



# 2025 Catalog

(Effective 01/01/2025 to 12/31/2025)

1141 Harbor Bay Pkwy Alameda, CA 94502 / [www.BATAeducation.com](http://www.BATAeducation.com) / 800-701-7333



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## Facility Information

Welcome to Bay Area Training Academy (BATA), California's leading institution for pre-hospital education!

If you are on a quest for a meaningful career or possess the desire to make a difference in people's lives during emergencies, you have come to the right place. At BATA, we offer an immersive and comprehensive educational experience that equips you with the skills to respond effectively to emergencies, potentially saving lives.

Whether your goal is to become a certified Emergency Medical Technician (EMT) in the state of California, or you are simply interested in mastering CPR techniques, we are here to guide you on your journey. Our educational approach is firmly rooted in the principle of bridging the gap between academic knowledge and real-world experiences. As a student of BATA, you will have the unique opportunity to learn directly from seasoned experts in the field of pre-hospital medicine. We are committed to providing you with a dynamic and hands-on learning experience that will prepare you for success in this vital field.

### Bay Area Training Academy (BATA)

Admin Office and Main Campus Classroom:

1141 Harbor Bay Parkway Suite 101 Alameda, CA 94502

Phone 800.701.7333 / Fax 510.614.1429 [www.bataeducation.com](http://www.bataeducation.com)

Satellite Classrooms:

- a. 1709 S Main St Milpitas, CA 95035

### Facilities

From our state-of-the-art classrooms and skills laboratories students will have supervised access to all equipment necessary to perform their respective job function or areas of interest in the State of California. All classes will be held in large classrooms. Students will have access to equipment, which will enhance their understanding of pre-hospital emergency care. All written materials will be made available for students to purchase or loan if applicable upon enrollment. Clinical equipment will be made available only during periods of instruction where under strict instructor supervision a mentor will explain, demonstrate, and educate the student in proper usage. Students will learn to use with proficiency emergency medical equipment such as Automatic External Defibrillator (AED), trauma dressings, splints, backboards, Kendrick Extraction Devices (KED) and many more.

### Libraries and Other Learning Resources

BATA students have unrestricted access to our library holdings, available at all locations with unlocked access. During regular business hours, students can request entry to the library and skills rooms by obtaining written approval from the administrative manager. Our library offers an array of medical literature, including terminology texts, dictionaries, accredited journals, and visual aids, all at no cost. Additionally, students can complement their studies with 24/7 assistance from [jblearning.com](http://jblearning.com).

*This calendar is updated no less than annually and is available at our website: [www.bataeducation.com](http://www.bataeducation.com) or our campus Monday-Friday 9:00am-5:00pm located at 1141 Harbor Bay Pkwy Suite 101 Alameda, CA 94502*



## Mission, Purpose, and Objective

### Accreditation

The Bay Area Training Academy is a private institution approved to operate by the Bureau of Private Post-Secondary Education. This means BATA is currently in compliance with the state standards as set forth in the California Code of Regulations Title 22 (Social Security) Division 9 (Prehospital Emergency Medical Services) Chapter 2 (Emergency Medical Technician). Graduation from the school will not guarantee State certification, any form of Financial Aid or employment upon graduation. It will be up to the student to complete any and all additional requirements as indicated by the Local EMS Agency, State EMS Authority, and the State of California. Bay Area Training Academy is not accredited by any Agency that is endorsed by the US Department of Education.

*“Learn, Teach, Provide, So Others May Live”*

Bay Area Training Academy is a private post-secondary institution with NO pending petitions in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, nor has 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.

### Mission

The Bay Area Training Academy is dedicated to equipping aspiring students with the comprehensive knowledge necessary to excel in their roles as pre-hospital professionals. Our mission is to foster education, enlightenment, and critical thinking, empowering BATA students to emerge as industry leaders who exemplify their commitment through selfless actions rather than mere words.

### Purpose

Our goal is to equip students to excel as proficient and skilled healthcare practitioners, leading the way in the Emergency Medical Services Industry.

### Objectives

Our aim is to provide assistance to individuals in distress by imparting targeted training, deepening clinical expertise, cultivating the ability to identify clinical indicators, and delivering prompt, compassionate pre-hospital healthcare whenever and wherever it is required.

### Disclaimers

“Students have the right to learn unhindered in an environment that fosters education at all times. 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.”

### Bureau for Private Post-Secondary Education

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:

1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.



The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov)”

Prior to enrollment prospective students must be aware of the following:

1) *How to File a Complaint*

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

2) *Transferability of Credits Notice*

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credits you earn at Bay Area Training Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the EMT Academy, CPR is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is 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 the Bay Area Training Academy to determine if your certificate will transfer.

## Governing Body

1. Bureau of Private Post-Secondary Education
2. California Emergency Medical Services Authority
3. Santa Clara County Emergency Medical Services Agency
4. Alameda County Emergency Medical Services Agency
5. Solano County Emergency Medical Services Agency

## Corporate Owner, and Board Members

Nicky Bahr (CEO/CAO) and Erik Mandler (President/Program Director) serve as both the corporate owners and board members of Bay Area Training Academy.

## Compliance

- Bay Area Training Academy complies with all local, city, county, municipal, state, and federal regulations such as fire, building, and sanitation codes.
- Bay Area Training Academy’s owners, administrators, and directors are of good reputation and character to provide quality training.
- Courses taught at Bay Area Training Academy are consistent in quality, content, and length with similar courses in public schools and other private schools in the State, with recognized accepted standards.



## Admission

All prospective students shall be chosen for admission without regard to race, color, religion, gender, sexual orientation, or national origin. All admitted students must be able to read, write, and understand high school level English (all courses at Bay Area Training Academy are taught in English and no translation services are provided). All admitted students must be able to meet the physical demands of their chosen education program as well as those of the job(s) for which that program prepares them. Once an applicant has completed and submitted the application packet and required documentation, the school reviews the information and informs the applicant if eligible for admission. If an applicant is not accepted, all fees paid to the school are refunded. The school follows an open enrollment system.

The following criteria must be met before the student's start date:

No Medical Experience Required: No prior medical experience is necessary to enroll in our program.

Age Requirement: There is no minimum age required for National Certification. However, to obtain a CA EMT certification, applicants must be 18 years old, as per California State EMS Office regulations.

English Language Proficiency: Applicants must possess a high school level mastery of the English language in reading and writing, such as Highschool Diploma, Transcript, GED, Collage Diploma or Transcript. (No other language services will be offered at this time)

Criminal Background Check: After completing the course, all EMT Certification applicants must undergo a criminal history background check. The fingerprinting process is carried out through the California Department of Justice and submitted to the local County EMS agency. For additional information, click here.

FOR EMT Academy students only: Prior to course admission, student must have a valid Basic Life Support (BLS) for Provider Cardiopulmonary Resuscitation certificate consistent with American Heart Association or American Red Cross.

### **EMT Training Program Course Completion Challenge Process.**

The Bay Area Training Academy will offer an EMT course completion certificate through an optional challenge process. The student must complete eligibility requirements as indicated by the State EMS Authority Title 22 section 100078. Bay Area Training Academy shall offer an EMT challenge examination no less than once each time an EMT course is in session. An eligible applicant for the EMT challenge examination shall include those who meet the minimum levels of education as defined above. These applicants shall be permitted to take the EMT course challenge examination only one (1) time. Failure to pass will result in the applicant being referred to enroll in the seven-week EMT training program.

