

Auburn Vocational School District BOARD OF EDUCATION

Minutes of January 11, 2024

The January 11, 2024 regular meeting of the Auburn Vocational School District was called to order by Mr. Miller at 6:45 p.m.

The following members were present:

Mrs. Brush	Mrs. Gaskins	Miss Maruschak	Mr. Stefanko
Mr. Cahill	Mr. Hach	Mr. Miller	Mrs. Wheeler
Dr. Culotta	Mr. Kent	Mrs. Rayburn	

Administrators: Brian Bontempo, Sherry Williamson, Jeff Slavkovsky and Victoria DePasquale

10-24 Approve Agenda and Addendum

A motion was made by Mr. Kent seconded by Miss Maruschak to approve the January 11, 2024 agenda.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

11-24 Approve Minutes of the Regular Meeting on December 5, 2023

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the regular minutes of the December 5, 2023 Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Hach, Mr. Kent, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None
Abstain: Mrs. Gaskins and Miss Maruschak
Mr. Miller declared the motion passed

Administrative Report

- Board Appreciation Month
- Semi-Annual Harassment Report

Board Advisory Committee's Update

- Facilities – Jeff Slavkovsky gave an update to the Board

Public Participation – None

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending November 30, 2023 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #8)

No Action Required.

12-24 Approve Tax Budget for FY 2024-2025

A motion was made by Mr. Stefanko and seconded by Mr. Cahill to approve the Tax Budget for FY 2024-2025. The tax budget includes estimates for tax collection for Lake, Geauga and Trumbull counties. The Lake County Auditor has provided a summary form of budget resulting from amendments to the ORC related to tax budgets. (Attachment #9).

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

13-24 Approve Donations

A motion was made by Dr. Culotta and seconded by Mrs. Wheeler to approve the following donation:

Monetary donation of \$100.00 from Leroy Garden Club. This donation will benefit the Horticulture Science Program.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

14-24 Human Resources

A motion was made by Mr. Stefanko and seconded by Mr. Cahill to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #11)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

15-24 Approve Addendum to Administrative Contract for the Adult Trades Coordinator

A motion was made by Mrs. Gaskins and seconded by Mrs. Rayburn to approve the following addendum to Kelly Bean's Adult Trades Coordinator Administrative Contract:

WHEREAS, the Board of Education of the Auburn Career Center (hereinafter the "Board") and Kelly Bean (hereinafter the "Employee") are parties to an employment contract entered into on October 3rd, 2023 and effective from September 25, 2023 through July 31, 2024; and

WHEREAS, the Board and the Employee mutually agree to amend the employment contract in accordance with the addendum attached hereto as Attachment Item #12.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Auburn Career Center as follows:

SECTION I

The Addendum to the employment contract between Kelly Bean and the Auburn Career Center Governing Board of Education, attached hereto as Exhibit A, is hereby approved. The Employee shall be employed as a full-time Administrator in accordance with the terms and conditions included in the Addendum and all remaining terms of his Board-adopted employment contract.

SECTION II

The President of this Board is hereby authorized to execute the Addendum attached hereto as (*Attachment Item #12.*)

SECTION III

It is found and determined that all formal actions of this Board concerning or related to the adoption of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and any of its committees that resulted in such formal actions were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None
 Mr. Miller declared the motion passed

16-24 Approve Adult Workforce Public Safety Program Handbooks 2024

A motion was made by Mr. Cahill and seconded by Mr. Stefanko to approve the following handbooks for the Public Safety programs for the 2024 school year. (Attachment Item #13)

Emergency Medical Technician
Firefighter 1 & 2
Fire Inspector
EKG Technician
Anatomy & Physiology
Paramedic
High School Compact Emergency Medical Technician/Firefighter 1 & 2
Public Safety Academy
Instructor Program
Live Fire Instructor Program

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None
 Mr. Miller declared the motion passed

17-24 Approve Adult Workforce Student Handbook

A motion was made by Mr. Cahill and seconded by Mrs. Gaskins to approve the following Student Handbook for the Adult Workforce. (Attachment Item #14)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

18-24 Approve Adult Workforce Employee Handbook

A motion was made by Mr. Kent and seconded by Mrs. Gaskins to approve the following Employee Handbook for the Adult Workforce. (Attachment Item #15)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

19-24 Approve Consent Agenda

A motion was made by Mr. Cahill and seconded by Mrs. Gaskins to approve Item #17A-G as a consent motion.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

20-24 Contract/Affiliation Agreement

A motion was made by Dr. Culotta and seconded by Miss Maruschak to approve the following contract and/or affiliation agreement(s) with the correction of 17C Agreement:

- A. Training Provider Agreement with Lake County JFS (Attachment #17a)*
- B. Training Agreement with Perry Joint Fire District (Attachment #17b)*
- C. Public Safety Affiliation Agreement SY23-24 (Attachment #17c)*
- D. Mentor-on-the-Lake Fire Department*
- E. Updated Business Partnerships Affiliation Agreements SY23-24 (Attachment #17d)*
- F. Contractor Agreement for Ohio Means Jobs Geauga County Employment Services (Attachment #17e)*
- G. Training Agreement with Great Lakes Cheese (Attachment #17f)*

*H. Customized Training Agreement with Berkshire Local School District
(Attachment Item #17g)*

Roll Call: Ayes: Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

21-24 Approve High School Online Delivery Instruction Plan (R.C. 3313.482)

A motion was made by Mrs. Gaskins and seconded by Mr. Cahill to approve the following Online Delivery Instruction Plan for SY23-24. (Attachment Item #18)

Roll Call: Ayes: Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

22-24 C – Wing Interior Renovation Project

A motion was made by Mrs. Gaskins and seconded by Mrs. Rayburn to award and approve the Architectural contract to Richard L. Bowen Associates in the amount of \$302,415.00 for the Interior C-Wing/Healthcare renovation project to be paid from the CT Construction Grant. (Attachment Item #19)

1. Architectural Vision Group, LTD	\$321,084.00
2. Bowen	\$302,415.00
3. Van Auken Akins	\$354,500.00

Roll Call: Ayes: Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None


Mr. Miller declared the motion passed

23-24 **Adjourn**


A motion was made by Mr. Cahill and seconded by Mrs. Rayburn to adjourn the meeting at 7:14 p.m.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Stefanko, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed



Treasurer



Board President

**Auburn
Career Center**



Attachment Item #8

*Render Financial
Reports*

**Auburn Career Center
Bank Reconciliation
November 30, 2023**

Dollar Bank - Main Depository	\$ 13,390,993.60
Huntington	\$ 71,713.03
O/S checks - a/p	\$ (106,354.75)
O/S checks - p/r	\$ (6,443.38)
Payroll Accum (O/S)-Checks NI	\$ (795.15)
Pending Payroll Items in Transit	
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	13,349,650.35
Health Care Deductible Pool - Dollar	\$ 26,234.85
Star Ohio	\$ 114,751.44
Net Available Cash	\$ 13,490,636.64
Investments:	
Wells Fargo	\$ 2,590,911.93
Total Investments	\$ 2,590,911.93
Balance per bank	\$ 16,081,548.57
Balance per books	\$ 16,081,548.57
	\$ (0.00)

Investments Report

Institution	Amount
Wells Fargo	\$ 2,590,911.93

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL									
001-0000	GENERAL FUND	\$ 10,920,414.04	\$ 359,234.67	\$ 5,972,899.11	\$ 1,106,363.36	\$ 4,495,527.54	\$ 12,397,785.61	\$ 1,023,797.13	\$ 11,373,988.48
Code 002 BOND RETIREMENT									
002-9211	Bond Retirement Fund \$2.8 million Bond	0.00	0.00	0.00	12,273.99	12,273.99	(12,273.99)	0.00	(12,273.99)
002-9212	Bond Retirement Fund \$2.3 million Bond	0.00	0.00	0.00	8,073.00	8,073.00	(8,073.00)	0.00	(8,073.00)
002-9213	Bond Retirement Fund \$6 million Bond	0.00	0.00	0.00	2,356.00	2,356.00	(2,356.00)	0.00	(2,356.00)
002-9218	Bond Retirement Fund \$1.745 million Bond	0.00	0.00	0.00	19,380.00	19,380.00	(19,380.00)	0.00	(19,380.00)
002-9221	Bond Retirement Fund \$1.3 million Bond	0.00	0.00	0.00	6,500.10	6,500.10	(6,500.10)	0.00	(6,500.10)
002-9223	Bond Retirement Fund \$3.1 million Bond	0.00	0.00	0.00	48,909.99	48,909.99	(48,909.99)	0.00	(48,909.99)
Code 004 BUILDING									
004-0000	CONSTRUCTION FUND	101,469.43	10,000.00	50,000.00	102,600.48	102,600.48	48,868.95	0.00	48,868.95
004-9021	\$1.3 MILLION BOND APPR 12/1/20	84,247.04	0.00	0.00	0.00	84,247.04	0.00	0.00	0.00
004-9023	\$3.1 MILLION BOND APPR 6/24/22	2,939,152.96	0.00	0.00	1,572.73	86,772.73	2,852,380.23	11,680.23	2,840,700.00
Code 006 FOOD SERVICE									
006-0000	LUNCHROOM	53,011.37	5,567.84	31,303.09	14,049.78	52,370.57	31,943.89	13,140.78	18,803.11
Code 009 UNIFORM SCHOOL SUPPLIES									
009-0000	UNIFORM SUPPLY	3,850.00	225.00	9,155.00	0.00	6,099.50	6,905.50	0.00	6,905.50
Code 010 CLASSROOM FACILITIES									
010-9024	CLASSROOM FACILITIES	0.00	299,700.00	299,700.00	0.00	0.00	299,700.00	0.00	299,700.00
Code 011 ROTARY-SPECIAL SERVICES									
011-0000	CUSTOMER SERVICE	20,254.76	5,847.14	11,047.11	99.53	417.94	30,883.93	0.00	30,883.93
Code 012 ADULT EDUCATION									
012-0000	ADULT EDUCATION	352,172.02	345,162.27	1,198,544.10	221,135.43	1,096,867.80	453,848.32	255,288.63	198,559.69
012-9225	ADULT EDUCATION - SHORT TERM CERT.	3,037.00	0.00	0.00	0.00	0.00	3,037.00	2,910.00	127.00
		\$ 355,209.02	\$ 345,162.27	\$ 1,198,544.10	\$ 221,135.43	\$ 1,096,867.80	\$ 456,885.32	\$ 258,198.63	\$ 198,666.69

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 014 ROTARY-INTERNAL SERVICES									
014-0000	Rotary - Sales Tax	\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53	\$ 0.00	\$ 677.53
Code 018 PUBLIC SCHOOL SUPPORT									
018-0000	PRINCIPAL FUND	21,218.85	0.00	59,600.00	25,684.95	41,420.81	39,398.04	41,339.06	(1,941.02)
Code 019 OTHER GRANT									
019-0000	SCHOLARSHIP	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00	47,000.00
019-914R	ROBOT DONATIONS	5,462.06	0.00	2,500.00	0.00	0.00	7,962.06	2,500.00	5,462.06
Code 022 DISTRICT CUSTODIAL									
022-9020	DISTRICT AGENCY FY20	619.22	0.00	0.00	0.00	0.00	619.22	0.00	619.22
022-9021	DISTRICT CUSTODIAL	5,012.91	0.00	0.00	0.00	0.00	5,012.91	0.00	5,012.91
022-9022	DISTRICT CUSTODIAL	3,682.00	0.00	0.00	0.00	0.00	3,682.00	0.00	3,682.00
022-9998	ABLE CONSORTIUM	4,491.34	0.00	0.00	0.00	0.00	4,491.34	0.00	4,491.34
022-999S	SCHOLARSHIP FUNDS	5,816.67	0.00	0.00	0.00	0.00	5,816.67	0.00	5,816.67
Code 024 EMPLOYEE BENEFITS SELF INS.		\$ 19,622.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,622.14	\$ 0.00	\$ 19,622.14
024-0000	EMPLOYEE BENEFITS SELF INSURANCE	5,508.28	0.00	25,869.85	794.97	5,258.82	26,119.31	26,119.31	0.00
Code 070 CAPITAL PROJECTS									
070-9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	246,076.36	0.00	211,000.00	93,421.30	372,996.68	84,079.68	40,733.09	43,346.59
Code 200 STUDENT MANAGED ACTIVITY									
Code 200 STUDENT MANAGED ACTIVITY		\$ 246,076.36	\$ 0.00	\$ 211,000.00	\$ 93,421.30	\$ 372,996.68	\$ 84,079.68	\$ 40,733.09	\$ 43,346.59
200-901A	ALLIED HEALTH TECHNOLOGIES	644.92	0.00	0.00	0.00	0.00	644.92	0.00	644.92
200-902A	Adv Manufacturing II	70.00	0.00	0.00	0.00	0.00	70.00	0.00	70.00
200-903A	COMPUTER NETWORKING & TECHNOLOGY	231.04	0.00	0.00	0.00	0.00	231.04	0.00	231.04
200-907A	INT MULTIMEDIA II	34.15	0.00	0.00	0.00	0.00	34.15	0.00	34.15
200-911A	PRACTICAL NURSING ADULT	829.83	0.00	0.00	0.00	0.00	829.83	0.00	829.83
200-912A	AUTO TECHNOLOGY I & II	2,897.73	25.00	25.00	0.00	0.00	2,922.73	0.00	2,922.73
200-915A	LANDSCAPE HORT	53,128.91	0.00	0.00	311.44	311.44	52,817.47	2,925.00	49,892.47
200-917A	INFORMATION SUPPORT & SERVICES JR & SR	254.11	0.00	0.00	0.00	0.00	254.11	0.00	254.11
200-924A	WELDING II	439.04	0.00	0.00	0.00	0.00	439.04	0.00	439.04

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
200-925A	MAINT & ENVIR SERVICES	\$ 6,972.78	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,972.78	\$ 0.00	\$ 6,972.78
200-927A	EMERGENCY MEDICAL SERVICES	563.75	0.00	0.00	0.00	0.00	563.75	0.00	563.75
200-930A	MBA / DECA	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	(1,500.00)
200-940A	CULINARY ARTS I & II	1,490.17	673.20	1,320.30	0.00	150.00	2,660.47	0.00	2,660.47
200-945A	TEACHING PROF PATHWAYS I & II	548.44	0.00	0.00	0.00	0.00	548.44	0.00	548.44
200-950A	S.A.D.D.	801.97	0.00	0.00	0.00	0.00	801.97	0.00	801.97
200-982A	INTERNET PROG & DEV JR & SR	1,016.25	0.00	0.00	0.00	0.00	1,016.25	0.00	1,016.25
200-985A	AUTOMOTIVE COLLISION REPAIR #2	429.29	0.00	25.00	0.00	0.00	454.29	0.00	454.29
200-990A	SKILLS USA	1,273.79	107.00	107.00	0.00	0.00	1,380.79	0.00	1,380.79
200-992A	COSMETOLOGY #1 / HOLLAND JR & SR	470.77	302.00	460.00	0.00	30.00	900.77	0.00	900.77
200-995A	PATIENT CARE TECHNICIAN JR & SR	204.70	0.00	0.00	0.00	0.00	204.70	0.00	204.70
200-996A	ELECTRICAL ENGINEERING	11.57	0.00	0.00	0.00	0.00	11.57	0.00	11.57
200-998A	DISTRICTWIDE STUDENT TRAVEL	772.00	181.00	9,093.78	0.00	0.00	9,865.78	0.00	9,865.78
Code 451 DATA COMMUNICATION FUND		\$ 73,085.21	\$ 1,288.20	\$ 11,031.08	\$ 311.44	\$ 491.44	\$ 83,624.85	\$ 4,425.00	\$ 79,199.85
451-9024	DATA COMMUNICATION FUND	0.00	900.00	900.00	0.00	0.00	900.00	0.00	900.00
Code 501 ADULT BASIC EDUCATION		\$ 0.00	\$ 900.00	\$ 900.00	\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 900.00
501-923A	ADULT BASIC EDUCATION	19,479.40	0.00	0.00	0.00	50,267.19	(30,787.79)	0.00	(30,787.79)
501-924A	ASIPRE FY24	0.00	27,484.11	63,785.33	28,179.29	79,092.89	(15,307.56)	19,932.36	(35,239.92)
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND		\$ 19,479.40	\$ 27,484.11	\$ 63,785.33	\$ 28,179.29	\$ 129,360.08	\$ (46,095.35)	\$ 19,932.36	\$ (66,027.71)
507-923D	DODD	2,630.00	0.00	25,803.32	21,730.06	62,438.26	(34,004.94)	72,937.80	(106,942.74)
507-923G	OHIO'S PATHWAYS TO GRADUATION	34.00	0.00	269.23	355.45	2,638.68	(2,335.45)	0.00	(2,335.45)
507-924G	OHIO PATHWAYS TO GRADUATION FY24	0.00	0.00	0.00	5,866.00	5,866.00	(5,866.00)	2,040.00	(7,906.00)
507-924H	HOMELESS GRANT FY24	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	(12,000.00)
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND		\$ 2,664.00	\$ 0.00	\$ 26,072.55	\$ 27,951.51	\$ 70,942.94	\$ (42,206.39)	\$ 86,977.80	\$ (129,184.19)
508-9023	GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	2,269.81	0.00	12,921.42	0.00	15,191.23	0.00	0.00	0.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 524 VOC ED: CARL D. PERKINS - 1984		\$ 2,269.81	\$ 0.00	\$ 12,921.42	\$ 0.00	\$ 15,191.23	\$ 0.00	\$ 0.00	\$ 0.00
524-923Q	VOC ED: CARL D. PERKINS - 1984	\$ 32,250.00	\$ 0.00	\$ 40,472.41	\$ 0.00	\$ 72,722.41	\$ 0.00	\$ 425.22	\$ (425.22)
524-923R	VOC ED: CARL D. PERKINS - 1984	2,693.32	0.00	2,646.11	0.00	5,339.43	0.00	0.00	0.00
524-924Q	VOC ED: CARL D. PERKINS - FY24	0.00	0.00	64,107.15	56,785.08	229,001.09	(164,893.94)	364.00	(165,257.94)
524-924R	VOC ED: CARL D. PERKINS - FY24	0.00	0.00	11,227.08	8,644.71	19,871.79	(8,644.71)	14,318.00	(22,962.71)
Code 599 MISCELLANEOUS FED. GRANT FUND		\$ 34,943.32	\$ 0.00	\$ 118,452.75	\$ 65,429.79	\$ 326,934.72	\$ (173,538.65)	\$ 15,107.22	\$ (188,645.87)
599-923S	K-12 SCHOOL SAFETY GRANT	51,705.00	0.00	0.00	3,615.00	45,560.00	6,145.00	0.00	6,145.00
Grand Total		\$ 51,705.00	\$ 0.00	\$ 0.00	\$ 3,615.00	\$ 45,560.00	\$ 6,145.00	\$ 0.00	\$ 6,145.00
Total		\$ 15,007,320.58	\$ 1,055,409.23	\$ 8,104,781.39	\$ 1,788,702.64	\$ 7,030,553.40	\$ 16,081,548.57	\$ 1,543,950.61	\$ 14,537,597.96

AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Incumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Incumbrance	FYTD Unencumbered
Code 001 GENERAL	\$ 12,635,722.27	\$ 216,983.60	\$ 12,852,705.87	\$ 4,495,527.54	\$ 1,106,363.36	\$ 1,023,797.13	\$ 7,333,381.20
Code 002 BOND RETIREMENT							
Code 004 BUILDING	\$ 1,010,419.00	\$ 0.00	\$ 1,010,419.00	\$ 97,493.08	\$ 97,493.08	\$ 0.00	\$ 912,925.92
Code 006 FOOD SERVICE	\$ 2,992,169.43	\$ 182,700.00	\$ 3,174,869.43	\$ 273,620.25	\$ 104,173.21	\$ 11,680.23	\$ 2,889,568.95
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 135,711.37	\$ 0.00	\$ 135,711.37	\$ 52,370.57	\$ 14,049.78	\$ 13,140.78	\$ 70,200.02
Code 011 ROTARY-SPECIAL SERVICES	\$ 13,005.00	\$ 0.00	\$ 13,005.00	\$ 6,099.50	\$ 0.00	\$ 0.00	\$ 6,905.50
Code 012 ADULT EDUCATION	\$ 31,301.87	\$ 0.00	\$ 31,301.87	\$ 417.94	\$ 99.53	\$ 0.00	\$ 30,883.93
Code 014 ROTARY-INTERNAL SERVICES	\$ 2,532,795.61	\$ 75,134.13	\$ 2,607,929.74	\$ 1,096,867.80	\$ 221,135.43	\$ 258,198.63	\$ 1,252,863.31
Code 018 PUBLIC SCHOOL SUPPORT	\$ 677.53	\$ 0.00	\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53
Code 019 OTHER GRANT	\$ 180,661.15	\$ 21,218.85	\$ 201,880.00	\$ 41,420.81	\$ 25,684.95	\$ 41,339.06	\$ 119,120.13
Code 022 DISTRICT CUSTODIAL	\$ 52,462.06	\$ 0.00	\$ 52,462.06	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 49,962.06
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 19,622.14	\$ 0.00	\$ 19,622.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,622.14
Code 070 CAPITAL PROJECTS	\$ 30,000.00	\$ 5,508.28	\$ 35,508.28	\$ 5,258.82	\$ 794.97	\$ 26,119.31	\$ 4,130.15
Code 200 STUDENT MANAGED ACTIVITY	\$ 561,000.00	\$ 246,076.36	\$ 807,076.36	\$ 372,996.68	\$ 93,421.30	\$ 40,733.09	\$ 393,346.59
Code 501 ADULT BASIC EDUCATION	\$ 84,046.29	\$ 70.00	\$ 84,116.29	\$ 491.44	\$ 311.44	\$ 4,425.00	\$ 79,199.85
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	\$ 374,453.92	\$ 19,479.40	\$ 393,933.32	\$ 129,360.08	\$ 28,179.29	\$ 19,932.36	\$ 244,640.88
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 106,969.57	\$ 2,664.00	\$ 109,633.57	\$ 70,942.94	\$ 27,951.51	\$ 86,977.80	\$ (48,287.17)
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 12,921.42	\$ 2,269.81	\$ 15,191.23	\$ 15,191.23	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 512,782.20	\$ 34,943.32	\$ 547,725.52	\$ 326,934.72	\$ 65,429.79	\$ 15,107.22	\$ 205,683.58

