



Institutional Catalog 2025-2026

Certified true and correct in content and in policy,
Robert Bonds, MBA - Chief Executive Officer

Licensed by the Commission for Independent Education, (3264) Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684

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(407)251-0007

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A message from the Founder:

It has been our pleasure serving our community in enhancing our students with their career since December 2004. Our objective has been to facilitate the success of every student and enhance not only your potential but also enrich the community by motivating our student body to truly appreciate the importance of the medical field. Our diploma and degree programs aim to provide quality education in a growing field to build strong medical personnel that Florida's citizens and visitors can count on.

Our campus is easily accessible to all Central Florida. The institute is only two miles north of the Florida Turnpike exiting on Orange Blossom Trail. Our facility is approximately 17,000 sq. ft. with over 3,000 sq. ft. dedicated to simulation. Our Facility is equipped with four (4) interactive classrooms, one resource center, computer lab, a cafe, administrative offices, and a reception area. Our Simulation Center has over 12 rooms of simulation (Labor & Delivery, Emergency Room, Apartment, Medical Surgical, Pediatric, Ambulance, Virtual Reality, etc.)

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

On behalf of the Board of Directors, Advisory Board, Administration, Faculty and Staff of Orlando Medical Institute. Thank you for choosing us for your place of education.

Sincerely,

Felix J. Marquez

Felix J. Marquez
Founder

FOR THE MOST UP-TO-DATE INFORMATION, INCLUDING REVISIONS AND/OR
MODIFICATIONS TO THE CATALOG, PLEASE VISIT THE SCHOOL'S WEBSITE:

WWW.OMI.EDU

INTRODUCTION

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

MISSION STATEMENT

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

We work to achieve our mission daily by providing up to date information delivered by industry professionals who bring real world work experience into the classroom and through the provision of equipment, support staff and resources that are effective in the process of supplementing and supporting the academic process. Our mission is designed to grow and evolve with the needs of an ever-changing community, one of multi-cultural responsiveness, and technological advancements. We aim to successfully graduate students who go on to become professionals in their field of study fundamentally through the elements, which compose our mission.

INSTITUTIONAL OBJECTIVES

1. Our objective is to provide a comprehensive education that will enable all students to develop the necessary knowledge and skills to become competent EMTs and/or Paramedics.
2. We are committed to ensuring that our curriculum aligns with state and national guidelines. We will regularly assess the effectiveness of our curriculum by evaluating the performance of our students.
3. We aim to introduce and promote a professional approach to patient care, educating students on the personal conduct and behavior expected by employers in their prospective fields.
4. Our goal is to assist graduates in recognizing their ongoing educational needs and providing them with the tools and resources to fulfill those needs throughout their careers.
5. Our EMS programs are open to all individuals who meet the admission requirements, regardless of their background or previous experience. We welcome students from diverse backgrounds and support their journey towards a career in EMS.

HISTORY OF ORLANDO MEDICAL INSTITUTE

The following is the historical development of Orlando Medical Institute, Inc., Orlando Medical Institute (also known as OMI) is Licensed through the Board of Education, Commission for Independent Education, as a post-secondary adult educational facility since 2004.

In January 2005, Orlando Medical Institute's (OMI) first Emergency Medical Technician (EMT) and Paramedic courses began. The original site was located at 1650 Sand Lake Road, Orlando Florida. In 2009 OMI relocated approximately 1 mile north from the Sand Lake Road Location. In the beginning, classes were conducted and considered full with only five to ten students. Since the beginning, OMI has implemented high fidelity simulation in each of its courses to ensure students were prepared to the highest standards. As time went on and technology changed, OMI continued to keep with the times and grow in all aspects. OMI began its courses with one simulation manikin, one simulation room, two classrooms, two lab rooms, and only enough seating for thirty students. After spending five modest and great years at our previous location of 5,000 square feet, we outlived our space and had to move to 6220 S. Orange Blossom Trail, Suite #420, which we have spent an awesome ten years at this location. OMI has recently moved to a brand-new building built from the ground up. Our new location is approximately 17,000 Sq. ft.

In 2013 OMI applied for a simulation manikin grant thru the Florida State Matching Grants Program. OMI was awarded a grant of \$102,000. This has allowed OMI to purchase a new SimMan 3G (wireless human simulator). Additionally, OMI has purchased a new birthing simulator and countless numbers of simulators and equipment. This too, takes the student out of the classroom and into real life deliveries. With OMI's new High Fidelity Obstetrics Manikin, the student can experience pregnancy and birthing scenarios ranging from a non-complicated birth to full-blown trauma scenarios dealing with two patients (mother & baby). With these new simulators, we have taken our hands on skills to the next level. OMI now has the ability to take the scenarios outside of the facility and put the students in even more real life situations to in turn provide better education with the most realistic simulation experiences possible. OMI has always been and remains a progressive school dedicated to providing quality education and training in the field of pre-hospital care.

Among the strengths found within OMI's EMT and Paramedic Programs were the strong ties to the emergency services community within our instructor base. Our instructors come from multiple diverse backgrounds in EMS ranging from hospital-based, Fire Departments, and municipal EMS agencies. In addition, many of our instructors are skilled and experienced in multiple disciplines including firefighting, Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), Critical Care, and Pre-Hospital Trauma Life Support (PHTLS). This broad range of knowledge and experience allows us to impart more than simply an "off the shelf" EMS education. Compiling a team of instructors and administrative support staff best suited to produce quality pre-hospital providers was a major undertaking. Over the years OMI has added faculty members both full-time as well as part-time.

On September 1, 2019, OMI appointed Sarah Glass as the EMS Program Director. Additionally, our office administrative staff has grown and developed into a fine-oiled machine ensuring a seamless process from start to finish. OMI's admissions process and the format by which new classes are started has been revisited and revised resulting in larger classes and students who are better prepared for the Program. This in turn has resulted in better retention and student outcomes.

Here at OMI, we are dedicated to go above and beyond to prepare our students to be active members of the workforce and provide quality service to the communities in which they shall work. Our graduates are eagerly accepted into the workforce and currently hold positions as advanced life support providers with EMS agencies, hospital, and Fire Departments throughout the Orange, Osceola, Seminole, Lake County areas and beyond. Some of our graduates have returned to help instruct the current EMT classes, passing on their experiences from the unique perspective of working paramedics who have “been there, done that” as Orlando Medical Institute students themselves. Over the past 15 years, OMI has proudly graduated eighty-six EMT classes, Fifty- three paramedic classes, and Associates Degree in EMS class.

The History City of Apopka Fire Department & Orlando Medical Institute

The Apopka Fire Department and Orlando Medical Institute (also known as APK/OMI) initiated their relationship in early 2017. City of Apopka Fire Department, EMS Chief Wilfredo Sanchez and Orlando Medical Institutes founder Felix Marquez began speaking about an EMT program to be offered to the Youth who reside in the City of Apopka. After submitting for an offsite classroom. Once the approval came in from both ABHES & the State of Florida Bureau of Oversight, we started both EMT & Paramedic Classes to the citizens of Apopka. Seeing the success of the EMT programs, they then decided to start a Paramedic Program. The APK/OMI collaboration was to provide a quality education for those who had a passion for taking care of those in need of Emergency Care and more. Felix Marquez, and Chief Wilfredo Sanchez, are the names behind APK/OMI successful reign.

APK/OMI has successfully completed four (4) EMT Classes and two (2) Paramedic classes since 2017. APK/OMI is still a progressive collaboration dedicated in providing quality education and training in the field of pre-hospital care. Together they are committed to offering a complete training package in all our programs. This will enable students to become competent in their chosen professions of emergency care. Orlando Medical Institute currently provides challenging programs that enable students to excel and become confident in their skills, with the City of Apopka Fire Department to support and stand with us there is nothing but greater things to come. Both the City of Apopka Fire Department & Orlando Medical Institute are ready for the next level in EMS education, thus preparing all students the foundation to be active members of the workforce and provide service to the surrounding communities. In 2025, OMI was purchased by CMVC to continue our mission to grow and expand our impact on adding qualified medical professionals to serve our community.

OFFICE BUSINESS HOURS

Office is open Monday thru Friday from 9:00am – 6:00pm. If there is no answer, please leave a message on our voicemail system and we will return your call within 24-48 hours.

APPOINTMENTS

Should you require a meeting with the institution's Campus President after business hours, please contact the front office coordinator for an appointment.

LEGAL CONTROL

Orlando Medical Institute (OMI) is owned and controlled by the Board of Directors and Chief Executive Officer of the School.

6925 Lake Ellenor Drive | Building 3 | Orlando, Florida 32809 | Telephone:(407) 251-0007

FACULTY & STAFF

BOARD OF DIRECTORS

Pedro Pizarro
Chairman of the Board

Robert W. Bonds, MBA
Chief Executive Officer

Johanna Lane, M.Ed
Chief Operating Officer

FULL TIME ADMINISTRATIVE & OFFICE STAFF

Robert W Bonds, MBA- Chief Executive Officer
Johanna Lane, M.Ed- Chief Operating Officer
Vanessa McClung- Associate Director of Compliance
Christopher Dorelien - Campus President
Mary Phillips- Business Manager
Felix J. Marquez Jr., BA, NRP –Director of Education
Abigail Marquez, BA, BS –Director of Business Development
Jeffrey Katz, MD – Medical Director
Greg Wommack – EMS Program Director
John Gibson –Director of Continuing Education
Jean Abigail Hamilton- Director of Career Services
Isabel Rodriguez– Clinical Coordinator
Lorien Escorcia- Director of Admissions
Lisa Monroig – Admissions Advisor
Jesenia Pizzo– Admissions Advisor
Juan Carlos Diaz- Admissions Advisor
Beverly Nemmers- Admissions Advisor
Rosario Millan – Pre-admissions Advisor
Tiara Bonilla – Student Services Coordinator

PARAMEDIC PROGRAM CONSORTIUM BOARD MEMEBERS

Felix J. Marquez Jr., BA, NRP –Director of Education
Abigail Marquez, BA, BS –Director of Business Development
Jeffrey Katz, MD, NRP – Medical Director
Greg Wommack, BS, PMD– EMS Program Director
Wilfredo Sanchez, EMS Chief – Apopka Fire Department
Jerry Maynard, AS, EMS LT. – Apopka Fire Department

INSTRUCTORS

Felix Marquez, BA, NRP Director of Education, Bachelor of Administration, Ashwood University
Greg Wommack, BS, PMD EMS Program Director, Bachelor of Fire Science, Waldorf University
Hector Arroyo, AS, NRP Paramedic Lead Instructor, Associates of EMS, Orlando Medical Institute
Samantha Arroyo, AS, PMD Instructor, Associates of EMS, Orlando Medical Institute
Julie Arroyo, PMD EMT Lead Instructor
Ryan Gapinski, EMT Instructor
Amanda Sanchez, NRP, Instructor
Tim Rau, PMD, Instructor
Geoff Miller, PMD, Instructor
Jose Mendoza, PMD, Instructor
Rose Anne Barnabe, MAE, General Education Instructor, Master of Arts in English, Nova Southeastern University
Raymond Hahn, MSM, General Education Instructor, Master Degree in Mathematics, University of Wisconsin
Ashley Harlan, MEd, General Education Instructor, Master of Science in Education, Duquesne University
Amanda Neuman, MAC, General Education Instructor, Master of Arts in Communication, Central Michigan University

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

DESCRIPTION OF FACILITY

Our campus is easily accessible to all Central Florida. The institute is only two miles north of the Florida Turnpike exiting on Orange Blossom Trail. Our facility is approximately 17,000 square feet with over 3,000 square feet dedicated to simulation. Our Facility is equipped with four (4) interactive classrooms, one resource center, computer lab, a cafe, administrative offices, and a reception area. Our Simulation Center has over 12 rooms of simulation (Labor & Delivery, Emergency Room, Apartment, Medical Surgical, Pediatric, Ambulance, Immersive Lab, etc.)