### **Eligibility Requirements for Challenge Only**

The applicant must be currently licensed in the United States as a Physician, Registered Nurse, Physician Assistant, Vocational Nurse, or Licensed Practical Nurse.

The applicant provides documented evidence of having successfully completed an emergency medical service training program of the Armed Forces within the preceding two (2) Years which meets the United States Department of Transportation EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994, which can be accessed through the U.S. Department of Transportation's website at: <http://www.nhtsa.gov/>

### **Examination Requirements**

This course will consist of a variety of examinations in order to test the applicant's ability to fulfill the role of



the EMT. The course challenge examination shall consist of a competency-based written and skills examination to test knowledge of the topics and skills essential to EMT curriculum.

Bay Area Training Academy has not entered into any articulation or transfer agreements with any other college or university. Bay Area Training Academy will maintain a written record of previous education/training and if applicable, training period shortened proportionately, and the student notified accordingly.



# Program of Study

## Emergency Medical Technician Academy

Bay Area Training Academy provides vocational training in the Allied Healthcare field, specifically offering a certificate course for Emergency Medical Technician-Basic (EMT-B). This program is designed to equip students with a well-rounded skill set, blending hands-on scenarios with traditional academic coursework to meet both state and national EMT certification requirements.

At Bay Area Training Academy, our curriculum goes beyond the minimum state mandates for EMT training. Our objective is to fully prepare EMT students for success in the National Registry of Emergency Medical Technicians examination. With 170 hours of comprehensive vocational training, we aim to prepare our students for a seamless transition into an EMT career, pending state certification. The EMT Academy will be divided into the following course sections:

- A minimum of 146 hours of didactic instructions and skills laboratory
- A minimum of 24 hours of supervised clinical experience.

All instructions shall comply with local, state and the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 0771, January 2009).

## The Graduation Requirements

Students will be required to complete each component of Bay Area Training Academy course curriculum, which will include at a minimum:

- Periodic competency-based examination
- Final competency-based examination
- Satisfactory performance in written examination
- Satisfactory performance in skills hands on examination

In addition, the students must:

- Attend and Participate in Classes
- Complete Coursework
- Attend and Participate in Practical Training and Skills Practice
- Complete Clinical Rotations
- Passing Grades in Examinations and Evaluations
- Meet Attendance and Participation Requirements

Upon successful completion of the afore mentioned topics students of BATA will be eligible for graduation if they complete all testing assignments with a score of no less than 80% and have completed all state mandated 170 hours of core curriculum. Bay Area Training Academy will prepare the prospective student to complete with competency all assigned job roles and requirements of an Emergency Medical Technician – Basic.

## Grading

Bay Area Training Academy's grading system for each class is:

Grading Scale:

80 to 100% PASS

**Below this percentage, in danger of failing. (Will be assigned Academic Probation).**

Below 80% FAIL





Grade average required for certifying completion of a course is completion of all testing assignments with a score of no less than 80%.

## Eligibility Requirements

If state licensure is the student's goal the following must be achieved:

- Completion with a passing score of an approved EMT Academy
- Completion of didactic and clinical assignments
- Achieving a passing score with the National Registry of Emergency Medical Technicians, which includes skills-based scenario and a computer-based examination.
- Certification by a Local Emergency Medical Services Agency (LEMSA)

## EMT Basic Academy 2025 Schedule

| Course Name | Orientation<br>(first class session) | Start Date | End Date   |
|-------------|--------------------------------------|------------|------------|
| 175AL-EMT   | 12/30/2024                           | 1/5/2025   | 2/23/2025  |
| 176SC-EMT   | 12/30/2024                           | 1/6/2025   | 2/6/2025   |
| 177SC-EMT   | 1/6/2025                             | 1/13/2025  | 3/8/2025   |
| 178SC-EMT   | 1/7/2025                             | 1/14/2025  | 3/6/2025   |
| 179AL-EMT   | 1/13/2025                            | 1/20/2025  | 2/20/2025  |
| 180AL-EMT   | 2/17/2025                            | 2/24/2025  | 3/27/2025  |
| 181AL-EMT   | 2/18/2025                            | 2/25/2025  | 4/17/2025  |
| 182SC-EMT   | 3/4/2025                             | 3/11/2025  | 5/1/2025   |
| 183SC-EMT   | 3/10/2025                            | 3/17/2025  | 5/10/2025  |
| 184SC-EMT   | 3/24/2025                            | 3/31/2025  | 5/1/2025   |
| 185AL-EMT   | 3/31/2025                            | 4/7/2025   | 5/8/2025   |
| 186AL-EMT   | 4/22/2025                            | 4/29/2025  | 6/19/2025  |
| 187SC-EMT   | 5/6/2025                             | 5/13/2025  | 7/3/2025   |
| 188L-EMT    | 5/12/2025                            | 5/19/2025  | 6/19/2025  |
| 189SC-EMT   | 5/12/2025                            | 5/19/2025  | 7/9/2025   |
| 190SC-EMT   | 5/19/2025                            | 5/26/2025  | 6/24/2025  |
| 191AL-EMT   | 5/26/2025                            | 6/2/2025   | 7/26/2025  |
| 192AL-EMT   | 6/16/2025                            | 6/23/2025  | 7/18/2025  |
| 193SC-EMT   | 6/23/2025                            | 6/30/2025  | 7/31/2025  |
| 194AL-EMT   | 6/24/2025                            | 7/1/2025   | 8/21/2025  |
| 195SC-EMT   | 7/1/2025                             | 7/8/2025   | 8/28/2025  |
| 196SC-EMT   | 7/7/2025                             | 7/14/2025  | 9/3/2025   |
| 197AL-EMT   | 7/14/2025                            | 7/21/2025  | 8/15/2025  |
| 198SC-EMT   | 7/28/2025                            | 8/4/2025   | 8/29/2025  |
| 199AL-EMT   | 7/28/2025                            | 8/4/2025   | 9/27/2025  |
| 200AL-EMT   | 8/11/2025                            | 8/18/2025  | 9/12/2025  |
| 201AL-EMT   | 8/19/2025                            | 8/26/2025  | 10/16/2025 |
| 202SC-EMT   | 8/26/2025                            | 9/2/2025   | 10/23/2025 |



## Cost and Tuition

Estimated/Total Cost of Programs for EMT Academy:

|   |                   |   |
|---|-------------------|---|
| <b>Tuition</b>  | <b>\$2,115.00</b> |   |
| <b>Other Fees* (Not included in cost of tuition/Nonrefundable):</b> |                   |   |
| - Registration Fee  | \$250.00          | Not included in cost of tuition/Nonrefundable |
| - Uniforms (2 Polo Shirts and 1 Pair of Pant)                       | \$125.00          | Not included in cost of tuition/Nonrefundable |
| - Textbook/eBook/Course/ Lab Material                               | \$410.00          | Not included in cost of tuition/Nonrefundable |
| - STRF Fee  | \$00.00           | State of CA required, Nonrefundable           |
| <b>ACADEMY TOTAL</b>  | <b>\$2,900.00</b> |   |

Additional Fees: *Tutoring available at \$60 Per Hour if needed.*

\*Uniforms are non-refundable. Once a student obtains their uniform from Bay Area Training Academy (BATA) or a third-party vendor, the cost becomes non-refundable due to hygiene considerations.

\*Bay Area Training Academy uses Jones & Bartlett Learning to provide hard copy textbooks, online books, testing platforms, and other study materials. Once a student receives their book, it becomes non-refundable if the packaging is opened, the book is used, or any online access codes have been redeemed.