**AUBURN VOCATIONAL SCHOOL DISTR
Monthly Appropriation Summary Report**

	FYTD Appropriated	Prior Year Incumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 43,260.00	\$ 8,445.00	\$ 51,705.00	\$ 45,560.00	\$ 3,615.00	\$ 0.00	\$ 6,145.00
Grand Total	\$ 21,329,980.83	\$ 815,492.75	\$ 22,145,473.58	\$ 7,030,553.40	\$ 1,788,702.64	\$ 1,543,950.61	\$ 13,570,969.57

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type: Check										
33440	0	ACCOUNTS_PA	Check	11/20/2023	TRUIST BANK	999516	RECONCILED	11/25/2023		\$ 48,909.99
		YABLE								
33258	59572	ACCOUNTS_PA	Check	11/22/2023	CREDIT CARD OPERATION	41906	RECONCILED	11/2/2023		6,620.98
		YABLE								
33259	59573	ACCOUNTS_PA	Check	11/22/2023	AMERICAN EXPRESS	40915	RECONCILED	11/6/2023		5,344.54
		YABLE								
33301	59574	ACCOUNTS_PA	Check	11/3/2023	U S POSTAL SERVICE	7745	RECONCILED	11/9/2023		1,500.00
		YABLE								
33298	59575	ACCOUNTS_PA	Check	11/3/2023	CHARTER COMMUNICATIONS	13042	RECONCILED	11/10/2023		172.85
		YABLE								
33261	59576	ACCOUNTS_PA	Check	11/3/2023	DOMINION ENERGY OHIO	4003	RECONCILED	11/9/2023		3,221.64
		YABLE								
33278	59577	ACCOUNTS_PA	Check	11/3/2023	PAINTERS SUPPLY	42143	RECONCILED	11/7/2023		100.49
		YABLE								
33293	59578	ACCOUNTS_PA	Check	11/3/2023	BENCO DENTAL CO	41892	RECONCILED	11/6/2023		6,493.47
		YABLE								
33282	59579	ACCOUNTS_PA	Check	11/3/2023	VERIZON WIRELESS	41745	RECONCILED	11/8/2023		134.65
		YABLE								
33299	59580	ACCOUNTS_PA	Check	11/3/2023	NEW DAIRY OPCO,	42186	RECONCILED	11/6/2023		103.20
		YABLE								
33281	59581	ACCOUNTS_PA	Check	11/3/2023	AUBURN CAREER CENTER	499	RECONCILED	11/6/2023		858.00
		YABLE								
33286	59582	ACCOUNTS_PA	Check	11/3/2023	DAVE HALL CREATIVE	42177	RECONCILED	11/6/2023		6,000.00
		YABLE								
33275	59583	ACCOUNTS_PA	Check	11/3/2023	GORDON FOOD SERVICE	8479	RECONCILED	11/7/2023		2,164.20
		YABLE								
33297	59584	ACCOUNTS_PA	Check	11/3/2023	MOVING SOLUTIONS INC	42654	RECONCILED	11/8/2023		650.00
		YABLE								
33277	59585	ACCOUNTS_PA	Check	11/3/2023	QUILL CORP	855	RECONCILED	11/6/2023		1,723.32
		YABLE								
33309	59586	ACCOUNTS_PA	Check	11/3/2023	REFRIGERATION SALES CORP.	56	RECONCILED	11/7/2023		704.97
		YABLE								
33291	59587	ACCOUNTS_PA	Check	11/3/2023	LAKE COUNTY SHERIFF'S OFFICE	11385	RECONCILED	11/15/2023		52,195.00
		YABLE								
33270	59588	ACCOUNTS_PA	Check	11/3/2023	SHERWIN WILLIAMS	334	RECONCILED	11/7/2023		162.80
		YABLE								
33304	59589	ACCOUNTS_PA	Check	11/3/2023	ESC OF THE WESTERN RESERVE TREASURER,	1697	RECONCILED	11/6/2023		16,104.42
		YABLE								
33272	59590	ACCOUNTS_PA	Check	11/3/2023	TREASURER,	8101	RECONCILED	11/15/2023		477.75

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33311	59591	YABLE	ACCOUNTS_PA	11/3/2023	STATE OF OH	40669	RECONCILED	11/9/2023		\$ 2,375.65
		YABLE			JOHNSON CONTROLS SECURITY SOLUTIONS					
33305	59592	YABLE	ACCOUNTS_PA	11/3/2023	VISUAL ARMOR SECURITY	41461	RECONCILED	11/7/2023		3,615.00
33279	59593	YABLE	ACCOUNTS_PA	11/3/2023	ILLUMINATING COMPANY	925	RECONCILED	11/6/2023		17,794.35
33273	59594	YABLE	ACCOUNTS_PA	11/3/2023	SYSCO FOOD SERVICES OF AMERICAN TECHNICAL PUB.,INC.	8412	RECONCILED	11/6/2023		1,475.03
33271	59595	YABLE	ACCOUNTS_PA	11/3/2023	GAZETTE NEWSPAPERS WKKY	314	RECONCILED	11/7/2023		515.27
33295	59596	YABLE	ACCOUNTS_PA	11/3/2023	GRAINGER	11455	RECONCILED	11/7/2023		25.00
33312	59597	YABLE	ACCOUNTS_PA	11/3/2023	ADVERTISING HENGST STREFF BAJKO RONYAK PAVING, INC C.W. COURTNEY COMPANY	12341	RECONCILED	11/7/2023		150.00
33264	59598	YABLE	ACCOUNTS_PA	11/3/2023	GRAINGER	466	RECONCILED	11/7/2023		438.14
33307	59599	YABLE	ACCOUNTS_PA	11/3/2023	21C	414	RECONCILED	11/8/2023		500.00
33289	59600	YABLE	ACCOUNTS_PA	11/3/2023	HENGST STREFF BAJKO RONYAK PAVING, INC	41179	OUTSTANDING			1,572.73
33303	59601	YABLE	ACCOUNTS_PA	11/3/2023	C.W. COURTNEY COMPANY	11586	RECONCILED	11/9/2023		35,543.30
33310	59602	YABLE	ACCOUNTS_PA	11/3/2023	ALL WAYS CONSTRUCTIO N LLC	41930	RECONCILED	11/7/2023		130.00
33302	59603	YABLE	ACCOUNTS_PA	11/3/2023	CONEX PRO LLC	10905	RECONCILED	11/14/2023		49,748.00
33308	59604	YABLE	ACCOUNTS_PA	11/3/2023	CONEX PRO LLC	42721	VOID		11/17/2023	2,640.00
33263	59605	YABLE	ACCOUNTS_PA	11/3/2023	FORGE FIRE & COMPANY LLC	42495	RECONCILED	11/9/2023		8,000.00
33269	59606	YABLE	ACCOUNTS_PA	11/3/2023	WWLC CHAMBER OF COMMERCE AT&T	40233	RECONCILED	11/10/2023		275.00
33285	59607	YABLE	ACCOUNTS_PA	11/3/2023	LOWE'S COMPANIES, INC.	171	RECONCILED	11/9/2023		1,015.58
33313	59608	YABLE	ACCOUNTS_PA	11/3/2023	AMERICAN MEDICAL TECHNOLOGIS	11038	RECONCILED	11/10/2023		83.59
33284	59609	YABLE	ACCOUNTS_PA	11/3/2023	AMERICAN MEDICAL TECHNOLOGIS	42421	RECONCILED	11/15/2023		1,215.00

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33280	59610	ACCOUNTS_PA	YABLE	11/3/2023	CHAGRIN VALLEY AUTO PARTS	240	RECONCILED	11/6/2023		\$ 686.66
33260	59611	ACCOUNTS_PA	YABLE	11/3/2023	ADVANCED GAS & WELDING	13407	RECONCILED	11/6/2023		13,247.00
33283	59612	ACCOUNTS_PA	YABLE	11/3/2023	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	11/6/2023		469.57
33266	59613	ACCOUNTS_PA	YABLE	11/3/2023	ALRO STEEL CORPORATION	41193	RECONCILED	11/6/2023		4,024.50
33265	59614	ACCOUNTS_PA	YABLE	11/3/2023	EQUIPARTS CORP	40596	RECONCILED	11/6/2023		136.35
33276	59615	ACCOUNTS_PA	YABLE	11/3/2023	EXSCAPE DESIGNS, LLC	41963	RECONCILED	11/6/2023		1,713.93
33262	59616	ACCOUNTS_PA	YABLE	11/3/2023	LBL PRINTING	13500	RECONCILED	11/6/2023		3,338.61
33287	59617	ACCOUNTS_PA	YABLE	11/3/2023	SHOP SUPPLY & TOOL CO., INC.	7258	RECONCILED	11/6/2023		1,190.98
33306	59618	ACCOUNTS_PA	YABLE	11/3/2023	R.E. MICHEL COMPANY INC	12295	RECONCILED	11/6/2023		679.30
33267	59619	ACCOUNTS_PA	YABLE	11/3/2023	JOHNSTONE SUPPLY	13078	RECONCILED	11/6/2023		1,165.18
33268	59620	ACCOUNTS_PA	YABLE	11/3/2023	AMY RYAN	41013	RECONCILED	11/6/2023		22.80
33274	59621	ACCOUNTS_PA	YABLE	11/3/2023	CAYLEY VOLPIN	41417	VOID		11/30/2023	483.10
33296	59622	ACCOUNTS_PA	YABLE	11/3/2023	ANDREW KELNER	42347	RECONCILED	11/3/2023		371.75
33300	59623	ACCOUNTS_PA	YABLE	11/3/2023	JOSEPH WARGO	42532	RECONCILED	11/6/2023		357.18
33290	59624	ACCOUNTS_PA	YABLE	11/3/2023	BRIAN BONTEMPO	41373	RECONCILED	11/6/2023		472.67
33314	59625	ACCOUNTS_PA	YABLE	11/3/2023	LISA SPROWLS	41755	RECONCILED	11/6/2023		120.32
33294	59626	ACCOUNTS_PA	YABLE	11/3/2023	MICHELLE RODEWALD	11544	RECONCILED	11/6/2023		321.06
33292	59627	ACCOUNTS_PA	YABLE	11/3/2023	NICOLE MOORE	42720	RECONCILED	11/6/2023		58.06
33288	59628	ACCOUNTS_PA	YABLE	11/3/2023	SHELBY KAMINSKI	41393	RECONCILED	11/6/2023		48.72
33386	59644	ACCOUNTS_PA	YABLE	11/17/2023	APCO INTERNATIONAL INC	42483	RECONCILED	11/21/2023		565.00
33360	59645	ACCOUNTS_PA	YABLE	11/17/2023	DALMATTON FIRE	40893	RECONCILED	11/27/2023		4,168.98

Start Date: 11012023
End Date: 11302023

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33413	59646	ACACCOUNTS_PA	YABLE	11/17/2023	EQUIPMENT INC	41934	RECONCILED	11/28/2023		\$ 2,495.75
33381	59647	ACACCOUNTS_PA	YABLE	11/17/2023	BREATHING AIR SYSTEMS NEW DAIRY OPCO,	42186	RECONCILED	11/20/2023		284.69
33416	59648	ACACCOUNTS_PA	YABLE	11/17/2023	BURMAX COMPANY, INC.	482	RECONCILED	11/22/2023		15.24
33417	59649	ACACCOUNTS_PA	YABLE	11/17/2023	4IMPRIINT, INC.	10665	RECONCILED	11/24/2023		1,013.14
33371	59650	ACACCOUNTS_PA	YABLE	11/17/2023	ACCOUNTABLE ASSETS INC	42304	RECONCILED	11/27/2023		680.00
33338	59651	ACACCOUNTS_PA	YABLE	11/17/2023	GARDINER	40409	RECONCILED	11/21/2023		4,900.00
33400	59652	ACACCOUNTS_PA	YABLE	11/17/2023	DIAMOND TECH INC	41398	RECONCILED	11/21/2023		1,177.12
33349	59653	ACACCOUNTS_PA	YABLE	11/17/2023	BUNZL DISTRIBUTION MIDCENTRAL	7024	RECONCILED	11/21/2023		669.52
33404	59654	ACACCOUNTS_PA	YABLE	11/17/2023	GAZETTE NEWSPAPERS	11455	RECONCILED	11/20/2023		25.00
33345	59655	ACACCOUNTS_PA	YABLE	11/17/2023	FIRE SAFETY SERVICE, INC.	40316	RECONCILED	11/22/2023		22,758.50
33344	59656	ACACCOUNTS_PA	YABLE	11/17/2023	KEYSTONE	11900	RECONCILED	11/21/2023		51.00
33365	59657	ACACCOUNTS_PA	YABLE	11/17/2023	ELECTRONIX EXPRESS	7251	RECONCILED	11/24/2023		888.30
33402	59658	ACACCOUNTS_PA	YABLE	11/17/2023	PENN CARE INC	8957	RECONCILED	11/21/2023		134.47
33385	59659	ACACCOUNTS_PA	YABLE	11/17/2023	ADVANCED TECHNOLOGIES CONSULTANTS	42401	RECONCILED	11/28/2023		51,432.00
33393	59660	ACACCOUNTS_PA	YABLE	11/17/2023	LINCOLN ELECTRIC CO.	984	RECONCILED	11/20/2023		1,197.28
33362	59661	ACACCOUNTS_PA	YABLE	11/17/2023	SALONCENTRIC	13024	RECONCILED	11/21/2023		470.49
33343	59662	ACACCOUNTS_PA	YABLE	11/17/2023	SYSCO FOOD SERVICES OF PRECIOUS CARGO	8412	RECONCILED	11/20/2023		1,628.26
33390	59663	ACACCOUNTS_PA	YABLE	11/17/2023		13744	OUTSTANDING			2,400.00
33376	59664	ACACCOUNTS_PA	YABLE	11/17/2023	SC STRATEGIC SOLUTIONS	41786	RECONCILED	11/22/2023		995.00
33368	59665	ACACCOUNTS_PA	YABLE	11/17/2023	REFRIGERATIO N SALES CORP.	56	RECONCILED	11/21/2023		35.00
33394	59666	ACACCOUNTS_PA	YABLE	11/17/2023	JOHNSON CONTROLS	42560	RECONCILED	11/27/2023		1,233.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33427	59667	ACCOUNTS_PA	Check	11/17/2023	FIRE PROTECTION LP	41771	RECONCILED	11/28/2023		\$ 1,887.00
33409	59668	ACCOUNTS_PA	Check	11/17/2023	VIG SOLUTIONS INC	8435	RECONCILED	11/21/2023		1,422.63
33399	59669	ACCOUNTS_PA	Check	11/17/2023	WEBB SUPPLY	1141	RECONCILED	11/20/2023		599.06
33415	59670	ACCOUNTS_PA	Check	11/17/2023	PREMIER PAINT PAINTERS SUPPLY	42143	RECONCILED	11/21/2023		1,759.61
33424	59671	ACCOUNTS_PA	Check	11/17/2023	IST OHIO INV	42300	RECONCILED	11/21/2023		3,900.00
33351	59672	ACCOUNTS_PA	Check	11/17/2023	LORAIN CTY COMMUNITY COLLEGE	13647	RECONCILED	11/27/2023		215.50
33378	59673	ACCOUNTS_PA	Check	11/17/2023	ENNIS BRITTON CO., L.P.A.	42602	RECONCILED	11/21/2023		240.00
33372	59674	ACCOUNTS_PA	Check	11/17/2023	MANUFACTURING SKILL STANDARDS	40085	OUTSTANDING			27.00
33391	59675	ACCOUNTS_PA	Check	11/17/2023	APOLLO SUPPLY COMPANY	11556	RECONCILED	11/21/2023		2,448.74
33419	59676	ACCOUNTS_PA	Check	11/17/2023	TX INC	41663	RECONCILED	11/20/2023		3,689.00
33337	59677	ACCOUNTS_PA	Check	11/17/2023	GRAINGER	466	RECONCILED	11/21/2023		10,033.77
33359	59678	ACCOUNTS_PA	Check	11/17/2023	CENTRAL RESTAURANT PRODUCTS	7205	RECONCILED	11/21/2023		2,030.44
33425	59679	ACCOUNTS_PA	Check	11/17/2023	EASTMEN TIRE SUPPLIES II	42722	RECONCILED	11/20/2023		2,591.20
33346	59680	ACCOUNTS_PA	Check	11/17/2023	MCMASTER-CARR SUPPLY CO.	10826	RECONCILED	11/21/2023		250.48
33395	59681	ACCOUNTS_PA	Check	11/17/2023	SWEETHAVEN DOOR INC	8931	OUTSTANDING			320.00
33392	59682	ACCOUNTS_PA	Check	11/17/2023	THYSSENKRUPP ELEVATOR CORP.	11792	RECONCILED	11/20/2023		694.58
33377	59683	ACCOUNTS_PA	Check	11/17/2023	PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	11/27/2023		14,350.00
33401	59684	ACCOUNTS_PA	Check	11/17/2023	CHARTER COMMUNICATI	13042	RECONCILED	11/22/2023		598.00

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33422	59685	ACCOUNTS_PA	YABLE	11/17/2023	ONS WM CORPORATE SERVICES INC	734	RECONCILED	11/22/2023		\$ 259.20
33411	59686	ACCOUNTS_PA	YABLE	11/17/2023	PACIFIC ONESOURCE INC	41552	RECONCILED	11/24/2023		1,449.00
33428	59687	ACCOUNTS_PA	YABLE	11/17/2023	EASTERN LAKE COUNTY CHAMBER	1939	RECONCILED	11/22/2023		370.00
33361	59688	ACCOUNTS_PA	YABLE	11/17/2023	TOTAL QUALITY TESTING INC	40323	RECONCILED	11/24/2023		5,270.00
33423	59689	ACCOUNTS_PA	YABLE	11/17/2023	AT&T	41770	RECONCILED	11/22/2023		200.55
33363	59690	ACCOUNTS_PA	YABLE	11/17/2023	UNITED PARCEL SERVICE	2108	RECONCILED	11/21/2023		50.00
33387	59691	ACCOUNTS_PA	YABLE	11/17/2023	LEE'S MACHINERY	13927	RECONCILED	11/29/2023		959.26
33369	59692	ACCOUNTS_PA	YABLE	11/17/2023	MAJOR WASTE DISPOSAL	570	RECONCILED	11/22/2023		88.20
33382	59693	ACCOUNTS_PA	YABLE	11/17/2023	ABM	42305	RECONCILED	11/21/2023		18,095.98
33412	59694	ACCOUNTS_PA	YABLE	11/17/2023	SNAP ON INDUSTRIAL	1266	RECONCILED	11/22/2023		583.44
33347	59695	ACCOUNTS_PA	YABLE	11/17/2023	NOC COG ONE STOP	40653	RECONCILED	11/20/2023		130.30
33421	59696	ACCOUNTS_PA	YABLE	11/17/2023	FIRST QUALITY POWER PLACE	755	RECONCILED	11/22/2023		418.40
33373	59697	ACCOUNTS_PA	YABLE	11/17/2023	WILLO TRANSPORTATI ON	12426	RECONCILED	11/22/2023		863.00
33336	59698	ACCOUNTS_PA	YABLE	11/17/2023	O'REILLY AUTOMOTIVE, INC	40813	RECONCILED	11/27/2023		957.30
33342	59699	ACCOUNTS_PA	YABLE	11/17/2023	MAXIMUM POTENTIAL INC	42686	RECONCILED	11/22/2023		35,000.00
33410	59700	ACCOUNTS_PA	YABLE	11/17/2023	CHARDON OIL CO.	8287	RECONCILED	11/20/2023		228.39
33396	59701	ACCOUNTS_PA	YABLE	11/17/2023	QUADIENT LEASING USA, INC	42027	RECONCILED	11/24/2023		695.82
33420	59702	ACCOUNTS_PA	YABLE	11/17/2023	FOOD FOR THOUGHT INC	8777	OUTSTANDING			257.30
33398	59703	ACCOUNTS_PA	YABLE	11/17/2023	FIFTH THIRD BANK	41077	RECONCILED	11/21/2023		102,600.48

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33388	59704	ACACCOUNTS_PA	Check	11/17/2023	AT&T	171	RECONCILED	11/21/2023		\$ 555.62
		YABLE								
33418	59705	ACACCOUNTS_PA	Check	11/17/2023	FIRST COMMUNICATI ONS LLC	10610	RECONCILED	11/20/2023		87.46
		YABLE								
33384	59706	ACACCOUNTS_PA	Check	11/17/2023	WEX BANK	41338	RECONCILED	11/24/2023		282.87
		YABLE								
33370	59707	ACACCOUNTS_PA	Check	11/17/2023	XEROX FINANCIAL SERVICES CITY OF PVILLE UTIL.	1081	RECONCILED	11/20/2023		4,698.21
		YABLE								
33354	59708	ACACCOUNTS_PA	Check	11/17/2023	CINTAS CORPORATION UNIVERSITY HOSPITALS OCCUPATONA L HEALTH	215	RECONCILED	11/24/2023		747.22
		YABLE								
33379	59709	ACACCOUNTS_PA	Check	11/17/2023	FORGE FIRE & COMPANY LLC	532	RECONCILED	11/21/2023		430.52
		YABLE								
33348	59710	ACACCOUNTS_PA	Check	11/17/2023	GORDON FOOD SERVICE HEMLY TOOL SUPPLY INC. LEPPO INC	42424	RECONCILED	11/21/2023		6,860.00
		YABLE								
33389	59711	ACACCOUNTS_PA	Check	11/17/2023	CLEVELAND SPRAY BOOTH	13370	RECONCILED	11/21/2023		750.00
		YABLE								
33364	59712	ACACCOUNTS_PA	Check	11/17/2023	FORGE FIRE & COMPANY LLC	42495	RECONCILED	11/22/2023		2,500.00
		YABLE								
33426	59713	ACACCOUNTS_PA	Check	11/17/2023	GORDON FOOD SERVICE HEMLY TOOL SUPPLY INC.	8479	RECONCILED	11/21/2023		1,892.76
		YABLE								
33406	59714	ACACCOUNTS_PA	Check	11/17/2023	LEPPO INC	8616	RECONCILED	11/29/2023		856.30
		YABLE								
33383	59715	ACACCOUNTS_PA	Check	11/17/2023	ROBERTS MEDICAL UNIFORM OHIO	42638	RECONCILED	11/21/2023		1,162.69
		YABLE								
33356	59716	ACACCOUNTS_PA	Check	11/17/2023	SKILLS USA OHIO	42659	RECONCILED	11/22/2023		845.85
		YABLE								
33375	59717	ACACCOUNTS_PA	Check	11/17/2023	CHILD CARE TRAINING OHIO	675	OUTSTANDING			1,065.00
		YABLE								
33403	59718	ACACCOUNTS_PA	Check	11/17/2023	GENERAL PEST CONTROL CO. IMPERIALDADDE	42350	RECONCILED	11/27/2023		1,170.00
		YABLE								
33352	59719	ACACCOUNTS_PA	Check	11/17/2023	SAM'S CLUB	11210	RECONCILED	11/22/2023		228.06
		YABLE								
33355	59720	ACACCOUNTS_PA	Check	11/17/2023	CHANEY ELECTRONICS INC	41932	RECONCILED	11/21/2023		1,787.62
		YABLE								
33408	59721	ACACCOUNTS_PA	Check	11/17/2023	QUILL CORP	8469	RECONCILED	11/27/2023		741.42
		YABLE								
33350	59722	ACACCOUNTS_PA	Check	11/17/2023	QUILL CORP	1017	RECONCILED	11/20/2023		2,501.96
		YABLE								
33407	59723	ACACCOUNTS_PA	Check	11/17/2023	QUILL CORP	855	RECONCILED	11/20/2023		164.27
		YABLE								