CAMPUS INFORMATION AND INSTITUTIONAL POLICIES

COPYRIGHT LAW STATEMENT

Orlando Medical Institute complies with the U.S. Copyright Laws.

COMPLIANCE WITH CIVIL RIGHTS ACTS

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

FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). Orlando Medical Institute student records are safeguarded and permanently located in our student information system (SIS). Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, these records are available to the student or former students to inspect, at their request. An appointment must be made for the student to review their records under the direct supervision of a school official. Information about the student will be provided to only potential employers and other academic institutions, following a written request from the student. A form will be provided for this purpose. Other parties may only request student files through a court subpoena.

INSTITUTIONAL LICENSURE, & MEMBERSHIP

Orlando Medical Institute is state licensed (License #3264) by the Commission for Independent Education (CIE), Florida Department of Education.

THE ACCREDITING AGENCY LISTED BELOW IS NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

This Institution is also a Training Center for The American Heart Association (AHA) and The National Association of Emergency Medical Technician-Basics (NAEMT).

For further information regarding our licensing and or authorized provider please contact the following departments:

STATE LICENSING INFORMATION

- Florida Department of Education, Commission for Independent Education
325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400,
(888) 224-6684.

STATE APPROVING AGENCIES

- Florida Department of Health, Bureau of Emergency Medical Oversight (BEMO)
4052 Bald Cypress Way, Tallahassee, FL 32399,
(850) 245-4440

ACCREDITATION INFORMATION

- Apopka Fire Department/Orlando Medical Institute Paramedic Program (600792) holds a Letter of Review (LOR) by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
727-210-2350
www.caahep.org

To contact CoAEMSP:
214-703-8445
www.coaemsp.org

TRAINING CENTER INFORMATION

- American Heart Association (AHA)
1100 East Campbell Road, Suite 100, Richardson, TX 75081,
(888) 277-5463
- National Association of Emergency Medical Technician-Basics (NAEMT)
132-A East Northside Drive, Clinton, MS 39056,
(601) 924-7744

ORLANDO MEDICAL INSTITUTE MEMBERSHIPS

- National Association of Emergency Medical Services Educators (NAEMSE)
- National Association of Emergency Medical Technicians (NAEMT)
- Florida Association of Emergency Medical Services Educators (FAEMSE)
- Library and Information Resources Network (LIRN)
- American Heart Association (AHA)
- Florida Association of Postsecondary School & Colleges (FAPSC)
- National Association of Emergency Medical Technicians (NAEMT)

GENERAL ADMISSION POLICY

Individuals interested in registering should contact admissions and complete an application. The office is open Monday thru Saturday from 9:00am – 6:00pm; however, appointments can be scheduled after business hours if needed.

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

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Meet OMI's technical requirements.
5. Pass the Digital Assessment Exam with the following minimum scores:
 - 70 – Access to Technology
 - 70 – Life Balance
 - 70 – Digital Skills & Competencies

OMI reserves the right to deny admission to any applicant for the following reasons:

- a. Not having proof of High School diploma and/or its equivalent (GED).
- b. Does not meet the digital assessment exam testing score needed to enter the program.
- c. Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program

ADDITIONAL PROGRAM REQUIREMENTS

Each program may have additional requirements. Please refer to the outlined program requirements for desired program.

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

SPECIAL NOTE:

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

OCCUPATIONAL RISK

As a paramedic, you will face a variety of occupational risks that come with the territory of providing emergency medical care. These risks include being subject to violence and assaults from individuals in crisis, as well as facing verbal threats and aggression. Additionally, the nature of emergency response may put you at risk for motor vehicle crashes while en route to incidents. Exposure to infectious diseases is also a concern in this line of work, as well as the potential for lifting injuries, sprains, and strains due to the physical demands of the job. Paramedics may also experience psychological trauma from witnessing traumatic events and dealing with high-pressure situations. Hazardous chemical exposure is a risk when working in environments with unknown substances. Lastly, exposure to extreme temperatures can lead to hyper or hypothermia. It is crucial for aspiring paramedics to be aware of these risks and take appropriate safety measures to protect themselves while providing life-saving care to those in need.

HIPAA REQUIREMENTS

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

ORIENTATION

All applicants accepted into any OMI program must complete a mandatory Institution and Program specific orientation. Administration will notify the student of the orientation date, time and location. Students missing the orientation must meet with the appropriate program director for a possible make-up orientation date or sign an attestation. If you fail to attend orientation or miss any part, you must sign an attestation form and may result in delaying your enrollment into the program.

RE-ENROLLMENT

Any student wishing to be considered for re-enrollment into any program will need to meet with an admissions advisor to complete the enrollment process. The student may be required to meet new admission requirements prior to acceptance. Students wishing to re-enroll into the Emergency Medical Technician (EMT) program would be required to retake the entire program. Students wishing to re-enroll into the Paramedic program who were previously unsuccessful in a course will need to repeat the failed course. If a student fails semester three of Paramedic, they will be required to retake semester two and three. Students will be financially responsible for the cost of tuition, registration fee, and platinum account fee upon re-enrollment to the program. Students requesting to re-enroll into the Paramedic program will not need to retake any previous successfully completed clinicals.

CURRICULUM

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

COURSE SYLLABUS

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

CLOCK TO CREDIT HOUR CONVERSION FORMULA

One semester credit hour is defined as:

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

CLOCK HOUR OF INSTRUCTION

Clock hours of instruction consist of 50 minutes of lecture/lab and 10-minute break of instruction in a 60-minute period.

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

COMMUNICATION

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

STUDENT HANDBOOK

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

FACULTY EVALUATION

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

ATTENDANCE POLICY

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

NOTE: No students will be subject to call or duty during the training program (Clinical, lab, and class).

EMT PROGRAM CLASSROOM SESSIONS (LECTURES & LABS)

EMT students are only permitted to miss a total maximum of eight (8) hours of lecture and/or lab of the program. On a per semester basis, the absences will be handled in the following manner:

- ▶ Absences amounting up to eight (8) hours of classroom and/or lab sessions missed, the student will be issued a record of counseling and schedule a make-up date.
- ▶ At the point where a student misses eight (8) hours of classroom and/or lab sessions, they will meet with either the program director or administrative director for administrative action and place on probation.
- ▶ When a student exceeds more than 8 hours, the student will meet with either the program director or administrative director for an exit interview and be explained their future options.

It is recommended that all students make up all outstanding classroom session missed prior to Midpoint/Final Exam.

At any point if a student reaches the eight hours maximum absences allowed, the director or his/her designee will formally counsel the student. Regardless of counseling, once a student surpasses the maximum allowed absence, they will be in breach of policy, and will be dismissed from the program.

EMT PROGRAM TARDINESS (LECTURES & LABS)

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

Any student tardy more than 30 minutes will not be allowed in class, and an absence will be recorded. Students who leave class early without prior permission from the instructor or the director will have an absence recorded for that class period.

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

ONLINE ATTENDANCE REQUIREMENTS (SYNCHRONOUS LEARNING)

Policy on Online Synchronous Learning Attendance Requirements

In order to effectively participate and receive credit for attendance in online synchronous learning sessions, all students must adhere to the following guidelines:

- **Camera Requirement:**
 - All students must have a working camera to participate in online synchronous learning sessions.
 - Cameras must be positioned in a way that allows the student to be clearly visible during the session.
 - Students are required to have their cameras turned on throughout the duration of the session, unless otherwise instructed by the instructor.
- **Microphone Requirement:**
 - All students must have a working microphone to actively engage in discussions and activities during online synchronous learning sessions.
 - Microphones must be in good working order to ensure clear communication between the student and the instructor.
- **Attendance and Participation:**
 - Students must be present and actively engaged throughout the entire online synchronous learning session to receive credit for attendance.
 - Participation in discussions, activities, and assignments is crucial to meeting the attendance requirements.
- **Technical Support:**
 - In the event that a student's camera or microphone malfunctions during a session, it is the student's responsibility to troubleshoot the issue promptly.
 - Students should contact technical support or the instructor for assistance with resolving any technical difficulties that may arise.

- **Compliance and Enforcement:**

- Failure to comply with the camera and microphone requirements may result in a loss of attendance credit for the session.
- The instructor reserves the right to enforce this policy and may take appropriate action if a student consistently fails to meet the attendance requirements.

By adhering to these guidelines, students can ensure a smooth and productive online synchronous learning experience. Your cooperation and active participation are essential to your academic success in the online learning environment.

This policy is subject to change at the discretion of the institution or instructor. Students are encouraged to review and acknowledge the requirements outlined above to avoid any issues with attendance and participation in online synchronous learning sessions.

PARAMEDIC PROGRAM CLASSROOM SESSIONS (LECTURES & LABS)

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

Students are only permitted to miss a maximum of eight (8) hours per semester of lecture/lab. On a per semester basis the absences will be handled in the following manner:

- ▶ Absences amounting up to eight (8) hours of classroom sessions missed in a semester, the student will be verbally counseled.
- ▶ At the point where a student missed eight (8) hours of classroom sessions in a semester, they will meet with either the program director or administrative director for administrative action.
- ▶ When a student missed more than eight (8) hours in a semester, the student will meet with either the program director or administrative director for an exit interview and be explained their future options.

It is recommended that all students make up all outstanding classroom session missed prior to Midterm/Final Exams.

At any point if a student reaches the eight hours maximum absences allowed the director or his/her designee will formally counsel the student. Regardless of counseling, once a student surpasses the maximum allowed absence, they will be in breach of policy, and will be dismissed from the program.

PARAMEDIC PROGRAM TARDINESS (LECTURES & LABS)

Students are to be seated in their designated classroom five to ten minutes prior to the beginning of class. Any student tardy more than 15 min will be given a verbal counseling and marked tardy for the class. Any student who is tardy more than three times will have absence recorded thereafter

for each late arrival unless prior arrangements have been made with the director or instructor coordinator. The student must understand that late arrivals are disruptive to the class. It is up to the discretion of the instructor at any time to give a student a verbal counseling if the student is late under 15-minutes multiple times.

Any student tardy more than 30 min will not be allowed in class, and an absence will be recorded. Students, who leave class early without prior permission from the instructor or director, will have an absence recorded for that class period.

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

EMT/PARAMEDIC PROGRAM FIELD EXPERIENCE/EXTERNSHIP AND CLINICAL ATTENDANCE POLICIES

Students are required to be on time and in full uniform for all Field Experience/Externships and Clinical Rotations. Students will have up to two (48 hours) days prior to the field/clinical rotation, to reschedule without penalty. This must be done via email to the clinical coordinator. If a student must cancel after the time allowed, he or she must do so via email to the clinical coordinator, and it will be considered a cancellation. Any student, who is more than five minutes late or dismissed from the field/clinical rotation for any reason, will have to reschedule and it will be considered a cancellation. All cancellations will be treated in the following manner:

Students will be permitted a maximum of **3 CANCELLATIONS** prior to being charged for a rescheduling fee. The progression will be as follows:

- ▶ Upon the first cancellation, the student will be verbally counseled. **ANY** cancellation at Osceola Regional Medical Center, student will be charged \$100.00 reschedule fee.
- ▶ Upon the second cancellation, the student will be given a record of counseling by the clinical coordinator.
- ▶ Upon the third cancellation, the student will meet with either the program director or administrative director and will be advised every clinical cancelled after the time allowed will be charged a rescheduling fee of \$50.00 per clinical.
- ▶ Upon the fourth cancellation, the student will be charged a \$50.00 for every clinical canceled after.
- ▶ Student has the responsibility to have their clinical rotation completed prior to the program final exam.