Additional Fees: *Tutoring available at \$50 Per Hour if needed.*

## Emergency Medical Technician Refresher Course

The Bay Area Training Academy offers a refresher course for Emergency Medical Technician- Basic. The course focuses on academic curriculum intended to fulfill the State requirements for recertifying as an EMT. Through a combination of 24 refresher hours of vocational training and a skills lab sign off, current Emergency Medical Field personnel will be qualified to recertify as an Emergency Medical technician within their state.

## EMT Refresher Course 2025 Schedule

The Bay Area Training Academy is not offering EMT refresher courses in 2025.

## Cost of Tuition

Schedule of Estimated/Total Charges for, the period of attendance are as follows:

|                            |                 |                      |
|----------------------------|-----------------|----------------------|
| Tuition                    | \$297.50        | Nonrefundable        |
| Application Processing Fee | \$35.00         | Nonrefundable        |
| Nonrefundable STRF Fee     | \$0.50          | State of CA required |
| <b>CPR Provider Total</b>  | <b>\$333.00</b> |                      |

## Basic Life Support Cardiopulmonary Resuscitation

(BLS) Basic Life Support CPR: This class will focus on the management of patients who exhibit signs of Cardiac and Stroke symptoms. This course will prepare the professional responder to recognize appropriately treat symptoms of a heart attack, stroke or foreign body airway obstruction and take action. Upon successful completion of the skills based and written test an American Heart Association CPR Card will be issued. This course covers adult, infant, and child CPR.

## Cost of Tuition

### CPR BLS for Healthcare Provider Initial

Schedule of Estimated/Total Charges for, the period of attendance are as follows:



|                           |                 |  |
|---------------------------|-----------------|--|
| Tuition                   | \$100.00        |  |
| Textbook (eBooks)         | \$14.00         | Mandatory - Purchas directly from American Heart Association |
| Nonrefundable STRF Fee    | \$0.00          | State of CA required   |
| <b>CPR Provider Total</b> | <b>\$100.00</b> | <b>Excludes book</b>   |

### **CPR BLS for Healthcare Provider Renewal (Refresher)**

Schedule of Estimated/Total Charges for, the period of attendance are as follows:

|                           |                 |  |
|---------------------------|-----------------|--|
| Tuition                   | \$100.00        |  |
| Textbook (eBooks)         | \$14.00         | Mandatory - Purchas directly from American Heart Association |
| Nonrefundable STRF Fee    | \$0.00          | State of CA required   |
| <b>CPR Provider Total</b> | <b>\$100.00</b> | <b>Excludes book</b>   |

### **BLS Healthcare Provider Course 2025 Schedule**

| <b>Course Date</b> | <b>Course Name</b> | <b># of Hours</b> |
|--------------------|--------------------|-------------------|
| BLS CPR-79SC       | 1/4/2025           | (5-hour Course)   |
| BLS CPR-80AL       | 2/15/2025          | (5-hour Course)   |
| BLS CPR-81SC       | 3/7/2025           | (5-hour Course)   |
| BLS CPR-82AL       | 4/4/2025           | (5-hour Course)   |
| BLS CPR-83SC       | 5/2/2025           | (5-hour Course)   |

### **American Heart Association Disclaimer**

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.

### **English as A Second Language/Language Proficiency**

Bay Area Training Academy does not provide English as a second language of instruction or any English Language Services. All courses at Bay Area Training Academy are taught in English and all students must be able to read, write and understand English prior to enrollment at a high school level or higher. If English is a second language of the student, the student must demonstrate proficiency by means of the Test of English as a Foreign Language (TOEFL). Bay Area Training Academy does admit students from countries other than the United States; however, visa services are not provided.

### **Retention of Transcripts**

All student transcripts shall be permanently kept unless indicated by the Bureau of Post- Secondary Education states otherwise.

### **Visa Services**

Visa Services are not provided at The Bay Area Training Academy and the institution will not vouch for student status.

### **Student Tuition Recovery Fund**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California



resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

**Note:** Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.



# Cancellation and Withdrawal Procedure

## STUDENT'S RIGHT TO CANCEL / CANCELLATION REFUND POLICY

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (orientation) or seventh day after enrollment whichever is later, less other fees. After the end of the cancellation period, the students also have the right to stop school at any time; and have the right to receive a Pro Rata refund as detailed below.

*Rejection: An applicant rejected by the school is entitled to a refund of all funds paid.*

## WITHDRAWAL PROCEDURE:

We understand that circumstances may arise that require students to withdraw from the EMT training program temporarily. This Withdrawal Procedure outlines the steps a student should follow to initiate a withdrawal from the program.

Inform instructor and CEO: If a student is considering withdrawal from the EMT training program, the first step is to inform the CEO and the instructor as soon as possible. This can be done through written notice or by scheduling a meeting to discuss intentions. The notice must include the expected last date of attendance or the date the student was scheduled to attend prior to withdrawal and be signed and dated by the student.

Understand the Consequences: Before proceeding with the withdrawal, it is essential to understand the potential consequences of withdrawal, such as academic, financial, or re-enrollment options.

Complete the Withdrawal Form: The student will be required to complete an official withdrawal form, which will be emailed through the adobe module. The student must review the form accurately and ensure that all necessary information is provided, sign and submit it back to BATA.

Clear Outstanding Obligations: The student must ensure to have cleared any outstanding financial obligations, such as tuition fees.

## Notes\*

- Uniforms are non-refundable. Once a student obtains their uniform from Bay Area Training Academy (BATA) or a third-party vendor, the cost becomes non-refundable due to hygiene considerations.
- Bay Area Training Academy uses Jones & Bartlett Learning to provide hard copy textbooks, online books, testing platforms, and other study materials. Once a student receives their book, it becomes non-refundable if the packaging is opened, the book is used, or any online access codes have been redeemed.

## Re-Enrollment Policies:

Students may be eligible to re-enroll after dismissal for unsatisfactory progress or withdrawal of the program. The school reserves the right at its sole discretion to determine if a student's behavior or inability to progress academically makes them ineligible for re-enrollment. To be eligible for re-enrollment in the EMT training program after withdrawal, students must meet at minimum the following criteria:

- Prior Enrollment: The student must have been enrolled in the EMT training program and officially withdrawn following the institution's withdrawal procedures.
- Good Academic Standing: The student should have maintained good academic standing at the time of withdrawal, and their academic progress must have been in line with the program's satisfactory academic progress policy.
- Availability of Seats: Re-enrollment is subject to seat availability in the program, as well as compliance with



any program-specific capacity limits or prerequisites.

- **Time Limit:** Time limit for re-enrollment eligibility after withdrawal is within 6 months of the original enrollment.

Students seeking re-enrollment should be aware that there may be financial implications, such as changes to tuition and fees. In addition, all rules and policies indicated in the PRO RATA REFUND POLICY included in the enrollment agreement will apply and students may be required to pay additional fees. Students who wish to inquire about the calculation of leave of absence fees can contact the CEO for assistance.

### **Pro Rata Refund Policy:**

Bay Area Training Academy follows refund guidelines set by the California Bureau for Private Postsecondary Education in accordance with 5 CCR 71750. A student has the right to withdraw from a course of instruction at any time. When a student withdraws from a course after the period allowed for cancellation of the agreement set forth above, Bay Area Training Academy will issue a Pro Rata refund based on the amount owed for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: the amount owed equals the daily charge for the program total charges, divided by the number of days in the program, multiplied days student attended or was scheduled to attend prior to withdrawal, less the amount paid by student. The refund will be prorated if the student withdraws after the first-class session (orientation), or the seventh day after enrollment, whichever is later.

