necessary to instill a professional attitude among students and create a professional appearance for visiting instructors, potential employers, prospective students, and other health care professionals. Students must comply with ALL of the items listed below: Failure to follow stated Dress Code Policies may result in student being dismissed for the day.

1. OMS maintains a scent free environment policy. Students will avoid all use of scented products in consideration of their fellow classmates, OMS staff, and instructors' health and comfort.
2. Students must wear shirts and shoes at all times, and may not wear clothing containing offensive or objectionable pictures or words.
3. EMT-B students are **required** to appear in the classroom, lab and the clinical facilities in complete uniform (please refer to EMT Course description for specific information).
4. Students arriving to clinical, lab or class session without complete uniform may be dismissed by instructor or teaching assistants.
5. Students are expected to adhere to the highest personal hygiene standards, including wearing clean fresh uniforms and be cognizant of the appropriate use of personal hygiene products.
6. Long hair styles **MUST** be pulled back and off the nape of the neck, fingernails must be clean and kept trimmed short for safety reasons.

ALL students are to comport themselves Responsibly and Professionally whenever in OMS uniform while on or off campus and while participating in the Clinical Rotation Experience

Drug and Substance Abuse Policy

OMS is committed to maintaining a comfortable and safe environment in which our employees can work and our students can pursue their academic goals. OMS supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. Anyone needing help with a drug or alcohol problem is encouraged to call the National Institute on Drug Abuse Hotline at 1-800-662 HELP for information on treatment centers. Students who are found in violation of this policy will be subject to termination and disciplinary action

DISMISSAL POLICIES

A student may be terminated from a program due to absenteeism, grade failure, violation of rules or regulations, unpaid tuition, falsifying application information, falsification of academic documents, failure to modify conduct or behavior when requested, and other infractions of stated school policies. Written warnings become part of student's permanent record. Students are allowed to miss one (1) lecture and one (1) lab during the course, and must maintain a GPA of 80% to graduate the program. Students who fail to meet the minimum grades or exceed maximum allowed absences, are subject to dismissal from the program.

Leave of Absence Policy

Onsite Medical Service's programs are designed as uninterrupted programs. Due to the intensity of the EMT-Basic programs a leave of absence is not permitted, except under special circumstances, and only as approved by School's Chief Academic Officer.

STUDENT SERVICES

Students are encouraged to seek the counseling services of any of our instructors, teaching assistants and staff. Counseling issues may include anything that facilitates or impedes the student's success or potential success in the program. The school's Chief Academic Officer is also available for answering questions about success in the program, potential employment and/or employers in the EMS industry.

Record Retention

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a (5) five-year period. These records are maintained at: Onsite Medical Service, Inc., OMS Education Division, 638 Cantrill Drive, Suite A, Davis CA 95618. Students may request copies of records, in writing, within that five-year period of time. A copy or records fee, may apply.

Housing Services

This institution does not have under its control, operate or provide dormitory facilities or housing services of any type. The school does not have any responsibility to find or assist a student in finding housing. For long-term programs, adequate monthly housing is readily available at students' sole expense in close proximity to our facility. For short-term courses, numerous weekly and daily hotels are available. Daily hotel costs in the area are estimated to be less than \$100.

Instructional Language

OMS does not provide instruction for English as a Second Language (ESL). All course and program instruction occur in English language only.

-OMS admits students from other countries, visa services are not provided, nor do we vouch for student status.

-For ESL students, the Test of English as a Foreign Language (TOEFL) is accepted to meet language proficiency requirements. Language services, such as ESL, are not provided.

Placement Assistance

While OMS does not have an active Placement Office and does not represent itself as offering active placement assistance, the Program Director, instructors, and staff are available to provide EMT career information, as well as potential job availability in the Northern California region. No expressed or implied guarantee of placement earnings or wages is made by OMS or any of its representatives. Lists of occupations and hiring organizations are available on request.

Special Needs

Onsite Medical Service will provide reasonable and appropriate accommodations for students with documented disabilities. In accordance with the Americans with Disabilities Act (ADA), it is the student's responsibility to notify OMS, in writing, of any diagnosed disabilities along with the appropriately prescribed accommodations requested. This documentation must be provided at the time of enrollment and at least 15 business days prior to the first day of the program or course.