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33357	59724	ACCOUNTS_PA YABLE	Check	11/17/2023	OHIO SCHOOLS COUNCIL	812	RECONCILED	11/20/2023		\$ 11,928.00
33367	59725	ACCOUNTS_PA YABLE	Check	11/17/2023	FA SOLUTIONS LLC	41342	RECONCILED	11/20/2023		3,156.76
33374	59726	ACCOUNTS_PA YABLE	Check	11/17/2023	JOHNSTONE SUPPLY	13078	RECONCILED	11/20/2023		135.25
33414	59727	ACCOUNTS_PA YABLE	Check	11/17/2023	MARIANNA INDUSTRIES	541	RECONCILED	11/20/2023		13.68
33341	59728	ACCOUNTS_PA YABLE	Check	11/17/2023	ADVANCED GAS & WELDING	13407	RECONCILED	11/20/2023		645.36
33339	59729	ACCOUNTS_PA YABLE	Check	11/17/2023	NCS PEARSON, INC	12139	RECONCILED	11/20/2023		1,517.00
33405	59730	ACCOUNTS_PA YABLE	Check	11/17/2023	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	11/20/2023		3,777.56
33340	59731	ACCOUNTS_PA YABLE	Check	11/17/2023	R.E. MICHEL COMPANY INC	12295	RECONCILED	11/20/2023		1,486.35
33358	59732	ACCOUNTS_PA YABLE	Check	11/17/2023	ALRO STEEL CORPORATION	41193	RECONCILED	11/20/2023		7,541.22
33380	59733	ACCOUNTS_PA YABLE	Check	11/17/2023	JEFF SLAVKOVSKY	13632	RECONCILED	11/20/2023		52.54
33353	59734	ACCOUNTS_PA YABLE	Check	11/17/2023	DOROTHY BENTLEY	40188	RECONCILED	11/20/2023		29.20
33397	59735	ACCOUNTS_PA YABLE	Check	11/17/2023	MICHAEL WILLIAMS	42610	RECONCILED	11/20/2023		113.64
33366	59736	ACCOUNTS_PA YABLE	Check	11/17/2023	SHELBY KAMINSKI	41393	RECONCILED	11/20/2023		82.26
33467	59742	ACCOUNTS_PA YABLE	Check	11/30/2023	CAVLEY VOLPIN	41417	OUTSTANDING			483.10
33477	59743	ACCOUNTS_PA YABLE	Check	11/30/2023	BURMAX COMPANY, INC.	482	OUTSTANDING			258.13
33465	59744	ACCOUNTS_PA YABLE	Check	11/30/2023	GARRETT STEFANCIN	42612	OUTSTANDING			1,600.00
33483	59745	ACCOUNTS_PA YABLE	Check	11/30/2023	GENE PTACHEK & SON	640	OUTSTANDING			687.95
33463	59746	ACCOUNTS_PA YABLE	Check	11/30/2023	MICHAEL P REED	42590	OUTSTANDING			800.00
33452	59747	ACCOUNTS_PA YABLE	Check	11/30/2023	JESSICA HOLT	42625	OUTSTANDING			600.00
33474	59748	ACCOUNTS_PA YABLE	Check	11/30/2023	ELENCO ELECTRONICS, INC	41665	OUTSTANDING			588.40
33471	59749	ACCOUNTS_PA YABLE	Check	11/30/2023	DIAMOND TECH INC	41398	OUTSTANDING			1,345.23
33451	59750	ACCOUNTS_PA YABLE	Check	11/30/2023	AUBURN	499	OUTSTANDING			114.25

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33455	59751	ACACCOUNTS_PA	YABLE	11/30/2023	CAREER CENTER	41892	OUTSTANDING			\$ 487.25
33461	59752	ACACCOUNTS_PA	YABLE	11/30/2023	BENCO DENTAL CO	42186	OUTSTANDING			115.88
33459	59753	ACACCOUNTS_PA	YABLE	11/30/2023	NEW DAIRY OPCO,	7251	OUTSTANDING			606.85
33490	59754	ACACCOUNTS_PA	YABLE	11/30/2023	ELECTRONIX EXPRESS	8777	OUTSTANDING			163.78
33488	59755	ACACCOUNTS_PA	YABLE	11/30/2023	FOOD FOR THOUGHT INC	8479	OUTSTANDING			1,709.60
33489	59756	ACACCOUNTS_PA	YABLE	11/30/2023	GORDON FOOD SERVICE	925	OUTSTANDING			1,371.01
33497	59757	ACACCOUNTS_PA	YABLE	11/30/2023	ILLUMINATING COMPANY	40996	OUTSTANDING			4,298.43
33453	59758	ACACCOUNTS_PA	YABLE	11/30/2023	AIR CLEANING SPECIALIST, INC	8435	OUTSTANDING			279.89
33494	59759	ACACCOUNTS_PA	YABLE	11/30/2023	WEBB SUPPLY	42300	OUTSTANDING			600.00
33492	59760	ACACCOUNTS_PA	YABLE	11/30/2023	IST OHIO INV	4035	OUTSTANDING			450.20
33479	59761	ACACCOUNTS_PA	YABLE	11/30/2023	KINZUA ENVIRONMENTAL INC	12253	OUTSTANDING			6,894.00
33487	59762	ACACCOUNTS_PA	YABLE	11/30/2023	MCGOWN & MARKLING CO., L.P.A	984	OUTSTANDING			1,050.00
33486	59763	ACACCOUNTS_PA	YABLE	11/30/2023	LINCOLN ELECTRIC CO. 21C	414	OUTSTANDING			500.00
33456	59764	ACACCOUNTS_PA	YABLE	11/30/2023	ADVERTISING IMPERIALDADDE	41932	OUTSTANDING			195.13
33460	59765	ACACCOUNTS_PA	YABLE	11/30/2023	ESC OF THE WESTERN RESERVE	1697	OUTSTANDING			4,145.15
33476	59766	ACACCOUNTS_PA	YABLE	11/30/2023	PREMIER PAINT	1141	OUTSTANDING			3,997.98
33450	59767	ACACCOUNTS_PA	YABLE	11/30/2023	SKILLS USA INC.	290	OUTSTANDING			13,735.50
33482	59768	ACACCOUNTS_PA	YABLE	11/30/2023	PENN CARE INC	8957	OUTSTANDING			1,225.00
33493	59769	ACACCOUNTS_PA	YABLE	11/30/2023	PENN CARE INC	42601	OUTSTANDING			492.00
33457	59770	ACACCOUNTS_PA	YABLE	11/30/2023	WESTON HURD LLP	8412	OUTSTANDING			3,234.39
33454	59771	ACACCOUNTS_PA	YABLE	11/30/2023	SYSCO FOOD SERVICES OF CREDIT CARD	41906	OUTSTANDING			6,415.88

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33449	59772	YABLE ACCOUNTS_PA CHECK		11/30/2023	OPERATION HUNTINGTON NATIONAL BANK	10092	OUTSTANDING			\$ 5,994.37
33484	59773	YABLE ACCOUNTS_PA CHECK		11/30/2023	MANUFACTURING SKILL STANDARDS	40085	OUTSTANDING			108.00
33475	59774	YABLE ACCOUNTS_PA CHECK		11/30/2023	ADVANCED GAS & WELDING	13407	OUTSTANDING			1,006.52
33458	59775	YABLE ACCOUNTS_PA CHECK		11/30/2023	ALRO STEEL CORPORATION	41193	OUTSTANDING			1,710.64
33466	59776	YABLE ACCOUNTS_PA CHECK		11/30/2023	CRILE ROAD HARDWARE	551	OUTSTANDING			1,111.52
33478	59777	YABLE ACCOUNTS_PA CHECK		11/30/2023	R.E. MICHEL COMPANY INC	12295	OUTSTANDING			113.38
33501	59778	YABLE ACCOUNTS_PA CHECK		11/30/2023	ESC OF THE WESTERN RESERVE	41901	OUTSTANDING			178.50
33472	59779	YABLE ACCOUNTS_PA CHECK		11/30/2023	POCKET NURSE ENTERPRISES, INC, INC	10331	OUTSTANDING			269.36
33469	59780	YABLE ACCOUNTS_PA CHECK		11/30/2023	MICRO CENTER A/R	4017	OUTSTANDING			224.85
33462	59781	YABLE ACCOUNTS_PA CHECK		11/30/2023	SHOP SUPPLY & TOOL CO., INC.	7258	OUTSTANDING			965.53
33500	59782	YABLE ACCOUNTS_PA CHECK		11/30/2023	JACLYN M O'NEILL	42606	OUTSTANDING			200.00
33464	59783	YABLE ACCOUNTS_PA CHECK		11/30/2023	KAREN HOWELL	41820	OUTSTANDING			74.50
33498	59784	YABLE ACCOUNTS_PA CHECK		11/30/2023	BLAIR SUTTLES	42346	OUTSTANDING			266.98
33496	59785	YABLE ACCOUNTS_PA CHECK		11/30/2023	JEFF SLAVKOVSKY	13632	OUTSTANDING			38.40
33468	59786	YABLE ACCOUNTS_PA CHECK		11/30/2023	JESSICA BROWN	42558	OUTSTANDING			109.74
33480	59787	YABLE ACCOUNTS_PA CHECK		11/30/2023	BARB GORDON	12964	OUTSTANDING			184.16
33481	59788	YABLE ACCOUNTS_PA CHECK		11/30/2023	ANGELA NELSON	40991	OUTSTANDING			113.93
33495	59789	YABLE ACCOUNTS_PA CHECK		11/30/2023	BRIAN BONTEMPO	41373	OUTSTANDING			854.64
33473	59790	YABLE ACCOUNTS_PA CHECK		11/30/2023	DAWN BUBONIC	12967	OUTSTANDING			35.52
33470	59791	YABLE ACCOUNTS_PA CHECK		11/30/2023	CHRISTINE TREDENT	40990	OUTSTANDING			90.68

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33485	59792	ACCOUNTS_PA YABLE	Check	11/30/2023	LISA SPROWLS	41755	OUTSTANDING			\$ 135.18
33499	59793	ACCOUNTS_PA YABLE	Check	11/30/2023	MICHAEL WILLIAMS	42610	OUTSTANDING			75.76
33491	59794	ACCOUNTS_PA YABLE	Check	11/30/2023	ANDREW PRAFT	42736	OUTSTANDING			183.41
										\$ 756,710.22
Default Payment Type: Electronic										
33447		ACCOUNTS_PA YABLE	Electronic	11/3/2023	SERS	900926	RECONCILED	11/4/2023		1,204.87
33435		ACCOUNTS_PA YABLE	Electronic	11/24/2023	STATE TEACHERS RETIREMENT	480	RECONCILED	11/25/2023		31,683.75
33325		ACCOUNTS_PA YABLE	Electronic	11/10/2023	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	11/11/2023		8,090.86
33432		ACCOUNTS_PA YABLE	Electronic	11/24/2023	Workers Comp	900950	RECONCILED	11/25/2023		1,146.44
33434		ACCOUNTS_PA YABLE	Electronic	11/24/2023	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	11/25/2023		3,945.51
33433		ACCOUNTS_PA YABLE	Electronic	11/24/2023	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	11/25/2023		8,539.78
33326		ACCOUNTS_PA YABLE	Electronic	11/10/2023	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	11/11/2023		3,757.45
33324		ACCOUNTS_PA YABLE	Electronic	11/10/2023	Workers Comp	900950	RECONCILED	11/11/2023		1,087.74
33446		ACCOUNTS_PA YABLE	Electronic	11/29/2023	Huntington Bank	999502	RECONCILED	11/30/2023		2,356.00
33430		ACCOUNTS_PA YABLE	Electronic	11/17/2023	SERS	900926	RECONCILED	11/18/2023		1,181.84
33438		ACCOUNTS_PA YABLE	Electronic	11/20/2023	Huntington Bank	999502	RECONCILED	11/25/2023		12,273.99
33437		ACCOUNTS_PA YABLE	Electronic	11/20/2023	KEY GOVERNMENT FINANCE INC	999515	RECONCILED	11/25/2023		6,500.10
33323		ACCOUNTS_PA YABLE	Electronic	11/10/2023	STATE TEACHERS RETIREMENT	480	RECONCILED	11/11/2023		30,363.92
33436		ACCOUNTS_PA YABLE	Electronic	11/24/2023	BANK ONE/MEMO/FIC A	900693	RECONCILED	11/25/2023		15.50
33445		ACCOUNTS_PA YABLE	Electronic	11/29/2023	Chase Bank	999501	OUTSTANDING			8,073.00

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33448	0	ACCOUNTS_PA YABLE	Electronic	11/30/2023	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	11/30/2023		\$ 794.97
33439	0	ACCOUNTS_PA YABLE	Electronic	11/20/2023	Chase Bank	999501	RECONCILED	11/25/2023		19,380.00
33327	0	ACCOUNTS_PA YABLE	Electronic	11/13/2023	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	11/18/2023		115,728.44
\$ 256,124.16										
\$ 1,012,834.38										
Type: REFUND										
Default Payment Type: Check										
33315	59629	REFUND	Check	11/7/2023	RODNEY LEWIS	42724	RECONCILED	11/15/2023		1,356.40
33316	59630	REFUND	Check	11/7/2023	BRIANNA PLATS	42645	RECONCILED	11/13/2023		4,211.50
33317	59631	REFUND	Check	11/7/2023	JAMES WARREN	42727	OUTSTANDING			283.00
33318	59632	REFUND	Check	11/7/2023	ANTHONY WEISS / DEPT OF VA	42728	VOID		11/17/2023	7,085.00
33319	59633	REFUND	Check	11/7/2023	JAZLYNN ZUBER	42542	RECONCILED	11/13/2023		935.31
33320	59634	REFUND	Check	11/7/2023	MATTHEW STANTON	42725	OUTSTANDING			65.00
33321	59635	REFUND	Check	11/7/2023	BENJAMIN HALL	42726	RECONCILED	11/10/2023		1,299.87
33328	59636	REFUND	Check	11/13/2023	HOPE POLLARD	42735	RECONCILED	11/20/2023		1,570.62
33329	59637	REFUND	Check	11/13/2023	JEANETTE SANABRIA	42734	RECONCILED	11/20/2023		1,570.62
33330	59638	REFUND	Check	11/13/2023	TAYLOR ARNOLD	42733	OUTSTANDING			1,570.62
33331	59639	REFUND	Check	11/13/2023	ALEXANDRA DEWEY	42732	RECONCILED	11/20/2023		1,553.75
33332	59640	REFUND	Check	11/13/2023	MONECA MORTON	42731	OUTSTANDING			1,553.75
33333	59641	REFUND	Check	11/13/2023	STEPHANIE LUTZ	42550	RECONCILED	11/15/2023		1,882.00
33334	59642	REFUND	Check	11/13/2023	SARAH HOLTWICK/ROCK	42553	RECONCILED	11/20/2023		1,482.00
33335	59643	REFUND	Check	11/13/2023	MYA PERRY	42540	RECONCILED	11/22/2023		1,482.00
33429	59737	REFUND	Check	11/17/2023	DEPARTMENT OF VETERANS AFFAIRS	42728	RECONCILED	11/28/2023		7,085.00
33441	59738	REFUND	Check	11/29/2023	ROBERT	42629	OUTSTANDING			824.50

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
33442	59739 REFUND	Check		11/29/2023	BRECKER JESSICA WHITTENHALL	42541	OUTSTANDING			\$ 1,493.25
33443	59740 REFUND	Check		11/29/2023	WILLIAM LAGANKE	42737	OUTSTANDING			7,830.00
33444	59741 REFUND	Check		11/29/2023	ANGELO VECCHIO	42618	OUTSTANDING			4,230.00
										<u>\$ 49,364.19</u>
										<u>\$ 49,364.19</u>
PAYROLL										
Type: Default Payment										
33431	0 PAYROLL			11/24/2023	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	11/25/2023		254,753.20
33322	0 PAYROLL			11/10/2023	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	11/11/2023		241,704.52
Grand Total										<u>\$ 496,457.72</u>
										<u>\$ 496,457.72</u>
										<u>\$ 1,558,656.29</u>

Auburn Career Center
Monthly History Comparison-General Fund
November 30, 2023

	Monthly Comparison			Avg Chg	Annual Comparison			Remain 2024	Budget Expended
	Nov FY22	Nov FY23	Nov FY24		Actual 2022	Actual 2023	Budget 2024		
Revenue									
Real Estate	\$ 2,964,245	\$ 3,073,294	\$ 3,087,689		\$ 6,605,096	\$ 6,722,749	\$ 6,572,230	\$ 3,484,541	47%
Tangible Personal (PI)	\$ 177,761	\$ 178,430	\$ 256,816		\$ 377,333	\$ 325,973	\$ 433,644	\$ 176,828	59%
Foundation	\$ 967,462	\$ 924,938	\$ 1,195,859		\$ 2,447,733	\$ 2,632,320	\$ 3,087,177	\$ 1,891,318	39%
Homestead & Rollback	\$ 447,300	\$ 462,178	\$ 463,741		\$ 902,060	\$ 920,149	\$ 914,966	\$ 451,225	51%
Other	\$ 389,101	\$ 238,338	\$ 578,483		\$ 576,420	\$ 759,416	\$ 1,078,040	\$ 499,557	54%
Subtotal	\$ 4,945,869	\$ 4,877,178	\$ 5,582,587		\$ 10,908,642	\$ 11,360,607	\$ 12,086,057	\$ 6,503,470	46%
Expense									
Salaries	\$ 1,641,697	\$ 1,690,431	\$ 1,630,714	-0.3%	\$ 3,907,802	\$ 4,119,768	\$ 4,176,614	\$ 2,545,900	39%
Benefits	\$ 707,662	\$ 753,464	\$ 681,511	-1.5%	\$ 1,748,509	\$ 1,908,053	\$ 2,180,166	\$ 1,498,655	31%
Purchased Services	\$ 545,354	\$ 698,399	\$ 749,196	17.7%	\$ 1,299,549	\$ 1,368,524	\$ 1,478,006	\$ 728,810	51%
Supplies	\$ 273,547	\$ 419,766	\$ 495,640	35.8%	\$ 598,566	\$ 739,327	\$ 798,473	\$ 302,833	62%
Capital Outlay/Equipment	\$ 85,405	\$ 310,455	\$ 307,626	131%	\$ 249,307	\$ 546,551	\$ 500,000	\$ 192,374	62%
Other	\$ 54,174	\$ 60,344	\$ 54,874		\$ 140,188	\$ 142,885	\$ 147,172	\$ 92,298	37%
Subtotal	\$ 3,307,839	\$ 3,932,859	\$ 3,919,561		\$ 7,943,920	\$ 8,825,107	\$ 9,280,431	\$ 5,360,870	42%
Revenue/Expense (Operating Balance)	\$ 1,638,030	\$ 944,319	\$ 1,663,026		\$ 2,964,722	\$ 2,535,500	\$ 2,805,626		
Other Uses									
Budget Reserve									
Advances Returned	\$ 244,715	\$ 27,525	\$ 390,312		\$ 247,614	\$ 27,525	\$ 390,312	\$ 1,486,046	
Transfers Out	\$ -	\$ -	\$ -		\$ 27,525	\$ 390,312	\$ 100,000	\$ 100,000	
Transfers	\$ 164,728	\$ 276,598	\$ 575,966		\$ 955,353	\$ 1,368,237	\$ 1,343,105	\$ 1,343,105	
Subtotal	\$ 79,987	\$ (249,073)	\$ (185,655)		\$ (735,264)	\$ (1,731,024)	\$ (2,538,839)	\$ (2,538,839)	
Beginning Cash	\$ 10,034,109	\$ 11,320,679	\$ 13,144,914		\$ 11,413,892	\$ 12,716,105	\$ 10,920,414	\$ 10,920,414	
Finding Cash	\$ 9,604,497	\$ 10,811,185	\$ 12,397,786		\$ 10,115,939	\$ 10,920,414	\$ 11,187,201	\$ 11,187,201	
Encumbrances	\$ 975,636	\$ 1,119,929	\$ 1,023,797		\$ 189,970	\$ 216,984			

This is an unaudited financial report.

**Auburn
Career Center**



Attachment Item #9

*Tax Budget for
FY2024-2025*

TAX BUDGET FOR
Auburn Vocational School District
FOR THE FISCAL YEAR
07/01/2024- 06/30/2025

LAKE
COUNTY,
OHIO

Instructions and Tax Budget Form

INSTRUCTIONS FOR COMPLETING THE TAX BUDGET

SCHEDULE A

List only those individual funds which are requesting general property tax revenue. Please complete Column 1 by identifying the amount of general property tax you wish to request for the fiscal year. Columns 2 and 3 are to be completed by the Budget Commission and Columns 4 and 5 are to be completed by the County Auditor.

SCHEDULE B

This schedule will be completed by the County Auditor.