All refunds shall be submitted within 45 days of the determination of the withdrawal date. Tuition refunds will be determined as follows: (Please note that the following text provides the minimum refund policy, the school may exceed these standards and be more generous to students).

#### **Pro Rata Refund Policy\***

Proportion of Total Program Taught by Withdrawal Date  
60% or less of the program.

If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. If a student obtains a loan to pay for the program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### **Tuition Payment, Payment Plans or Loans:**

All students are obliged to pay the full tuition charges prior to the first-class session (Orientation Date), unless they have applied for and been approved of one of the following options:

- **Flexible Automatic Recurring Payments (Interest-Free Payment Plans):** Our automatic recurring payment option allows students to pay for the course over time without incurring any fees or interest charges. To avail this convenient choice, students will need to sign an agreement. For those interested in setting up a payment plan for the remaining course fees, we kindly request you to contact us no later than 1 week before the Orientation date. The payment plans are structured with either weekly or bi-weekly payments starting from the agreement date and concluding by mid-course. The first scheduled payment must be made by your orientation date and be fulfilled by mid-course.
- **Easy Financing Option:** \$10 application fee - We have partnered with a trusted third-party tuition financing company to provide financing options that span up to 6 months. To check eligibility, students must complete a credit application form (given after application payment). Upon approval, financing will be provided at a competitive annual interest rate of 4% to 7%, depending on your credit history. If you'd be interested in exploring our financing plans for the remaining course fees, please reach out to us at least 2 weeks before the course start date or earlier, to initiate the application process.



For both options, students are responsible for initiating contact with the school to finalize their payment arrangements before the specified deadlines.

### **Emergency Leave Of Absence:**

To be eligible for a Leave of Absence (LOA) due to emergency situations, such as a serious illness, students are required to meet the following criteria:

- Submit a "Request for Leave of Absence" Form to the CEO, ideally at least one (1) week before the intended start date of the Emergency Leave of Absence, if feasible.
- Provide verifiable evidence of emergency circumstances.
- LOAs can be granted for a maximum duration of six (6) weeks. In exceptional cases, the CEO may extend this period after evaluating the student's individual circumstances.
- Students seeking a medical LOA must furnish documentation from a licensed physician, outlining the reasons necessitating the LOA.

The CEO will review and respond to the LOA request within seven (7) business days from the date of submission. Please note that the CEO reserves the right to deny a student's LOA request based on their discretion. In addition, all rules and policies indicated in the PRO RATA REFUND POLICY included in this enrollment agreement will apply and students may be required to pay additional fees. Students who wish to inquire about the calculation of leave of absence fees can contact the CEO for assistance.

### **Schedule**

Class schedules depend on availability and may be canceled if enrollment is insufficient. The maximum class size is 40 students, and cancellations will be notified in advance. We may also add classes based on demand. Visit [www.bataeducation.com](http://www.bataeducation.com) for the latest schedule.

### **Reentrance Following Dismissal for Unsatisfactory Progress**

Students who are dismissed from the program shall not be re-enrolled.





## Student Information

### Disclaimer

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, 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.

### Faculty and Qualifications

**Erik Mandler – President/Program Director.** Mr. Mandler has been actively involved in Emergency Medical Services for over 35 years. Mr. Mandler started his career working as an EMT, eventually attending The University of California San Diego (UCSD) Mobile Intensive Care paramedic program, and working as a City of San Diego 911 Paramedic for 10 years. During Mr. Mandler's tenure as a paramedic, he taught EMT School and worked as a field instructor for the UCSD Paramedic Program interning paramedics in a 911 setting. Mr. Mandler eventually returned to school to earn undergraduate and graduate degrees in business administration and management from the University of Redlands. Over the next 25 years, Mr. Mandler has built and managed over sixty 911 response systems throughout California including the City of San Diego, Riverside City, County, Ventura County and Los Angeles County. Mr. Mandler is the original founder of The Bay Area Training Academy and also owns Westmed Ambulance Service in the San Francisco Bay Area of California. Together with many of the industries absolute best instructors, Mr. Mandler has built one of the largest and most respected EMT training academies in California, right in the center of one of the Bay Area best known ambulance companies. Erik is also available for private and small group tutoring.

**Nicky Bahr – Chief Executive Officer/Chief Administration Officer/Partner.** Nicky Bahr brings more than 15 years of experience in business development and client management with an Electrical engineering education background. As an established sales professional with a proven multi-industry track record of establishing and growing sales in highly competitive environments, she founded her own business in the auto wholesaling industry and grew the business from inception into a highly successful established operation. She has joined the Bay Area Training Academy and Westmed Ambulance team since the beginning of 2017 and has adapted quickly to the complex and often technical world of EMS. Since, with her hard work and dedication, Nicky has grown Bay Area Training Academy nearly by 500%. With her marketing and business development background, she oversees all aspects of marketing and social media development. In addition, Nicky oversees all financial and administrative tasks of the academy as well as payroll administration.

**Stephen Albright – Chief Clinical Officer.** As a primary lead Instructor for the EMT-Basic Course, instructor Albright has a long history in both public service and Emergency Medical Services. He served this country honorably in the U.S. Army, then went on to obtain his bachelor's degree of Criminal Justice at CSU-Sacramento. He has served Honorably in the U.S. Army as a Non-Commissioned Officer as well as several years as a volunteer firefighter for multiple fire departments and has spent over a decade serving the local community as a Paramedic. In addition to our EMT course, he also provides instruction in Cardiopulmonary Resuscitation and Advanced Cardiac Life Support through the American Heart Association. He has a true passion for teaching, and it comes across in his lectures.

**Scottie Johnson - South Bay Academy Manager, Primary EMT Instructor.** Scottie Johnson started working in emergency medicine in 2004 as an EMT in Contra Costa County. During that first year of working as an EMT, fell in love with medicine and wanting to help people. "To be able to walk into a situation that could possibly be someone's worst moments and hopefully make them a bit better is incredibly rewarding." Scottie decided to further their knowledge and become a paramedic. Initially, working in San Francisco then working in Alameda County until 2016. "I felt a need to change from working in the field to the clinic setting." Still enjoying patient care and medicine, Scottie started working for Planned Parenthood in Santa Cruz where they currently reside. During their time working at the clinic started teaching American Heart Association





classes then started teaching EMT courses. “As an instructor I have the honor of shaping the future of EMS. I push my students hard, because I know at some point, they could respond to someone whom they care about.” Scottie enjoys living next to the beach with their spouse and two dogs and surrounds themselves with the people they love.

**Chris Gregory – North Bay Academy Manager, Primary EMT Instructor.** Chris Gregory has been working in EMS since 2014, as a Fire Fighter/EMT at the ‘Lewisburg Fire Department’ in Pennsylvania. Chris moved back to his home in the Bay Area in 2018 to begin the long road to pursue a medical degree. While taking study breaks, Chris works for Westmed Ambulance as an EMT. Chris Joined Bay Area Training Academy in 2019 as a EMT Instructor and as well as a Certified BLS CPR instructor through American Heart Association. His hobbies mainly consist of Running, Scuba Diving (for which he is a certified Rescue Diver), and Theatre Lighting. Chris is currently teaching Theatre Lighting courses at a High School, a Middle School, and a Community Theatre, all on the Peninsula! Perhaps his most fun gig, however, is being a part of the Bay Area Training Academy, where he helps teach aspiring EMTs the ropes! His hope is to attend a medical school this year and eventually work in Emergency Medicine!