If an instructor is late without prior notification to students, students are required to wait a minimum of 45 minutes before leaving the clinical site. In the case that an instructor fails to arrive at a scheduled clinical, the student must obtain a signature from a Head Nurse prior to leaving the site. All critical tasks must be completed in each area as described. Successful completion of clinical and field internships is necessary for course completion.

***Note - It is up to the discretion of the paramedic program consortium board to handle every situation on a case-by-case basis. Any student who meets the criteria for grounds of dismissal will be automatically dismissed without the progressive discipline process. It is the student's responsibility to complete their required field & clinical rotational hours.**

EMT/PARAMEDIC PROGRAM FIELD EXPERIENCE/EXTERNSHIP AND GENERAL CLINICAL POLICIES

Students are required to complete the proper documentation for all field experience/externships and clinical rotations. ALL documentation MUST be uploaded to Platinum Planner in the timely manner listed below.

- All clinical documentation must be accurately entered into Platinum Planner within seventy-two (72) hours of completing the clinical shift. Failure to submit within the time frame allowed; requires said clinical to be repeated, as it will not count towards student's graduation requirements due to this policy violation.
- Accurate official clinical documentation must be completed in its entirety with original preceptor signatures in all designated areas. *(Electronic signatures are not accepted via Platinum Planner. Nor are they to be in place of the required clinical evaluation).*
- One patient care report *per patient* listed on the clinical evaluation forms must be entered into Platinum Planner *(note: this is acceptable in electronic format with the tangible clinical evaluation).*
- Any falsification and or plagiarism included but not limited to inaccurate patient information, incorrect clinical start and end times, falsified signatures, etc., will not be accepted and or tolerated in any way and serve as grounds for dismissal.
- All Clinical rotations require approval from the clinical coordinator prior to attending the requested clinical shift. This includes hospital, EMS, and Specialty departments. Additionally, this includes but not limited to students who are riding with their own departments. Student documentation will not be allowed to be entered if the clinical was not previously approved and already listed on Platinum Planner.
- Students must have met all admission requirements and be in full compliance to attend clinical rotations. It is the student's responsibility to be compliant throughout the school year and update any expired documentation, as needed. Student clinicals may be canceled at discretion of the clinical coordinator if student is not in compliance and or violates any school policy.
- For more information on clinical attendance, see course catalog section on "Clinical Attendance policies"

Multiple or egregious incidences of misconduct regarding clinical documentation will be ground for academic discipline and may include clinical cancellation or termination of the program.

EMERGENCY MEDICAL SERVICES ASSOCIATE DEGREE PROGRAM

Students are responsible for the material covered in the course. These include lectures, reading assignments, testing sessions, threaded discussions, and presentations. Students will be responsible for all the content contained in the required textbooks and the learning management system even if they are not covered in the online class presentation. Student "attendance" in online courses will be defined as active participation in the course as described in the individual course syllabus. Students are required to post on every discussion board and reply to at least two classmate's discussion post. Students must participate in all discussions and/or labs, additionally have continued communication with their classmates as well as their instructor. Online courses will, at a minimum have weekly mechanisms for student participation, which can be documented by any or all the following methods: submission/completion of assignments, quiz or exam; and participation in discussion thread.

MILITARY LEAVE

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

LEAVES OF ABSENCE

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

- ▶ A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return calculation. If a LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a Return calculation.
- ▶ In order for a LOA to qualify as an approved LOA:
- ▶ The students must submit to the school a formal written request for any leave of absence and the reason for this request. This must be signed and dated.
- ▶ There must be a reasonable expectation that the student will return from the LOA
- ▶ The school must approve the student's request for a LOA in accordance with the school's policy.
- ▶ The institution will not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Aid. Retake courses will incur a cost.
- ▶ The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
- ▶ Except in a clock-hour or non-semester credit-hour program, a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA.

GROUNDS FOR DISCIPLINARY ACTION & DISMISSAL

Any conduct that reflects negatively on OMI and its affiliates will result in immediate dismissal from the program. Any violation of the medical ethics for patient confidentiality will result in a meeting with the medical director, director of Education, Program director, and the appeal Committee. The meeting will determine the proper course of discipline and/or dismissal.

Infractions that may result in disciplinary action or dismissal from the program are:

- Dishonesty or Cheating in any form.
- Vulgarity during class, clinical, field internship, or towards your classmates, instructor, preceptor, and/or OMI staff.
- Disruptive behavior in class, clinical or field internships
- Harassment, horseplay, fighting or aggressive behavior toward instructors, staff or fellow students.
- Inappropriate “attire” worn for clinical or field internships or wearing OMI apparel other than during class time, clinical, or field internships.
- Any breach of patient confidentiality; giving out patient information, copying trip reports or hospital records.
- Falsification of any information provided by the student on the admission application, student records or clinical/field evaluations and/or documentation.
- Violations of absence/tardiness policies.
- Failure to meet minimum scholastic, clinical or field internship requirements as outlined in policies.
- Unexcused absence(s) from class or clinical.
- Reporting late or leaving early from a class, lab or clinical and/or field internship early without permission of instructors, preceptors or course coordinator.
- Theft of OMI, Assisted Living Facility, Nursing home, Hospital, EMS, Fire Department or Ambulance property.
- Unprofessional conduct or derogatory language of any kind toward agency personnel will not be tolerated.
- Behavior indicating drug or alcohol abuse will lead to the student’s immediate dismissal from the program; the student will be expelled.
- No weapons are permitted in class, hospital clinical, or field internships
- Not meeting the required deadline of receiving the EMT certification before Mid-term of the Paramedic course.
- A student’s enrollment can be terminated at the discretion of the institution for insufficient progress, non-payment of academic costs, or failure to comply with the rules and policies established by the institution as outlined in the catalog and the enrollment agreement.

REINSTATEMENT

A dismissed student is entitled to the opportunity for reinstatement into the program. Upon request, a personal interview will be conducted with the Program Director and/or Director of Education. The meeting will evaluate the grounds for dismissal and any relevant extenuating circumstances. If the student is allowed to return to the program, a probationary period, not to exceed 3 weeks, will be enforced. However, if another infraction occurs while a student is on probation, he/she will be expelled with no opportunity for readmit into a program. Students who are reinstated must follow the re-enrollment process as outlined in the catalog.

STUDENT RECORDS

All student files are kept electronically. A duplicate copy of the file is available to the student, upon written request for a fee of \$5.00. Please note that only the student will be able to retrieve his/her own file.

DISCIPLINARY ACTION

COMPLAINT /GRIEVANCE PROCEDURE

OMI shall conduct informal meetings towards grievances relative to the terms and conditions of enrollment and shall adhere strictly to the grievance and complaint procedures specified.

1. OMI shall provide written notice to all students of the procedures for filing a grievance at the time of enrollment.
2. All grievances should be submitted to the Director of Student Services.
3. All time requirements for processing grievances shall commence upon receipt of a written grievance from the student.
4. Director of Student Services shall meet with the student with the grievance individually or collectively to attempt to informally resolve the problem.
5. Students will receive communication in writing regarding the status of their grievance no later than 30 days from receipt of a written grievance from the student.
6. All notices and correspondence shall be maintained in the student's file.
7. All reported grievances will be logged.
8. OMI will not retaliate against any student for lodging a complaint.
9. OMI will not attempt to prevent a student from making a complaint or require students to complete OMI's grievance process before filing a complaint to any accrediting or regulatory entities.

COUNSELING

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

STUDENT RIGHTS

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

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

CLASSROOM MATTERS

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

OTHER ACADEMIC MATTERS

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

NON-ACADEMIC MATTERS

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

STUDENT APPEAL PROCESS

Should the grievance remain unresolved, students will be advised to submit the matter in writing to the Director of Student Services within five (5) days of the unsatisfactory decision with the Director of Education. The Student Services Director will establish a committee to review the concerns and vote on a decision.

Students whose training programs are terminated by OMI have the right to appeal that decision. Students must initiate the appeal process by submitting to the Director of Student Services in writing, within 5 days of termination, the reason why they should be re-admitted to OMI. The Director of Student Services will respond to the appeal, in writing, within two weeks of receipt of the request. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time. Students with a grievance or complaint need to raise their concerns as soon as possible to assure that a resolution is made in a timely fashion. The grievance must be submitted within five (5) days of the incident. The policy above has been developed by OMI to offer a systematic and equitable process to resolve student complaints regarding academic and non-academic matters.

DISCIPLINARY ACTION

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

FILING A GRIEVANCE WITH THE STATE OF FLORIDA

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

ARBITRATION

Any disputes or claims (including any claims against OMI, any affiliate of the Institute or any Institute affiliate's officers, directors, trustees, employees, or agents) shall be resolved by individual binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgment on any award by the arbitrator(s) may be entered in any court having jurisdiction. The parties agree that this transaction involves interstate commerce and therefore the Federal Arbitration Act and related federal judicial procedure shall govern to the fullest extent possible. The parties agree that any dispute subject to arbitration shall not be adjudicated as a class action or a consolidated class arbitration proceeding either in court or under the rules of the American Arbitration Association. The parties agree that a student's responsibility to pay administrative fees, filing fees, processing fees, arbitrator compensation, and services charges for arbitration proceedings conducted by the American Arbitration Association shall be limited to no more than \$125.00 for claims under \$10,000 and \$375.00 for claims between \$10,000, but less than \$75,000, or for claims not seeking monetary compensation. The arbitrator is allowed to ignore this limit, except as prohibited under applicable arbitration rules, should the arbitrator find that the student filed a frivolous claim(s) or unnecessarily delayed the arbitration proceedings. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content or results of any arbitration conducted pursuant to this provision without the prior written consent of both parties. Following any disciplinary action for either misconduct or poor academic progress, the student has the right to appeal or file a grievance. Students may refer unsolved grievances to Florida Department of Education, Commission for Independent Education 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Orlando Medical Institute is adequately equipped to meet the needs of handicapped students. Our facilities have designated parking spaces and ramps. Restrooms adjacent to classrooms are fitted with handicapped equipment. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, we affirm our commitment to insure equal educational opportunities to students with disabilities. We will make its facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical and/or psychological disabilities seeking accommodations must contact and provide documentation to the ADA representative, the Campus President at:

Orlando Medical Institute
6925 Lake Ellenor Drive
Building 3
Orlando, FL 32809
Direct: (407) 251-0007 - Fax: (407) 251-0352

Disability Documentation Requirements

Students with disabilities who are requesting accommodation at the school must contact the Campus President at OMI and provide appropriate documentation.

Deadline for Submission of Documentation

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

Auxiliary Aids/Academic Adjustments

OMI must be notified of any student that needs an academic adjustment that includes an auxiliary aid, should work with the school to identify the most appropriate and effective aid. An auxiliary aid might include taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairment, readers for students with visual impairment, classroom equipment adapted for use by students with manual impairments, and other similar services. The request for auxiliary aid should also be accompanied by supporting diagnostic test results and the school will work with each student to select the most appropriate aid for their situation. Adjustments may also be made to academic requirements as are necessary to ensure equal educational opportunity, but the school will not lower or waive essential requirements of the program.

Grievance Procedure/Conflict Resolution

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

Non-Discrimination Statement

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

HEALTH AND SAFETY POLICY

Orlando Medical Institute (OMI) complies with requirements and regulations of state and local building codes, the Board of Health and Fire Departments.

WEAPONS POLICY

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

WEATHER AND EMERGENCY CLOSING POLICY

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

OBSERVANCE OF HOLIDAYS

The institute will not be open to students in observance of the following holidays:

- New Year's Day
- Martin Luther King's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and Day After
- Christmas Holiday (Approximately two weeks at the end of December)

EMERGENCY EVACUATION PLAN POLICY

In case of fire or any other disaster, please listen to the Campus President or School Personnel in charge for instructions. All instructors are in charge of their class. Follow the evacuation flow chart to evacuate the building immediately in an organized and orderly manner.

