



# EMT PROGRAM

# CATALOG

January 1, 2025 - December 31, 2026

## Code 3 Online EMS Program

(406) 201-6167

[Administration@emstrainingonline.com](mailto:Administration@emstrainingonline.com)

Welcome to Code 3 Online EMS Training EMT Program.

We would like to take this opportunity to welcome you to our EMS family. When you enroll in one of our courses, you join our EMS family. Our students have kept in touch for years following their graduation. We are here to serve you with anything we can help you with. We hope you will take pride in being a member of our family, both during your course and after graduation. We are honored you have chosen to start your EMS career with us.

The EMT (Emergency Medical Technician) course is rigorous. Learning medicine is like learning a new language. Once you master medical terminology, it becomes much easier, so don't skip over those key words and definitions. We have set this program up so that you can go at your own pace within a reasonable period of time. We want you to be successful. We are here to help. Please don't hesitate to reach out with questions or concerns.

This handbook outlines the policies, procedures, and rules we expect you to adhere to when taking one of our EMS programs. This EMT Program catalog will answer many questions about your EMT course, and it will describe the expectations we have of our students.

We know that your experience here will be enjoyable and rewarding if you put in the work. We are honored to have you with us!

Sincerely,

Art and Kathy Durbin

Program Director and CEO

### **Licensure & Authorizations:**

1. Code 3 Online EMS Training is approved to operate by the Montana Board of Medical Examiners Under the Montana department of Labor and Industry

## **ADMINISTRATION HOURS**

9:00 AM – 4:00 PM Monday-Friday (EST)

The Catalog outlines the guidelines upon which the Online EMT program is conducted.

All students are required to read this handbook. If there are any questions about the contents, the student should ask for clarification.

Each student will be required to sign the Student Catalog/Code of Conduct and Enrollment Agreement to start the program. This signature attests that you, as the student, shall abide by the policies, procedures and guidelines outlined herein.

<b>Table of Contents</b>	<b>Page</b>
EMT Course Description, Objectives, and Required Documentation	4-5
Breakdown of Cost and Commonly Associated Fees	5-6
EMT Student Grading Policies and Course Completion	6-7
Office Hours	3
Textbook Materials	4
Placement Assistance	10
Students with Disabilities	9
Refund/Cancellation Policy	9
Code of Conduct	10-12

All didactic courses are scheduled to begin at midnight on the first day of each month and conclude at midnight 6 months or 185 days later.

Registration for classes ends 5 days prior to course start date.

The didactic portion of the online EMT courses is 100% self-paced. It is done on your schedule and available 24 hours a day 365 days a year. The skills portion of the EMT program can be done at various sites throughout the United States or Remotely if preferred. The skills portion of the program will be scheduled by the student after successful completion of the didactic portion. Students must begin the course within 7 days of the start date of the course enrolled in and complete the didactic (online course work), midterm, and final within 6 months (185 days) from the start date of class.

## **Emergency Medical Training Program**

### **Course Description:**

EMERGENCY MEDICAL TECHNICIAN (EMT) – 170 HOURS TOTAL

(130 hours didactic, 40 hours skills)

**This EMT Course is a Hybrid Course. The Didactic portion is completed all online at student's own pace. A student has six months to complete and pass the didactic portion. Once a student passes the didactic portion, if choosing to do skills with us, they will then schedule and complete the hands-on skills at various sites throughout the United States or Remotely.**

### **Course Textbook:**

Emergency Care and Transportation of the Sick and Injured, AAOS, Twelfth Edition

The Code 3 Online EMS Training EMT Online course is designed to provide eligible students with the education standards consisting of the knowledge, skills and abilities approved by National Registry Emergency Medical Technicians (NREMT).

Graduates of this program will be able to describe the essential elements for the safe and efficient response to the scene of a medical emergency; perform a thorough patient assessment for signs and symptoms of illness/injury; provide prompt and efficient basic emergency care to the sick and injured. Students will also learn how to safely handle/prepare the patient for transportation and describe the essential elements of safe and orderly transportation of the patient to the hospital and the transfer of the patient care to a higher level of care.

### **Course Objectives:**

At the completion of this course, you should be able to:

1. Describe the role of EMS in the health care system.
2. Demonstrate the professional attributes expected of EMTs.
3. Perform the roles and responsibilities of an EMT with regards to personal safety and wellness, as well as the safety of others.
4. Perform the duties of an EMT with regard for medical-legal and ethical issues, including functioning under medical direction and within the scope of practice.
5. Apply principles of anatomy, physiology, pathophysiology, life-span development, and therapeutic communications to the assessment and management of patients.
6. Identify the need for and perform immediately life-saving interventions to manage a patient's airway, breathing, and circulation.
7. Assess and manage patients of all ages with a variety of complaints, medical conditions, and traumatic injuries.
8. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple casualty incidents, gaining access to and extricating patients, hazardous materials incidents, and responding to situations involving weapons of mass destruction.