## Student Achievement

All students of the Bay Area Training Academy are required to complete all exams above at or above an 80%.

## Attendance

Attendance is crucial for successful completion of the EMT Training Program. EMT courses involve a combination of theoretical knowledge and practical skills, both of which require your active participation and engagement. Regular attendance will allow you to stay up to date with course content, actively participate in discussions, and gain hands-on experience during practical sessions. Student attendance is required at all scheduled classes, including lab sessions. Due to the time constraints of an accelerated course, tardiness is unacceptable in this program. If a student is tardy either at the beginning of class or when returning from lunch breaks 3 or more times, the student may forfeit their seat in the course. EMS does not tolerate late arrivals for emergencies, nor does this course. Students in this program must manage their time appropriately. You **MUST** notify your instructor in advance if you are not attending a class session. Promptness is essential for all course activities. Arriving late to lectures, labs, or clinical rotations may disrupt the learning environment and adversely affect your progress. Tardiness is both distracting to others and unprofessional. Please make every effort to be punctual.

It is the student’s responsibility to sign in on the attendance roster prior to the start of the class and sign out after class has ended. Lectures begin promptly every day, and so students will be expected to arrive early. Each class day includes anywhere from two to four chapters of content, and several skills. Failure to attend for even a single day puts you below the state minimum hours required for certification, therefore, hours missed from any absences must be remediated.

1. Absence - Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.
2. Tardiness - Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
3. Interruption for Unsatisfactory Attendance – Students with three unexcused absences within a two-week evaluation period will receive written notification of Disciplinary probation for a period of two weeks. Any unexcused absences during such probationary period will be a cause for interruption of the student's training program.
4. Cutting classes - Cutting classes will be considered as unexcused absences.
5. Make-Up Work - Make-up work may be required for any absence.



- Up to 5 hours of instructional class time absences: it is student's responsibility to obtain the class materials, notes, and any assignments from a fellow student or the instructor. While we will do our best to support your learning, it is essential to stay on top of missed content.
  - 5 to 10 hours of instructional class time absences: the student is obligated to make up at minimum 5 hours of instructional class time by participating in another of the EMT classes at Bay Area Training Academy if available. The Admin Manager must directly schedule all make-up hours.
  - Greater than 10 hours of instructional class time absences: the status of the student will be reviewed by the faculty to determine a disposition. Private tutoring with a BATA Tutor is highly recommended for any student who has been absent for 10 or more hours.
6. Leave of Absence - Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school.

Not meeting the required hours is considered a violation of the attendance policy and may result in the student's immediate dismissal from the program.

Note: There are no differentiations between excused or unexcused absences. They both account for total time absent from the program. All absent hours must be made up prior to the completion of the program. All foreseen absences and delays in arrival at class must also be communicated to your instructor. Tardiness and absences affect Professionalism points.

## Probation and Dismissal Policies

Students' academic and attendance progress will be evaluated every week, starting at the beginning of the course to ensure students are making satisfactory progress. When a student obtains an average score of less than 80% and/or has missed 5 hours or more of scheduled class time without arranging with the school to make up the hours within one calendar week, they will be placed on academic probation. Probation will continue for one week until the student raises the average to 80%. A student on academic probation will be required to complete additional assignments in the form of psychomotor skills testing, essay writing, presentations, written examinations, and online education. The lead instructor for the Bay Area Training Academy will provide the program director with student progress reports during the third and fifth weeks and at the end of the course. If a student is found to be falling behind or below the average 80%, they will be placed on academic probation for one week and given a written agreement with an approved improvement plan and/or making up the missed hours. If during the next progress report week, the student is found to not make any significant change in their grades and/or make up the missed hours, they may at the discretion of the program director be dismissed from the academy.

## Holidays With No Class Attendance

Thanksgiving, 11/27/2025

Between 12/24/2025 and 01/02/2025



## Students Rights

“Students have the right to learn unhindered in an environment that fosters education at all times. 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.”

- Students will be evaluated on an objective academic basis and not on anecdotal or second-hand information. Students will be responsible for learning course content related material for which they are enrolled.
- Students will receive information that is thoroughly prepared based on scientific research and will be responsible for retaining prepared presentations, lesson plans and activities consistent with course catalog.
- The faculty will inform students of course expectations and methods for obtaining scoring information and what is acceptable for passing scores.
- Students will be informed of any add/drop policy and any financial costs to the program for alteration of course curriculum.
- Students will receive graded examinations and papers in a timely fashion.
- If students have a learning disability and require specialized attention, they must inform the instructor before a grade has been issued so specialized arrangements can be made.
- Students have the right to meet and confer with the instructors regarding their grades. All records will be retained in accordance with state and local laws.
- Students will receive on time instructions unless an emergency exists that interrupts normal teaching hours.
- Faculty hours will be posted in order to accommodate student meetings.
- Students have the right to not be given additional work that is not approved curriculum.
- Students have the right to have their personal information retained in a secure manner and not disclosed to anyone without legitimate purposes of use of said information.
- Students will have freedom of speech.
- Students are free to organize or join associations to promote learning. Students will be free to discuss openly all questions of interest to them and to express their opinions publicly as long as they are not disruptive to other students learning or instructor teaching.
- Students and faculty have the right to safe and non-violent education; all acts of aggression are not tolerated.

### Grievances and Due Process

A grievance may be initiated by contacting the program director via written notice if a discrepancy has been identified. It will be the job of the program director to investigate the appeal or grievance and review all documents that relate or may potentially relate to the appeal or grievance.

If a student is not satisfied with the decision, the student may appeal in writing to the Chief Academic Officer or Chief Executive Officer, who will then further investigate original grievance in an appeal and announce the final decision via written notice.



## Conduct / Anti-Harassment Policy

Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal.

Bay Area Training Academy is committed to providing an educational environment free from unlawful discrimination and harassment. This policy prohibits sexual harassment and harassment based on pregnancy, childbirth, related medical conditions, race, religious, creed, color, national origin, or ancestry; physical or mental disability; medical condition; marital status; age, sexual orientation or any other status protected by federal state or local law or ordinance regulations. All such harassment and discrimination are unlawful BATA's zero tolerance anti-harassment and anti-discrimination policy applies to all persons involved in the operation of the school and prohibits unlawful harassment and /or discrimination by any employee of the school including faculty, coworkers, or students.

Prohibited conduct includes but is not limited to:

- Verbal conduct such as derogatory remarks, jokes, or other comments.
- Unwanted sexual advances invitations or comments.
- Visual conduct such as derogatory and or sexually oriented images, drawings, or gestures.
- Any conduct that would be deemed inappropriate in a social media or electronic format.
- Physical conduct such as fighting, assault, unwanted touching, blocking of normal movement, interfering with education in any manner.
- Threats and demands to submit to sexual requests as a contention of continued success in return for favors.
- Retaliation for having reported or threatened to report harassment.

The following steps should be taken if at any time a student or faculty member feels harassment or violation has occurred.

1. The individual should first make an attempt to contact the Program Director immediately following an incident. If the harassment involves the Program Director, the CEO of BATA should be contacted directly.
2. The complaint should include a written statement of the details that have occurred names of the individual and witnesses.
3. Investigation of the event will commence.

If a student or faculty member thinks that he/she has been harassed or retaliated against for resisting or complaining about an incident the employee may file a complaint with the appropriate agency. The nearest agency office is listed in the telephone book or the World Wide Web. All harassment or violation of the learning environment will be dealt with swiftly and with resolution. Students or Faculty may be asked to leave the classroom setting at once with suspension of activities until a resolution has been made. Civil and or criminal action may be warranted for extreme cases involving a violation.