EXHIBIT I - STATEMENT OF FUND ACTIVITY

Complete this exhibit only for the General Fund, the Bond Retirement Fund (if it is, or has been, receiving property tax revenue) and any other funds for which you are requesting general property tax revenue. (Reproduce page 4 if necessary)

This exhibit should be completed using the CASH BASIS of accounting. For all funds, please segregate amounts received for homestead and rollbacks from property taxes. The line item "Revenues Over/Under Expenditures" is the difference between "Total Revenues" less "Total Expenditures". The line item "Ending Cash Balance" is the total of "Revenues Over/Under Expenditures" and the "Beginning Cash Balance".

Columns 1 and 2 - Complete these columns using data from the last two COMPLETED fiscal years.

Column 3 - Complete this column using current year data. A portion of the amount shown should be actual data and the remainder will represent estimates for the balance of the year.

One method of determining the amounts within this column is to review the last amended certificate of estimated resources and the appropriation ordinance. If the amounts are in line with your current estimates, these amounts may be used.

Column 4 - Complete this column for the next fiscal year (budget year).

EXHIBIT II - SCHEDULE OF INDEBTEDNESS

This exhibit is to provide all necessary detail of all debt issues of the entity. Each bond or note issue should be listed individually.

NOTE: The Budget Commission reserves the right to request additional financial information, if necessary, for the funds disclosed in this tax budget.

LAKE COUNTY, OHIO

07/01/2024- 06/30/2025

Office of the Board of Education, Auburn Vocational School

District, Lake County, OH

TO THE LAKE COUNTY AUDITOR:

The Board of Education of said School District hereby submits its annual Budget for the year commencing, July 1st, 2024 for consideration of the County Budget Commission.

Signed _____

Title President

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY COMMISSION, AND COUNTY AUDITOR'S ESTIMATED RATES

FOR SCHOOL USE		FOR BUDGET COMMISSION USE			FOR COUNTY AUDITOR USE	
FUND (Include only those funds which are requesting general property tax revenue)	BUDGET YEAR AMOUNT REQUESTED OF BUDGET COMMISSION INSIDE / OUTSIDE	BUDGET YEAR AMOUNT APPROVED BY BUDGET COMMISSION INSIDE 10 MILL LIMITATION	BUDGET YEAR AMOUNT TO BE DERIVED FROM LEVIES OUTSIDE 10 MILL LIMITATION	COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO BE LEVIED		
	COLUMN 1	COLUMN 2	COLUMN 3	INSIDE 10 MILL LIMIT BUDGET YEAR COLUMN 4	OUTSIDE 10 MILL LIMIT BUDGET YEAR COLUMN 5	
GENERAL FUND	\$ 9,067,432	\$	\$			
TOTALS: ALL FUNDS	\$9,067,432	\$0	\$0	0.00	0.00	

INSTRUCTIONS: List only those funds which are requesting general property tax revenue. Complete column 1 with the amount that you are requesting for general property taxes. DO NOT COMPLETE COLUMNS 2 THROUGH 5.

Signed: BUDGET COMMISSION _____

STATEMENT OF FUND ACTIVITY

(Complete only for General Fund, Bond Retirement Fund, and any other funds
requesting general property tax revenue)

EXHIBIT I

FUND: GENERAL FUND

DESCRIPTION	FOR 2022 ACTUAL	FOR 2023 ACTUAL	2024 CURRENT YEAR ESTIMATE	2025 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Tangible Pers	\$6,982,429	\$7,048,721	\$6,955,874	\$7,603,845
Homestead &, Rollback	\$902,059	\$920,149	\$914,966	\$919,541
S. B. 3 & 287 Dereg. Reimb.	\$0	\$0	\$0	\$0
Personal Property Reimb.	\$0	\$0	\$0	\$0
Other Revenues	\$3,271,769	\$3,419,260	\$4,555,529	\$4,110,555
TOTAL REVENUES	\$11,156,257	\$11,388,130	\$12,426,369	\$12,633,941
TOTAL EXPENDITURES	\$8,926,797	\$10,583,657	\$14,056,082	\$11,793,630
REVENUES OVER (UNDER) EXPENDITURES	\$2,229,460	\$804,473	-\$1,629,713	\$840,311
BEGINNING CASH BALANCE	\$7,886,478	\$10,115,938	\$10,920,411	\$9,290,698
ENDING CASH BALANCE	\$10,115,938	\$10,920,411	\$9,290,698	\$10,131,009
ENCUMBRANCES AT YEAR END	\$189,870	\$216,984	\$170,000	\$170,000

FUND: BOND RETIREMENT FUND

DESCRIPTION	FOR 2022 ACTUAL	FOR 2023 ACTUAL	2024 CURRENT YEAR ESTIMATE	2025 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Personal)				
Homestead & Rollback				
S. B. 3 & 287 Dereg. Reimb.				
Personal Property Reimb.				
Other Revenues	763,392	1,015,610	1,010,419	1,009,005
TOTAL REVENUES	763,392	1,015,610	1,010,419	1,009,005
TOTAL EXPENDITURES	763,392	1,015,610	1,010,419	1,009,005
REVENUES OVER (UNDER) EXPENDITURES	0	0	0	0
BEGINNING CASH BALANCE				
ENDING CASH BALANCE	\$0	\$0	\$0	\$0

SCHEDULE OF INDEBTEDNESS

EXHIBIT II

PURPOSE OF BONDS AND NOTES	AUTHORITY FOR LEVY OUTSIDE 10 MILL LIMIT *	DATE OF ISSUE	DATE DUE	ORDINANCE OR RESOLUTION	SERIAL OR TERM	RATE OF INTEREST	AMOUNT OF BONDS / NOTES OUTSTANDING AT BEGINNING OF BUDGETED YEAR	AMOUNT REQUIRED FOR PRINCIPAL & INTEREST PAYMENTS
INSIDE TEN MILL LIMIT:								
TOTAL							\$0	\$0
OUTSIDE TEN MILL LIMIT:								
UNVOTED 1/10 OF 1% Limited Tax	UNVOTED	7/20/2011	6/1/2026	RESOLUTION		3.61%	680,000	240,577
General Obligation Bonds-Tax Exempt (\$2,800,000.00)								
UNVOTED 1/10 OF 1% Limited Tax	UNVOTED	8/28/2012	6/1/2027	RESOLUTION		2.34%	690,000	181,146
General Obligation Bonds-Tax Exempt (\$2,300,000.00)								
UNVOTED 1/10 OF 1% Limited Tax	UNVOTED	12/6/2012	6/1/2027	RESOLUTION		2.48%	190,000	49,712
General Obligation Bonds-Tax Exempt (\$600,000.00)								
UNVOTED 1/10 OF 1% Limited Tax	UNVOTED	12/1/2020	6/1/2030	RESOLUTION		1.41%	922,000	139,000
General Obligation Bonds-Tax Exempt (\$1,300,000.00)								
UNVOTED 1/10 OF 1% Limited Tax	UNVOTED	3/29/2018	6/1/2033	RESOLUTION		3.04%	1,275,000	142,164
General Obligation Bonds-Tax Exempt (\$1,745,000.00)								
UNVOTED 1/10 OF 1% Limited Tax	UNVOTED	8/16/2022	6/1/2037	RESOLUTION		3.35%	2,920,000	257,820
General Obligation Bonds-Tax Exempt (\$3,100,000.00)								
TOTAL							\$6,677,000	\$1,010,419

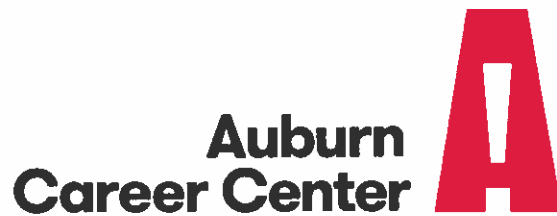
* If the levy is outside the 10 mill limit by vote enter the words "by vote" and the date of the election.
 If outside the 10 mill limit without a vote, enter the reference to the statute under which the levy is exempt from the 10 mill limit.

**Auburn
Career Center**



Attachment Item #11

Human Resources



Human Resources

January 11, 2024

Adult Workforce Education

2023-2024

Employee Name	Title	Hourly Amount
Andrew Nagy	Firefighter/EMT Instructor	\$30.00

Adult Workforce Education

2023-2024

Employee Name	Title	Hourly Amount
Andrew Nagy	Public Safety Support Specialist	\$18.00

Resignation

Employee Name	Title	Reason	Effective
Cory Hutter	Assistant Director of Adult Workforce Education	Resignation	January 19, 2024
Robert Curtis	Adult Residential Wiring Instructor	Resignation	January 3, 2024

Out of State Professional Development Travel

Employee Name	Title	Location	Purpose of Travel	Date(s) of Travel
Tom Welk	Automotive Technology Instructor	Philadelphia, PA	Advanced Engine Performance Training	January 29, 2024 - Feb 1, 2024

**Auburn
Career Center**



Attachment Item #12

*Addendum to
Administrative Contract
for the Adult Trades
Coordinator*



**GOVERNING BOARD OF EDUCATION
ADDENDUM TO ADMINISTRATOR'S CONTRACT
(Pursuant to Ohio Revised Code 3319.02)**

This Addendum is entered into by and between **KELLY BEAN** (the "Employee") and the **AUBURN CAREER CENTER GOVERNING BOARD OF EDUCATION** (the "Board"), which shall be effective **January 1, 2024**.

WHEREAS, the Board and the Employee are parties to an employment contract currently effective **September 25, 2023** through **July 31, 2024** (the "Employee's Contract"); and

WHEREAS, the Employee's Contract shall be amended in accordance with the terms of this Addendum.

NOW, THEREFORE, BE IT AGREED, by and between the Board and the Employee, as follows:

1. The term of Employee's Contract shall be extended by one year, with a new expiration date of **July 31, 2025**.
2. Paragraph 1 of the Employee's Contract is modified to change Employee's employment status from part-time to full-time, which will require Employee to work at least forty (40) hours per week. As indicated in Paragraph 4, Employee shall be entitled to all fringe benefits provided to full time administrative employees in accordance with Board Policy.
3. The Employee's annual salary in Paragraph 3 will be increased from twenty-four thousand four hundred nine dollars and nine cents (\$24,409.09) to sixty-seven thousand dollars and zero cents (\$67,000.00). Effective January 1, 2024, Employee will receive a pro-rated share of the increased salary for the work days remaining in the initial contract year (January 1, 2024 through July 31, 2024).
4. All remaining terms of the Employee's Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be executed on the ____ day of _____, 2024.

EMPLOYEE

**AUBURN CAREER CENTER
GOVERNING BOARD OF EDUCATION**

Kelly Bean

Board President

Treasurer/CFO

**Auburn
Career Center**



Attachment Item #13

*Adult Workforce Public
Safety Program
Handbooks 2024*



Emergency Medical Technician

*Student Handbook,
Course Objectives, Goals, & Syllabus*

ODPS Accreditation # 302

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AUBURN CAREER CENTER

Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Core Values

People are personally responsible for their choices and actions.
Treating people with dignity and respect will enhance learning.
Attitude and goals drive achievement.
All people can learn.
All people can make positive contributions.
Change is exciting and essential for growth.

The Auburn EMS Program Mission

Promote EMS Education for all by
developing and delivering quality EMS educational products, while being advocates for
continuing, lifelong learning, and quality patient care.

The Auburn EMS Program Goal

To prepare competent entry-level EMTs in the cognitive, psychomotor, and affective learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the EMS Program

We are glad you are here and that you have trusted us with your future!

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

The Faculty, Staff, and Administration of the Auburn Career Center

Requirements for Auburn Career Center EMT Training

1. Hold high school diploma or GED certificate along with a Valid Driver's License
2. Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law).
3. Must provide the completed / signed clear for duty physical fitness form, including proof of immunizations and passing drug screen.
4. Must read and sign attached liability waiver
5. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn EMT final exam.
6. EMT students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 80% on all Auburn Career Center Summative Final exams to be permitted to take the National Registry written exam.
7. Students must complete 100 Adaptive questions on EMS testing per class Section and get a passing score average as well as pass 1 Timed Comprehensive Exam in the Adaptive testing EMS Testing test bank, to be permitted to take the National Registry.
8. EMT students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to take the National Registry written Exam.
9. EMT students must complete all Clinical training time one week prior to the final exam in order to graduate from class. "Complete" means that all paperwork or electronic verifications must be done by the deadlines outlined in the clinical manual. Any exception to this must be approved by the Lead Instructor.
10. EMT students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
11. EMT Students cannot miss more than 10% hours per six months of class time.
12. An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.

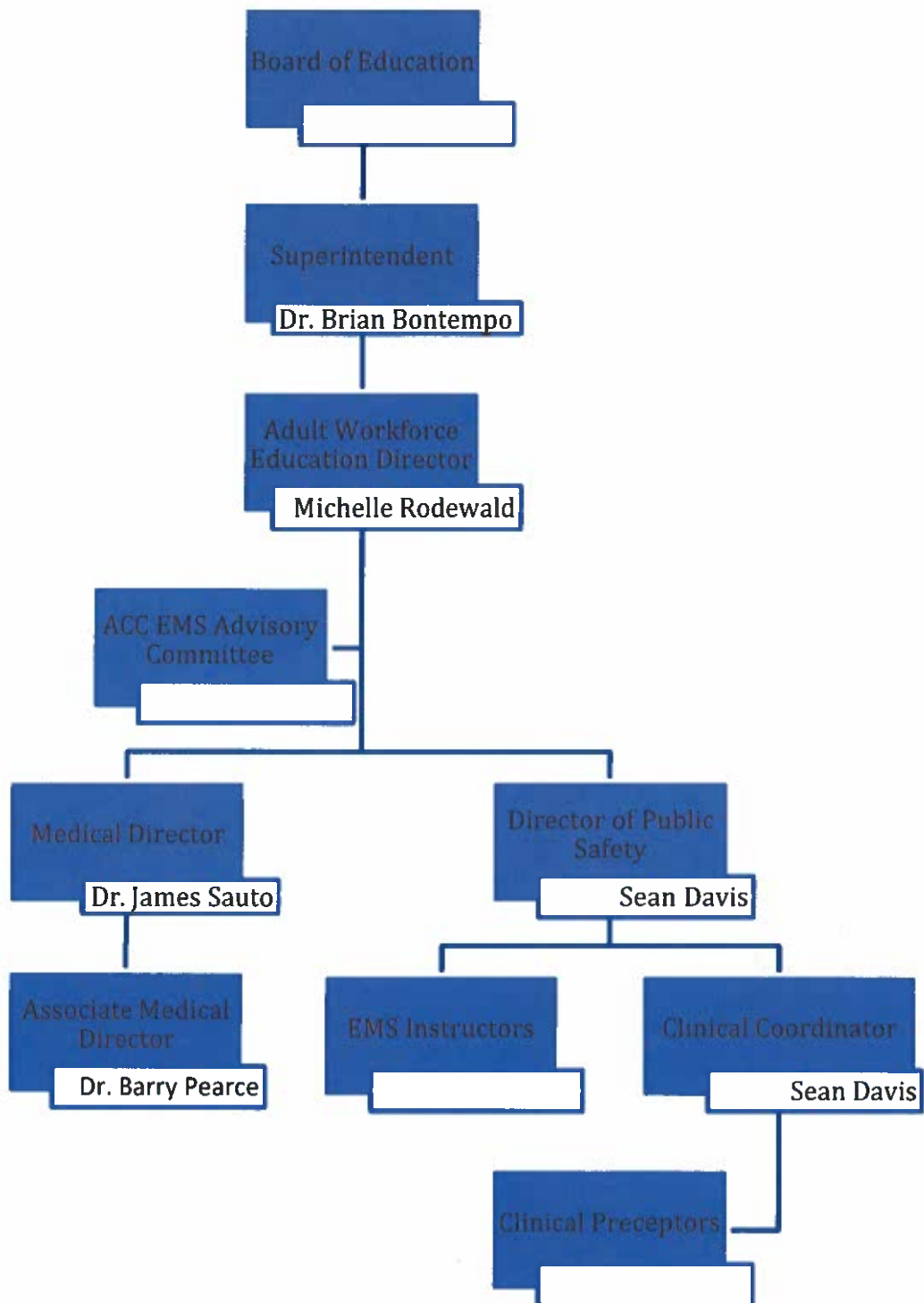
I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center

8140 Auburn Road
Concord, OH 44077
440-357-7542 or 800-544-7542

Michelle Rodewald

Director of Adult Education Workforce Ext. 8028
mrodewald@auburncc.org

Dr. James Sauto

Medical Director
sautoj@ccf.org

Dr. Barry Pearce

Associate Medical Director
hpearce@auburncc.org

Sean Davis, M.S. Ed, CICNRP, EMS I

Director of Public Safety Education CoAEMSP Program Director
Ext. 8026
Cell 440-336-2113
sdavis@auburncc.org

Matt Urie, B.S. NRP, EMS-I

Clinical Coordinator
Ext. 8246
murie@auburncc.org

Joe Cooper, A.S. NRP, EMS-I

Paramedic Program Coordinator
Ext. 8247
jcooper@auburncc.org

Carmen Tibaldi, NRP, EMS-I

Lead EMT Instructor
ctibaldi@auburncc.org

Bob Ivancic, NRP, EMS-I

Lead EMT Instructor
rivancic@auburncc.org

General EMS Program Information

Office Hours

The EMT Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Program Schedule

Each EMT Program begins at the beginning of a semester or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Tuesdays and Thursdays from 6:00pm-10:00pm, or as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Clinical rotations begin upon direction by the EMS Program Coordinator, and continue throughout the course. Clinical time is to be completed prior to course completion. The instructor will detail how to sign up for clinical time, and when certain clinical hours are to be complete. No student will be able to take the National Registry test until all clinical hours are completed. Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of EMT Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the EMS Program Coordinator.

- Application Completed, including physical exam
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED (excludes High School seniors currently enrolled in a secondary school and that are in the 12th grade)
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.
- All students will take the EMT screening tests prior to entering the course.

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following:
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn EMS Program.

Transfer Students/Advanced Placement

EMT students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

A student who is being advanced placed or is dismissed out of a Public Safety Program and has paid in full for the initial program offering may retake the same program at half the price of tuition and must only pay fees that are applicable to the retaking of the course. This returning student cannot count towards the minimum number of enrolled students. If the student wishes to be counted towards the minimum enrollment number, they must pay in full for retaking the program

Costs for the EMT Course

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds

Refunds for the course follow the Adult workforce handbook and are the same throughout the school.

Health Policies

All EMT and EMT students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability

All students are required to waive rights and claims against Clinical and Field affiliations for accidents, injuries, and civil liabilities while a student is enrolled in the EMT (Ohio Revised Code 3303.21)

Transcripts and Records

Records and Grades will be maintained by the instructor and EMS Program Coordinator and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

Inappropriate use of EMS Students in clinical areas

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital internship setting. Students are encouraged to immediately notify the instructor or EMS Program Coordinator if this practice is occurring.

State Certification & Exam

The Ohio Dept. of Public Safety - Division of EMS has designated that all EMT students take the National Registry EMT Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.

Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), 4765-8-05(A)(4), 4765-8-01.

To set up to take the NREMT exam follow these steps:

- Go to www.nremt.org and create a NREMT account (log on to your account if you have one already).

- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and schedule it with the NREMT

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The initial certification examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

(1) The passing score for the written portion of the examination shall be determined by the NREMT.

(2) The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.

(3) The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.

(4) The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

(B) The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, EMS Program Coordinator, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the EMS Program Coordinator. Other authorized absences are at the discretion of the EMS Program Coordinator. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any EMT student is 10% of total classroom time. Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three absences in a 4-week period will count as an absence. More than three (3) tardies will count for a total of one absence.

EMT students must complete an assignment or make up day provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically

correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from EMS programs may be made to the EMS Program Coordinator. Leave requests for EMT and Advanced programs will be denied, due to the short duration of each program. Leave requests for EMT students will be handled per the EMT Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an EMS program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the EMS Program Coordinator. Any financial obligations or refunds will be addressed through the adult education office.

Any student, who is going to be absent from a clinical session, MUST contact the clinical site AND the Lead Instructor as soon as possible. (see phone list).

Clinical time and field internship are all considered class time, they are tracked through Platinum planner and can use GPS location tracking from your phone at times. Students are responsible for setting up and tracking all clinical learning time. The clinical coordinator will keep a running tally of your monthly activities and meet with every student each month to discuss clinical progress. Students who are receiving certain types of financial aid, living expenses, and other educational support might need to perform weekly clinical goals instead of monthly goals. The months goals are clearly posted in the class schedule and are also listed in this document. If a student is unsure if they need to meet weekly clinical goals due to certain types of funding support, them must confirm that with Auburn Career Center Financial aid and with the clinical coordinator. There is no penalty for

not achieving weekly clinical goals, however not achieving them could affect certain types of monthly financial support. There is a penalty for not achieving monthly clinical goals and that can affect financial support as well. Auburn Career Center staff are more than happy to help you meet your weekly or monthly clinical goals to keep your financial support in compliance.

Dress Code

The dress code for the EMT program provides for a professional appearance:

- **General Uniform and Dress Code Requirements**

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinicals, regardless of whether the student has a conceal & carry permit.

- **Clinical Areas (also see clinical guidelines)**

Black or dark blue pants, black shoes and your Auburn polo shirt only. No fire department shirts or scrubs are permitted.

Your Auburn I.D. badge must be worn and visible at all times. At Lake Hospital sites, students must wear the assigned Lake Hospital I.D.

Jeans, t-shirts, and sweatshirts are not permitted in any clinical area.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks) and/or pose a safety hazard will not be permitted in clinical areas. In any case, the hairstyle must meet the standards of the employees of the clinical site being visited.

Visible body piercing, which causes a distraction is not permitted to be worn. Tattoos should be covered wherever possible, as not to offend any patient or staff member.

Uniform requirements are subject to change to meet the clinical site's own requirements. Any student who does not comply with the dress code or whose attire is unacceptable by

any clinical site will be asked to leave and will not be allowed to return until approved by the EMS Program Coordinator.

Disciplinary Policy

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called “due process”). Discipline will range from a verbal warning (called “counseling”), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Students are not permitted to have cell phones, smart watches, or any other type of communication device during any high stakes test, they are to be left in a car or placed in the instructor’s office. Students found to have a communications device during a test will result in the test being considered a failure, that attempt is used and the student will have to use any remaining attempts to pass. If there are no remaining attempts the student will be considered failed from the program.