- ▶ **Do not** take time to gather books or other belongings. The instructor of each class is the evacuation coordinator and shall maintain their class calm.
- ▶ The evacuation coordinator for the main office is the School Official in charge.
- ▶ **Do not** try to extinguish the fire.
- ▶ The evacuation coordinator or other School Official will handle contacting the appropriate fire and rescue departments.
- ▶ In case of a security problem, listen to the Campus President or other school official for security instructions. In all instances, you must remain calm. The Security Person will coordinate with the Police Department the proper actions necessary to assure Student and School Personnel Safety.

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

SMOKING AND BEVERAGE POLICY

Any type of tobacco or vapor products including electronic smoking devices is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) or the chewing of gum are not allowed in the computer lab room, simulation and/or laboratories.

ANTI-HAZING POLICY

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

SEXUAL HARASSMENT/DISCRIMINATION

Orlando Medical Institute will not tolerate any kind of harassment and/or discrimination in any form. This policy will be adhered to by the administrators, staff, faculty, and its affiliates as well as all students.

Orlando Medical Institute will abide by law:

IT SHALL BE AN UNLAWFUL EMPLOYMENT PRACTICE FOR AN EMPLOYER. TO FAIL TO REFUSE TO HIRE OR TO DISCHARGE ANY INDIVIDUAL OR OTHERWISE TO DISCRIMINATE AGAINST ANY INDIVIDUAL WITH RESPECT TO HIS COMPENSATION, TERMS, CONDITIONS, OR PRIVILEGES OF EMPLOYMENT BECAUSE OF SUCH INDIVIDUALS RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.

STUDENT ACTIVITIES

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

DRUG AND ALCOHOL POLICY

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

DRUG ABUSE PREVENTION PROGRAM

Orlando Medical Institute has in operation a drug abuse prevention program that is accessible to any administrator, employee, or student. Orlando Medical Institute is a "Drug & Alcohol-Free Campus".

CAMPUS SECURITY SYSTEM

Orlando Medical Institute has a security system implemented with surveillance cameras, security guard Company that is accessible to any administrator, employee, or student. All criminal activities occurring on campus must be reported to the Campus President. Orlando Medical Institute strives to maintain a safe and secure atmosphere for the campus community. OMI fosters an environment where diversity is celebrated, and where persons of all races, creeds, sexual orientations, religions, and nationalities are made welcome. The safety, security and rights of students and employees are of critical importance.

NOTE: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

CRIME REPORTS/STATISTICS

All criminal activities occurring on campus must be reported to the office of the Campus President. The institution will provide a paper copy of the annual crime/security report. Orlando Medical Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

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

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

STUDENT FAIR CONSUMER RIGHTS

You have the right to ask the school:

- ▶ The name of the associations, agencies or governmental bodies which license Orlando Medical Institute (OMI) and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the school's licensing and accreditation.
- ▶ The cost of attending the institution, including Tuition and fees, books, and supplies; estimates of typical commuting costs, and any additional cost of the program in which the student is enrolled or expresses a specific interest.
- ▶ The academic program of the institution; Educational and training programs; the instructional laboratory and other facilities, which relate to the academic program; the faculty and other instructional personnel.
- ▶ A statement of the refund policy.
- ▶ The methods by which and locations in which students and prospective students may obtain the information concerning their rights.
- ▶ Availability of financial assistance including all federal, state, local private and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how is financial needs determined; how financial aid is awarded; and type and amounts of assistance in the financial aid package. The standards, which the students must maintain in order to be considered to be making satisfactory academic progress.
- ▶ Special facilities and services provided to the handicapped.

STUDENT RESPONSIBILITIES

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

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

EMPLOYMENT & PLACEMENT

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

TUTORING SERVICES

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

PARKING

Public transportation is available to all students. Students may contact the office for bus schedules and routes. Average daily cost is \$3.00. Parking facilities are available at the school location for student use. Any enrolled student who parking anytime at Orlando Medical Institute will be required to have a parking pass visible on your front windshield. Student **MUST** Park in the reserved parking spaces that state suite 300 or park in the general parking area. Parking in any other location will result in your risking your vehicle being towed at your expense.

HOUSING

Orlando Medical Institute (OMI) does not offer housing to its students.

LOST AND FOUND SERVICES

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

PERSONAL PROPERTY SERVICES

Orlando Medical Institute cannot be responsible for the students' books, materials or any personal belongings. Students are thus responsible for keeping their belongings with them while at school.

LIBRARY/INFORMATION RESOURCE AREA

OMI students have access to the information resource area with available hard references. Students can also access the Aquinas Online library which has hundreds of thousands of resources to ensure students can conduct research papers, receive help with APA writing and have access to some of the top medical journals in the United States. Students will have access to Aquinas Online library 24/7. Contact Librarian for further information.

ADVISING SERVICES

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

CAREER SERVICES

The Institution's along with Workforce of Central Florida has a Career Services Division that meets all incoming students at orientation and provides career orientation, employment guidance, job search training, and job referrals matching employer needs to the student's program of study profile. Monthly employability skills workshops are offered to students and graduates on topics such as: Resume Writing, Interviewing Skills, Business Etiquette, Follow Up, etc., to better prepare the students to become hired. Job fairs are provided quarterly for students and graduates to provide additional employment opportunities. Job openings from potential employers are posted on the informational boards as well as in the Career Services Resource Center. Our Career Services Resource Center includes several computers and printer to assist the students / alumni in searching for work, updating their resumes or just to work one on one with a Career Services Representative. The Institution does not guarantee employment upon graduation. The Institution maintains compliance with federal, local and general placement requirements.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress is measured at the end of each payment period throughout the specific program of enrollment. Students are expected to meet standards of Satisfactory Academic Progress (SAP) while enrolled in a diploma or degree program. The Satisfactory Academic Progress policy measures three factors:

QUALITATIVE MEASURE (CUMULATIVE GPA)

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

QUANTITATIVE MEASURE (COMPLETION PERCENTAGE)

Students in diploma programs must complete at least 80% of the clock hours attempted each term to remain compliant with the SAP Policy. Students in degree programs must complete at least 67% of the credits attempted each semester to remain compliant with the SAP Policy. Credit hour progression will be based on a cumulative semester total of attempted credit hours to earned credit hours. For example, if a student enrolls for 12 credit hours the student is required to successfully complete a minimum of 8 credit hours ($12 \times 67\% = 8$) for the semester.

MAXIMUM TIMEFRAME (MTF)

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

Table 1.1

Degree Programs		
Program Name	Cumulative GPA	Rate of Completion
Associates of Science in EMS - General Education Courses	2.00	67%

Table 1.2

Diploma Programs		
Program Name	Cumulative GPA	Rate of Completion
Emergency Medical Technician (EMT)	3.00	80%
Paramedic	3.00	80%

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

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

TRANSFER OF CREDIT POLICY & PROCEDURES

Orlando Medical Institute's programs are designed with a single terminal objective preparation for entry-level employment in the field of training. A student who desires to further his education after completing training at OMI is advised that acceptance of transfer credit is at the discretion of the receiving institution. Prospective students are advised to obtain information from all institutions they expect to attend in order to understand each institution's credit acceptance policies. Accreditation does not guarantee transferability of credit. It is the student's responsibility to confirm whether or not another school of the student's choice will accept credits. OMI accepts transfer credit in accordance with the policies, rules, and practices of the U.S. Department of Education, Florida Department of Education Commission of Independent Education, and its mission as an Allied Healthcare institution. The OMI course equivalency for each transfer course is determined by the faculty of the respective department and is based on criteria such as course content, course outcomes, system-wide agreements and the level at which the course is taught. Students who wish to transfer credits to OMI must order official transcripts from the educational institution they previously attended. Students who wish to transfer clinical hours must submit an official attestation of the total number of clinical hours completed and formal documentation from Platinum showing all audited clinical hours. All other policies and procedures for acceptance into OMI must be met before review by the respective department. The Registrar's Office processes transfer credit based on these faculty decisions. OMI reserves the right to deny transfer of credits upon review.

TRANSFER OF CREDIT CONSIDERATION

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

EMT Program & APK/OMI Paramedic Program

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

Maximum Allowable Transfer of Credits

Except in exceptional circumstances as determined by Orlando Medical Institute, the maximum amount of credit, which can be granted in total toward the requirements of Orlando Medical Institute Associates Degree of Science in Emergency Medical Services, is forty-five (45) credits requirements for the degree. An official school transcript is required for any credits to be transferred from your previous institution, granted paramedic training was through Apopka Fire Department/Orlando Medical Institute's Paramedic Course. A one hundred dollar (\$100.00) per class fee will be assessed to any and all credits transferred.

FOREIGN EDUCATED APPLICANTS & DEGREE VERIFICATION

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

COLLEGE CREDITS TRANSFERABILITY

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

CREDIT FOR PREVIOUS TRAINING AND EDUCATION

Transfer of credits from previous training at Orlando Medical Institute may be granted for applicable courses. Requests for credits earned previously at OMI must be made to the Admissions Department before enrolling in a new program. No request will be honored after the start of the first class. Credits are given for courses, not modules.

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

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

Orlando Medical Institute
ATTN: Admission Department
6925 Lake Ellenor Drive, Building 3
Orlando, Florida 32809

TRANSFER OF CREDITS FOR EXPERIENTIAL LEARNING

Orlando Medical Institute does not award experiential learning for our degree, certificate and or diploma programs.

ADVANCE PLACEMENT

Apopka Fire Department/Orlando Medical Institute does not accept advance placement into the paramedic program.

PAYMENT OPTIONS & METHODS OF PAYMENT

Orlando Medical Institute acceptable payment options are as follows:

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

Replacement Cost

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

REFUND AND CANCELLATION POLICIES & PROCEDURES

STUDENTS REFUND AND CANCELLATION POLICY

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

All refunds will be made according to Orlando Medical Institute refund distribution policy, as follows:

- Student may cancel enrollment in person, by electronic mail, in writing, or by school determination
- A Student / applicant may cancel his/her enrollment within the period specified in this policy. For refund computation purposes, the termination date will be considered the last date of actual attendance by the student.
- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment
- Cancellation after the third (3rd) Business Day after signing the enrollment agreement, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00)
- Course materials are non-refundable after the first date of the semester

TUITION REFUND

The refund policy is applicable to all students who terminate enrollment. Students who officially terminate their enrollment after attendance has begun are responsible for cost of tuition, course materials, and registration fee. Supplies, books or equipment can only be returned prior to the first day of class and must be unused.

Full refund will apply for prepaid tuition on any term the student did not attend after cancellation/termination. Refunds will be made within 30 days of the date of determination that the student withdrew. Date of determination will be the last date of actual attendance by the student.

Institutional Refund Diploma Level Policy:

- a. Student may cancel enrollment in person, by electronic mail, in writing, or by school determination.
- b. The school charges tuition and fees on a semester basis, at the start of each semester
- c. Withdrawal after attendance has begun through 20% completion of the semester will result in a pro rata refund computed on the length of time between the semester start date and the last date of attendance within the semester/payment period. The pro rata refund policy takes effect as of the first day of attendance.
- d. Withdrawal after completing more than 20% of the semester will result in no refund, and the student will be responsible for the full cost of tuition for the current semester's billable charges.
- e. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation. All refunds will then be made within 30 days after the date of determination of the cancellation or termination date.
- f. Rejection – An applicant rejected by the school is entitled to a refund of all monies paid, which must be refunded within 30 days of the rejection determination.