## Student Service

- Tutoring Services will be made available at student request within reason.
- Payment plans can be made available upon written request to the Admin Manager.
- Career services are available for current students and alumni.
- Clinical placement services will be made available in order to comply with state requirements.

### Distance Learning

All classes will be taught on site. No distance learning will be offered. Students who wish to drop the course may elect to roll their tuition over into another future course in order to continue their education.

### Financial Aid

At this time no State or Federal financial aid is offered at Bay Area Training Academy. Students may elect to make payments at the discretion of the CFO. If this occurs a written contract will be generated in order to clearly outline all payment dates, times and amounts.

### Housing Information

Bay Area Training Academy offers classes during regular business hours but does not provide student housing. We do have a kitchen and break room accessible to students during school or study hours. Please note that we do not endorse or provide lodging, either permanent or temporary.

For those interested in staying in the Bay Area, rooms can typically be rented for around \$750 per month, with one-bedroom apartments available for approximately \$1,200. Students who plan to travel to the Bay Area can inquire about rates at nearby hotels.

It is important to emphasize that Bay Area Training Academy EMT assumes no responsibility for students securing accommodation while enrolled in our programs.

### Job Placement Assistance

All Bay Area Training Academy graduates are eligible for job placement assistance, although we cannot guarantee job placements. Success in today's job market hinges on expertise, networking, and resourcefulness. BATA serves as the primary resource for new Emergency Medical Technicians (Occupational Classification Code 29-2041) seeking fulfilling careers. Our dedicated faculty members closely collaborate with students to prepare them for the dynamic job market within the emergency medical services industry, ensuring their readiness upon graduation.

To facilitate job placement, Bay Area Training Academy has already reached out to several local ambulance providers, Fire Departments and EMS systems in the San Francisco Bay Area. These local ambulance representatives will join us as guest speakers during the final week of classes as part of our recruitment efforts. They will share insights about their company backgrounds, roles within the local EMS system, current hiring needs, and expectations for new hires. Some of these companies are included but not limited to:

- Cal Fire
- California Highway Patrol
- San Jose Fire Department
- San Francisco Fire Department
- Oakland Fire Department



- Santa Clara County Fire Department
- Livermore/Pleasanton Fire Department
- Central Fire District of Santa Cruz
- Berkeley Fire Department
- Falck USA
- King American Ambulance
- Medic Ambulance Service
- American Medical Response
- Royal Ambulance
- Falcon Ambulance
- Westmed Ambulance Service
- Eagle Ambulance
- Pro-Transport 1
- Life West Ambulance
- and many more

Furthermore, as an added benefit, all BATA graduates will have the opportunity (subject to acceptance) to interview with Westmed Ambulance Service for positions as Emergency Medical Technicians (Occupational Classification Code 29-2041).



# Record Keeping

## Security

At the Bay Area Training Academy student security is of the utmost importance. All student records will be maintained in lockable file cabinets behind a secure door, which has a lock and key. The file room which houses the lockable cabinet is only accessible to the Chief Academic Officer or designated employee. The record room is centrally located within the building, which is armed with security features such as external security cameras and security alarm systems. All student records will be digitally uploaded to secure cloud- based service as a backup. All student files will be retained for a period of five years.

## Safekeeping

Each student file will contain two distinct and separate sections the Academic and Financial file. The academic file will contain enrollment information, attendance, grading scores and course information including student grades. This file is to be maintained as classes' progress throughout the academic term. The Academic file is to be kept separate from all financial records. Financial files will contain all terms, receipt(s) of payment and or pending tuition costs for record keeping purposes and in compliance with all applicable tax required records.

## Custodian of Records

Bay Area Training Academy

Nicky Bahr

1141 Harbor Bay Parkway Suite 101 Alameda, Ca 94502

Phone: 800.701.7333 / Fax 510.614.1429

[nicky@bataeducation.com](mailto:nicky@bataeducation.com)



# Instructional Schedule

Bay Area Training Academy offers two options for the Emergency Medical Technician course:

- 8-Week Program
- 5-Week Program

## SAMPLE of 8-Week Program Instructional Schedule (184 Hours)

| Date                                       | Lecture/Skills   | Skills  |
|--|--|---|
| <b>WEEK 1</b>                              |  |   |
| Day 1                                      | Zoom Orientation   | Two Hours   |
| Day 2<br>(5 hours)<br>(5pm to 10pm)        | <u>Chapter 1</u><br>CHP1-Intro to Emergency Medical Care   | Academy Overview Orientation to Student Binders   |
| Day 3<br>(5 hours)<br>(5pm to 10pm)        | <u>Chapter 2, 3, 4</u><br>CHP2-The Well-Being of the EMT CHP3-Medical, Legal & Ethical Issues CHP4-Communication-Documentation |   |
| Day 4<br>(10 hours)<br>(8am-12pm, 1- 6pm)  | <u>Chapter 5, 6</u><br>CHP5-Medical Terminology<br>CHP6-Anatomy Physiology   | Gurney Ops, Pt Lifting & Moving, Vitals Assessments. EMT Patient Script   |
| <b>WEEK 2</b>                              |  |   |
| Day 5<br>(5 hours)<br>(5pm to 10pm)        | <u>Chapter 7, 8, 9</u><br>CHP 7-Lifespan Development<br>CHP 8-Lifting & Moving Patients<br>CHP 9-Patient Assessment            |   |
| Day 6<br>(5 hours)<br>(5pm to 10pm)        | <u>Chapter 10, 11</u><br>CHP10-Airway Management<br>CHP11-Pharmacology   |   |
| Day 7<br>(10 hours)<br>(8am-12pm, 1- 6pm)  |  | Oxygen Administration (NC/NRB/BVM)<br>Airway Management (OPA/NPA) Childbirth Delivery Introduction to Patient Assessments |
| <b>WEEK 3</b>                              |  |   |
| Day 8<br>(5 hours)<br>(5pm to 10pm)        | <u>Chapter 12, 13, 14</u><br>CHP12-Shock<br>CHP13-BLS Resuscitation<br>CHP14-Medical Overview                                  |   |
| Day 9<br>(5 hours)<br>(5pm to 10pm)        | <u>Chapter 15, 16</u><br>CHP15-Respiratory Emergencies<br>CHP16-Cardiovascular Emergencies                                     |   |
| Day 10<br>(10 hours)<br>(8am-12pm, 1- 6pm) |  | CPR and BLS Resuscitation<br>Spinal immobilization<br>Respiratory & Cardiovascular Scenarios                              |
| <b>WEEK 4</b>                              |  |   |
| Day 11<br>(5 hours)<br>(5pm to 10pm)       | <u>Chapter 17, 18</u><br>CHP17-Neurologic Emergencies<br>CHP18-Gastrointestinal & Urologic                                     |   |
| Day 12<br>(5 hours)<br>(5pm to 10pm)       | <u>Chapter 19, 20, 21</u><br>CHP19-Endocrine & Hematologic<br>CHP20-Immunologic Emergencies<br>CHP21-Poisoning and Overdose    |   |
| Day 13<br>(10 hours)<br>(8am-12pm, 1- 6pm) |  | Patient Assessments Head to toe exam<br>Restraints, Treatment, and Safety of the psychologically impaired.                |





