

ASSOCIATES IN
EMERGENCY CARE,
LLC

Registrar Handbook

OFFICE OF THE REGISTRAR

Student Services



2013-2014

<http://aecare911.org/RegistrarHandbook.pdf>

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Introduction

In this Handbook,

“Registrar” means the Registrar and the Administrative Director of Associates in Emergency Care, LLC.

The Office of the Registrar maintains a central registry of students for all Intermediate and Paramedic programs since 2003. The Office of the Registrar also maintains records on all Instructor’s certifications and evaluations.

The *Registrar Handbook* provides information on the NREMT Psychomotor Exam Dates with Associates in Emergency Care, gives direction for Student Services programs, outlines prerequisites for the programs offered, and provides access to frequently used forms.

Mailing address:

Associates in Emergency Care (AEC)
Administrative Director
P.O. Box 490
Damascus, MD 20872
Office: (301) 703-8187
Fax: (301) 703-8263

Website: www.aecare911.org

Telephone Contacts

Administration Director and Registrar

Shaun Marini.....(301) 703-8187
shaunmarini@aecare911.org

Assistant Registrar and Customer Service

Kara Bonfils.....(301) 703-8187
customerservice@aecare911.org

Program Director

Gretchen Wills.....(301) 748-9981
gwills@aecare911.org

Web Master

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kstringer@aecare911.org

Program Coordinator

Ray Velasquez.....(626) 221-5669
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Program Coordinator

Therese Backus.....(571) 216-9836
tbackus@aecare911.org

Equipment Manager

Lindsay Mauldin.....(330) 687-6047

1 AEC’s 2014 National Registry Psychomotor Examination Dates

All students must register at least 21 days in advance of the examination date.

<http://aecare911.org/aecnextnremt.html>

EXAM DATE	TIME	LOCATION	REGISTER DEADLINE
Saturday, January 25, 2014	0700 – Complete	Edward E. Drew MS 501 Cambridge St. Falmouth, VA 22405	January 4, 2014
Saturday, July 12, 2014	0700 - Complete	Edward E. Drew MS 501 Cambridge St. Falmouth, VA 22405	June 21, 2014

2 Associates in Emergency Care’s national accreditation status is current but probationary through CoAEMSP and CAAHEP. Probationary accreditation has the full benefits as a non-probationary status.

3 Policy Updates

This year as a result of the National EMS Education Standards AEC has separated its Program Policy Manual and Clinical Rotation Manual into two (2) separate manuals; one specifically for the Intermediate Program and one for the Intermediate to Paramedic Bridge Program. No changes were made to the Intermediate Manuals.

Paramedic Program Policy Manual changes:

- *page 2, Attendance Policy*
 - *Students cannot miss more than a combined total of **40 hours** for the entire semester.....Any class time missed, regardless of excused or unexcused, is missed time and will be deducted from the starting 40 hours allotted. Failure to comply with the attendance policy will result in immediate dismissal from the program. No exceptions will be made.*
- *Page 3, Tuition Fees*
 - *Add/Drop Window – 10 days into class; If a student decides to withdraw himself/herself from the program by (10 days in) then he/she will only incur a tuition cost of seven hundred fifty dollars (\$750.00) more than his/her non-refundable deposit of two hundred fifty dollars (\$250.00).*

This total amount retained by AEC will be one thousand dollars (\$1000.00). The remaining tuition amount above one thousand dollars (\$1000.00) will be refunded to the student.

- *Exam 2 Failure Refund; If a student "FAILS" out of the program before or after the taking of Exam 2 then he/she will incur a tuition cost of only two thousand eight hundred ninety nine dollars (\$2899.00). The remaining amount above two thousand eight hundred ninety nine dollars (\$2899.00) will be refunded to the student.*
- *All tuition is Final; Once a student has passed Exam 2 ALL tuition is FINAL. Regardless of the final disposition of the student in the program (Pass, Fail, Withdraw, Incomplete) no refunds will be given.*

Paramedic Program Clinical Rotation Manual changes:

- *page 10, Clinical Areas*
 - *In the table shown on page 10 all specialty unit hours (O.R, CCU, L&D, PEDS, & PSYCH) have been changed from 16 required hours each to 8 required hours each*

4 Course Prerequisites

EMT to Intermediate Program & EMT to Paramedic Program Prerequisites

- 18 years of age before the first day of class
- Hold current certification in an American Heart Association Basic Life Support Healthcare Provider Course at the beginning date of the class
- Hold current certification as an EMT or higher EMS certification level
- Hold, at a minimum a high school or general equivalency diploma
- Comply with all other Virginia Office of EMS prerequisites involving criminal history and standards of conduct