Institutional Refund Associate Degree Policy:

- a. Students who withdraw during the 7-day add/drop period will receive a 100% refund of all monies paid for tuition, fees, and supplies (excluding the non-refundable application fee). The add/drop period only applies to the first semester of enrollment, continuing students will be responsible for 100% of tuition charges for classes with attendance beyond the first three (3) days of the semester.
- b. Students who attend beyond the 7 day add/drop period will be responsible for 100% of the tuition and fee charges for the semester.
- c. The Withdrawal Date for refund computation will be one of the following:
 - a. The date the student signed the Withdrawal/Cancellation Form.
 - b. The date of withdrawal for unsatisfactory progress.
 - c. The date of withdrawal for excessive absences will be the last date of attendance

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

TRANSCRIPTS

A written transcript request, signed by the student, must be submitted a minimum of two (2) weeks before transcript is required. The full address of the person/place to which the transcript is to be sent must be included in the request. The student will be charged a \$25.00 fee per transcript. No transcript will be released until all financial obligations to OMI have been met.

PROGRAM DESCRIPTIONS & OUTLINES

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

*Note: “EMC” – Emergency Medical Technician Courses, “PM” – Paramedic Courses

EMERGENCY MEDICAL TECHNICIAN

300 Clock Hours/16 Weeks

PROGRAM DESCRIPTION:

RESIDENTIAL/HYBRID

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

Upon successful completion of the EMT program, students will be issued an EMT Diploma and will be eligible to take the National Registry Examination for Licensure at the EMT Level.

Continued training includes emergency driving, bandaging, soft tissue injuries, circulatory, nervous and respiratory systems, cardiopulmonary resuscitation, emergency childbirth, lifting and moving patients, muscle and skeletal systems, emergency care of upper and lower extremities, handling of hazardous materials, patient assessment, extrication tools, and disentanglement procedures. American Heart Association Healthcare Provider Course is included in the first week of the course.

PROGRAM FEES & TUITION:

Program Cost

Registration Fee: \$150.00

Course Materials Fee: \$1,200.00

Tuition: \$1,250.00

Total program cost: \$2,600.00

PROGRAM REQUIREMENTS:

This is a diploma program. The following are requirements, which are required upon admission into to the Emergency Medical Technician program offered at OMI:

- Meet OMI’s general admission requirements
- All students must sign an enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- Student must be at least 18 years of age upon graduation from our program. Those students starting class under 18 years of age must submit proof of parent/guardian consent. Applicant must be in good physical health as documented by a Licensed Physician; a physical exam form is included in application and must be within six months from date of submission.

- Personal medical insurance coverage is recommended but not required. If you choose to enroll in the course without insurance, you must sign a medical insurance waiver prior to class commencement.
- OMI programs requiring field internships; students must have updated vaccination records including proof of immunity by way of blood titer for Varicella; Measles, Mumps, and Rubella (MMR); current (no later than seven (7) year at the time of enrollment) PPD test with results and if positive (a Chest X-Ray is required and must be within 2 years), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). If a student has no immunity to MMR, he/she must receive two (2) MMR booster shots (each 30 days a part).
- Documentation of American citizenship; i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card.
- All applicants must pass a 10-panel drug test and possess a clear background investigation. At their own expense.
- All students are required to obtain a current CPR Certification. We recommend Basic Life Support for Health Care Provider via the American Heart Association.
- All students need to possess a current State ID or Driver's License.
- All students meeting entrance requirements will be admitted to the program. However, as classes do have a maximum occupancy, students will be admitted to the program based on the submission date of the completed application. After class occupancy has reached its' limit any additional applicants will be placed on a waiting list.

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

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

PROGRAM OBJECTIVES:

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

- Recognize the nature of a patient's illness or the mechanism of injury, evaluate its seriousness, and determine the need for care, assistance and mode of transportation.
- Administer the appropriate emergency treatment necessary to stabilize the patient's condition.
- Evaluate the patient's response to the administered treatment to ensure that the status of the patient does not worsen.
- Use proper lifting techniques to move the patient in order to minimize patient discomfort and injury.

- Transfer the patient safely to the appropriate medical facility and give an accurate account of patient's ailment and current status to the health professional that is taking over the patient care.
- Obtain a relevant history of the patient's illness or injury, perform a pertinent physical examination, and reach an appropriate conclusion regarding the implications of the clinical findings for appropriate treatment on the scene.
- Manage both trauma and medical patients properly in a pre-hospital setting.
- Give accurate verbal and written reports, communicate via emergency radio, know the criteria for safe emergency vehicle driving, properly maintain emergency vehicle and equipment properly control the emergency scene and perform basic extrication.
- Provide advance life support as necessary.
- Demonstrates the ability to comprehend, apply, analyze and evaluate information relevant to their role as entry level EMT.
- Demonstrates technical proficiency in all skills necessary to fulfill the role of entry level EMT.
- Demonstrates personal behavior consistent with professional and employer expectation for the entry level EMT.

EMERGENCY MEDICAL TECHNICIAN (EMT)

PROGRAM OUTLINE

EMC100 –Emergency Medical Technician Theory Hours: 176 Clock Hours

Prepare students to be the initial responder to the scene of an accident or illness. Students will be prepared to initiate basic airway and respiratory intervention; cardiopulmonary resuscitation; bleeding control; wound care; stabilization of spinal injuries; splinting of fractures; initial scene assessment, triage and safety; assist with normal childbirth; use the statewide EMS communication system; initiate basic care for medical and traumatic emergencies. Orlando Medical Institute's EMT Program uses the flipped classroom model to teach. Flipping the classroom is a growing pedagogical model in education across the United States. The style of teaching is based on learning the core content outside of the classroom, followed by in class, application-level activities to reinforce the materials learned. This model intentionally shifts instruction from a teacher-center approach to a learner-centered approach.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship, i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification.

EMC100L- Emergency Medical Technician Lab Hours:	52 Clock Hours
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Prepare students with the skill set to be the initial responder to the scene of an accident or illness. Students will have the basic skills to manage a patient's airway and respiratory intervention; cardiopulmonary resuscitation; bleeding control; wound care; stabilization of spinal injuries; splinting of fractures; initial scene assessment, triage and safety; assist with normal childbirth; use the statewide EMS communication system; initiate basic care for medical and traumatic emergencies. Student will learn how to put the lifesaving skills in motion at the appropriate time when encounter medical and trauma emergencies.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship, i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification. Must possess a valid CPR for Healthcare Provider Certification. Medical clearances to physical carry at least 125 pounds.

EMC100C – Emergency Medical Technician Clinical Hours:	72 Clock Hours
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Prepare students to be the initial responder to the scene of an accident or illness. Students will be prepared to initiate basic airway and respiratory intervention; cardiopulmonary resuscitation; bleeding control; wound care; stabilization of spinal injuries; splinting of fractures; initial scene assessment, triage and safety; assist with normal childbirth; use the statewide EMS communication system; initiate basic care for medical and traumatic emergencies.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship, i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification. Must possess a valid CPR for Healthcare Provider Certification. Medical clearances to physical carry at least 125 pounds

EMERGENCY MEDICAL TECHNICIAN GRADING POLICY

Passing score for the program is 80% overall.

In order to complete the course, student must have a minimum grade point average of 80%, cannot have more than eight (8) hours total absences, and completed and submitted all clinical requirements. This is in order to take the Final Exam. In addition, the student must successfully pass the Practical Skills Evaluation.

SATISFACTORY ACADEMIC PROGRESS

- All students will receive a Student Progress Report (SAP) after every phase of the program.
- If, at any time during a program, the student's SAP is identified as unsatisfactory, the student will be placed on academic probation, which will not exceed three weeks. The student will be notified in writing of probation status along with suggestions for improvement and mandatory time in the success center. If, after the probation period, the SAP is not met, the student will be dismissed from the program and will follow the policy for reimbursement if applicable.
- In the event the student cannot complete the program in its entirety they will have to re-enroll in program from the beginning of the course. If a student fails any internship portion of the curriculum, they will receive a failure for that portion of the program, and they will be required to fully complete the incomplete portion with a clean slate. Re-enrollment fees will be based on current rates.
- For a student to maintain and achieve quantitative progress toward program completion, a student must attend at least: EMT Program 80% (is not applicable for federal aid benefits)
- The student's academic average is reviewed to determine qualitative progress. The minimum required is: EMT Program 80% (is not applicable for federal aid benefits)
- Specific attendance, testing requirements, and GPA requirements are listed in each program handbook. For the purpose of SAP the following minimum standards must be met.

EMT:	SAP at Mid-point:	Cannot have more than eight (8) hours total absences semester, GPA 80% or better.
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SAP Prior to Final:	Cannot have more than eight (8) total absences per semester, minimum GPA 80% or better, completed 36 hours of ride and 36 hours of hospital clinical, all evaluation sheets for clinical must be submitted and approved.
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Incomplete grades are not given, and students must repeat any classes in which they earn less than the specified average set by the program standards. The lowest grade will be dropped, and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of "W" in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Warning

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

Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal in writing to the school within 5 calendar days of determination. If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point.

GRADING SCALE

Grading Rubric

Scoring Items	Percentage
Pre-Class Quizzes	20%
Homework/Classroom Activities	10%
Unit Exams	70%

Final grade is submitted as follows:

Letter	Grade Point	Percentile	Status
A	4.0	93% - 100%	Excellent
B	3.0	86% - 92%	Above Average
C	2.0	80% - 85%	Average
F	0.0	Below 80%	Failure

MR... This letter grade will be issued to any student that requests and receives a **military recall or leave of absence**.

P... This grade will be assigned to students who have successfully **passed** the requirements of a given course. This grade is not calculated into GPA, however students enrolled in classes that are evaluated on a Pass/Fail basis must receive a "P" in order to progress in the program.

W... This grade will be issued to any student that was terminated or voluntarily **withdraws**.

I... This grade will be issued to any student that has **incomplete** the course or phase.

GRADUATION CRITERIA

All students must meet the following criteria to graduate:

- Cannot have more than eight (8) hours total absences.
- Minimum GPA must be 80% or higher.
- Total of 36 hours of hospital clinical must be completed and all patient reports submitted and approved.
- Total of 36 hours of field internships must be completed and all patient reports submitted and approved.
- Must successfully pass both the final written and final practical evaluation.
- Has met all financial obligations.

PARAMEDIC PROGRAM

1110 Clock Hours/48 Weeks

PROGRAM DESCRIPTION:

RESIDENTIAL/BLENDED

The paramedic curriculum is intended to prepare students to function on an ambulance, Fire Department, and/or Aero Medical Service in a pre-hospital setting, or hospital emergency room. Paramedics perform all skills at the BLS leveling, in addition to invasive advanced skills such as IV's, medicine administration, interpretation of heart rhythms-EKG and advanced airway management. This program offers via a Learning Management System (LMS) platform called Canvas. There are PowerPoint narrated lectures that can be reviewed again and again. APK/OMI's minimum expectation's goal is to prepare our entry-level paramedics in the cognitive (Knowledge), psychomotor (skills), and affective (behavior/professionalism) learning domains with or without exit points at the Paramedic level. Upon successful completion of course, students will be issued a APK/OMI Paramedic Diploma and will be eligible to take the National Registry Examination (NREMT) for licensure at the paramedic level.

PROGRAM FEES & TUITION

Program Cost:

Registration Fee: \$150.00
Course Materials Fee: \$3,500.00
Tuition: \$6,850.00
Total program cost: \$10,500.00

PROGRAM REQUIREMENTS

The following are requirements, which are required for admission into to the APK/OMI paramedic program offered at OMI:

- Meet OMI's general admission requirements
- All students must sign an enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- Student must be at least 18 years of age upon graduation from our program. Those students starting class under 18 years of age must submit proof of parent/guardian consent.