| WEEK 5                                     |   |   |
|--|---|---|
| Day 14<br>(5 hours)<br>(5pm to 10pm)       | <u>Chapter 22, 23, 24</u><br>CHP22-Psychiatric Emergencies<br>CHP23-Gynecologic Emergencies<br>CHP24- Trauma Overview                   |   |
| Day 15<br>(5 hours)<br>(5pm to 10pm)       | <u>Chapter 25, 26, 27</u><br>CHP25-Bleeding and Shock<br>CHP26-Soft-Tissue Trauma<br>CHP27-Face & Neck Injuries                         |   |
| Day 16<br>(10 hours)<br>(8am-12pm, 1- 6pm) |   | Intro to Trauma Assessments, Bleeding control and Shock management, Injury Review of Airway and Breathing Field Medical Assessments |
| WEEK 6                                     |   |   |
| Day 17<br>(5 hours)<br>(5pm to 10pm)       | <u>Chapter 28, 29, 30</u><br>CHP28-Head & Spine Injuries<br>CHP29- Chest Injuries<br>CHP30- Abdominal Injuries                          |   |
| Day 18<br>(5 hours)<br>(5pm to 10pm)       | <u>Chapter 31, 32, 33</u><br>CHP31-Orthopedic Injuries<br>CHP32-Environmental Emergencies<br>CHP33-Obstetric and Neonatal               |   |
| Day 19<br>(10 hours)<br>(8am-12pm, 1- 6pm) |   | Joint immobilization, Long Bone immobilization<br>Head to Toe Assessment, Helmet Removal<br>Field Trauma Assessments                |
| WEEK 7                                     |   |   |
| Day 20<br>(5 hours)<br>(5pm to 10pm)       | <u>Chapter 34, 35</u><br>CHP34 – Pediatric Emergencies<br>CHP35– Geriatric Emergencies  |   |
| Day 21<br>(5 hours)<br>(5pm to 10pm)       | <u>Chapter 36, 37, 38</u><br>CHP36 – Pts. With special Challenges<br>CHP37-Transport Operations<br>CHP38 - Vehicle Extrication & Rescue |   |
| Day 22<br>(10 hours)<br>(8am-12pm, 1- 6pm) |   | Newborn Delivery review<br>TRAUMA WARS<br>MCI Drill   |
| WEEK 8                                     |   |   |
| Day 23<br>(5 hours)<br>(5pm to 10pm)       | <u>Chapter 39, 40, 41</u><br>CHP39-Hazmat<br>CHP40-Terrorism Response<br>CHP41-Team approach to Healthcare                              | General Skills Overview and Refresher   |
| Day 24<br>(5 hours)<br>(5pm to 10pm)       | Final Exam  |   |
| Day 25<br>(10 hours)<br>(8am-12pm, 1- 6pm) | National Registry Psychomotor Exam  | National Registry Psychomotor Exam  |
| Clinical                                   |   |   |
|  | Ambulance Ride Along Minimum of 24 hours and Minimum of 10 Patient Contacts   |   |



**SAMPLE of 5-Week Program Instructional Schedule (184 Hours)**

| <b>Week 1 (8am to 12:30pm-1pm to 4pm)</b> |  |   |
|---|--|---|
| Day 1                                     | Zoom Orientation   | Two Hours   |
| Day 2<br>(8 hours)                        | <u>Chapter 1, 2, 3, 4</u><br>Ch 1 - Intro to EMS Systems<br>Ch 2 - Workforce Safety and Wellness                                       | Ch 3 - Medical, Legal & Ethical Issues<br>Ch 4 - Communication/Documentation  |
| Day 3<br>(8 hours)                        | <u>Chapter 5, 6</u><br>Ch 5 - Medical Terminology<br>Ch 6 - Anatomy / Physiology   |   |
| Day 4<br>(8 hours)                        |  | Gurney Ops, Lifting & Moving<br>Vitals, Pupils, Lung Sounds, Glucometer)<br>SAMPLE, OPQRST  |
| Day 5<br>(8 hours)                        | <u>Chapter 7, 8, 9, 10, 11</u><br>Ch 7 - Lifespan Development<br>Ch 8 - Lifting & Moving Patients                                      | Ch 9 - EMS Teams<br>Ch10 - Patient Assessment<br>Ch 11 - Airway Management  |
| <b>Week 2 (8am to 12:30pm-1pm to 4pm)</b> |  |   |
| Day 6<br>(8 hours)                        | <u>Chapter 12, 13, 14, 15</u><br>Ch 12 - Pharmacology<br>Ch 13 - Shock   | Ch 14 - BLS Resuscitation<br>Ch 15 - Intro to Medical   |
| Day 7<br>(8 hours)                        |  | O2 Admin, Airway<br>CPR and BLS Resuscitation<br>Medical Assessments  |
| Day 8<br>(8 hours)                        | <u>Chapter 16, 17, 18</u><br>Ch 16 - Respiratory Emergencies<br>Ch 17 - Cardiovascular Emergencies<br>Ch 18 - Neurological Emergencies |   |
| Day 9<br>(8 hours)                        |  | Spinal immobilization<br>Respiratory/Cardiovascular   |
| <b>Week 3 (8am to 12:30pm-1pm to 4pm)</b> |  |   |
| Day 10<br>(8 hours)                       | <u>Chapter 19, 20, 21, 22</u><br>Ch 19 - GI and Urologic Emergencies<br>Ch 20 - Endocrine and Hematologic                              | Ch 21 - Allergy and Anaphylaxis<br>Ch 22 - Toxicology   |
| Day 11<br>(8 hours)                       |  | Patient Assessments<br>Treatment of the psychologically impaired.<br>AEIOUTIPS: NARCAN, Epi Pen                                   |
| Day 12<br>(8 hours)                       | <u>Chapter 23, 24, 25, 26, 27</u><br>Ch 23 - Behavioral Emergencies<br>Ch 24 - Gynecologic Emergencies                                 | Ch 25 - Intro to Trauma Emergencies<br>Ch 26 - Bleeding<br>Ch 27 - Soft Tissue Injuries   |
| Day 13<br>(8 hours)                       |  | Intro to Trauma Assessments, Restraints<br>Bleeding control and Shock Injury<br>Stabilization<br><b>Field Medical Assessments</b> |



| <b>Week 4 (8am to 12:30pm-1pm to 4pm)</b> |   |   |
|---|---|---|
| Day 14<br>(8 hours)                       | <u>Chapter 28, 29, 30, 31</u><br>Ch 28 – Face and Neck injuries<br>Ch 29 – Head and Spine injuries          | Ch 30 – Chest Injuries<br>Ch 31 – Abdominal and GU injuries   |
| Day 15<br>(8 hours)                       |   | Joint immobilization<br>Long Bone immobilization<br>Head to Toe Assessment<br>Traction Splint<br>Emergency Childbirth |
| Day 16<br>(8 hours)                       | <u>Chapter 32, 33, 34, 35</u><br>Ch 32 – Orthopedic Injuries<br>Ch 33 – Environmental Injuries              | Ch 34 – OB and Neonatal care<br>Ch 35 – Pediatric Emergencies   |
| Day 17<br>(8 hours)                       |   | <b><u>Field Trauma Assessments</u></b>  |
| <b>Week 5 (8am to 12:30pm-1pm to 4pm)</b> |   |   |
| Day 18<br>(8 hours)                       | <u>Chapter 36, 37, 38, 39, 40</u><br>Ch 36 – Geriatric Emergencies<br>Ch 37 – Patients w Special Challenges | Ch 38 – Transport Operations<br>Ch 39 – Vehicle Extrication and Special<br>Ch 40 – Incident Management Rescue         |
| Day 19<br>(8 hours)                       | <u>Chapter 41</u><br>Ch 41 – Terrorism response and<br>Disaster Management                                  | National Registry Psychomotor Practice  |
| Day 20<br>(8 hours)                       | National Registry Psychomotor <u>Exam</u>   | National Registry Psychomotor <u>Exam</u>   |
| Day 21<br>(8 hours)                       | <u>Final Written Exam</u><br>(Chapters 1 - 41)  | National Registry Psychomotor <u>Exam</u>   |
| <b>Clinical</b>                           |   |   |
|   | Ambulance Ride Along Minimum of 24<br>hours and Minimum of 10 Patient Contacts                              |   |