Students must take all high stakes exams in the classroom, on a computer, phones and tablets are not permitted for this activity type. Students cannot have any additional browsers or browser windows open at any time during the test, being found to have a second browser open during a test will result in the test being considered a failure, that attempt is used and the student will have to use any remaining attempts to pass. If there are no remaining attempts the student will be considered failed from the program. Auburn Career Center does supply computers for testing in the event students do not have computers of their own.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty (An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.)
- Sleeping in Class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons

- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPPA Violation
- No call, no show to classes or clinicals
- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment
- Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels Of Disciplinary Action Are As Follows:

Disciplinary Counseling:

For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand:

For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation:

The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination:

If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal:

Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 80% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to complete 100 Adaptive questions on EMS testing per class section completed after each section (IE adaptive for section 1 will be done during section2) and get a passing score average as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank prior to the end of class
- Failure to pass any of the comprehensive final exams (Cognitive, Psychomotor, Affect)

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided

by the Director of Public Safety Education and the appealing student. The Director of Adult Education will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-60%
- F = 59% and below

Grade Performance Standards

Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and adjusted; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center EMT final exam with a score of 80% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EMS Program Coordinator.

Academic Probation

If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements

In order for a student to “graduate” from the Auburn Career Center EMT Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program

- Complete the classroom and clinical requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 80% or above
- Prove mastery of all basic clinical skills, including passage of the NREMT Practical Exam
- Maintain current certification in AHA BLS CPR
- Pass Affect Evaluation
- Take 100 adaptive EMS testing questions per section of class and get a passing score by the last month of class
- Pass a minimum of 1 **Timed Comprehensive Exam** on EMS testing under the adaptive testing section
- Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class
- Meet all financial obligations of the program
- Students must take the initial attempt of the NREMT exam within 30 days of graduation, failure to do so will result in the program director not approving the NREMT application. Students must repass all high stakes exam with in one attempt to regain the opportunity to test.

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the National Registry EMT Computer-Based Exam.

Report of EMS Student “On Duty Illness or Injury”

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or EMT Didactic (class/lab) or Clinical time.

Payment Responsibility

It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during EMT or EMT clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center EMS Program Coordinator

A “report of the on duty illness or injury” form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or EMS Program Coordinator is responsible for routing the incident report to the appropriate individual, as stated in this report.

EMS Coordinator

Date

Student

Date

**National Registry of Emergency Medical Technicians (NREMT)
Licensure Process Support Agreement**

Upon the successful completion of the Auburn Career Center (Auburn) Emergency Medical Technician (EMT) program, as a graduate, you are eligible to be licensed both nationally and in the State of Ohio by passing the NREMT Exam.

When you registered, you paid a National Registry Support Fee (\$175) for which Auburn will:

- 1. Register and submit payment for you as a program graduate to sit for the NREMT Exam up to a maximum of six (6) times; and*
- 2. Provide instructional support should the graduate not pass the NREMT Exam on their first attempt for up to a maximum of five (5) additional attempts (six total attempts).*

Prior to your first attempt to pass the NREMT exam following graduation, you must complete the Crash course book tests and review (provided by Auburn). If you choose to not use the Crash course book tests and review, you must complete another review software that has been approved by the Director of Public Safety.

The first NREMT Exam must be taken within five (5) days following the last scheduled class of your EMT program. If you do not pass the NREMT exam in up to five attempts, you must:

- a. Contact Auburn's Director of Public Safety, Sean Davis (sdavis@auburncc.org; 440-358-8026), that same day and provide the exam results;*
- b. Sit for their next NREMT exam within twenty (20) days of the previous attempt; and*
- c. Complete work assigned by Auburn's Director of Public Safety or his designee before sitting for the next NREMT exam. Your Crash course book tests and review, or approved equivalent, will provide a basis for the material to be completed but may be augmented as deemed appropriate by Auburn's Director of Public Safety or his designee. Assignments are deemed complete when approved by Auburn's Director of Public Safety or his designee, the approval of which shall not be unreasonably withheld.*

I agree to receive NREMT licensure process support as outlined above.

Student Signature

Date

Student Printed Name

Copy of this agreement given to the student

Director of Public Safety or Designee

Date

Clinical Policies and Procedures

Clinical Overview

The EMS Training program recognizes the importance of practical application of knowledge and skills learned throughout the EMS educational process. The purpose of the clinical rotation is to provide students the opportunity to apply knowledge and skills in an environment that allows their participation, application of knowledge and skills as well as promotes linear thinking.

The clinical rotations have been selected to provide the student a variety of diverse environments exposing the student to all aspects of healthcare. Each clinical rotation has a specific purpose, objectives and expectations of the student in order to successfully complete the rotation. The clinical handbook is provided as a resource to the student prior to, during and after each rotation.

General

The student is responsible to schedule their time with the clinical coordinator, attend all scheduled rotations and complete and turn in all required paperwork for each clinical rotation. The clinical coordinator or training center coordinator will maintain all schedules, records and tally all time and skills required throughout the program. Periodically throughout the program, the coordinator will meet with students collectively and individually to update or counsel students on their progress with the clinical rotations.

Students will sign up or request hours for each clinical rotation as they become required throughout the program. The student, once assigned the clinical, is required to attend the rotation and should be on site fifteen (15) minutes prior to the start of their rotation. Failing to attend the scheduled clinical will result in an absence and will be processed through the attendance policy provided in the student handbook. Should emergencies arise, the clinical coordinator or another member of the training center must be contacted prior to the start time of the rotation for any consideration relating to excusing the absence.

Upon completing each rotation, the student is required to complete the specific clinical rotation sheet, providing documentation of date, time, location, assessments or skills performed and their preceptor's signature. Failure to complete the paperwork in a timely fashion or failing to have the preceptor's signature renders the rotation void, resulting in no credit for the time or skills performed.

To be considered complete the student must fill out all paperwork and enter the data into Fisdap skills tracker. Paper work is only considered complete if all the lines are filled in on the paperwork for each clinical rotation and the preceptor has signed and initialed were indicated. If there is a line of information on a clinical rotation sheet that does not apply to a specific rotation or that was not completed during the rotation the student must fill that line in with N/A (non applicable). Also in the narrative the student will explain all N/A lines. If paperwork is turned in with missing data then it will be considered incomplete and not counted. It is important for the student to understand that the paperwork and the Fisdap skills tracker are both required and failure to complete both will result in the clinical rotation not counting towards the student's total completed time and skills. The student will have 24 hours from the completion of the clinical

rotation to complete the Fisdap skills tracker. Failure to complete the Fisdap skills tracker in 24 hours will result in the clinical rotation not counting towards the students completed time and skills.

Students must perform all clinical rotations and skills only at facilities that have a signed affiliation agreement with The Auburn Career Center. A student cannot be compensated in any way for their involvement at a clinical rotation. If a student is an employee at one of the Auburn Career Centers affiliated facilities they can only perform clinical rotations and skills while not being compensated and only after properly scheduling themselves at the affiliated facility.

Behavior

The student handbook describes the expected behavior of students throughout the program. During the clinical rotations, regardless of whether a field rotation or hospital clinical rotation, your appearance, behavior and attitude must meet the program expectations. It is important to remember during rotations, you are essentially a guest in another professional's environment. During these rotations, the attitude, behavior and appearance of the student reflect on the student as an individual, and on the Auburn Career Center as an educational facility. Inappropriate attitude, behavior or appearance will not be tolerated and may result in dismissal from the program as this potentially impacts other students, and the reputation of Auburn Career Center.

Clinical Uniform Policy

The clinical rotations will place the students in a variety of different environments. To maintain continuity in appearance and present a professional image, students will be required to wear specific clothing in all areas of the clinical rotation.

In general, students are required to arrive at the clinical site prepared to perform and function as a member of the clinical staff. Being prepared to perform means each student must have a watch, a stethoscope (borrowing from the staff is unacceptable), a small notebook for documentation and a writing utensil. Students must also have their student ID clearly visible above the waist, identifying them to staff and patients. Failure to arrive at the clinical rotation without these appropriate items is grounds for staff to send the student home.

In the hospital setting, students will be required to wear the appropriate Auburn Career Center EMS uniform. It is recommended that each student purchase two sets. The student must arrive in their clinical attire and unless requested, wear this attire throughout the rotation. Students must also wear hospital issued ID's in addition to Auburn Career Center ID's. Some clinical areas may require specialty scrubs or equipment; however they will provide these as needed. Any supplies or equipment received from these areas must be returned upon completion of the rotation. Failure to return items such as scrubs, etc. will be viewed as theft and disciplinary actions initiated.

In the pre-hospital setting, clinical attire will consist of navy blue slacks (uniform pants) and shirts that will be purchased at the beginning of the program. At no time will blue jeans, T-shirts or any other "casual" attire be accepted. In the pre-hospital environment even more so than hospital rotations, it is important to remember that in many cases the student is entering someone's living

environment, whether Fire House or residence. Respect the belongings, property and space of these individuals and treat them with respect.

Clinical Scheduling

Clinical scheduling will begin after specific relevant material has been covered. Students must demonstrate specific knowledge and demonstrate skill competencies prior to completing clinical rotations (i.e. Pediatric skills prior to Pediatric rotation).

Each clinical rotation will have specific time allotted by the specific clinical site. The time for each clinical site will be determined by the Department Head and the clinical coordinator in order to provide appropriate times for students to meet their objectives.

Students will be given an opportunity to schedule themselves for clinical rotations. Clinical schedules will be posted on Fisdap web site (www.fisdap.net), each rotation has a specific timeframe for which the student can schedule themselves. Students are **not** permitted to be at the clinical rotation site outside of the hours listed on Fisdap. Since the student is self-scheduling, they will be responsible to attend all clinical they have scheduled. If a student will be absent from the program they must request a drop of the shift on Fisdap with an explanation why. Failure to do so may result in the absence being recorded into the class attendance count.

Clinical absence will be counted as a program absence. Multiple absences will place the student into the disciplinary process as outlined in the student handbook. If a student gives a two week notice of drop the clinical coordinator will not count the dropped shift as an absence.

Documentation

Documentation is necessary at every clinical location to support student attendance, the time spent, skills or applications performed and to document the preceptor responsible for the student. Students must complete the proper paperwork at the end of each rotation. This includes all relevant documentation with the preceptor's signature. Failure to complete and turn in the required paperwork in a timely manner renders the clinical rotation void. The student cannot leave the rotation until all paperwork is complete and signed by the preceptor. Under no circumstances can information be added to the sheets after the preceptor has signed them.

After the student has completed the clinical rotation, the clinical paperwork, and had the preceptor sign all applicable paperwork the student has 24 hours to enter the data into Fisdap skills tracker. Failure to enter the clinical information within 24 hours will result in the student forfeiting the clinical rotation and skills. After the student has entered all information into Fisdap skills tracker they will turn in the paperwork to the clinical coordinator for verification. Students will turn in paperwork within one week of each rotation. Failure to meet the time frame will result in forfeiting the clinical rotation and skills.

Successful completion of the clinical rotation is dependant on completing required hours as well as successfully completing required skills. The goal of the Auburn Career Center is to provide the student with the opportunity to achieve all the required goals. In some cases, additional hours may be required in order to perform the required skills. Skills include but are not limited to

performing patient assessments, cardiac/medical/pediatric/geriatric assessments, bag valve mask ventilation, intubations, intravenous access, medication administration through injection and other means, childbirth and management of burn and psychiatric patients. Additional skills and opportunities will be identified throughout the program.

Clinical Files

The clinical coordinator will maintain copies of all student clinical records within the Auburn Career Center EMS education office. These files will contain a copy of the student's health/physical records, immunization records, copies of the student skills checklist, clinical area evaluations and all copies of documentation relating to student rotations. Students may view their files upon written request and in the presence of the Auburn Career Center EMS program Coordinator or his/her designee.

The student is responsible for fulfilling the clinical requirements and will be counseled regularly regarding their individual status. Students failing to meet the expectations of the clinical rotation will be notified of their substandard performance as needed and may be processed through the disciplinary process if indicated.

The Auburn Career Center will maintain all files for clinical activity however it is recommended that each student maintain a copy of all clinical paperwork should a conflict in documentation occur. It is the student's responsibility to turn in all paperwork for rotations in a timely fashion to insure the integrity of their files.

Evaluations

Students will be required to complete an evaluation on each clinical area once their required hours/procedures have been completed. The evaluation is designed to give the Auburn Career Center feedback, whether positive or negative and address areas where students identified the need for improvement. The evaluations are completed after the student has completed all required interaction with the department. The evaluation is delayed until completion to insure a fair evaluation can be performed. Students need to have time to adapt to the environment and the preceptors need time to adjust to the students. By waiting until completion, both parties can adjust to provide the optimum environment for the student's education.

Privacy

During clinical rotations students will be exposed to situations and information protected under the Federal Health Insurance Portability and Accountability Act. This Federal law protects the rights of the patient by mandating confidentiality among healthcare professionals. Students participating in clinical rotations through both in hospital and pre-hospital environments will be held accountable to this standard. The student handbook and the orientation class provide the student the information regarding patient confidentiality and the students are held accountable. Individuals who breach patient confidentiality face dismissal from the program, personal liability, and criminal charges and pose risk to the Auburn Career Center. Some facilities may have a special in class compliance program to complete prior to clinical rotations.

Clinical Concerns

The student is responsible for his/her own actions while performing clinical rotations. Evaluations on each clinical area are performed upon completion of the rotation. Should clinical issues or concerns arise, the student should notify their preceptor of their concern, allowing the institution or organization the opportunity to resolve the issue. If the concern is regarding the preceptor or student, the student should contact the EMS program coordinator and advise them of the situation. If a student is asked to leave a clinical area, they must do so immediately and notify the clinical coordinator of their absence and the circumstances surrounding their removal.

Regardless of the issue, the clinical coordinator must be notified of the issue in a timely fashion. The program depends on the clinical environment and the clinical coordinator is responsible for resolution and maintaining the relationships with all clinical areas. Failure to report issues to the clinical coordinator may be interpreted as actions detrimental to the program resulting in student dismissal.

At no time during a clinical rotation will any student perform skills with direct supervision from a preceptor.

Clinical grading

Clinicals are a pass/fail there is no grade associated with the clinical process. However, incomplete clinical paperwork will result in the clinical time having to be repeated. Paperwork that is substandard, examples being missing information, missing signatures, missing times, or questionable documentation will result in the student having to redo clinical skills and time in question. Students will meet monthly with the program director, clinical coordinator, and/or lead instructor each month. A clinical review sheet will be filled out using the progress reports from platinum planner. If students are behind in completing the monthly established clinical goals (or weekly goals for certain students) the review sheet is to be considered the consultation form. Students who fall behind more than two months are subject to removal of the program. The monthly review process is the time that the student and education staff will use to ensure students are on the right path to be successful, are properly applying the knowledge learned in the classroom and lab room, and if any skills / time need to be repeated for any reason. Failure to complete clinicals in accordance with this document, the review process and the accrediting bodies will result in failure from the program.

Objectives and Goals

Each clinical rotation has assigned objectives. The student is to review the objectives prior to the clinical rotation to insure their understanding of the goals of the rotation. Additionally, the staff at each site is given a copy of the objectives in order to prepare them for students in their environment. The goal of the student should be focused on the objectives. Once the objectives are met, additional opportunities may become available throughout the rotation.

The remainder of the handbook outlines the objectives in each clinical area. These objectives are the minimal requirement for successful completion of the rotation.

Auburn Career Centers Objectives and Goals are set up following the ODPS clinical guidelines. In general throughout all of your Clinical Site, Field Experience, and Field Internship rotations you will be responsible for seeing the following patients, with the complaints listed below.

Adults	5 patients
Geriatrics	3 patients
Pediatrics	2 patients
Field Experience/Field Internship Hours	24
Emergency Room hours	8
Total Hours	32

The last 2 months of the program's students will complete the 32 hours of clinicals. Some students must complete an equal amount each week for the 2 months. Please allow financial aid or the clinical coordinator to help you with this scheduling if needed.



Auburn Career Center ***EMT Clinical Contract and Disclaimer***

Student Disclaimer,

I, understand that as a student of Auburn Career Center's EMT program, I am responsible for my actions related to behavior, patient care activities, and confidentiality, and can be held legally accountable for them. I agree to complete my attendance record in EMS Platinum Planner, and get all required clinical forms signed and returned by my preceptor. I further understand that I will potentially be working in hazardous environments, which could involve blood, patient violence, and even death. I agree to notify my clinical preceptor of any problems, disease exposures, or other situations, should they occur. I understand that failure to abide by the conditions set forth in this agreement, either at Auburn Career Center or at clinicals, may result in disciplinary action and/or removal from the EMT program. Finally, I agree to follow all of the guidelines listed above and will verbalize any questions or concerns to my instructor:

Student's Signature

Date

Notes or comments:



Firefighter 1 & 2

*Student Handbook,
Course Objectives, Goals, & Syllabus*

ODPS Accreditation # 302

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AUBURN CAREER CENTER

Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Core Values

People are personally responsible for their choices and actions.

Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn Firefighting Program's Mission

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the Firefighter Program

We are glad you are here and that you have trusted us with your future!

We welcome you to Auburn Career Center's firefighter Program. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of firefighting. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your Firefighter program,

The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Firefighter Training

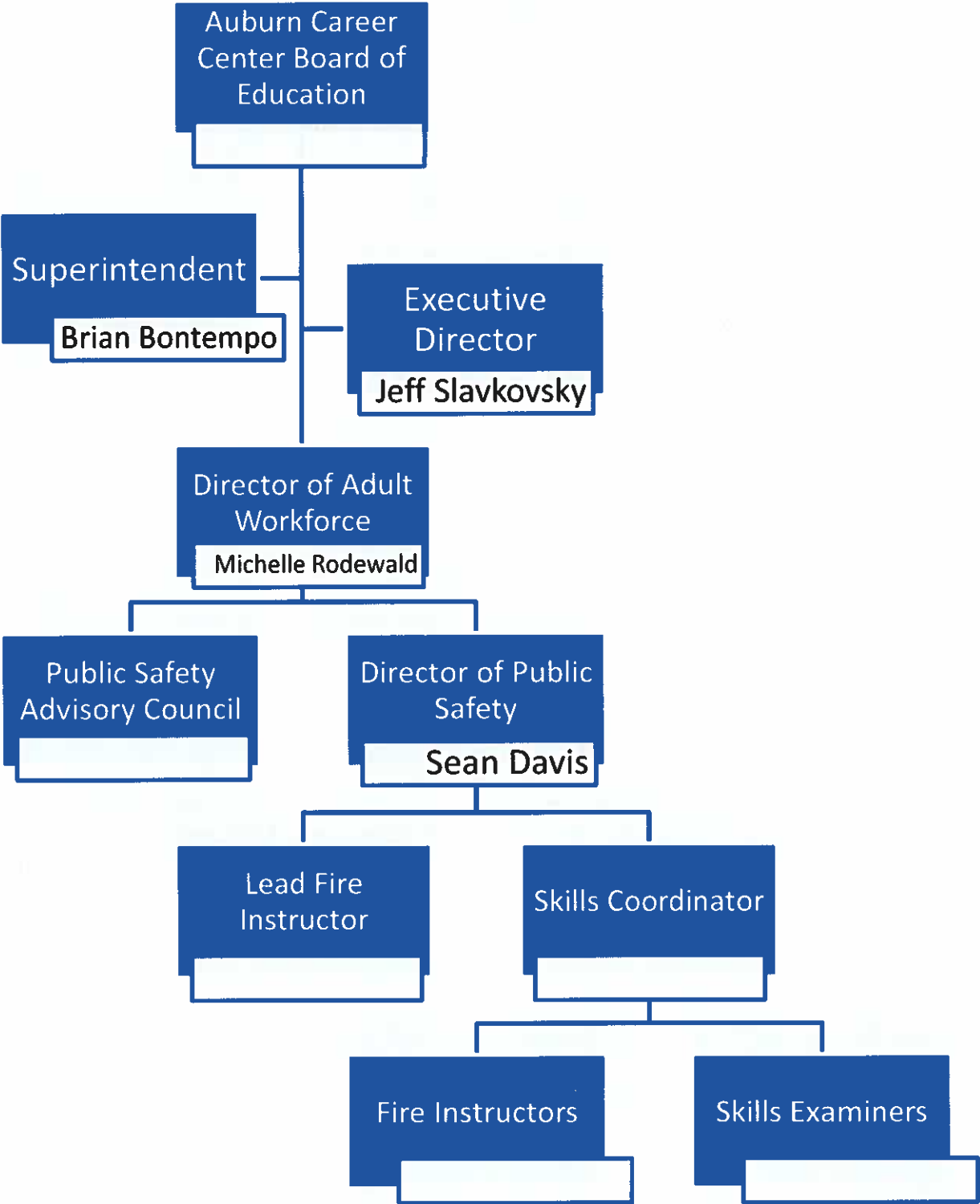
1. Hold high school diploma or GED certificate.
2. Hold a valid Ohio Driver's license.
3. Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law). **Excluding 36 Hr FF**
4. Must provide evidence an NFPA complaint physical for firefighters as well as of immunizations, including hepatitis B, MMR, and a two-step Mantoux TB test within last year. **Excluding 36 Hr FF**
5. Must be drug tested (10-panel) from an agent of an Auburn-approved drug testing center (Lake Health Occupational Medicine). **Excluding 36 Hr FF**
6. Must read and sign attached liability waiver.
7. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.
8. Firefighter students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center Mid Term & Final Exam in order to be permitted to take the State Firefighter written exam.
9. Firefighter students must complete the Companion Workbook, all homework assignments, and online assignments to be permitted to take the State Firefighter written Exam.
10. Firefighter students must complete an assignment provided by the Firefighter Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
11. Firefighter Students cannot miss more than 10% of class time. 3 tardies count as on day of absence time.
12. An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.

I, hereby, state that I have read, understand, and will comply with all of the above listed Firefighting training requirements and that I was given all course objectives, syllabus and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____ Date: _____

Organizational Chart



Firefighter Staff Directory

Auburn Career Center

8140 Auburn Road
Concord, OH 44077
440-357-7542 or 800-544-7542

Michelle Rodewald

Director of Adult Workforce Education
Ext. 8159
mrodewald@auburncc.org

Sean Davis, M.S.Ed, CICNRP, EMS I

Director of Public Safety Education
Ext. 8026
Cell 440-336-2113
sdavis@auburncc.org

Mike Fearing

Lead Firefighter 1 & 2 Instructor
mfearing@auburncc.org

Jason Benton

Fire Skills Coordinator
jbenton@auburncc.org

Richard Rousch

Fire Skills Coordinator
rrousch@auburncc.org

General Firefighter Program Information

Office Hours

All Firefighter Program's operate out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and Director of Public Safety Education may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule

Each Firefighter Program begins at the beginning of a semester, Spring class in February, Fall class in August, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Tuesdays from 1800-2200pm and Sundays 0800-1700, also on occasional Saturday's 0800-1700pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Firefighter Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety Education.