- EMT students that have recently graduated may enroll in the APK/OMI Paramedic program, however, are required to have their EMT State of Florida certification by the end of the academic phase one (midterm).
- Applicant must be in good physical health as documented by a Licensed Physician; a physical exam form is included in application and must be within six months from date of submission.
- Personal medical insurance coverage is recommended, but not required. If you choose to enroll in the course without insurance, you must sign a medical insurance waiver prior to class commencement.
- APK/OMI programs requiring field internships; students must have updated vaccination records including proof of immunity by way of blood titer for Varicella; Measles, Mumps, and Rubella (MMR); current (no later than seven (7) year at the time of enrollment) PPD test with results and if positive (a Chest X-Ray is required and must be within 2 years), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). If a student has no immunity to MMR, he/she must receive two (2) MMR booster shots (each 30 days a part).
- Documentation of American citizenship, i.e., U.S. Residency, or Student Visa Waiver, provide a Social Security Card.
- All applicants must pass a 10-panel drug test and possess a clear background investigation. At their own expense.
- All students are required to obtain a current CPR Certification. We recommend Basic Life Support for Health Care Provider via the American Heart Association.
- All students need to possess a current State ID or Driver's License.
- All students meeting entrance requirements will be admitted to the program. However, as classes do have a maximum occupancy, students will be admitted to the program based on the submission date of the completed application. After class occupancy has reached its' limit, any additional applicants will be placed on a waiting list.

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

SPECIAL NOTE:

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

PARAMEDIC TECHNICAL STANDARDS

Paramedic Characteristics

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two-person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anticonvulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholinergics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitics, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using nonprescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' well-being must not be jeopardized.

Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

PROGRAM OBJECTIVES

Upon successful completion of this APK/OMI Paramedic course, the student shall be able to:

- Recognize the nature of a patient's illness or the mechanism of injury, evaluate its seriousness, and determine the need for care, assistance, and mode of transportation.
- Give the appropriate both, basic and advanced life support emergency treatment necessary to stabilize the patient's condition.
- Evaluate the patient's response to treatment and determine whether further interventions are needed.
- Use proper lifting techniques to move the patient in order to minimize patient discomfort and injury.
- Transfer the patient safely to the appropriate medical facility and give an accurate account of patient's ailment and status to the health professional to whom is taking over patient care.
- Obtain a relevant history of the patient's illness or injury, perform a pertinent physical examination, and reach an appropriate conclusion regarding the implications of the clinical findings for appropriate treatment on the scene.
- Manage both trauma and medical patients properly in the pre-hospital setting.
- Give accurate verbal and written reports, communicate via emergency radio, know the

- standard operating procedures for emergency vehicle and medical equipment, and the ability to properly control the emergency scene and perform basic extrication.
- Provide advance life support as necessary.
- Must demonstrate the ability to comprehend, apply, analyze and evaluate information relevant to their role as entry level Paramedic.
- Must demonstrate technical proficiency in all skills necessary to fulfill the role of entry level Paramedic.
- Must demonstrate personal behavior that is consistent with the expectations of professional employers within their prospective field of certification.

PARAMEDIC PROGRAM OUTLINE

PM100 – Paramedic Lecture

THEORY HOURS:

210 CLOCK HOURS

This course is designed to reinforce concepts and clinical skills students previously learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. Emphasis is placed on EMS Systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, anatomy, pharmacology, shock, and critical decision-making skills regarding appropriate interventions during specific situations and for identified problems. Orlando Medical Institute's Paramedic Program uses the flipped classroom model to teach. Flipping the classroom is a growing pedagogical model in education across the United States. The style of teaching is based on learning the core content outside of the classroom, followed by in class, application-level activities to reinforce the materials learned. This model intentionally shifts instruction from a teacher-center approach to a learner-centered approach. Basic Life Support (CPR) certification will also be covered. **Prerequisites:** Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship, i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM102 Hospital Clinical; PM103 Paramedic Field Experience.

PM100L – Paramedic Lab

LAB HOURS:

90 CLOCK HOURS

During this competency-based lab students will develop, practice and master paramedic skills. This course is a laboratory component designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. The laboratory exercises include a review of EMT skills, patient assessment, airway management, intravenous therapy, pharmacology, and administration techniques. This lab course will begin to introduce students on the techniques used in the recognition of significant findings, pre-hospital diagnosis and differential diagnosis along with appropriate treatment strategies.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship, i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100 Paramedic Phase I Lecture; PM102 Hospital Clinical; PM103 Paramedic Field Experience.

PM101 – PARAMEDIC LECTURE

THEORY HOURS:

210 CLOCK HOURS

The course is designed to reinforce and expand upon the materials and clinical skills learned at the Paramedic Phase I level and to integrate prior learning with enhanced advanced life support concepts and skills. Emphasis is placed on EMS Systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, anatomy, pharmacology, shock, and critical decision-making skills regarding appropriate interventions during specific situations and for identified problems. Orlando Medical Institute's Paramedic Program uses the flipped classroom model to teach. Flipping the classroom is a growing pedagogical model in education across the United States. The style of teaching is based on learning the core content outside of the classroom, followed by in class, application-level activities to reinforce the materials learned. This model intentionally shifts instruction from a teacher-center approach to a learner-centered approach. During the capstone (after week four of semester three) Advanced Cardiac Life Support (ACLS), Pediatric Advance Life Support (PALS), and Prehospital Trauma Life Support (PHTLS) certification will also be covered.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship, i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM101 Paramedic Phase II Lecture; PM101L Paramedic Phase II Lab; PM102 Hospital Clinical; PM103 Paramedic Field Experience.

PM101L – PARAMEDIC LAB

LAB HOURS:

60 CLOCK HOURS

During this competency-based lab students will develop, practice and master paramedic skills. Laboratory exercises emphasize patient assessment and recognition of significant findings, pre-hospital diagnosis and differential diagnosis, treatment strategies, trauma assessment and management, management of respiratory emergencies, cardiac emergencies, endocrine and metabolic emergencies, neurological emergencies, gastrointestinal/genitourinary emergencies, toxicological emergencies, and environmental conditions, obstetrical and neonatal management, pediatric assessment, pediatric airway management and ventilation.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship, i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM101 Paramedic Phase II Lecture; PM102 Hospital Clinical; PM103 Paramedic Field Experience.

PM102 – PARAMEDIC CLINICAL

CLINICAL/HOSPITAL HOURS:

216 CLOCK HOURS

OBSERVATION SEMESTER I

The first phase of field clinical is observation. The student is expected to become familiar with the policies, procedures and routines of the internship unit and provide any skills (BLS) that the student is cleared to perform during this phase. The observation phase allows the student to become accustomed to his or her Field Training Officer and the unit. The duration of the observation period is left to the discretion of the Clinical Coordinator. The student is required to successfully complete the required hours within the allotted period on specific skills and knowledge in order to advance to the next phase. All skills performed by students in the field must be first demonstrated to an adjunct faculty member in lab who can attest that the student has achieved minimal competency at said skill.

PARTICIPATION SEMESTER II (SUPERVISION)

The second phase is the participation phase. During the participation phase, the paramedic student is expected to perform assessments and skills as directed by his or her Field Training Officer/Preceptor. A paramedic student should have a paramedic Field Training Officer during this phase and should be performing ALS skills under supervision during hospital clinical. Paramedic students may only perform those skills that they have been “validated” in during lab. All skills performed by students in the field must be first demonstrated to an adjunct faculty member in lab who can attest that the student has achieved minimal competency at said skill. The preceptor will give the student hands-on experience in performing physical exams and vital signs.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student’s self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship, i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver’s License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM101 Paramedic Phase II Lecture; PM101L Paramedic Phase II Lab; PM103 Paramedic Field Experience.

PM103 – PARAMEDIC FIELD EXPERIENCE

FIELD HOURS:

144 CLOCK HOURS

OBSERVATION SEMESTER I

The first phase of field clinical is observation. The student is expected to become familiar with the policies, procedures and routines of the clinical and provide any skills (BLS/ALS) that the student is cleared to perform during this semester. The observation phase allows the student to become accustomed to his or her Preceptor and unit. The duration of the observation period is left to the discretion of the Clinical Coordinator. The student is required to successfully complete the

required hours within the allotted period on specific skills and knowledge in order to advance to the next phase. All skills performed by students in the field must be first demonstrated to an adjunct faculty member in lab who can attest that the student has achieved minimal competency at said skill.

PARTICIPATION SEMESTER II (SUPERVISION)

The second phase is the participation phase. During the participation phase, the paramedic student is expected to perform assessments and skills as directed by his or her Preceptor. A paramedic student should be assigned a paramedic preceptor during this phase and should be performing ALS skills under supervision during field experience. Paramedic students may only perform those skills that they have been “validated” in during lab. All skills performed by students in the field must be first demonstrated to an adjunct faculty member in lab who can attest that the student has achieved minimal competency at said skill. The preceptor will give the student hands-on experience in performing physical exams and vital signs.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student’s self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship; i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver’s License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM101 Paramedic Phase II Lecture; PM101L Paramedic Phase II Lab; PM102 Hospital Clinical.

PM103E – PARAMEDIC EXTERNSHIP (CAPSTONE)

FIELD EXTERNSHIP HOURS:

180 CLOCK HOURS

FIELD EXTERNSHIP PHASE III (CAPSTONE)

The third semester (capstone) is the externship phase. During this phase, the paramedic student at a minimum is expected to perform 20 times as a team leader and direct his team to preform assessments and skills as needed to provide adequate care for each patient they encounter. A paramedic student should have a paramedic Field Training Officer during this phase and should be performing ALS skills under minimum supervision during this field externship. Paramedic students may only perform those skills that they have been “validated” in during lab. All skills performed by students in the field must be first demonstrated to an adjunct faculty member in lab who can attest that the student has achieved minimal competency at said skill. The preceptor will give the student hands-on experience in performing physical exams and vital signs.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student’s self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high

school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship; i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: None

PARAMEDIC GRADING POLICY

Passing score for program is a minimum GPA 80% or higher.

SATISFACTORY ACADEMIC PROGRESS

In order to complete the course, student must have a minimum grade point average of 80% or higher for the mid-term and the final exam. In addition, the student must successfully pass the Practical Skills Evaluation

- All students will receive a Student Progress Report (SAP) after every phase of the program.
- If, at any time during a program, the student's SAP is identified as unsatisfactory, the student will be placed on academic probation, which will not to exceed three weeks. The student will be notified in writing of probation status along with suggestions for improvement and mandatory time in the success center. If, after the probation period, the SAP is not met, the student will be dismissed from the program and will follow the policy for reimbursement if applicable.
- In the event the student cannot complete the program in its entirety they will have to re-enroll in program and the reenrollment policy will apply. If a student fails any internship portion of the curriculum, they will receive a failure for that portion of the program, and they will be required to fully complete the incomplete portion with a clean slate. Re-enrollment fees will be based on current rates.
- Specific attendance, testing requirements, and GPA requirements are listed in each program handbook. For the purpose of SAP, the following minimum standards must be met.

PARAMEDIC:

SAP at Mid-point: Cannot have more than eight (8) hours total absences per semester (hours depending on the class), minimum GPA 80% or better, satisfactory review of progress and attendance of hospital clinical/ Field internships.

SAP prior to Final: Cannot have more than eight (8) hours total absences per semester, minimum GPA must be 80% or better, a total of 216 hours of hospital clinical and 324 hours of field internships must be completed and all patient reports submitted and approved

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

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

Warning

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

Students who wish to appeal the school’s determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal in writing to the school within 5 calendar days of determination. If the school grants the student’s appeal, the student will be placed on Probation Status until the next evaluation point.