# Clinical Experience Forms

| <b>BAY AREA TRAINING ACADEMY CLINICAL SHIFT EVALUATION WORKSHEET</b>                                    |  | WWW.BATAeducation.com<br>800-701-7333 |  |       |                            |               |                    |                   |               |                                |                    |  |
|---|--|---------------------------------------|--|-------|----------------------------|---------------|--------------------|-------------------|---------------|--------------------------------|--------------------|--|
| STUDENT NAME:   |  | EMT INSTRUCTOR NAME:                  |  |       |                            |               |                    |                   |               |                                |                    |  |
| STUDENT PHONE #:  |  | PRECEPTOR:                            |  |       |                            |               |                    |                   |               |                                |                    |  |
| DATE:   |  | RIDE ALONG CO.:                       |  |       |                            |               |                    |                   |               |                                |                    |  |
| TIME IN:  |  | TIME OUT:                             |  |       |                            |               |                    |                   |               |                                |                    |  |
| DIRECTIONS: Each contact must be rated by the preceptor in row "p." Preceptors complete shaded sections |  |                                       |  |       |                            |               |                    |                   |               |                                |                    |  |
| Patient Age Gender  | Impression and/or Differential Diagnoses | LOC, Complaints, Event/ Circumstances | Complaints, Event/ Circumstances, Summary of treatments rendered successfully by student | Rater | Pt Interview+ HX gathering | Physical Exam | Impression Tx Plan | Skill Performance | Communication | Professional Behavior (Affect) | Preceptor Initials | COMMENTS and IMMEDIATE PLAN FOR IMPROVEMENT FOR NEXT CONTACT   |
| 0. EX 22<br>Y/O<br>F  | Fem pt lying in hosp bed                 | A&O x4, P/PTE, Comp: Pain Hip, SOB    | Vital Signs, Transfer to & from stretcher via sheet pull O2 Admin                        | P     | 2                          | 2             | 2                  | 2                 | 2             | 2                              | AA                 | Great Job on assessment of pt. Gained a full overall hx. of pt. and treated relevant complaints. Took initiative and ... |
| 1.  |  |                                       |  | P     |                            |               |                    |                   |               |                                |                    |  |
| 2.  |  |                                       |  | P     |                            |               |                    |                   |               |                                |                    |  |
| 3.  |  |                                       |  | P     |                            |               |                    |                   |               |                                |                    |  |
| 4.  |  |                                       |  | P     |                            |               |                    |                   |               |                                |                    |  |
| 5.  |  |                                       |  | P     |                            |               |                    |                   |               |                                |                    |  |
| 6.  |  |                                       |  | P     |                            |               |                    |                   |               |                                |                    |  |
| 7.  |  |                                       |  | P     |                            |               |                    |                   |               |                                |                    |  |



|   |  |   |  |
|---|--|---|--|
| <b>BAY AREA TRAINING ACADEMY CLINICAL SHIFT EVALUATION WORKSHEET</b> <span style="float: right;"> <a href="http://www.BATaeducation.com">www.BATaeducation.com</a><br/>                 800-701-7333             </span>  |  |   |  |
| STUDENT NAME:   | EMT ACADEMY #:   | EMT INSTRUCTOR NAME:                              | STUDENT PHONE #:   |
| DATE:   | TIME IN:   | TIME OUT:   | RIDE ALONG CO.:  |
| Comment on any unsatisfactory ratings or discrepancies:<br><i>EX) Great job overall with assessment, be a little more attentive to patient's needs and more interactions with patients in order to get them to trust you. Be friendly and respectful. Don't be shy and timid or too rough.</i>  |  |   |  |
| Overall plan for improvement for future shifts:<br><i>EX) Practice taking vital signs</i>   |  |   |  |
| <p><b>CLERICAL OBJECTIVES:</b></p> <p><b>PI Interview/Hx Gathering:</b> Student completes an appropriate interview and gathers appropriate history; listens actively, makes eye contact, clarifies complaints, respectfully addresses patient (s); demonstrated compassion and/or firm bedside manner depending on the needs of the situation.</p> <p><b>Physical Exam:</b> Student completes an appropriate focused physical exam specific to the chief complaint and/or comprehensive head-to-toe physical examination.</p> <p><b>Communication:</b> Student communicates effectively with team, provides an adequate verbal report to other healthcare providers, and completes a thorough written patient narrative.</p> <p><b>Professional Behavior:</b> Student demonstrates professional behavior throughout the entire shift.</p> <p><b>Professional Role:</b> Student demonstrates professional role.</p> <p><b>Self-motivated:</b> Takes initiative to complete assignments and improve/learned problems, strives for excellence, incorporates feedback, and adjusts behavior/performance.</p> <p><b>Efficient:</b> keeps assessments and treatment times to a minimum, releases other personnel when not needed, organizes team to work faster/better.</p> <p><b>Flexible:</b> makes adjustments to communication style, directs team members changes into actions based on findings. Careful: pays attention to detail of skills, documentation, patient comfort, set-up and clean-up, completes tasks thoroughly. Confident: makes decisions, trusts and exercises good personal judgment, aware of limitations and strengths.</p> <p><b>Accepts feedback openly:</b> listens to preceptor and accepts constructive feedback without being defensive (interrupting, giving excuses).</p> |  |   |  |
| <b>STUDENT, PLEASE SIGN AND DATE BELOW:</b>   |  |   |  |
| STUDENT SIGNATURE:  |  | DATE:   |  |
| <b>PRECEPTOR, PLEASE FILL OUT THE FOLLOWING:</b>  |  |   |  |
| Student reported <input type="checkbox"/> on time, <input type="checkbox"/> well groomed, <input type="checkbox"/> in uniform and prepared to begin shift   | <input type="checkbox"/> YES <input type="checkbox"/> NO | Student knows equipment location and use.         | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Behavior was professional: <input type="checkbox"/> Accepts feedback openly <input type="checkbox"/> Self-motivated <input type="checkbox"/> Efficient <input type="checkbox"/> Careful <input type="checkbox"/> Confident  |  | Student helps clean up and restock, unprompted.   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Student asked relevant questions and participated in learning answers, used downtime to its highest potential.  | <input type="checkbox"/> YES <input type="checkbox"/> NO | Student left site early (did not complete shift). | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Preceptor would appreciate <input type="checkbox"/> phone call <b>OR</b> <input type="checkbox"/> email from the instructor (please provide contact info below).  | <input type="checkbox"/> YES <input type="checkbox"/> NO |   |  |
| PRECEPTOR SIGNATURE:  |  | DATE:   |  |



## Acknowledgement of Receipt of Catalog

I, \_\_\_\_\_, hereby acknowledge receipt of the school's catalog dated on, \_\_\_\_\_, which contains information describing programs offered, and equipment/supplies provided. The school catalog is included as part of the enrollment agreement, and I acknowledge that I have received a copy of this catalog.

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
Student full legal name

\_\_\_\_\_  
Student Signature