- Application Completed, including physical exam that meets NFPA standards
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.
- All career level students will take the Platinum entrance exam unless already EMS certified (excludes Volunteer, Inspector, and continuing education classes)

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - -Any felony or is on probation for a felony
 - -Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - -Violation of any federal, state or municipal narcotics law
 - -Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - -Adjudicated as mentally incompetent by a court of law
 - -Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn Firefighter Program.
- Has successfully completed emergency medical care training in accordance with 4765-20-02, eight (8) hours ems related or current EMS certification, prior to the start of the class.
- Students must complete an EVOC course, a student cannot apply for Ohio certification with out a current EVOC course. ACC does provide them for every course, if a student missed the course, they will have to complete one else ware. Prior EVOC course certificates must be approved by the program director.

Teaching Strategies

The Auburn Career Center Firefighter Program's philosophy encourages faculty and students to view education as a process by which the instructor facilitates the student's skills to attain a competency level capable of achieving a Firefighter certification. In keeping with this, learning is conducted using a variety of methodologies. Course material may be presented in a variety of formats but not limited to lecture, discussions, handouts, digital media, role play, problem-based learning using case studies, student presentations, DVD presentations, computer aided instructions, demonstrations, individual and group projects.

Students are encouraged to take an active part in their learning. Individual and group tutoring is available by appointment with the instructors.

Students with Disabilities

Auburn Career Center is committed to complying with all federal, state and local requirements for persons with disabilities. Board Policy (ACC 2260) states "Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age. Additionally, it will not discriminate in its employment policies and practices. The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion,

gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.”

One of the goals of the Office of Accessibility is to help provide equal access and reasonable accommodations to students with disabilities attending Auburn Career Center. Maintaining a confidential file for each student will protect your privacy rights. Please contact the Office of Accessibility staff at ext. 8248 with questions or if you feel that you have a disability that requires reasonable accommodations.

Transfer Students/Advanced Placement

Firefighter Students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

A student who is being advanced placed or is dismissed out of a Public Safety Program and has paid in full for the initial program offering may retake the same program at half the price of tuition and must only pay fees that are applicable to the retaking of the course. This returning student cannot count towards the minimum number of enrolled students. If the student wishes to be counted towards the minimum enrollment number, they must pay in full for retaking the program

Costs for the Firefighter Course

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds

Custom / Contract Classes

There are no refunds for contract classes or the contract will specifically list the terms of a refund.

Refunds are handled by the adult education office and follow the Adult Handbook.

Health Policies

All Level 1 and higher Firefighter students must submit a NFPA 1001 compliant physical on Auburn Career Center paperwork completed by a physician of their choosing, or ones listed in the application.

All Firefighter Students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability

All students are required to waive rights and claims against affiliations for accidents, injuries, and civil liabilities while a student is enrolled in a Firefighter Program (Ohio Revised Code 3303.21)

Transcripts and Records

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

State Certification Exam

The Ohio Dept. of Public Safety - Division of EMS has designated that all Firefighter Students take the State Firefighting written exam and random skills test administered by the Lead Skills examiner.

Students shall pass the knowledge examination as set forth in rule 4765-20-06 of the OAC with in 180 eights days of the course training completion.

The knowledge examination for a firefighter certificate shall meet the following:

- (a) The knowledge examination shall be taken at the level of firefighter certification sought;
- (b) A passing score of at least seventy per cent on the knowledge examination is required for certification;
- (c) The knowledge examination required for certification shall be passed within three attempts;
- (d) If the applicant is unable to pass the knowledge examination within three attempts, the applicant shall complete a new course of instruction as set forth in Chapter 4765-24 of the Administrative Code and meet all criteria for a firefighter certificate as provided in rule [4765-20-02](#) of the Administrative Code.

Students shall submit a completed application within ninety (90) days of passing the knowledge examination. 4765-20-02. This process starts automatically upon successfully passing the state exam, do not close out your browser until you have filled out all the information.

Students shall pass the practical skills examination as set forth in rule 4765-20-06 of the OAC

The practical skills examination shall consist of skills testing applicable to the level of firefighter certificate sought and shall meet the following:

- (a) The practical skills examination shall be administered by a chartered program;

- (b) The practical skills examination shall be evaluated by a practical skills evaluator;
- (c) The practical skills examination shall be based on a pass or fail grading system;
- (d) The applicant shall pass each skill in its entirety. Failure to pass any portion of a tested skill requires re-testing of the entire skill.
- (e) A maximum of three attempts per skill is permitted, with no more than two attempts occurring on the same day;
- (f) If the applicant is unable to pass the practical skills examination within three attempts, the applicant shall complete a new course of instruction as set forth in Chapter 4765-24 of the Administrative Code and meet all criteria for a firefighter certificate as provided in rule [4765-20-02](#) of the Administrative Code.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Firefighter Student is no more than 10% absence time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn Firefighter Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three (3) tardies will count for a total one absences.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from Firefighter Programs may be made to the Director of Public Safety Education. Leave requests for Firefighter Students will be handled per the Firefighter Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an Firefighter Program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the Firefighter Program provides for a professional appearance:

- **General Uniform and Dress Code Requirements:**

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

No facial hair below the level of the upper lip. Clean shaven appearance is expected.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during classes, regardless of whether the student has a conceal & carry permit.

Tattoos should be covered wherever possible.

Uniform requirements are subject to change. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the Director of Public Safety Education.

Disciplinary Policy

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal

from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Students are not permitted to have cell phones, smart watches, or any other type of communication device during any high stakes test, they are to be left in a car or placed in the instructor's office. Students found to have a communications device during a test will result in the test being considered a failure, that attempt is used and the student will have to use any remaining attempts to pass. If there are no remaining attempts the student will be considered failed from the program.

Students must take all high stakes exams in the classroom, on a computer, phones and tablets are not permitted for this activity type. Students cannot have any additional browsers or browser windows open at any time during the test, being found to have a second browser open during a test will result in the test being considered a failure, that attempt is used and the student will have to use any remaining attempts to pass. If there are no remaining attempts the student will be considered failed from the program. Auburn Career Center does supply computers for testing in the event students do not have computers of their own.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty (An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.)
- Sleeping in Class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPPA Violation
- No call, no show to classes or clinicals

- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment
- Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling:

For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand:

For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation:

The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination:

If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable

behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal:

Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or lab days without authorized absence
- Failure to make up missed lab time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to pass any of the comprehensive finals exams (Cognitive, Psychomotor, Affect)

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or

academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-60%
- F = 59% and below

Grade Performance Standards

Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or Director of Public Safety Education.

Academic Probation

If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements

In order for a student to "graduate" from the Auburn Career Center Firefighter Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program

- Complete the classroom and skill requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written finals with a 75% or above
- Prove mastery of all skills
- Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class
- Meet all financial obligations of the program
- Students must take the initial attempt of the State Certification exam within 30 days of graduation, failure to do so will result in the program director not approving the exam application. Students must repass all high stakes exam within one attempt to regain the opportunity to test.

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the State Firefighter Exam according to the level of class they completed.

Competencies for Firefighting

Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

- Fire Department Organization and Safety
- Life Safety Initiatives
- Fire Alarm and Communications
- Fire Behavior
- Overhaul
- Personal Protective Equipment
- Fire Hose, Appliances and Streams
- Foam Fire Streams
- Fire Control
- Fire Cause and Origin
- Rescue
- Water Supplies
- Fire Detection Alarm and Suppression Systems
- Fire Prevention, Fire Education
- Building Construction Forcible Entry
- Ventilation and Tools
- Ropes
- Salvage
- Fire Extinguishers
- Ground Ladders
- Emergency Medical Care
- Hazardous Materials
- Hazardous Materials
- ICS
- Practical Evolutions
- Live Fire Training
- Driving

Career Development Program Competencies

Job-Seeking Skills

- Prepare for employment
- Design a resume
- Complete and process job application forms
- Demonstrate interviewing skills
- Secure employment

Employability Skills

- Investigate career options
- Apply decision-making techniques in the workplace
- Apply problem-solving techniques in the workplace
- Evaluate the relationship of self-esteem to work ethic
- Analyze the relationship of personal values and goals to work ethic both in and out of the workplace
- Demonstrate work ethic
- Maintain positive relations with others
- Analyze opportunities for personal and career growth
- Exhibit characteristics needed for advancement
- Use a variety of technology in the workplace
- Use a variety of technology applications
- Apply lifelong learning to individual situations
- Adapt to change
- Analyze the effects of family on work
- Exercise the rights and responsibilities of citizenship in the workplace
- Cooperate with others in the workplace
- Demonstrate effective teamwork skills
- Utilize effective communication skills

This information will be covered during the lecture periods but not necessarily in the order presented. Please refer to your course calendar for appropriate readings and assignments for each day.

In order to successfully complete this course, the student must satisfactorily complete the theoretical components of the course and complete all assignments. All students are responsible for turning in required homework on time. Homework assignments will be announced in class and due as per instruction announced at that time.

This course meets or exceeds all the guidelines set forth in the Ohio Administrative Code Firefighter 1 & 2 Guidelines OAC 4765-24-13, 4765-20-02, HazMat Guidelines OAC NFPA 1072, EVOC Guidelines 4765-24-10, 4765-24-11, 4765-24-02, & 4765-24-09

Report of Firefighter Student “On Duty Illness or Injury”

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during Firefighter Didactic (class/lab) time.

Payment Responsibility

It is the student’s responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during firefighter time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A “report of the on duty illness or injury” form is to be generated by the instructor or hospital personnel in charge at the assigned class area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen ty the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The instructor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date



Fire Inspector
Student Handbook,
Course Objectives,
Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Our Core Values are:

People are personally responsible for their choices and actions.

Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn Firefighting Program's mission is to:

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the Fire Inspector Program

**We are glad you are here and that you have trusted us
with your future!**

We welcome you to Auburn Career Center's Fire Inspector Program. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of firefighting. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your Fire Inspector program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Fire Inspector Training

1. Hold high school diploma, GED certificate and be at least 18 years of age.
2. Hold a valid Ohio Driver's license.
3. Hold a Valid Ohio Fire Certification Card (any level)
4. Fire Inspector students must be affiliated with the State fire marshal office, or an Ohio Fire Department / fire company.
5. Must read and sign attached liability waiver.
6. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.
7. Fire Inspector students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center Mid Term & Final Exam in order to be permitted to take the State Fire Inspector written exam.
8. Fire Inspector students must complete the Companion Workbook, all homework assignments, and online assignments to be permitted to take the State Fire Inspector written Exam.
9. Fire Inspector students must complete an assignment provided by the Fire Inspector Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
10. Fire Inspector Students cannot miss more than 10% of class time. 3 tardies count as on day of absence time.

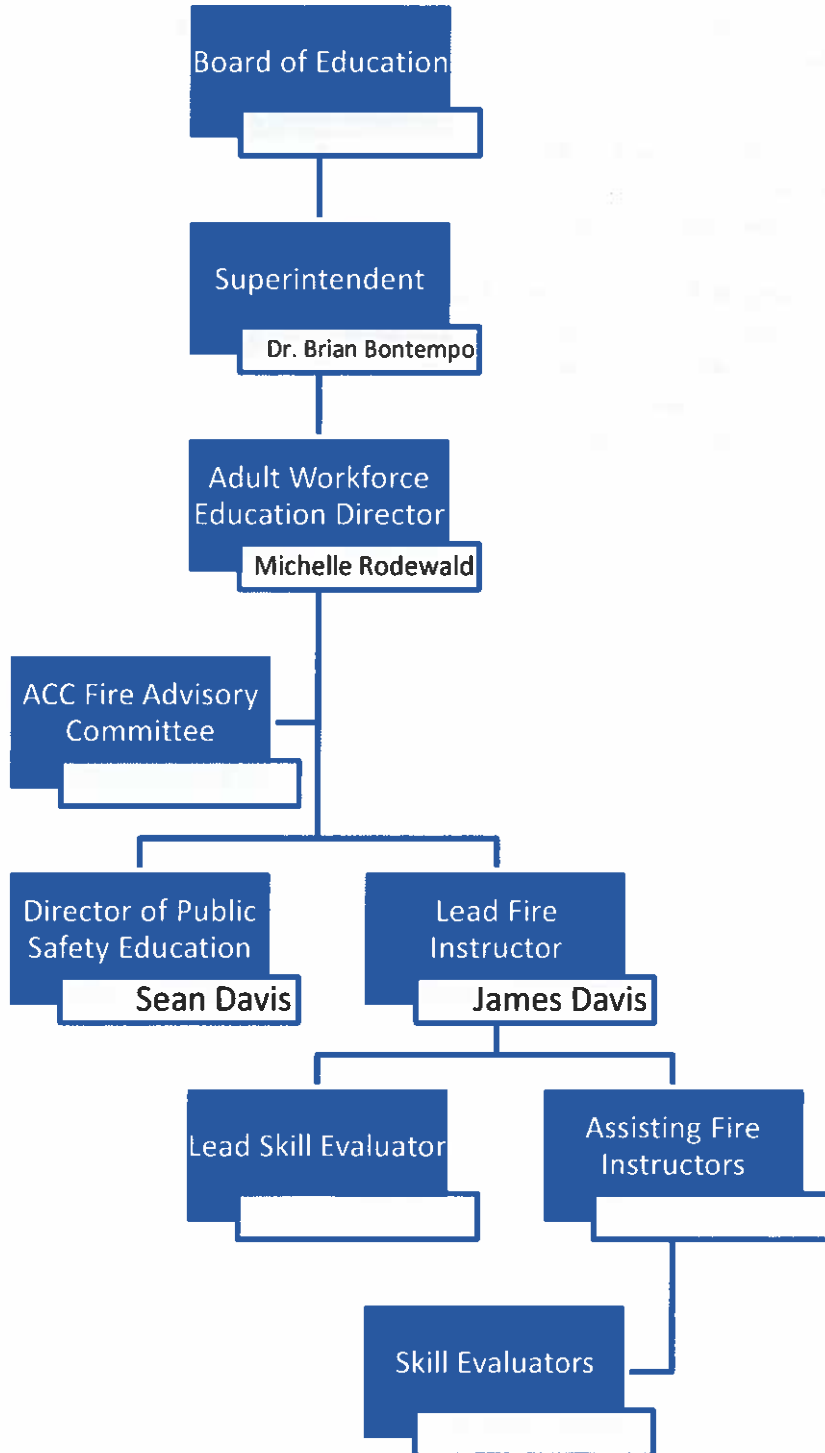
I, hereby, state that I have read, understand, and will comply with all of the above listed Fire Inspector training requirements and that I was given all course objectives, syllabus and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



Fire Inspector Staff Directory

Auburn Career Center:

8140 Auburn Road, Concord, OH 44077

440-357-7542 or 800-544-7542

Michelle Rodewald

- **Adult Education Workforce Director**
- **Ext. 8159**
- mrodewald@auburncc.org

Sean Davis, M.S.ed., CICNRP, FSI-I

- **Director of Public Safety Education**
 - o **CoAEMSP Program Director**
- **Ext. 8026 Cell 440-336-2113**
- sdavis@auburncc.org

General Fire Inspector Program Information

Office Hours:

All Fire Inspector Program's operate out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and Director of Public Safety Education may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule:

Each Fire Inspector Program begins at the beginning of a semester, Spring class in February, Fall class in August, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Tuesdays from 1800-2200pm and Sundays 0800-1700, also on occasional Saturday's 0800-1700pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Fire Inspector Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety Education.

- Application Completed, including physical exam
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED and be 18 years of age
- Must have a valid Ohio Firefighter Card
- Must be affiliated with an Ohio Fire Department (Linked on ODPS profile as well)

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - -Any felony or is on probation for a felony
 - -Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - -Violation of any federal, state or municipal narcotics law
 - -Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - -Adjudicated as mentally incompetent by a court of law
 - -Under indictment for any of the above at time of application
 - Has been dismissed or forced to withdraw from an Public Safety Program

Teaching Strategies:

The Auburn Career Center Fire Inspector Program's philosophy encourages faculty and students to view education as a process by which the instructor facilitates the student's skills to attain a competency level capable of achieving a Fire Inspector certification. In keeping with this, learning is conducted using a variety of methodologies. Course material may be presented in a variety of formats but not limited to lecture, discussions, handouts, digital media, role play, problem-based learning using case studies, student presentations, DVD presentations, computer aided instructions, demonstrations, individual and group projects.

Students are encouraged to take an active part in their learning. Individual and group tutoring is available by appointment with the instructors.

Students with Disabilities:

Auburn Career Center is committed to complying with all federal, state and local requirements for persons with disabilities. Board Policy (ACC 2260) states "Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age. Additionally, it will not discriminate in its employment policies and practices. The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District."

One of the goals of the Office of Accessibility is to help provide equal access and reasonable accommodations to students with disabilities attending Auburn Career Center. Maintaining a confidential file for each student will protect your privacy rights. Please contact the Office of Accessibility staff at ext. 8248 with questions or if you feel that you have a disability that requires reasonable accommodations.

Transfer Students/Advanced Placement:

Fire Inspector Students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the Fire Inspector Course:

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds:**Custom / Contract Classes**

There are no refunds for contract classes or the contract will specifically list the terms of a refund.

Refunds are in accordance with the adult handbook.

Health Policies:

All Level 1 and higher Fire Inspector students must submit a NFPA 1001 compliant physical on Auburn Career Center paperwork completed by a physician of their choosing, or ones listed in the application.

All Fire Inspector Students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray ("B" reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability:

All students are required to waive rights and claims against affiliations for accidents, injuries, and civil liabilities while a student is enrolled in a Fire Inspector Program (Ohio Revised Code 3303.21)

Transcripts and Records:

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

State Certification Exam:

The Ohio Dept. of Public Safety - Division of EMS has designated that all Fire Inspector Students take the State Fire Inspector written exam and random skills test administered by the Lead Skills examiner.

Students shall pass the knowledge examination as set forth in rule 4765-20-06 of the OAC within 180 eight days of the course training completion.

The knowledge examination for a Fire Safety Inspector certificate shall meet the following:

- (a) The knowledge examination shall be taken at the level of Fire Safety Inspector certification sought;
- (b) A passing score of at least seventy per cent on the knowledge examination is required for certification;
- (c) The knowledge examination required for certification shall be passed within three attempts;
- (d) If the applicant is unable to pass the knowledge examination within three attempts, the applicant shall complete a new course of instruction as set forth in Chapter 4765-24 of the Administrative Code and meet all criteria for a Fire Safety Inspector certificate as provided in rule [4765-20-02](#) of the Administrative Code.

Students shall submit a completed application within ninety (90) days of passing the knowledge examination. 4765-20-02. This process starts automatically upon successfully passing the state exam, do not close out your browser until you have filled out all the information.

Students shall pass the practical skills examination as set forth in rule 4765-20-06 of the OAC

The practical skills examination shall consist of skills testing applicable to the level of Fire Safety Inspector certificate sought and shall meet the following:

- (a) The practical skills examination shall be administered by a chartered program;
- (b) The practical skills examination shall be evaluated by a practical skills evaluator;
- (c) The practical skills examination shall be based on a pass or fail grading system;
- (d) The applicant shall pass each skill in its entirety. Failure to pass any portion of a tested skill requires re-testing of the entire skill.
- (e) A maximum of three attempts per skill is permitted, with no more than two attempts occurring on the same day;
- (f) If the applicant is unable to pass the practical skills examination within three attempts, the applicant shall complete a new course of instruction as set forth in Chapter 4765-24 of the Administrative Code and meet all criteria for a Fire Safety Inspector certificate as provided in rule [4765-20-02](#) of the Administrative Code.

Attendance Policy:

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Fire Inspector Student is no more than 10% absence time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn Fire Inspector Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three (3) tardies will count for a total one absences.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from Fire Inspector Programs may be made to the Director of Public Safety Education. Leave requests for Fire Inspector Students will be handled per the Fire Inspector Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an Fire Inspector Program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the Fire Inspector Program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

No facial hair below the level of the upper lip. Clean shaven appearance is expected.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during classes, regardless of whether the student has a conceal & carry permit.

Tattoos should be covered wherever possible.

Uniform requirements are subject to change. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the Director of Public Safety Education.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

Excessive cell Phone Use / Texting in Class

Foul Language or Profanity

Excessive Absences

Academic Dishonesty (An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.)

Sleeping in Class

Unacceptable appearance or hygiene

Leaving a class or clinical without notice

Excessive Tardiness

Carelessness

Destruction of school / affiliate property

Theft

Insubordination

Carrying weapons
Safety Violations
Sexual Harassment
Horseplay
Fighting
HIPPA Violation
No call, no show to classes or clinicals
Lack of Cooperation with preceptors
Drug or alcohol use in class or clinical
Creating Hostile Learning Environment
Intimidation
Inability to comply with clinical objectives
Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation: The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination: If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to pass any of the comprehensive finals exams (Cognitive, Psychomotor, Affect)

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy:

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or Director of Public Safety Education.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements:

In order for a student to "graduate" from the Auburn Career Center Fire Inspector Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program
Complete the classroom and skill requirements within the allotted time
Maintain an overall grade average of 80% throughout the program, and pass the written finals with a 75% or above
Prove mastery of all skills
Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class
Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the State Fire Inspector Exam according to the level of class they completed.

Career Development Program Competencies:

JOB-SEEKING SKILLS

- Prepare for employment
- Design a resume
- Complete and process job application forms
- Demonstrate interviewing skills
- Secure employment

EMPLOYABILITY SKILLS

- Investigate career options
- Apply decision-making techniques in the workplace
- Apply problem-solving techniques in the workplace
- Evaluate the relationship of self-esteem to work ethic
- Analyze the relationship of personal values and goals to work ethic both in and out of the workplace
- Demonstrate work ethic
- Maintain positive relations with others
- Analyze opportunities for personal and career growth
- Exhibit characteristics needed for advancement
- Use a variety of technology in the workplace
- Use a variety of technology applications
- Apply lifelong learning to individual situations
- Adapt to change
- Analyze the effects of family on work
- Exercise the rights and responsibilities of citizenship in the workplace
- Cooperate with others in the workplace
- Demonstrate effective teamwork skills
- Utilize effective communication skills

This information will be covered during the lecture periods but not necessarily in the order presented. Please refer to your course calendar for appropriate readings and assignments for each day.