GRADING SCALE

Grading Rubric

Scoring Items	Percentage
Pre-Class Quizzes	20%
Homework/Classroom Activities	10%
Unit Exams	70%

Final grade is submitted as follows:

Letter	Grade Point	Percentile	Status
A	4.0	93% - 100%	Excellent
B	3.0	86% - 92%	Above Average
C	2.0	80% - 85%	Average
F	0.0	Below 80%	Failure

MR... This letter grade will be issued to any student that requests and receives a **military recall or leave of absence**.

P... This grade will be assigned to students who have successfully **passed** the requirements of a given course. This grade is not calculated into GPA, however students enrolled in classes that are evaluated on a Pass/Fail basis must receive a “P” in order to progress in the program.

W... This grade will be issued to any student that was terminated, or voluntarily **withdraws**.

I... This grade will be issued to any student that has **incomplete** the course or phase.

GRADUATION CRITERIA

All students must meet the following criteria to graduate:

- Cannot have more than eight (8) hours total absences per semester
- Minimum GPA must be 80% or better
- Total of 216 hours of hospital clinical must be completed and all patient reports submitted and approved.
- Total of 144 hours of field experience must be completed and all patient reports submitted and approved by the Clinical Coordinator.
- Must complete 180 hours and 20 team lead during Capstone.
- Must successfully pass both the final written and final practical evaluation.
- Has met all financial obligations.

EMERGENCY MEDICAL SERVICES ASSOCIATE'S DEGREE PROGRAM 60 Credit Hours/60 Weeks

PROGRAM DESCRIPTION

BLEND

This program is designed for the student who seeks to increase knowledge related to the Paramedic field. The Paramedic programs are part of the EMS Degree curriculum. The program contains the general education needed for students to receive their Associate Degree of Science in Emergency Medical Services, in conjunction with Paramedic programming.

PROGRAM FEES & TUITION

Program Cost:

Registration Fee \$150.00

eClassroom Access/Student Portal/Technology Fee \$450.00

Tuition \$7,875.00

Total program cost \$8,475.00

PROGRAM REQUIREMENTS

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

- Meet OMI's general admission requirements
- All students must sign an enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- Student must be at least 18 years of age upon graduation from our program. Those students starting class under 18 years of age must submit proof of parent/guardian consent.
- Possess a current Paramedic License in the State of Florida and present transcript of applicable credits from paramedic program.
- A current State ID and or Driver's License.

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

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

PROGRAM OBJECTIVES:

Upon successful completion of this Associates of Science, the student shall be able to:

- Comprehend, apply, and integrate the cognitive knowledge essential to function as a paramedic.
- Demonstrate appropriate level of technical capability and proficiency with psychomotor skills and assessment.
- Demonstrate personal behaviors consistent with professional expectations of an entry-level paramedic as related to roles, responsibilities, well-being, and legal and ethical guidelines.
- Function and react as an entry-level paramedic, applying the problem-solving, decision-making, and critical-thinking skills required for assessment-based management in various clinical settings.
- Recognize and demonstrate the importance of adapting pre-hospital care to a diverse patient population of age, gender, culture, religion, and background within a community.
- Apply therapeutic and professional communication skills when working with patients, patients' significant others, colleagues, other health care providers, and members of the community.
- Demonstrate regard for information literacy by utilizing library and other learning resources to gather, interpret, and report information.
- Employ fundamental computer skills as applicable to work environment.
- Demonstrate enhanced competency with public, interpersonal, intercultural, foreign language, technical and/or professional communication skills.
- Apply a broad intellectual aptitude and awareness with regard to pure science, management, psychology, sociology, human services, personal wellness, and/or cultural diversity to support and enhance role as a public safety and health care professional.
- Recognize the dynamic integration of liberal arts, sciences, and professional education as a component of lifelong learning.

PROGRAM OUTLINE

ENC1101 – English Composition I – 3 Credit Hours

This course is designed to develop composition skills. It emphasizes the development of the multi-paragraph essay and includes practice in information retrieval from electronic and other sources, as well as in the selection, restriction, organization, and development of topics. It also offers the student opportunities to improve proficiency with sentence structure, diction, and mechanics. Selected writing samples are examined for their form and as sources of ideas for the student's own writing, as needed for proper documentation. Discussions provide individual instruction. Sections of computer-assisted and individualized instruction are offered. This course partially satisfies the writing requirements outlined in the General Education Requirements.

ENC1102 – English Composition II – 3 Credit Hours

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

PSY1015 – General Psychology – 3 Credit Hours

This course is an introduction to the field of psychology. It includes the history, scientific methodology, major theoretical schools of thought, various approaches to interpersonal functioning, and human development. The effects of ethnicity, age, race, and gender are integrated into the study of the discipline (course). This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements

SPC1013 Fundamentals of Speech– 3 Credit Hours

This course is designed to provide students with fundamental training and practical experience for speaking in public, business, and professional situations. Topics include: audience analysis; speech anxiety; critical listening; and preparation and delivery of speeches in various cultural contexts.

MAC1105 – College Algebra – 3 Credit Hours

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

PM100 – Paramedic – 14 Credit Hours

THEORY HOURS:

210 CLOCK HOURS

This course is designed to reinforce concepts and clinical skills students previously learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. Emphasis is placed on EMS Systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, anatomy, pharmacology, shock, and critical decision-making skills regarding appropriate interventions during specific situations and for identified problems. Orlando Medical Institute's Paramedic Program uses the flipped classroom model to teach. Flipping the classroom is a growing pedagogical model in education across the United States. The style of teaching is based on learning the core content outside of the classroom, followed by in class, application level activities to reinforce the materials learned. This model intentionally shifts instruction from a teacher-center approach, to a learner-centered approach. Basic Life Support (CPR) certification will also be covered.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship; i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM102 Hospital Clinical; PM103 Paramedic Field Experience.

PM100L – Paramedic – 3 Credit Hours

LAB HOURS:

90 CLOCK HOURS

During this competency-based lab students will develop, practice and master paramedic skills. This course is a laboratory component designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. The laboratory exercises include a review of EMT skills, patient assessment, airway management, intravenous therapy, pharmacology, and administration techniques. This lab course will begin to introduce students on the techniques used in the recognition of significant findings, pre-hospital diagnosis and differential diagnosis along with appropriate treatment strategies.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers

records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship; i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100 Paramedic Phase I Lecture; PM102 Hospital Clinical; PM103 Paramedic Field Experience.

PM101 – PARAMEDIC – 14 CREDIT HOURS

THEORY HOURS:

210 CLOCK HOURS

The course is designed to reinforce and expand upon the materials and clinical skills learned at the Paramedic Phase I level and to integrate prior learning with enhanced advanced life support concepts and skills. Emphasis is placed on EMS Systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, anatomy, pharmacology, shock, and critical decision-making skills regarding appropriate interventions during specific situations and for identified problems. Orlando Medical Institute's Paramedic Program uses the flipped classroom model to teach. Flipping the classroom is a growing pedagogical model in education across the United States. The style of teaching is based on learning the core content outside of the classroom, followed by in class, application level activities to reinforce the materials learned. This model intentionally shifts instruction from a teacher-center approach, to a learner-centered approach. During the capstone (after week four of semester three) Advanced Cardiac Life Support (ACLS), Pediatric Advance Life Support (PALS), and Prehospital Trauma Life Support (PHTLS) certification will also be covered.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship; i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM101 Paramedic Phase II Lecture; PM101L Paramedic Phase II Lab; PM102 Hospital Clinical; PM103 Paramedic Field Experience.

PM101L – PARAMEDIC – 2 CREDIT HOURS

LAB HOURS:

60 CLOCK HOURS

During this competency-based lab students will develop, practice and master paramedic skills. Laboratory exercises emphasize patient assessment and recognition of significant findings, pre-hospital diagnosis and differential diagnosis, treatment strategies, trauma assessment and management, management of respiratory emergencies, cardiac emergencies, endocrine and metabolic emergencies, neurological emergencies, gastrointestinal/genitourinary emergencies, toxicological emergencies, and environmental conditions, obstetrical and neonatal management, pediatric assessment, pediatric airway management and ventilation.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship; i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM101 Paramedic Phase II Lecture; PM102 Hospital Clinical; PM103 Paramedic Field Experience.

PM102 – PARAMEDIC – 4.8 CREDIT HOURS

CLINICAL/HOSPITAL HOURS:

216 CLOCK HOURS

OBSERVATION SEMESTER I

The first phase of field clinical is observation. The student is expected to become familiar with the policies, procedures and routines of the internship unit and provide any skills (BLS) that the student is cleared to perform during this phase. The observation phase allows the student to become accustomed to his or her Field Training Officer and the unit. The duration of the observation period is left to the discretion of the Clinical Coordinator. The student is required to successfully complete the required hours within the allotted period on specific skills and knowledge in order to advance to the next phase. All skills performed by students in the field must be first demonstrated to an adjunct faculty member in lab who can attest that the student has achieved minimal competency at said skill.

PARTICIPATION SEMESTER II (SUPERVISION)

The second phase is the participation phase. During the participation phase, the paramedic student is expected to perform assessments and skills as directed by his or her Field Training Officer/Preceptor. A paramedic student should have a paramedic Field Training Officer during this phase and should be performing ALS skills under supervision during hospital clinical. Paramedic students may only perform those skills that they have been "validated" in during lab. All skills performed by students in the field must be first demonstrated to an adjunct faculty

member in lab who can attest that the student has achieved minimal competency at said skill. The preceptor will give the student hands-on experience in performing physical exams and vital signs.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship; i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM101 Paramedic Phase II Lecture; PM101L Paramedic Phase II Lab; PM103 Paramedic Field Experience.

PM103 – PARAMEDIC FIELD EXPERIENCE - 3.2 CREDIT HOURS

FIELD HOURS:

144 CLOCK HOURS

OBSERVATION SEMESTER I

The first phase of field clinical is observation. The student is expected to become familiar with the policies, procedures and routines of the clinical and provide any skills (BLS/ALS) that the student is cleared to perform during this semester. The observation phase allows the student to become accustomed to his or her Preceptor and unit. The duration of the observation period is left to the discretion of the Clinical Coordinator. The student is required to successfully complete the required hours within the allotted period on specific skills and knowledge in order to advance to the next phase. All skills performed by students in the field must be first demonstrated to an adjunct faculty member in lab who can attest that the student has achieved minimal competency at said skill.

PARTICIPATION SEMESTER II (SUPERVISION)

The second phase is the participation phase. During the participation phase, the paramedic student is expected to perform assessments and skills as directed by his or her Preceptor. A paramedic student should be assigned a paramedic preceptor during this phase and should be performing ALS skills under supervision during field experience. Paramedic students may only perform those skills that they have been "validated" in during lab. All skills performed by students in the field must be first demonstrated to an adjunct faculty member in lab who can attest that the student has achieved minimal competency at said skill. The preceptor will give the student hands-on experience in performing physical exams and vital signs.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers

records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship; i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM101 Paramedic Phase II Lecture; PM101L Paramedic Phase II Lab; PM102 Hospital Clinical.

PM103E – Paramedic Externship – 4 Credit Hours

FIELD EXTERNSHIP HOURS:

180 CLOCK HOURS

FIELD EXTERNSHIP PHASE III (CAPSTONE)

The third semester (capstone) is the externship phase. During this phase, the paramedic student at a minimum is expected to perform 20 times as a team leader and direct his team to preform assessments and skills as needed to provide adequate care for each patient they encounter. A paramedic student should have a paramedic Field Training Officer during this phase and should be performing ALS skills under minimum supervision during this field externship. Paramedic students may only perform those skills that they have been “validated” in during lab. All skills performed by students in the field must be first demonstrated to an adjunct faculty member in lab who can attest that the student has achieved minimal competency at said skill. The preceptor will give the student hands-on experience in performing physical exams and vital signs.