Intermediate to Paramedic Bridge Program Prerequisites

- 18 years of age before the first day of class
- Hold current certification in an American Heart Association Basic Life Support Healthcare Provider Course at the beginning date of the class
- Hold current certification at the state or national Intermediate level
- Hold, at a minimum a high school or general equivalency diploma
- Comply with all other Virginia Office of EMS prerequisites involving criminal history and standards of conduct

Such Virginia Office of EMS prerequisites can be found at www.vdh.virginia.gov/oems. Form: EMS.TR.35, Revised May 2012

5 2012 Course Retention Values

Courses beginning in 2012	Students Enrolled	# Passed the Course	# Failed the Course	# Withdrew the Course	Retention
Intermediate to Paramedic Students	10	8	2	0	80%
Basic to Intermediate Students	79	59	15	5	75%

6 Intermediate and Paramedic Graduate Transcript Requests

Follow this link to AEC’s web site, <http://aecare911.org/aecstudents.html>. You should be on the Student Forum page. If you scroll half way down the page you will see where it says AEC Graduate Transcript.

The cost for an Intermediate or Paramedic Transcript is \$25.00 per request. This includes your grades, clinical hours, and total contacts in all categories.

The cost for your full file to include an official transcript and ALL of your patient contacts forms on flash drive is \$75.00.

7 Credit Transfer Guide

The table below reflects the number of credits each school provides for being a certified Nationally Registered EMT-P or the new Nationally Registered Paramedic. Credits are only awarded once the student has actively enrolled in at least one class at the school.

NREMT Certification	Northern Virginia Community College	George Washington University	Jefferson College of Health Sciences
NREMT-Paramedic or NR-Paramedic	37	25-40	39

College Contact Information

Northern Virginia Community College
(703) 822-6560

George Washington University
Catherine Golden, Director
(202) 994-3564
cagw@gwu.edu

Jefferson College of Health Sciences
John C. Cook, Director
(540) 985-8317
jccook@jchs.edu

8 Graduate Certificate

Associates in Emergency Care provides a graduate certificate to all students who pass either the Intermediate or Paramedic Program.

9 Student Records Policy

Student records are kept in the main office in Maryland where they are scanned into electronic PDF file format and backed up on two separate hard drives. The hard copies are then destroyed. Electronic copies are kept on file indefinitely dating back to 2003.

10 Student Services

10.1 Online Medical Library

This is available to Paramedic Students in order to complete their research papers. AEC has an online Medical Library through LIRN. The link to the site is <http://www.lirn.net/services>. Paramedic Students are provided with the institutional ID number on the first day of class to access LIRN's databases.

10.2 Tutoring

Tutoring is available to any student who needs the extra support and/or time to understand a particular topic. Although the Program Coordinators are able to monitor grades at certain points in the program and determine who may need help it is the responsibility of the student to make his/her Program Coordinator aware that he/she needs additional assistance. The following personnel can be contacted to meet before or after class for one on one help. Over the phone help or by email can be accommodated as well.

Tutor Contacts

Gretchen Wills, Program Director
(301) 748-9981
gwills@aecare911.org

Ray Velasquez, Program Coordinator
(626) 221-5669
rvelasquez@aecare911.org

Therese Backus, Program Coordinator
(571) 216-9836
tbackus@aecare911.org

Lindsay Mauldin, Instructor
lindsay.mauldin@gmail.com

10.3 Career Counseling and Academic Advising

Please contact Shaun Marini, Administrative Director or Gretchen Wills, Program Director with any questions or guidance you may need.

Shaun Marini
(301) 703-8187
shaunmarini@aecare911.org

Gretchen Wills
(301) 748-9981
gwills@aecare911.org

We can also be reached through the web site at
<http://aecare911.org/aecontactus.html>

10.4 Admissions

As long as a student has met all of the prerequisites listed in section 4 and those required by the Virginia Office of EMS, AEC has an open admission policy. AEC does not require a pretest or any course prerequisites beyond a high school diploma or GED. The only exception to this rule is when AEC hosts an EMT to Intermediate or EMT to Paramedic program within the Rappahannock EMS Council's territory. In this situation the Rappahannock EMS Council requires that a pretest be passed with an 80% or higher to be accepted into the course. The pretest consists of EMT (BLS) questions and 5th grade math (i.e.: fractions).

There is no application process. Simply go to our web site when enrollment is open and complete an online registration form paying your non-refundable deposit at least to reserve your seat in the class.

For additional questions or admissions information contact:

Shaun Marini
Administrative Director
Office (301) 703-8187
shaunmarini@aecare911.org

11 Forms

11.1 Course Registration Form

<http://aecare911.org/aecemscoursereg.php?id=empt>

11.2 Change of Address Form

See PDF

11.3 Transcript Request Form

<https://www.aecare911.org/aecregistration.php>

11.4 Application for Accommodation Request Form

<http://www.vdh.state.va.us/OEMS/Training/TPAM/Forms/TR-38%20-%20Accommodation%20Request%20Form.pdf>