POLICIES ON STUDENT RIGHTS

Grievance Complaint Procedures

Persons seeking to resolve problems or complaints should first contact the instructor in charge, and/or the Program Director, General Manager, or Compliance Officer. Requests for further action may be made to the Chief Academic Officer. In addition if a student wishes to file a written complaint, they may do so. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.

A student or any member of the public may file a complaint about this institution with the United States Department of Transportation's EMT-Basic National Standard Curriculum.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

Discrimination

Onsite Medical Service, Inc., its staff and instructors are firmly committed to providing educational programs to otherwise eligible students regardless of race, creed, ethnicity, religion, national origin, sex, age, disability, or medical condition, except under special

circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered. The School may review mental or physical disability issues on a case-by-case basis. Depending on the case, such students may be referred to professional organizations for further assistance.

POLICY AND PROGRAM CHANGES/GENERAL RULES

OMS makes our official school catalog available to prospective students both on our website to read or download, as well as free copies available at our facility. Prospective students are *strongly encouraged* to review the catalog and are responsible to understand all school policies, as stated, i.e., student conduct, attendance, cancelation and withdrawals, minimum grade requirements, etc., as well as information communicated by the administration via written or verbal notices. All information in the content of this school catalog is deemed current and correct as of the date of revision, and is so certified.

OMS EMT-B CERTIFICATION Full 18-23-Week Program Offered Fall/Winter/Spring

Both the Full and Condensed (10-Week) OMS EMT-B programs provide students with two (2) full-length National Registry of Emergency Medical Technician's practical exams.

Program Objectives

Upon successful completion and passage of written and skills tests students will be eligible to take the National Registry Exam as well as any State-sponsored exam in non-National Registry States, the final step toward certification as an EMT-Basic in the State of California.

Training Schedule—Full 18-23-week Program

The 18-week EMT Basic course is offered three times each year. Course typically consists of: 18 four-hour lectures, scheduled on weekdays 6pm to 10pm (72 hours); 12 clinical labs of eight-hours each scheduled on Saturdays and/or Sundays 9am to 6pm (96 hours); Office Hours Training (6hrs); and two pre-scheduled 12-hour shifts of clinical rotation. A total of 198 hours of didactic, laboratory and clinical course work is required for completion. Please check our website www.onsitemedicalservice.com for specific course dates.

Full EMT-B Itemized Schedule of Total Institutional Charges

1. Non-refundable Registration fee	\$162.00
2. Non-refundable "STRF" fee (included in Registration fee).....	(\$0.00)
3. Tuition.....	\$876.00
4. Equipment (Stethoscope \$55, BP Cuff \$25,Textbook \$50,Online testing/study materials access \$30, Uniform T-Shirt \$12,).....	\$162.00
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (items 1-4).....	\$1200.00
ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM.....	(\$1200.00)
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.....	\$1200.00

Additional Costs

OMS EMT-B students are required to attend lectures, labs, and clinical rotations in uniform. OMS provides each student with an OMS EMT Student Uniform T-shirt, Littmann stethoscope and BP cuff ("Equipment"). The remaining components of the uniform include dark pants and protective footwear, which, if need to be purchased new, typically will not exceed \$75.00 through an OMS-suggested provider. Students are also required to attend labs and clinical rotations with a working watch which must have ability to count seconds in order to properly monitor certain physiological functions. Cell phone clocks are **not** acceptable

Students must pass a standard background check to participate in the required Clinical Experience portion of the course. OMS has an account with an approved provider, with whom we have arranged a *very* reasonable cost to our students of under \$20.00. Students who choose to utilize this provider will receive instructions during orientation on the 1st night of class on how to submit their information through a link on our website, or students may utilize another approved provider.

(New course textbooks and lab manuals are provided by OMS to our students at a *substantial* discount through Brady/Pearson Publishing Company using the OMS education account. Students may visit the following link: <http://bradybooks.com> to make pricing comparisons).