Prerequisites: Student must be at least 18 years of age upon graduation from our program. Must be a high school graduate or have a GED. If the validity of the high school is questioned the school will request transcripts and an original diploma as well as verify the institution with the Florida Department of Education at www.floridaschoolchoice.org. A student's self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school graduation and completion. Must have updated vaccination and current positive titers records including Varicella or proof of the disease, MMR, current PPD test with results and if positive (Chest X-Ray must be taken), and the Hepatitis B vaccine inoculation series (Hepatitis vaccinations can be refused, student must sign a declination form). Documentation of American citizenship; i.e., U.S. Residency, or Student Visa Waiver, and must provide a Social Security Card. All applicants must pass a 10-panel drug test and possess a clear background investigation at their own expense. All students need to possess a current State ID or Driver's License. Must possess a valid CPR for healthcare provider certification and a current State of Florida EMT certification.

Co-requisites: PM100L Paramedic Phase I Lab; PM101 Paramedic Phase II Lecture; PM101L Paramedic Phase II Lab; PM102 Hospital Clinical; PM103 Paramedic Field Experience

GRADING POLICY

DISTANCE EDUCATION DIVISION

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

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

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

COURSE DELIVERY STRUCTURE

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

STUDENT SELF-ASSESSMENT

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

SATISFACTORY ACADEMIC PROGRESS

- All students will receive a Student Progress Report (SAP) after every phase of the program.
- If, at any time during a program, the student's SAP is identified as unsatisfactory, the student will be placed on academic probation, which will not to exceed three weeks. The student will be notified in writing of probation status along with suggestions for improvement and mandatory time in the success center. If, after the probation period, the SAP is not met, the student will be dismissed from the program and will follow the policy for reimbursement if applicable.
- In the event the student cannot complete the program in its entirety they will have to re-enroll in program from the beginning of the course. Re-enrollment fees will be based on current rates.

- Specific attendance, testing requirements, and GPA requirements are listed in each program handbook. For the purpose of SPR the following minimum standards must be met.

A. S. DEGREE:

SAP at Mid-point: Students must login to the current course and participate, taking exams, completing weekly assignment and responding on the discussion board at a minimum of three (3) posting per lesson. If a student has not completed these minimum requirements by Sunday at Midnight EST, he/she will be counted absent. Note that significant absences may affect the enrollment status in the course and in the program.

SAP prior to Final: Students must login to the current course and participate, taking exams, completing weekly assignment and responding on the discussion board at a minimum of three (3) posting per lesson. If a student has not completed these minimum requirements by Sunday at Midnight EST, he/she will be counted absent. Note that significant absences may affect the enrollment status in the course and in the program.

If the student is terminated for unsatisfactory academic performance, a failing grade will be entered in the student's transcripts. The student will then have to repeat the entire course to relieve withdrawals, incomplete grades or failing grades.

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

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

Warning

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

Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal in writing to the school within 5 calendar days of determination. If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point.

GRADING SCALE

Final grades are submitted as follows:

Letter	Grade Point	Percentile	Status
A	4.0	90% - 100%	Excellent
B	3.0	80% - 89%	Above Average
C	2.0	70% - 79%	Average
F	0.0	69% or Below	Failure

MR... This letter grade will be issued to any student that requests and receives a **military recall or leave of absence**.

P... This grade will be assigned to students who have successfully **passed** the requirements of a given course. This grade is not calculated into GPA, however students enrolled in classes that are evaluated on a Pass/Fail basis must receive a “P” in order to progress in the program.

W... This grade will be issued to any student that was terminated, or voluntarily **withdraws**.

I... This grade will be issued to any student that has **incomplete** the course or phase

GRADUATION CRITERIA

All students must meet the following criteria to graduate:

- Complete and meet graduation requirements for Paramedic program.
- Minimum GPA must be 70% or better for general education courses
- For students transferring in Paramedic courses, at least 25% of the program must be completed with OMI in order to be awarded the Associate of Science Degree.
- Has met all financial obligations.

ORLANDO MEDICAL INSTITUTE PROGRAM SCHEDULES

ORLANDO MEDICAL INSTITUTE ACADEMIC CALENDAR 2025 – 2027

OMI EMT Academic Calendar				
Term	Start Date	End Date	Break	Holidays
Winter 2025	1/6/2025	4/26/2025		1/20/2025 - MLK Jr. Day
Mid Winter 2025	3/10/2025	7/5/2025		5/26/2025- Memorial Day; 7/4/2025- Independence Day
Summer 2025	4/28/2025	8/23/2025	6/29/2025-7/6/2025 Summer Break	5/26/2025- Memorial Day
Mid Summer	7/7/2025	11/1/2025		9/1/2025- Labor Day
Fall 2025	8/25/2025	12/21/2025	11/23/2025-11/30/2025- Thanksgiving Break	9/1/2025- Labor Day, 11/11/2025- Veteran's Day
Mid Fall 2025	11/3/2025	3/7/2026	12/21/2025-1/4/2026 Winter Break	11/11/2025- Veteran's Day; 11/27-11/28/2025; 1/19/2026-MLK Jr. Day
Winter Break 12/21/2025-1/4/2026				

Term	Start Date	End Date	Break	Holidays
Winter A 2026	1/5/2026	4/25/2026		1/19/2026-MLK Jr. Day
Winter B 2026	2/9/2026	5/30/2026		5/25/2026 Memorial Day
Winter C 2026	3/9/2026	7/2/2026		5/25/2026- Memorial Day; 7/3/2026- 7/4/2026 -Independence Day
Summer A 2026	5/4/2026	8/22/2026		5/25/2026- Memorial Day; 7/3/2026- 7/4/2026 -Independence Day
Summer B 2026	6/1/2026	9/19/2026		7/3/2026- 7/4/2026 -Independence Day; 9/7/2026- Labor Day
Summer C 2026	7/6/2026	10/24/2026		9/7/2026- Labor Day
Fall A 2026	8/24/2026	12/19/2026	11/22/2026-11/29/2026 Thanksgiving Break	9/7/2026- Labor Day, 11/11/2026- Veteran's Day
Fall B 2026	9/28/2026	1/30/2027	12/20/2026-1/3/2027 Winter Break	11/11/2026- Veteran's Day; 11/26-11/27/2026; 1/18/2027-MLK Jr. Day
Fall C 2026	11/2/2026	3/6/2027	12/20/2026-1/3/2027 Winter Break	11/11/2026- Veteran's Day; 11/26-11/27/2026; 1/18/2027-MLK Jr. Day
Winter Break 12/20/2026-1/3/2027				

Term Code	Start Date	End Date	Break	Holidays
Winter A 2027	1/4/2027	4/24/2027		1/18/2027-MLK Jr. Day
Winter B 2027	3/8/2027	7/3/2027		5/31/2027- Memorial Day
Summer A 2027	4/26/2027	8/21/2027	6/27/2027-7/4/2027 Summer Break	5/31/2027- Memorial Day; 7/5/2027- Independence Day
Summer B 2027	7/6/2027	10/30/2027		7/5/2027- Independence Day; 9/6/2027- Labor Day
Fall A 2027	8/23/2027	12/18/2027	11/21/2027-11/28/2027 Thanksgiving Break	9/6/2027- Labor Day, 11/11/2027- Veteran's Day
Fall B 2027	11/1/2027	3/4/2028	12/19/2027-1/2/2028 Winter Break	11/11/2027- Veteran's Day; 11/25-11/26/2027; 1/17/2028-MLK Jr. Day
Winter Break 12/19/2027-1/2/2028				

OMI Paramedic Academic Calendar				
Term	Start Date	End Date	Break	Holidays
Winter 2025	1/6/2025	4/26/2025		1/20/2025 - MLK Jr. Day
Summer 2025	4/28/2025	8/23/2025	6/29/2025-7/6/2025 Summer Break	5/26/2025- Memorial Day
Fall 2025	8/25/2025	12/21/2025	11/23/2025-11/30/2025- Thanksgiving Break	9/1/2025- Labor Day, 11/11/2025- Veteran's Day
Winter Break 12/21/2025-1/4/2026				

Term	Start Date	End Date	Break	Holidays
Winter 2026	1/5/2026	4/25/2026		1/19/2026-MLK Jr. Day
Summer 2026	4/27/2026	8/22/2026	6/28/2026-7/5/2026 Summer Break	5/25/2026- Memorial Day
Fall 2026	8/24/2026	12/19/2026	11/22/2026-11/29/2026 Thanksgiving Break	9/7/2026- Labor Day, 11/11/2026- Veteran's Day
Winter Break 12/20/2026-1/3/2027				

Term Code	Start Date	End Date	Break	Holidays
Winter 2027	1/4/2027	4/24/2027		1/18/2027-MLK Jr. Day
Summer 2027	4/26/2027	8/21/2027	6/27/2027-7/4/2027 Summer Break	5/31/2027- Memorial Day; 7/5/2027- Independence Day
Fall 2027	8/23/2027	12/18/2027	11/21/2027-11/28/2027 Thanksgiving Break	9/6/2027- Labor Day, 11/11/2027- Veteran's Day
Winter Break 12/19/2027-1/2/2028				

OMI ASEMS Academic Calendar				
Term	Start Date	End Date	Break	Holidays
Winter 2025	1/6/2025	4/26/2025		1/20/2025 - MLK Jr. Day
Mid Winter 2025	3/10/2025	7/5/2025		5/26/2025- Memorial Day; 7/4/2025- Independence Day
Summer 2025	4/28/2025	8/23/2025	6/29/2025-7/6/2025 Summer Break	5/26/2025- Memorial Day
Mid Summer	7/7/2025	11/1/2025		9/1/2025- Labor Day
Fall 2025	8/25/2025	12/21/2025	11/23/2025-11/30/2025- Thanksgiving Break	9/1/2025- Labor Day, 11/11/2025- Veteran's Day
Mid Fall 2025	10/27/2025	12/13/2025		11/11/2025- Veteran's Day; 11/27-11/28/2025;
Winter Break 12/21/2025-1/4/2026				

Term	Start Date	End Date	Break	Holidays
Winter 2026	1/5/2026	4/25/2026	3/22/2026 -3/29/2026 Spring Break	1/19/2026-MLK Jr. Day
Term A:	1/5/2026	2/21/2026		
Term B:	3/2/2026	4/25/2026		
Summer 2026	5/4/2026	8/22/2026	6/28/2026-7/5/2026 Summer Break	5/25/2026- Memorial Day
Term A:	5/4/2026	6/20/2026		
Term B:	7/6/2026	8/22/2026		

Fall 2026	8/31/2026	12/12/2026	11/26/2026-11/27/2026 Thanksgiving Break	9/7/2026- Labor Day, 11/11/2026- Veteran's Day
Term A:	8/31/2026	10/17/2026		
Term B:	10/26/2026	12/12/2026		
Winter Break 12/13/2026-1/3/2027				

Term Code	Start Date	End Date	Break	Holidays
Winter 2027:	1/4/2027	4/24/2027	3/21/2027 – 3/28/2027 Spring Break	1/18/2027-MLK Jr. Day
Term A:	1/4/2027	2/20/2027		
Term B:	3/1/2027	4/24/2027		
Summer 2027	5/3/2027	8/21/2027	6/27/2027-7/5/2027 Summer Break	5/31/2027- Memorial Day
Term A:	5/3/2027	6/19/2027		
Term B:	7/6/2027	8/21/2027		
Fall 2027	8/30/2027	12/18/2027	11/25/2027-11/26/2027 Thanksgiving Break	9/6/2027- Labor Day, 11/11/2027- Veteran's Day
Term A:	8/30/2027	10/16/2027		
Term B:	10/25/2027	12/18/2027		
Winter Break 12/19/2027-1/2/2028				

* Dates subject to change resulting from severe weather or unforeseen circumstances