In order to successfully complete this course, the student must satisfactorily complete the theoretical components of the course and complete all assignments. All students are responsible for turning in required homework on time. Homework assignments will be announced in class and due as per instruction announced at that time.

Report of Fire Inspector Student "On Duty Illness or Injury":

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during Fire Inspector Didactic (class/lab) time.

Payment Responsibility:

It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during Fire Inspector time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A "report of the on duty illness or injury" form is to be generated by the instructor or hospital personnel in charge at the assigned class area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The instructor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date



EKG TECHNICIAN

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center

Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Our Core Values are:

People are personally responsible for their choices and actions. Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn EMS Program mission is to:

Promote EMS Education for all by developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and quality patient care.

The Auburn EMS Program Goal is to:

To prepare competent entry-level EKG TECHNICIANS in the cognitive, psychomotor, and affective learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the EMS Program

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center EKG TECHNICIAN Training

1. EKG TECHNICIAN students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 75% on all Auburn Career Center exams to be eligible to take the EKG Technician certification exam.

2. EKG TECHNICIAN students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to graduate.

3. EKG TECHNICIAN students must complete an assignment provided by the EKG Technician Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

4. EKG TECHNICIAN Students cannot miss more than 10% of the total hours of class time.

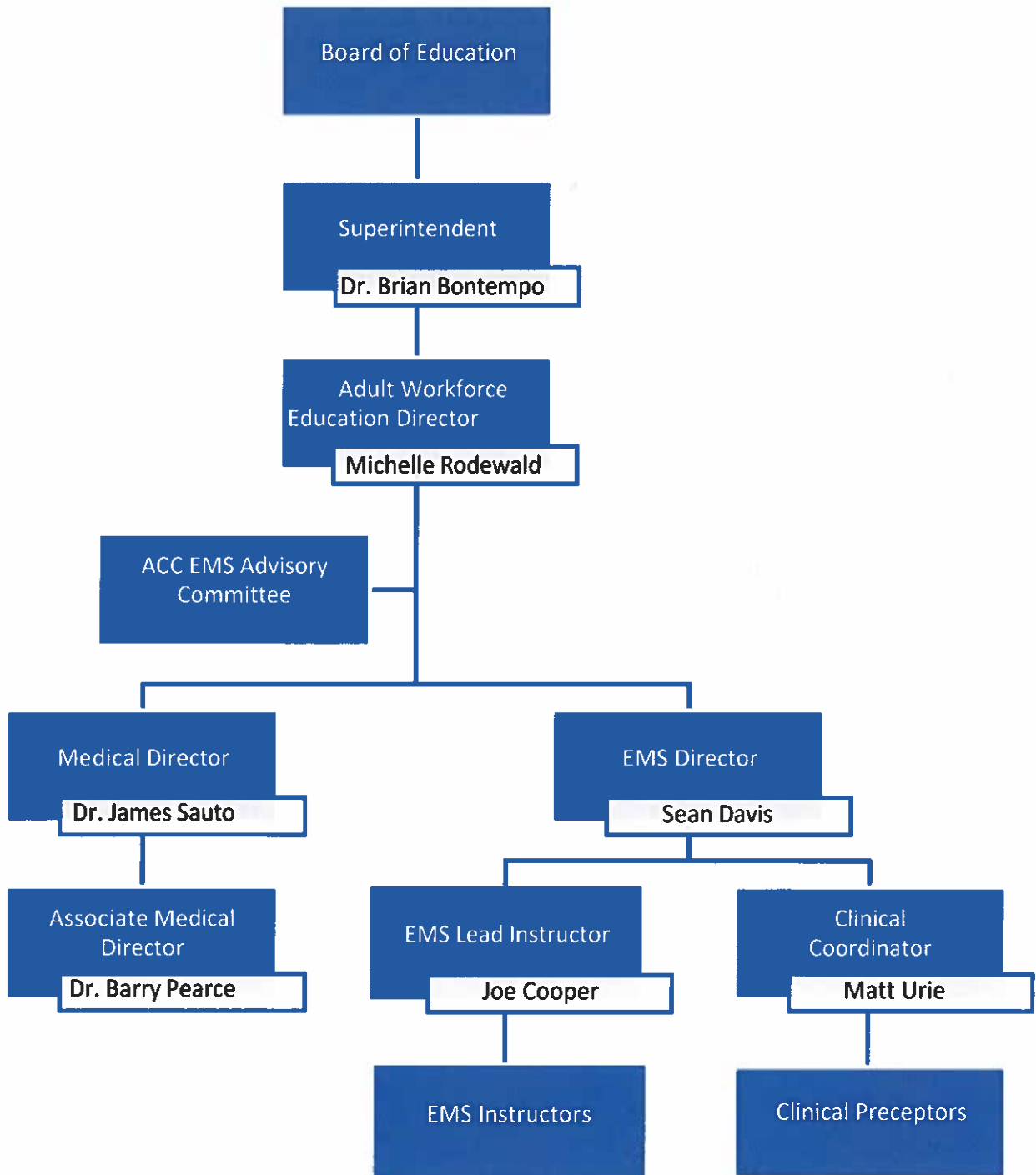
I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name:

Signature:

Date:

Organizational Chart



EMS Staff Directory

Auburn Career Center:

440-357-7542 or 800-544-7542

8140 Auburn Road, Concord, OH 44077

Michelle Rodewald

Adult Education Workforce Director

Ext. 8028

mrodewald@auburncc.org

Dr. James Sauto

Medical Director

sautoj@ccf.org

Dr. Barry Pearce

Associate Medical Director

hpearce@auburncc.org

Sean Davis, M.S. Ed, CICNRP, EMS I

Director of Public Safety Education CoAEMSP Program Director

Ext. 8026

Cell 440-336-2113

sdavis@auburncc.org

General EKG Program Information

Office Hours:

The EKG TECHNICIAN Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Costs for the EKG TECHNICIAN Course:

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds:

Please see current adult handbook for refund policy

Attendance Policy:

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, EKG Technician Program Coordinator, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the EMS Program Coordinator. Other authorized absences are at the discretion of the EKG Technician Program Coordinator. Requests for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any EKG TECHNICIAN student is 10% the total classroom time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy is defined as 10 minutes or later to class. The Auburn EKG Technician Program is much like employment. As such, habitual tardiness is subject to the following penalties; more than three tardies in a 9-week period will count as an absence.

EKG TECHNICIAN students must complete an assignment or make up day provided by the EKG TECHNICIAN Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from EKG TECHNICIAN programs may be made to the EKG TECHNICIAN Program Coordinator. Leave requests for the EKG TECHNICIAN program may be denied, due to the short duration of the program. Leave requests will be handled per the EKG TECHNICIAN Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class from which they withdrew. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the EKG TECHNICIAN Program Coordinator. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the EKG TECHNICIAN program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper business casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment. Auburn Career Center Fire / EMS uniforms, Fire or EMS type Employment uniforms, or business casual are acceptable attire for the program. No scrubs, tight fitting clothes, or street clothes will be permitted.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried, regardless of whether the student has a conceal & carry permit.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty

- Sleeping in Class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPPA Violation
- No call, no show to classes or clinicals
- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment
- Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EKG Technician professionals

If the student is able to complete all the Didactic and Lab hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education may still choose to fail the student. The meeting of the minimum academic standards does not guarantee that the student will meet all affect requirements of an EKG Technician.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EKG Technician Instructor as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student may be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation: The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination: If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed didactic or practical tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to pass any of the comprehensive final exams (Cognitive, Psychomotor, Affect)

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult

Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy:

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-60%
- F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

- A 100% – 90% Independent Learner
Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.
- B 89% – 80% Semi-Independent Learner
Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.
- C 79% - 70% Semi-Dependent Learner
Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.
- D 69%-60% Dependent Learner
Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.
- F 59% or less Failure
Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc.) that the instructor might give. Attendance is expected.

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center EKG TECHNICIAN final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EKG TECHNICIAN Program Coordinator.

Academic Probation:

If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Course Objectives:

This course is designed to cover all the materials an aspiring health care student would need to know and understand for the EKG Technician. The course provides lessons in the Cognitive, Psychomotor and Affective realm of education.

The course utilizes the following text books:

Interpreting ECG's, A Practical Approach Third Edition, and Hartman's Complete Guide for the EKG Technician. The books have objectives for each chapter and instructors will follow those objectives via a lesson plan. Each objective will not be listed here but will meet the overall objectives listed below.

- Detailed anatomy and physiology of the heart
- Medical disease processes and terminology
- Medical ethics and legal aspects of patient contact
- Electrocardiography and echocardiography
- An Introduction to the components, function, and proper use of an EKG machine
- The normal anatomy of the chest wall for proper lead placement
- 12 lead placement and other practices
- Pacemakers
- Holter monitoring and echocardiogram

Virtual Instructor Led Training

Definitions

Synchronous learning – Learning that takes place at a set time and place with both instructors and students present at the same time. This can be done in a classroom setting or via an online webinar.

Asynchronous learning – Learning that takes place on the students schedule and availability, that the instructor later grades or provides feedback. Due dates for asynchronous assignments are the only set deadline.

COMPUTER REQUIREMENTS / TECHNICAL SUPPORT

(OAC 4765-7-12; A 6-b)

This site is best viewed using Google Chrome browser or Firefox. **An Internet connection with a Broadband DSL or Cable modem is required.** To view graphic images and references that appear in separate "pop-up" windows, you must have JavaScript enabled on your computer.

(OAC 4765-7-12; A 6-c)

Technical Support for our online users is available Monday thru Friday from 9am-7pm EST and after hours as necessary. Students should call 440-357-7542 ext 8026 to speak with a system administrator and can also submit technical questions or concerns to sdavis@auburncc.org (Type class name in topic line).

(OAC 4765-7-12; A 6-d)

Additionally, our staff of EMS-Instructors will be available Monday thru Friday from 9am-7pm EST for any direct communication.

Utilization of Schoology

Upon registration and enrollment, at the info session for your class you will get your log on information for schoology, Auburn Career Centers Student learning management software platform.

The course execution with schoology is simple and involves simple computer mouse-clicks.

Asynchronous activities include but are not limited to, reading, taking notes, viewing prerecorded lectures, watching educational videos, completing writing assignments, completing tests and achieving certain test scores before proceeding in the specific portion of the class.

Due dates for all assignments will be on your schoology dash board.

You can message your instructor through schoology, only during standard school operating hours will you get a reply. Overnight, weekends, and holidays the instructor is under no obligation to answer messages, this is not to say that some will, however it is not the standard. Instructors hold standard teaching hours and will review asynchronous learning activities in the order they are received.

The gradebook on schoology is the best way to confirm the submission and achieved grade on submitted homework. Late work might not be accepted. If work is turned in late and it is still accepted, there will be no less than a 10% grade penalty for the late submission. You can work ahead on all asynchronous learning activities and it is recommended if you have planned travel.

If you miss the weekly synchronous learning lectures you will have to completed an assignment as assigned by the instructor. Failure to turn in the assignment could result in your not graduating from class.

Be Patient! The lectures will require a few minutes to upload and start, so please be patient and give it several minutes!

Guidelines for Remote Instruction Delivered Via Microsoft Teams

1. Portions of this class are delivered remotely (synchronous web-based delivery) by an instructor via Microsoft Teams. As with direct face-to-face instruction, where the instructor is present in the room, students must pay attention to the instructor and actively participate in the learning experience as directed. Students are expected to take notes as they usually would.
2. We will hold synchronous web class sessions these dates and times are listed in the course schedule, available at time of registration. These sessions will include lectures and discussions, including full-class conversations and small-group working groups.
3. Students must join the session using an internet connection and a computer, tablet, smartphone, or other such device equipped with a camera that displays their faces and a microphone that allows them to answer questions posed by the instructor and interact with the learning activity.
4. Students must keep their cameras on during the presentation and microphones off. Microphones are only turned on when answering or asking questions. Cameras may be turned off during breaks but must be turned back on again after the break's conclusion and the class resumption.
5. Students can join the session from any location, provided it is quiet and has no activity or a setting that might distract other students. Blurred or picture backgrounds are permissible, provided they are not distracting to other students or the instructor.
6. Each student will sign into the session with their full name (not nicknames, or from your phone and/or someone else's account). When logging into Microsoft Teams, you will be placed in the waiting room and admitted only if the instructor recognizes your name.
7. Students who do not have a computer, tablet, smartphone, or other such device capable of displaying their faces and allowing them to answer questions must advise the instructor before the beginning of the first class. It would be best if you came to Auburn Career Center, where you will use one of the school's laptop computers to participate in the sessions. While students will be allowed to sit in an available classroom, you must behave accordingly and leave the classroom as you found it (chairs pushed in, clean surfaces, etc.). All classroom decorum remains the same.
8. This is a synchronous web-based course, so students must respect one another and their peers' opinions. This course will cover some topics people may feel passionate about and have different views on. We want to come from a place grounded in facts to guide our understanding of the topics; being able to evaluate facts and positions critically is an essential component of higher education development. When responding to a peer's position, it is acceptable to offer questions and varying points and counterarguments on a given topic; this helps us all better understand the nuances of the topics we will cover. Attacking a peer is unacceptable because of their position or understanding of a topic.
9. Students may raise their hands directly or use the "raising hand" emoji to draw attention. Students may also pose questions or comment in the comment tab within Microsoft Teams.
10. Students are expected to attend every session in its entirety. Attendance will be recorded regularly. Students with cameras off for more than 10 minutes (except during breaks) will be considered absent.

Support / Contact

Support for our online users is available Monday thru Friday from 9am – 5pm EST
Students should call 440-357-7542 x.8026 to speak with a system administrator.

Graduation Requirements:

In order for a student to "graduate" from the Auburn Career Center EKG TECHNICIAN Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program Complete the classroom requirements within the allotted time

Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above

Prove mastery of all basic practical skills, including passage of the EKG Technician Practical Exam

Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion.



ANATOMY AND PHYSIOLOGY

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Our Core Values are:

People are personally responsible for their choices and actions.
Treating people with dignity and respect will enhance learning.
Attitude and goals drive achievement.
All people can learn.
All people can make positive contributions.
Change is exciting and essential for growth.

The Auburn EMS Program mission is to:

Promote EMS Education for all by developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and quality patient care.

Introduction to the EMS Program

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for the Auburn Career Center ANATOMY AND PHYSIOLOGY Course

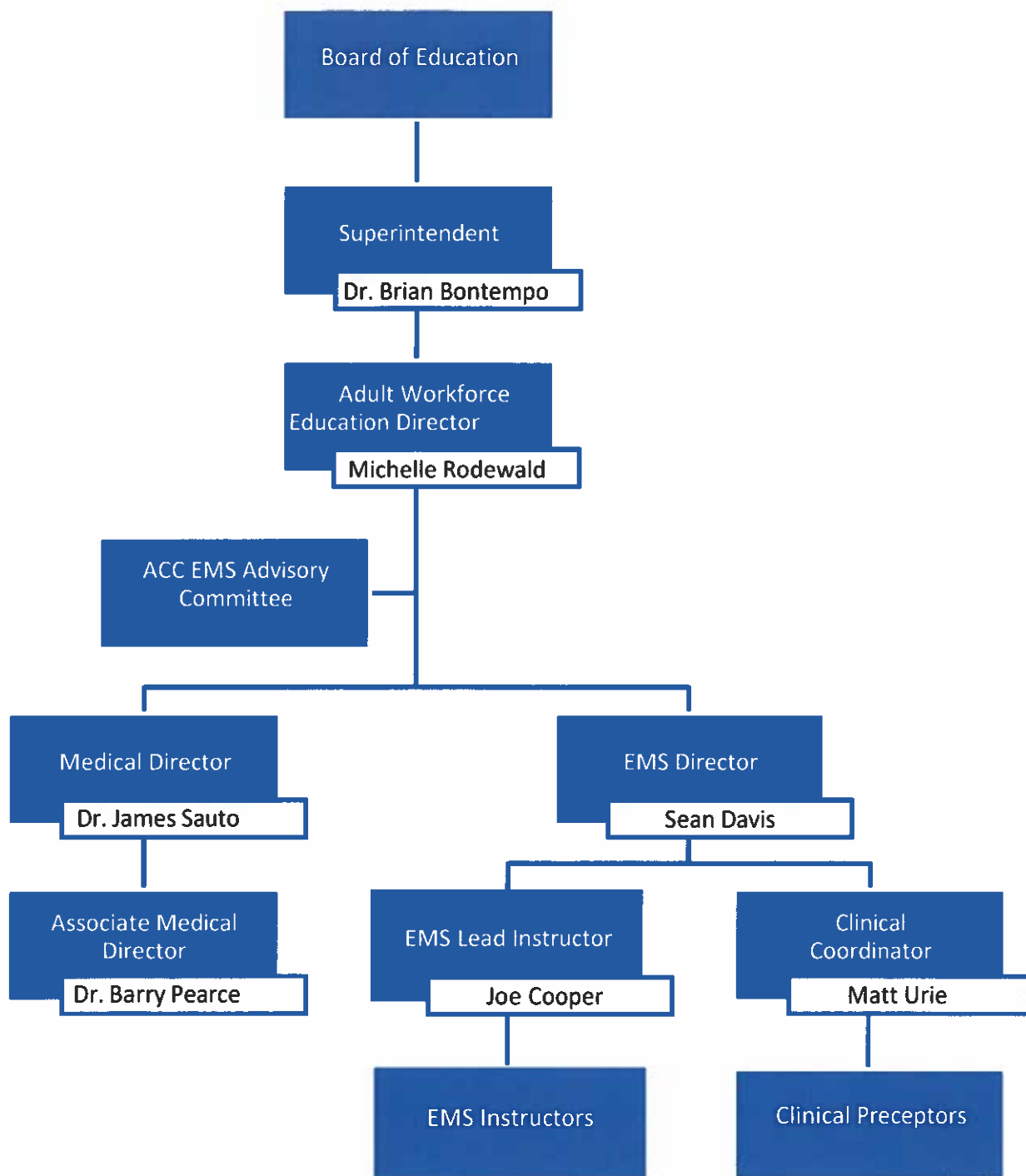
1. Hold high school diploma or GED certificate
2. Must read and sign attached liability waiver
3. ANATOMY AND PHYSIOLOGY students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 75% on all Auburn Career Center Summative Final exams.
4. ANATOMY AND PHYSIOLOGY students must complete the Companion Workbook, all homework assignments, online assignments and complete the Fetal Pig Dissection Lab in order to successfully complete the course.
5. ANATOMY AND PHYSIOLOGY students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
6. ANATOMY AND PHYSIOLOGY Students cannot miss more than 10% of the total in classroom time.
7. I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center:

440-357-7542 or 800-544-7542

8140 Auburn Road, Concord, OH 44077

Michelle Rodewald

Adult Education Workforce Director

Ext. 8028

mrodewald@auburncc.org

Dr. James Sauto

Medical Director

sautoj@ccf.org

Dr. Barry Pearce

Associate Medical Director

hpearce@auburncc.org

Sean Davis, M.S. Ed, CICNRP, EMS I

Director of Public Safety Education CoAEMSP Program Director

Ext. 8026

Cell 440-336-2113

sdavis@auburncc.org

General EMS Program Information

Office Hours:

The ANATOMY AND PHYSIOLOGY Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Program Schedule:

Each ANATOMY AND PHYSIOLOGY Program begins at the beginning of a semester or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Fridays from 12:00 pm to 3:00pm, or as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Criteria for Selection of ANATOMY AND PHYSIOLOGY Students

All students who meet the following admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the EMS Program Coordinator.

- Application Completed,
- Valid High School Diploma or GED
- Interview with staff as needed or requested

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
 - Has been dismissed or forced to withdraw from an Auburn EMS Program.

Transfer Students/Advanced Placement:

ANATOMY AND PHYSIOLOGY students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the ANATOMY AND PHYSIOLOGY Course:

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds:

Please see current adult handbook for refund policy

Waiver of Liability:

All students are required to waive rights and claims against Clinical and Field affiliations for accidents, injuries, and civil liabilities while a student is enrolled in the ANATOMY AND PHYSIOLOGY (Ohio Revised Code 3303.21)

Transcripts and Records:

Records and Grades will be maintained by the instructor and EMS Program Coordinator and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

Attendance Policy:

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, EMS Program Coordinator, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the EMS Program Coordinator. Other authorized absences are at the discretion of the EMS Program Coordinator. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any ANATOMY AND PHYSIOLOGY student is 10% of the total classroom time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy is defined as 10 minutes or later to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three absences in a 9-week period will count as an absence. More than three (3) tardies will count for a total of one absence.

ANATOMY AND PHYSIOLOGY students must complete an assignment or make up day provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

Attendance records are maintained in class and kept on file in the adult education office. A request for a leave of absence from EMS programs may be made to the EMS Program Coordinator. Leave requests for ANATOMY AND PHYSIOLOGY and Advanced programs will be denied, due to the short duration of each program. Leave requests for ANATOMY AND PHYSIOLOGY students will be handled per the ANATOMY AND PHYSIOLOGY Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements:

- The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received
- The student must have paid the entire balance of the program prior to being accepted into the following program.
- The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the EMS Program Coordinator. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the ANATOMY AND PHYSIOLOGY program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper business casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Auburn Career Center Fire / EMS uniforms, Fire or EMS type Employment uniforms, or business casual are acceptable attire for the program. No scrubs, tight fitting clothes, or street clothes will be permitted.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building, and are not permitted to be carried, regardless of whether the student has a conceal & carry permit.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty
- Sleeping in Class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPPA Violation
- No call, no show to classes or clinicals
- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation: The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination: If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to pass any of the comprehensive final exams (Cognitive, Psychomotor, Affect)

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy:

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-60%
- F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

- A- 100% – 90% Independent Learner
Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.
- B- 89% – 80% Semi-Independent Learner
Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.
- C- 79% - 70% Semi-Dependent Learner
Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.
- D- 69%-60% Dependent Learner
Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.
- F- 59% or less Failure
Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc.) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average **AT ALL TIMES**, during the course. In addition, students must pass the Auburn Career Center ANATOMY AND PHYSIOLOGY final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EMS Program Coordinator.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should

the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Course Objectives:

This course is designed to cover all the materials an aspiring health care student would need to know and understand concerning gross anatomy and physiology. The course is a combination of Anatomy and Physiology lessons and Medical Terminology Lessons in the Cognitive, Psychomotor and Affective realm of education.