How & When to Register

Go on-line to www.onsitemedicalservice.com, to register and reserve space in the next available class. Students may also contact the Registration Office (916) 932-2323, during regular business hours to obtain a registration form and enrollment agreement. Class size is limited and is offered on a first-come, first-served basis.

Need Help?

If you have any questions about OMS requirements, program charges, or need additional information regarding this program, please email oms@onsitemedicalservice.com, or call OMS at 916-932-2323.

OMS EMT-B CERTIFICATION 10-Week Course

Offered Summer Sessions: I and II

Both the Full and Condensed(10-week) OMS EMT-B programs provide students with two (2) full-length National Registry of Emergency Medical Technician's practical exams.

Program Objectives

Upon successful completion and passage of written and skills tests of this course, students will be eligible to take the National Registry Exam as well as any State-sponsored exam in non-National Registry States, the final step toward certification as an EMT-Basic in the State of California.

Training Schedule Condensed 10-week Program

This 10-week accelerated EMT Basic course is offered twice per year. Our program consists of two 4-hour lectures per week (72 hours), typically scheduled on Monday/Thursday or Tuesday/Friday 6pm to 10pm; Clinical labs scheduled on Saturdays or Sundays 9am to 6pm and Wednesdays (96 hours); Office Hours (6 hours); and two pre-scheduled 12-hour shifts of clinical rotation. A total of 198 hours of didactic course work and in clinical observation is required for completion. Please check our website www.onsitemedicalservice.com for specific course dates.

Condensed 10- week EMT-B Itemized Schedule of Total Institutional Charges

1. Non-refundable Registration fee.....	\$162.00
2. Non-refundable "STRF" fee (included in Registration fee).....	(\$0.00)
3. Tuition.....	\$976.00
4. Equipment (Stethoscope \$55, BP Cuff \$25,Textbook \$50,Online testing/study materials access \$30, Uniform T-Shirt \$12).....	\$162.00
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (items 1-4).....	\$1300.00
ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM.....	(\$1300.00)
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.....	\$1300.00

Additional Costs

OMS EMT-B students are required to attend lectures, labs, and clinical rotations in uniform. OMS provides each student with an OMS EMT Student T-shirt, Littmann stethoscope and BP cuff ("Equipment"). The remaining components of the uniform include dark pants and protective footwear, which, if need to be purchased new, typically will not exceed \$75.00 through an OMS-suggested provider. Students are also required to attend labs and clinical rotations with a working chronograph or digital watch (must have ability to count seconds) in order to properly monitor certain physiological functions. Cell phone clocks are **not** acceptable.

Students must pass a standard background check to participate in the required Clinical Experience portion of the course. OMS has an account with an approved provider, with whom we have arranged a *very* reasonable cost to our students of under \$20.00. Students who choose to utilize this provider will receive instructions during orientation on the 1st night of class on how to submit their information through a link on our website, or students may utilize another approved provider..

(New course textbooks and lab manuals are provided by OMS to our students at a *substantial* discount through Brady/Pearson Publishing Company using the OMS education account. Students may visit the following link: <http://bradybooks.com> to make pricing comparisons).

How & When to Register

Go on-line to www.onsitemedicalservice.com, to register and reserve space in the next available class. Students may also contact the Registration Office (916) 932-2323, during regular business hours to obtain a registration form and enrollment agreement. Class size is limited and is offered on a first-come, first-served basis. Applicants must submit a completed application prior to the first class session.

Need Help?

If you have any questions about OMS requirements, program charges, or need additional information regarding this program, please email oms@onsitemedicalservice.com, or call OMS at 916-932-2323.

OMS INDIVIDUAL CLASSES APPROVED BY THE AMERICAN HEART ASSOCIATION-AHA

CARDIO PULMONARY RESUSCITATION BASIC LIFE SUPPORT (CPR/BLS)

Class Objectives

Students are taught CPR for the adult, child, and infant, use of an AED, the Heimlich maneuver for a choking victim, two rescuer CPR, Ambulance bags and masks. OMS Instructors use an in-depth and hands-on approach, are American Heart Association (AHA) approved and also certified as Emergency Medical Technicians. This course is intended for those preparing to enter the health care field or currently working as healthcare professionals, such as:

- Professionals/students who are entering medical fields *Including ALL EMT Students*
- Nurses, nursing students, nursing assistants
- Dentists
- Acupuncturists Physical therapists, massage therapists
- Professional lifeguards, ambulance drivers, EMTs
- Health & medical professionals

Certification (Valid for 2 years)

After successful completion and passage of written and skills tests of this course students receive an official American Heart Association (AHA) card. This course requires four (4) hours of classroom attendance.