## **Requirements for Code3 Online EMS Training EMT Course**

- Be 18 years of age by completion of course.
- Provide a copy of your current driver's license or state issued identification (upon enrollment).
- Provide a copy of a Current AHA BLS Card (upon enrollment) or participate in an AHA BLS CPR course scheduled by our instructors.
- Students must be able to read, write and speak in English
- Students must have the ability to demonstrate basic computer and learning management systems (LMS) usage.
- Students must have a reliable computer with internet access.
- We do NOT require any kind of immunization records because we are a distance learning training school therefore you will not come into contact with patients.

### **TO GAIN ACCESS TO THE DIDACTIC PORTION OF YOUR COURSE:**

- ✓ ID Card and AHA BLS CPR Card MUST be submitted to the office
- ✓ All Enrollment Forms MUST be completed
- ✓ Tuition MUST be PAID IN FULL

## **Cost of EMT Course Didactic Only \$895.00**

Some students have access to NREMT skills verifiers that are not employed by Code 3 Online EMS and may choose not to complete their skills through us.

Non-Refundable Enrollment Fee/Deposit paid upon enrollment = \$250.00 (This fee is applied to the total cost of the course \$895.00)

## **What is included in the cost of only the didactic portion of course?**

- Downloadable electronic textbook
- Access to Navigate Essentials (a digital-only Access Code that unlocks a complete audio book, Assessment Center, and a dashboard that reports actionable data)
- Test prep (prep tools to practice for the National Registry cognitive exam)
- Email access to instructors during business office hours

## **What is NOT Included in the cost of the Course:**

- Current AHA BLS Certification (Price Varies)
- Any examination, certification, and/or background check fees that are required in order to become certified at the local, state, and/or national level. (NREMT Written Exam Fee \$104.00 per attempt)
- Any equipment needed for skills practice or skills testing

## **Cost of Skills Practice and NREMT Psychomotor Testing Only \$500.00**

Cost \$500.00 (includes non-refundable \$250.00 enrollment fee)

## **What is included in cost of the Skills Practice and NREMT Psychomotor Test?**

- Skills sessions at various sites throughout the United States or Remotely.
- National Registry Psychomotor skills testing
- Email access to instructors during business office hours
- Code3 Online EMS Training T-shirt

## **Skills Practice and Psychomotor Testing**

Skills week at various sites throughout the United States or Remotely is to be completed when student has successfully completed and passed the didactic(online) portion of the EMT Program.

### **Specific NREMT Skills tests you are REQUIRED to pass:**

- Patient assessment-Medical
- Patient Assessment-Trauma
- BVM Ventilation of an Apneic patient
- Airway Management Devices
- Spinal Immobilization (Supine Patient)
- Cardiac Arrest Management
- Medication administration (Narcan, Epinephrine, Glucometer)
- Random Skill Verification
  - Bleeding Control/Shock Management
  - Spinal Immobilization (Seated Patient)
  - Long Bone Immobilization
  - Joint Immobilization

Please see code of conduct for appropriate Skills Week attire.

## **Cost of Skills NREMT Psychomotor Testing Only \$250.00 per attempt**

A student may elect to do a test only session with an instructor. This means that the student is confident in their ability to pass the skills testing.

## **What is included in skills testing only?**

National Registry Psychomotor skills testing at various sites throughout the United States or Remotely

## **EMT Didactic Student Grading Policies and Course Completion**

<b>Total Grade Breakdown Didactic</b>
Interactive Lectures 20%
Simulations 10%
Chapter Tests 20%
Midterm Exam 25%
Final Exam 25%

**\*All Chapter Tests, Midterm Exam, and Final Exam are timed. You have one minute per question. Example: You will have 10 minutes to take a 10-question test.**

**Successful completion of the EMT Program will be contingent upon completion of the following:**

**Mandatory Course Completion Items:**

- All Chapter eBook quizzes and Interactive Lectures
- Virtual Ride Along
- Learning Objectives
- Assessment in Action
- Skills Drills
- Virtual Mentor Series
- All Chapter Tests
- Midterm Exam (100 Questions)
- Final Exam (100 Questions)
- Successfully attended and passed all NREMT skills sessions and final skills testing (whether in person or remotely). Not applicable if only completing the didactic portion of the course with Code 3 EMT.

**Course Completion Requirements:**

- **Successful completion of this course requires adherence to course policies, maintaining a course average of 80 % with a minimum score of 75% on Midterm and Final examinations, and successfully demonstrating all required skills.**
- **THERE IS ONLY ONE ATTEMPT FOR the MIDTERM AND FINAL Exams\*\*\*\*\*A minimum grade of 75% must be achieved on that first attempt.**

**Course Schedule:**

- This course is a **self-paced/self-study course** (Therefore, there is no schedule). All chapters and assignments are available to the student upon initial access of course materials on your scheduled start date. The course is designed to only allow students to progress through the course in order (i.e. you must finish Chapter 1 before you can move on to Chapter 2 and so on.).
- The didactic portion of this course has a 185-day (6-month) timeline. You must complete the online portion of this course within the 6-month course period. Exceptions can be made with verifiable extenuating circumstances.
- If you are on a strict schedule for completing the EMT course, we will try to accommodate your skills week when you need it. We do have instructors throughout the United States and on varying schedules. This means we can usually get your skills done on your schedule/pace.

## Course Content

### TOPICS

### *OBJECTIVE*

Preparatory	Applies fundamental knowledge of the emergency medical services (EMS) system, safety/well-being of the emergency medical technician (EMT), and medical/legal and ethical issues to the provision of emergency care.
Patient Assessment	Applies scene information and patient assessment findings (scene size-up, primary and secondary assessment, patient history, reassessment) to guide emergency management.  Integrates complex knowledge of the anatomy and physiology of the airway, respiratory, and circulatory systems to the practice of EMS. Understand the terms used to designate the following age groups: infants, toddlers, preschoolers, school-age children, adolescents (teenagers), early adults, middle adults, and late adults.
Airway Management	Applies knowledge of general anatomy and physiology to patient assessment and management in order to assure a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
Principles of Pharmacology	Applies fundamental knowledge of the medications carried by EMT's that may be administered to a patient during an emergency.
Shock and Resuscitation	Applies a fundamental knowledge of the causes, pathophysiology, and management of shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management.
Medical	Applies fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely ill patient.
Trauma	Applies fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely injured patient.
Special Patients Populations	Applies a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs.
EMS Operations	Knowledge of operational roles and responsibilities to ensure patient, public, and personnel safety.

\*All information such as grades, attendance, etc. will only be discussed with the student unless a FERPA Consent Form was received for a specific family member to obtain this information. However, information can be discussed with the parent/guardian if the student is under 18 years of age.

### **After Successful Completion of the EMT course**

You have completed your online course with an 80% or higher and have passed all skills either in person or remotely. Now what? Your last step is to schedule your National Registry EMT written exam at a 3rd part testing facility. To do this, you need to first create an account on NREMT.org and then create an application to test in your NREMT account. You will then receive an Authorization To Test (ATT) letter that will have the instructions on how to schedule your test through the Pearson Vue website, <https://home.pearsonvue.com>. They have testing facilities all over the world and you can find a location nearest to you.

We recommend students take the NREMT exam within two weeks of graduating from the course.

\*If completing only the Didactic portion of the course with Code 3 EMT Online, it is the student's responsibility to complete the skills portion of the course to be eligible to take the National Registry of EMT Certification Exam.

It is the responsibility of the prospective student to check with their state and local EMS Authority before enrolling to make sure our school meets the requirements set forth by those entities.

### **Refund/Cancellation Policy**

- If Code 3 Online EMS Training must cancel a course the student shall be entitled to a full refund.
- If a student cancels his enrollment no later than three days before the start of the training program (set forth in the enrollment agreement), and has not used/accessed the online course access code and eTextbook, and the equipment has not been mailed to you, Code 3 Online EMS Training shall refund to the student all the money he has paid, minus the \$250.00 (non-refundable enrollment fee)
- Students who wish to cancel must request cancellation no later than three days before start of the program via email with read receipt attached.
- If a student withdraws or is expelled by the institution after the start of the training program the entire cost of the tuition agreed upon in the enrollment agreement is due and there is no refund.
- If a refund is owed, Code 3 Online EMS Training shall pay the refund to the person or entity who paid the tuition within fifteen calendar days after the date of cancellation by a student of his/her enrollment.

### **Students with Disabilities**

Code3 Online EMS Training may provide reasonable accommodations to students with disabilities. Reasonable accommodations are defined as accommodations that do not fundamentally alter the program. All students are required to meet the programs enrollment requirements. Code3 Online EMS Training will match any type of accommodation that the NREMT will provide during the cognitive testing process such as extra time for testing.

Since EMT certification requires a competent demonstration of psychomotor skills, all program participants will need to adequately perform required skills to obtain certification.