CPR/BLS Itemized Schedule of Total Institutional Charges

1. Non-refundable Registration fee (incl. \$12 course manual).....	\$22.50
2. Non-refundable "STRF" fee (included in Registration fee).....	(\$0.00)
3. Tuition.....	\$22.50
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (items 1-3).....	\$45.00
ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM.....	(\$45.00)
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.....	\$45.00

Admission Requirements

Please refer to school's General Admission Policy section (above).

Class Schedule

Weeknights 6:00 PM to 10:00 PM, TBA—Check for updates with the OMS website Calendar at: www.onsitemedicalservice.com

How & When to Register

Go to www.onsitemedicalservice.com, to register for the next available class. Student enrollment agreement describes payment methods. OMS accepts all major credit cards and your payment will reserve your space.

HEARTSAVER FIRST AID (HSFA)

Class Objectives

Students are taught the skills needed to respond to and manage medical emergencies in the first critical minutes until Emergency Medical Service Providers (EMS) arrive. HSFA is a video-based, instructor-led course students learn how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course is certified through the American Heart Association.

Certification (Valid for 2 years)

Students will be issued an AHA HSFA card upon successful completion of two and 1/2 hours (2.5) classroom hours.

HSFA Itemized Schedule of Total Institutional Charges

1. Non-refundable Registration fee (includes \$8 manual)	\$20.00
2. Non-refundable "STRF" fee (included in Registration fee)	(\$0.00)
3. Tuition	\$20.00
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (items 1-3)	\$40.00
ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGR	(\$40.00)
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$40.00

Admission Requirements

Please refer to school's General Admission Policy section (above).

Course Schedule

Weeknights 6:00 PM to 10:00 PM,TBA—Check for updates with the OMS website Calendar at: www.onsitemedicalservice.com

How & When to Register

Go to www.onsitemedicalservice.com, to register for the next available class. Student enrollment agreement describes payment methods. OMS accepts all major credit cards and your payment will reserve your space.

Need Help?

If you have any questions about OMS requirements, program charges, or need additional information regarding this class, please email oms@onsitemedicalservice.com, or call OMS at 916-923-2323.

HEARTSAVER AUTOMATIC EXTERNAL DEFIBRILLATOR (HSAED)

Class Objectives

Students are taught the fundamental operation of an external automatic defibrillator. This course is certified through the American Heart Association. OMS Instructors are American Heart Association approved. HSAED is a class for people with little to no knowledge of Cardiopulmonary Resuscitation (CPR). This course is intended for those who wish to learn CPR skills or who may be required to have these skills in their workplace, and not necessarily intended for those pursuing a career in the health care field.

Certification (Valid for 2 years)

Students will be issued an AHA CPR card upon completion of four (4) classroom hours and passage of skills test.

HSAED Itemized Schedule of total charges

1. Non-refundable registration fee (incl. \$7 manual)	\$22.50
2. Non-Refundable "STRF" fee (included in Registration fee).....	(\$0.00)
3. Tuition.....	\$22.50
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (items 1-3).....	\$40.00
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ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM.....	(\$45.00)
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.....	\$45.00

Admission Requirements

Please refer to school's General Admission Policy section (above).

Class Schedule

Weeknights 6:00 PM to 10:00 PM, TBA—Check for updates with the OMS website Calendar at: www.onsitemedicalservice.com

How & When to Register

Go to www.onsitemedicalservice.com, to register for the next available class. Student enrollment agreement describes payment methods. OMS accepts all major credit cards and your payment will reserve your space.

Need Help?