If you require special accommodation, you must submit a written request along with the appropriate current clinical documentation to support your need at the time of enrollment in the course. This documentation must be at the college level, not the secondary level. Upon receipt, you will be contacted by the Program Director to discuss your request.

### **Equal Opportunity**

Code3 Online EMS Training does not discriminate against any applicant or student of the training program because of race, color, religion, gender, age, national origin, sexual orientation or disability and complies with all Federal, State and local laws regarding student's rights.

### **Placement Assistance**

Code 3 Online EMS Training does not provide Job Placement nor guarantee a job.

### **CODE OF CONDUCT:**

Due to the high professional standards in the EMS Profession, student conduct must reflect professionalism, integrity, and responsibility at all times. The conduct of the EMT student reflects upon the individual, Code 3 Online EMS Training, and the EMS Profession. Professional conduct is essential to a successful course experience and EMS career.

#### **Cheating:**

Cheating in any form will not be tolerated and is grounds for immediate dismissal from the EMT course with no refund of funds. This includes all online tests as well as in-person skills tests. Cheating can be defined as, but not limited to:

- Collaborating with another student on tests
- Having another person/student take the test for you.
- Cheating in any form.
- Using your book or notes (ALL QUIZZES, EXAMS, MIDTERM AND FINAL ARE **NOT** TO BE TAKEN OPEN BOOK)
- Fabrication or forgery of academic documents, applications, etc.
- Plagiarism (including copying and pasting of electronic text into assigned work)

#### **Skills Week: (IN PERSON OR REMOTELY)**

1. If you fail to show up for the first day of skills week, you will need to reschedule your skills week and pay for another skills session.
2. Students are expected to be ready and in class on time (which means 10-15 minutes before the class starts) and ready for class at the assigned time. Students arriving more than 15 minutes late to class will be considered absent.
3. Students who sleep in class may be asked to leave. If you are having trouble staying awake, you are encouraged to stand in the back of the classroom, without obstructing or interfering with other students or the course instruction.
4. Students are expected to practice skills in the skills stations as much as possible to develop motor memory for that skill.
5. All final skills tests must be passed within 3 attempts for each skill. Remediation will be offered in between each attempt.

6. No physical contact is allowed between students during skills week unless it is for the purpose of learning skills in the classroom.

**Dress Code (skills week):**

- Students must always comply with the school's dress code during skills week hours.
- Students' clothing should be clean and kept in good condition.
- Only modest attire will be allowed. No expletives or sexually suggestive themes on any part of clothing.
- Black or blue jeans may be worn but must not have holes or tears. Khakis may be worn. No tight or skinny jeans allowed. You will be on the floor doing skills.
- Work boots or tennis shoes are to be worn during skills. No open toed showed or slip-ons.
- Watch with a second hand.

**Grooming Standards (skills week):**

1. All students must be neatly groomed.
2. Students are expected to wash (shower or bath) themselves including good oral hygiene.
3. Studded earrings only are permitted. No dangling or hooped earrings.
4. Earrings may only be worn in the earlobes.
5. All hair must be off the shoulders during skills (ponytail...)
6. Do not have anything dangling from around your neck that may be used to strangle you.

**A student may be dismissed for:**

Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while engaged in any Code 3 Online EMS Training LLC activity is strictly prohibited. Even suspicion of use of an illegal or controlled substance is grounds for being sent home and possibly expelled from the program.

**Harassment of any kind will not be tolerated:**

1. Harassment will not be tolerated. This includes any inappropriate comments or gestures whether spoken or written. If a situation arises, the student with inappropriate behavior will be asked to leave the class and expelled from the program with no refund of funds.
2. Threatening of any kind, verbally or physically, will not be tolerated. This includes anything that could possibly be classified as threatening to instructors, office staff, or fellow students. This includes and is not limited to, ancestry, age, color, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, race, religion, sex, and sexual orientation.
3. Report any issues you may have to the Program Director (Art Durbin) or the CEO (Kathy Durbin) for investigation.

## **Licensure & Authorizations:**

Code 3 Online EMS Training is approved to operate by the Montana Board of Medical Examiners Under the Montana department of Labor and Industry and the NREMT.

- **40+ states** accept NREMT certification for EMT-Basic, but **all 50 states have their own licensing rules**
- Even if a state accepts NREMT, you may still need **additional training, exams, or background checks.**
- Always verify the **current requirements** for the state you plan to work in, as rules can change without notice
- For the most accurate and up-to-date information, contact the **state EMS office** or the **National Registry of EMTs** before applying.

**Contact your state EMS office for specific information.**