If you have any questions about OMS requirements, program charges, or need additional information regarding this class, please email oms@onsitemedicalservice.com, or call OMS at 916-932-2323.

ADVANCED CARDIAC LIFE SUPPORT (ACLS)

Class Objectives

Students are taught advanced cardiac life support response including: Respiratory emergencies; cardiac arrest (simple VF/VT, complex VF/VT, PEA, and asystole; pre-arrest emergencies (bradycardia, stable tachycardia, unstable tachycardia, and acute coronary syndromes); and stroke; systems of care and immediate post-cardiac-arrest care, and airway management and related pharmacology. The OMS curriculum highlights the importance of team dynamics and communication. Students are expected to participate in lecture sessions, review stations and skills testing scenarios. This course is certified through the American Heart Association. OMS Instructors are American Heart Association approved.

Certification (Valid for 2 years)

Students will be issued an AHA ACLS card upon successful completion of 12-16 classroom hours and passage of written and skills test.

ACLS Itemized Schedule of Total Institutional Charges

1. Non-refundable Registration fee (Includes \$35 course materials).....	\$80.00
2. Non-refundable "STRF" fee (included in Registration fee).....	(\$0.00)
3. Tuition.....	\$86.50
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (items 1-3).....	\$166.50
ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM.....	(\$166.50)
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.....	\$166.50

Admission Requirements

- 1) Students who register for this class MUST complete the AHA Advanced Cardiovascular Life Support online pretest. A copy of the student's pretest Certificate of Completion must be brought to the first day of instruction.
- 2) Current Basic Life Support (BLS) CPR card is NOT required for this course; however, all students must be proficient in adult BLS as these skills will be reviewed and evaluated as part of this course. Students who may not be confident in their BLS/ CPR skills should take a CPR for the Healthcare Provider course prior to attending this course.

Course Schedule

ACLS Courses are offered monthly—please check with OMS website Calendar for updates!

How & When to Register

Go to www.onsitemedicalservice.com to register for the next available class. Student enrollment agreement describes payment methods. OMS accepts all major credit cards and your payment will reserve your space.

ADVANCED CARDIAC LIFE SUPPORT-RECERTIFICATION (ACLS-R)

Class Objectives

Students are provided ACLS certification Update through training that includes: Respiratory emergencies; cardiac arrest (simple VF/VT, complex VF/VT, PEA, and asystole); pre-arrest emergencies (bradycardia, stable tachycardia, unstable tachycardia, and acute coronary syndromes); and stroke; systems of care and immediate post-cardiac-arrest care, and airway management and related pharmacology. Students are expected to participate in lecture sessions, review stations and skills testing scenarios. This course is certified through the American Heart Association. OMS Instructors are American Heart Association approved.

Certification (Valid for 2 years)

Students will be issued an AHA ACLS card upon successful completion of eight (8) classroom hours and passage of written and skills test.

ACLS-U Itemized Schedule of Total Institutional Charges

1. Non-refundable Registration fee (Includes \$33.50 textbook)	\$60.00
2. Non-refundable "STRF" fee (included in Registration fee)	(\$0.00)
3. Tuition	\$78.50
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (items 1-3)	\$138.50
ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM	(\$138.50)
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$138.50

Admission Requirements

- 1) Students who register for this class MUST complete the AHA Advanced Cardiovascular Life Support online pretest. A copy of the student's pretest Certificate of Completion must be brought to the first day of instruction.
- 2) Current Basic Life Support (BLS) CPR card is NOT required for this course; however, all students must be proficient in adult BLS as these skills will be reviewed and evaluated as part of this course. Students who may not be confident in their BLS/ CPR skills should take a CPR for the Healthcare Provider course prior to attending this course.

Course Schedule

ACLS-R Courses are offered monthly—please check with OMS website Calendar for updates!

How & When to Register

Go to www.onsitemedicalservice.com, to register for the next available class. Student enrollment agreement describes payment methods. OMS accepts all major credit cards and your payment will reserve your space.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Upon enrollment at OMS, as part of the fees collected by the institution you must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
- You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

FINANCIAL CONDITION OF THE INSTITUTION

As an institution, as of the date of this publication, OMS has no pending petition in Bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)