The course utilizes the following text books:

Anatomy and Physiology for Health Professionals Third Edition The book has the following overall learning objectives, however, each chapter has more in-depth objectives that will be followed during each lesson. Those lesson plans are available for review.

- Unit 1 Levels of Organization, This Unit begins by providing a general introduction to human anatomy and physiology along with organization of the levels through which the body is understood.
- Unit 2 Support and Movement, This unit focuses on the body systems that support the body and allow for a range of motion.
- Unit 3 Control and Coordination, This unit tackles the critical components of the body that control all body functions.
- Unit 4 Transport, This Unit focuses on the cardiovascular and lymphatic systems which keep the body running.
- Unit 5 Environmental Exchange, This unit considers the systems and processes that balance what the body intakes with what it expels.
- Unit 6 Continuity of Life, This unit the focus shifts to male and female reproductive systems, which, while not essential to survival of an individual, are needed to ensure the continued existence of the human species.

Essential Medical Terminology Fifth Edition, The book has the following overall objectives, however, each chapter has more in-depth objectives that will be followed during each lesson. Those lesson plans are available for review.

- Unit 1 Word Parts and Medical Terminology, This unit is an overview of the break down and construction of medical terms.
- Unit 2 Root Words, Medical Terminology and Patient Care, This unit continues to break down the different parts of medical terms and help to build the parts up for better understanding.
- Unit 3 Abbreviations, This unit show the standard abbreviations used for medical practice and how to properly abbreviate words.
- Unit 4 Review, This unit serves to reinforce prior lessons before to going into specific body regions and specific medical terms.
- Unit 5 Medical Terminology of Body Systems, this unit breaks down each specific body system, using prior medical terminology lessons learned.

Video of Human Autopsy, Students will complete the program by observing a human Autopsy, and filling out specific questions learned while observing the autopsy, this is an activity of understanding all body systems and how the function.

Dissection of Fetal Pig, Students for a final Lab grade will complete a dissection of a fetal pig, labeling body systems, organs, and showing understanding of the Anatomy and Physiology of the dissected fetal pig.

Virtual Instructor Led Training

Definitions

Synchronous learning – Learning that takes place at a set time and place with both instructors and students present at the same time. This can be done in a classroom setting or via an online webinar.

Asynchronous learning – Learning that takes place on the students schedule and availability, that the instructor later grades or provides feedback. Due dates for asynchronous assignments are the only set deadline.

COMPUTER REQUIREMENTS / TECHNICAL SUPPORT

(OAC 4765-7-12; A 6-b)

This site is best viewed using Google Chrome browser or Firefox. An Internet connection with a Broadband DSL or Cable modem is required. To view graphic images and references that appear in separate "pop-up" windows, you must have JavaScript enabled on your computer.

(OAC 4765-7-12; A 6-c)

Technical Support for our online users is available Monday thru Friday from 9am-7pm EST and after hours as necessary. Students should call 440-357-7542 ext 8026 to speak with a system administrator and can also submit technical questions or concerns to sdavis@auburncc.org

(Type class name in topic line).

(OAC 4765-7-12; A 6-d)

Additionally, our staff of EMS-Instructors will be available Monday thru Friday from 9am-7pm EST for any direct communication.

Utilization of Schoology

Upon registration and enrollment, at the info session for your class you will get your log on information for schoology, Auburn Career Centers Student learning management software platform.

The course execution with schoology is simple and involves simple computer mouse-clicks.

Asynchronous activities include but are not limited to, reading, taking notes, viewing prerecorded lectures, watching educational videos, completing writing assignments, completing tests and achieving certain test scores before proceeding in the specific portion of the class.

Due dates for all assignments will be on your schoology dash board.

You can message your instructor through schoology, only during standard school operating hours will you get a reply. Overnight, weekends, and holidays the instructor is under no obligation to answer messages, this is not to say that some will, however it is not the standard. Instructors hold standard teaching hours and will review asynchronous learning activities in the order they are received.

The gradebook on schoology is the best way to confirm the submission and achieved grade on submitted homework. Late work might not be accepted. If work is turned in late and it is still accepted, there will be no less

than a 10% grade penalty for the late submission. You can work ahead on all asynchronous learning activities and it is recommended if you have planned travel.

If you miss the weekly synchronous learning lectures you will have to complete an assignment as assigned by the instructor. Failure to turn in the assignment could result in your not graduating from class.

Be Patient! The lectures will require a few minutes to upload and start, so please be patient and give it several minutes!

Guidelines for Remote Instruction Delivered Via Microsoft Teams

1. Portions of this class are delivered remotely (synchronous web-based delivery) by an instructor via Microsoft Teams. As with direct face-to-face instruction, where the instructor is present in the room, students must pay attention to the instructor and actively participate in the learning experience as directed. Students are expected to take notes as they usually would.
2. We will hold synchronous web class sessions these dates and times are listed in the course schedule, available at time of registration. These sessions will include lectures and discussions, including full-class conversations and small-group working groups.
3. Students must join the session using an internet connection and a computer, tablet, smartphone, or other such device equipped with a camera that displays their faces and a microphone that allows them to answer questions posed by the instructor and interact with the learning activity.
4. Students must keep their cameras on during the presentation and microphones off. Microphones are only turned on when answering or asking questions. Cameras may be turned off during breaks but must be turned back on again after the break's conclusion and the class resumption.
5. Students can join the session from any location, provided it is quiet and has no activity or a setting that might distract other students. Blurred or picture backgrounds are permissible, provided they are not distracting to other students or the instructor.
6. Each student will sign into the session with their full name (not nicknames, or from your phone and/or someone else's account). When logging into Microsoft Teams, you will be placed in the waiting room and admitted only if the instructor recognizes your name.
7. Students who do not have a computer, tablet, smartphone, or other such device capable of displaying their faces and allowing them to answer questions must advise the instructor before the beginning of the first class. It would be best if you came to Auburn Career Center, where you will use one of the school's laptop computers to participate in the sessions. While students will be allowed to sit in an available classroom, you must behave accordingly and leave the classroom as you found it (chairs pushed in, clean surfaces, etc.). All classroom decorum remains the same.
8. This is a synchronous web-based course, so students must respect one another and their peers' opinions. This course will cover some topics people may feel passionate about and have different views on. We want to come from a place grounded in facts to guide our understanding of the topics; being able to evaluate facts and positions critically is an essential component of higher education development. When responding to a peer's position, it is acceptable to offer questions and varying points and counterarguments on a given topic; this helps us all better understand the nuances of the topics we will cover. Attacking a peer is unacceptable because of their position or understanding of a topic.
9. Students may raise their hands directly or use the "raising hand" emoji to draw attention. Students may also pose questions or comment in the comment tab within Microsoft Teams.

10. Students are expected to attend every session in its entirety. Attendance will be recorded regularly. Students with cameras off for more than 10 minutes (except during breaks) will be considered absent.

Support / Contact

Support for our online users is available Monday thru Friday from 9am – 5pm EST

Students should call 440-357-7542 x.8026 to speak with a system administrator.

Completion Requirements:

In order for a student to successfully complete the Auburn Career Center ANATOMY AND PHYSIOLOGY Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program Complete the classroom requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above
- Prove mastery of all basic clinical skills, including passage of the Anatomy and Physiology Practical Exam
- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion.



PARAMEDIC

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

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Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Core Values

People are personally responsible for their choices and actions.
Treating people with dignity and respect will enhance learning.

Attitude and goals drive achievement.

All people can learn.

All people can make positive contributions.

Change is exciting and essential for growth.

The Auburn EMS Program Mission

Promote EMS Education for all by developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and quality patient care.

The Auburn EMS Program Goal

To prepare competent entry-level Paramedics in the cognitive, psychomotor, and affective learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.



Auburn Career Center Paramedic Programs are CAAHEP accredited. This means that Auburn Career Center Paramedic Program has met certain standards in terms of administration, resources, faculty and facilities.

Introduction to the Paramedic Program

We are glad you are here and that you have trusted us with your future!

We welcome you to Auburn Career Center's Paramedic Program. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your Paramedic program,

The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Paramedic Training

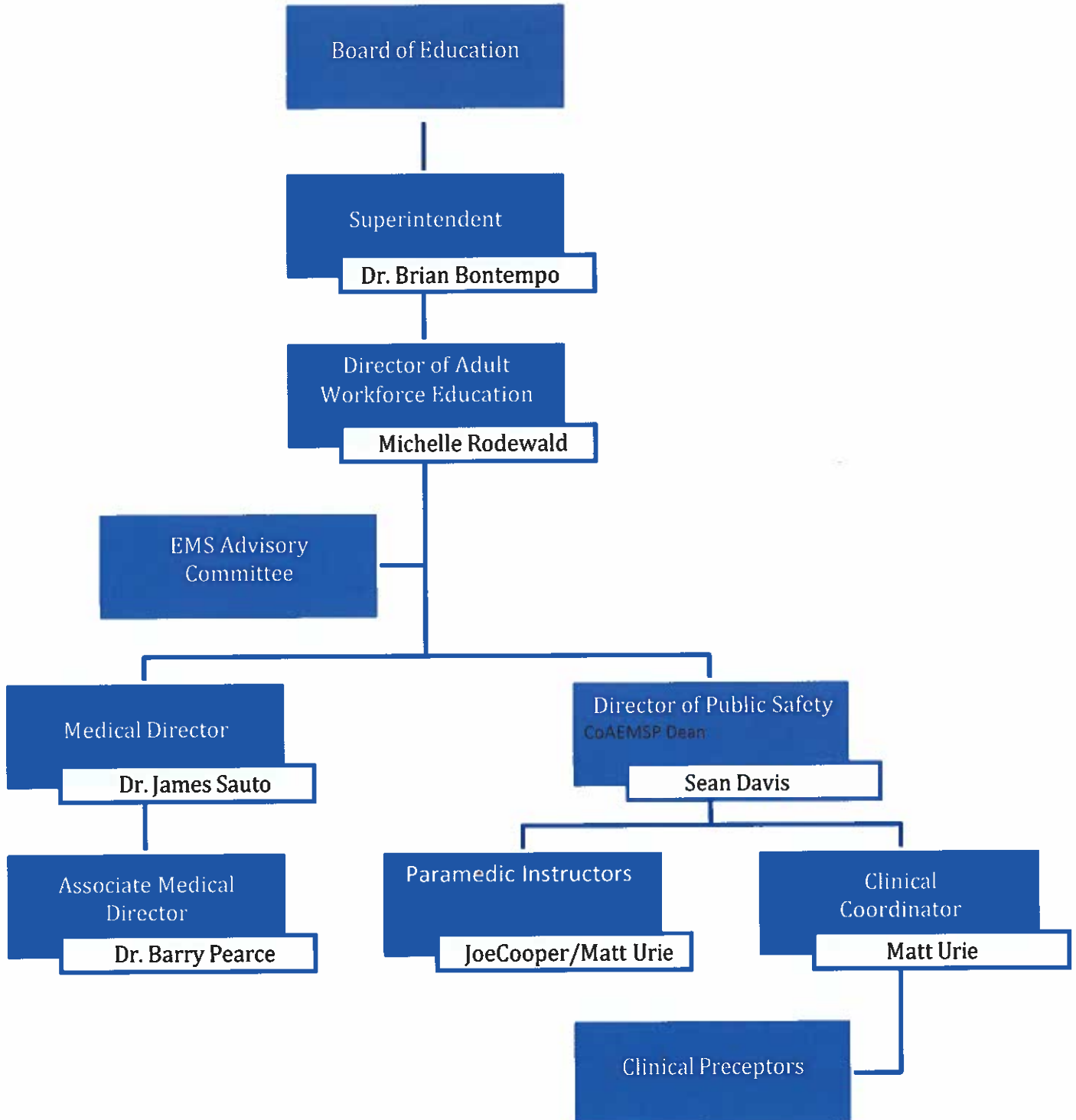
- Hold high school diploma, GED certificate, current Ohio EMT certificate, and hold a valid Ohio Driver's license.
- Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law).
- Must provide the completed / signed clear for duty physical fitness form, including proof of immunizations and a passing drug screed
- Must read and sign attached liability waiver.
- Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.
- Paramedic students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 80% on each of the Auburn Career Center summative final exams in order to be permitted to take the National Registry written exam.
- Students must complete 100 Adaptive questions on EMS testing per section of class and get a passing score average as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank, to be permitted to take the National Registry.
- Students cannot start the capstone phase of the program until they have passed the core component of the program first, including core clinical requirements. The class cannot and will not be extended for student to complete capstone time.
- Students must pass the three comprehensive exams during the capstone phase of the program (Cognitive, Psychomotor, and Affective) to be permitted to take the National Registry written exam.
- Paramedic students must complete the Companion Workbook, all homework assignments, online assignments, and DOT Objectives to be permitted to take the National Registry written Exam.
- Paramedic students must complete all Clinical time one week prior to the final exam in order to graduate from class. "Complete" means that all paperwork or electronic verifications must be done by the deadlines outlined in the clinical manual. Any exception to this must be approved by the Lead Instructor.
- Paramedic students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
- Paramedic Students cannot miss more than 10% of class time per semester of class.
- An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.

I, hereby, state that I have read, understand, and will comply with all of the above listed Paramedic training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____ Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center

440.357.7542 or 800.544.7542

8140 Auburn Road

Concord, OH 44077

Michelle Rodewald

Director of Adult Workforce Education

440.357.7542 Ext. 8028

mrodewald@auburncc.org

Dr. James Sauto

Medical Director

sautoj@ccf.org

Dr. Barry Pearce

Associate Medical Director

hpearce@auburncc.org

Sean Davis, M.S. Ed, CICNRP, EMS I

Director of Public Safety Education CoAEMSP Program

440.357.7542 Ext. 8026

Cell 440-336-2113

sdavis@auburncc.org

Matt Urie, B.S. NRP, EMSI

Clinical Coordinator

440.357.7542 Ext. 8246

murie@auburncc.org

Joe Cooper, A.S. NRP, EMSI

Paramedic Program Coordinator

440.357.7542 Ext. 8247

jcooper@auburncc.org

Jamie Burgett NRP, EMSI

Paramedic Instructor

440.357.7542

jburgett@auburncc.org

General EMS Program Information

Office Hours

The Paramedic Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and Director of Public Safety Education may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule

Each Paramedic Program begins at the beginning of a semester, Paramedic class A in August, Paramedic class B in March, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Mondays and Wednesdays from 6:00pm-10:00pm, and every other Saturday 8:00am -5:00pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Clinical rotations begin upon direction by the Director of Public Safety Education and continue throughout the course. Clinical time is to be completed prior to course completion. The instructor will detail how to sign up for clinical time, and when certain clinical hours are to be complete. No student will be able to take the National Registry test until all clinical hours are completed. Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Paramedic Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety Education.

Eligibility Requirements:

- Application Completed, including physical exam
- Possess a valid EMT-Basic card from the State of Ohio
- Possess a valid AHA Healthcare Provider CPR Card
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation: one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.
- All students will take the Paramedic screening tests prior to entering the course.

- Student must complete a minimum 60-hour Anatomy and Physiology course that includes Medical terminology education to be permitted into the program. Students can start the Anatomy and Physiology course in conjunction with the start of a paramedic program, if approved by the Director of Public Safety Education, must have course finished prior to Medical Section of program

A student may be denied admission for any of the following reasons:

- Has not met all the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following:
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence, or assault, etc.)
 - Violation of any federal, state, or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
 - Has been dismissed or forced to withdraw from an Auburn EMS Program.

Functional Job Analysis

Paramedic Characteristics

The Paramedic must be a confident leader and skilled practitioner who can accept the challenge and high degree of responsibility demanded by the position. The Paramedic must have excellent judgement and be able to prioritize care, make clinical 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. A paramedic must be able to function both independently and as part of a team 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 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, anti-convulsion, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anti-cholinergic, cholinergic, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmic, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitic, 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 non-prescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, are 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 are 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 patients 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 patients, the Paramedics, 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 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 an ambulance. Verbal skills and reasoning skills are used extensively.

Description of Tasks (Encompasses the range of all tasks performed by lower level EMTs)

1. Answers verbally to telephone or radio emergency calls from dispatcher to provide advanced efficient and immediate emergency medical care to critically ill and injured persons using a full range of equipment.
2. Drives ambulance to scene of emergency, reads map, responds safely and quickly to the address or location as directed by radio dispatcher. Observes traffic ordinances and regulations. Visually inspects and assesses or sizes up the scene upon arrival to determine if scene is safe, determines the mechanism of illness or injury, the total number of patients involved, and remains calm and confident while demonstrating leadership and responsibility.

3. Radios dispatcher for additional help or special rescue and /or utility services. Reports verbally to the responding EMS unit or communications center as to the nature and extent of injuries and the number of patients. Recognizes hazards, conducts triage, sorting out and classifying priorities for most immediate need for treatment. Uses excellent judgement to identify priorities based on the most critical needs for patient survival.
4. Searches for medical identification as clue in providing emergency care, i.e. identification bracelet for patient who is diabetic. Reassures patient and bystanders while working in a confident and efficient manner, avoids misunderstandings and undue haste while working expeditiously to accomplish the task.
5. Extricates patient from entrapment, works with other EMS providers in rendering emergency care and protection to the entrapped patient. Performs emergency moves, assists other EMS providers in the use of prescribed techniques and appliances for safe removal of the patient.
6. Determines nature and extent of illness or injury in patient, takes pulse, blood pressure, and temperature, visually observes patient, recognizes the mechanisms of injury, takes comprehensive medical history of patient, including patient's current usage of prescribed and non- prescribed medications / drugs. Communicates with and provides verbal direction to EMT to assist with tasks within the EMT's scope of practice. Obtains consent and refusal. Uses good judgement to draw conclusions with often, limited information; verbally communicates effectively to provide quality treatment to diverse age and cultural groups. Provides family support, manages the difficult patient, conducts fundamental mental status assessment, restrains patient, and intervenes pharmacologically.
7. Positions unresponsive patient, protects the seizing patient, identifies, and treats the hypoglycemic patient, provides heating/cooling interventions, manages burns and exposures, overdoses, conducts ingestion management. Manually stabilizes neck and body of child and adult, immobilizes extremities, straightens selected fractures, and reduces selected dislocations. Delivers newborn. Provides pre-hospital emergency care of simple and multiple system trauma such as controlling hemorrhage, bandaging wounds, manually stabilizing painful, swollen joints and injured extremities, and immobilizing spine.
8. Uses basic and advanced life support equipment to open airway and upper airway adjuncts, removes foreign bodies, uses upper airway suction devices, performs orotracheal intubation, nasotracheal intubation, and oral intubation with pharmacologic al assistance and surgery on airway. Uses dual or single lumen airway devices. Provides mouth to mouth barrier device ventilation, oxygen administration, chest injury management, bag-valve mask resuscitation. Uses powered ventilation devices, handheld aerosol nebulizer. Performs cardio-pulmonary resuscitation, uses automatic defibrillator apparatus in application of electric shock to heart, manages amputation, uses anti-shock garment, conducts peripheral venous access, intraosseous infusion, manual defibrillation, interprets EKGs, uses external pacemaker.
9. Administers medication (narcotics), determines the patients most appropriate body route based on

patient diagnosis. Calculate s amount of medication to be given in relation to patients weight, age, and other factors that warrant adjustment of volume. Uses oral, auto -injection, sublingual, inhalation, subcutaneous, intramuscular, intraosseous, transcutaneous, rectal, endotracheal, and intravenous routes including central and peripheral lines and venesection as well as infusion pumps to administer medications.

10. Assists other EMS providers in lifting patient onto stretcher, places patient in ambulance, and secures stretcher. Continues to monitor patient enroute to hospital.
11. Checks, maintains vehicles, and provides mechanical report. Restocks and replaces used supplies, uses appropriate disinfecting procedures to clean equipment, checks all equipment to insure adequate working condition for next response. Takes inventory of and accounts for all medications (narcotics) given. Keeps log of all transactions. Prepares accurate and legible medical reports. Provides medical reports to staff.
12. Transports non-emergency patients to regularly scheduled appointments, for example, transport geriatric patients in nursing homes. Uses computer to enter data for EMS reports.
13. Supervises the activities and educational experiences of assigned observers and students. Complies with regulations in handling the deceased.
14. Functions as the primary direct care provider of emergency health care services to sick and injured patients in pre-hospital settings. Works primarily in advanced life support units affiliated with fire departments, police departments, rescue squads, hospitals, or private ambulance services under the off-site supervision of a physician, usually through radio communication, is usually the senior level member of a two- person team, working in conjunction with an EMT.
15. Accepts primary responsibility for all aspects of advanced life support given to the patient, including use of advanced life support equipment and administration of medication that includes narcotics; responsible for thorough written documentation of all activity related to patient care and medication dispensation. Successfully completes continuing education and refresher courses as required by employers, medical direction, and licensing or certifying agencies. Meets qualifications within the functional job analysis.

Qualifications

Must be at least 18 years of age and be a high school graduate or equivalent. Must have proof of valid driver's license. Ability to communicate verbally; via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret and respond to written, oral, and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations and take on role of leader.

Must have the ability to read road maps; drive vehicle, accurately discern street signs and address numbers, read medication/prescription labels and directions for usage in quick, accurate, and expedient manner, ability to communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders, and ability to discern deviations/changes

in eye/skin coloration due to patient's condition and to the treatment given. Must be able to document, in writing, all relevant information in prescribed format considering the legal ramifications of such; ability to converse with dispatcher and EMS providers via phone or radio as to status of patient.

Good manual dexterity with ability to perform all tasks related to advanced emergency patient care and documentation. Ability to bend, stoop, balance, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care. Must be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expeditiously relevant to patients' conditions, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.

Must be able to perform mathematical calculations/ratios and apply them in expedient, practical manner. Must be independent, confident, able to work independently without structure, have good stable reasoning ability and able to draw valid conclusions quickly relevant to patients' conditions, often, using limited information. Must have knowledge and skills relevant to position and be able to implement them in practical fashion in stressful situations. Must be cognizant of all legal, ethical, and moral obligations inherent within scope of practice.

Must have successful completion of approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines. Re-certification is dependent upon an individual's successful completion of inter-agency approved Paramedic continuing education refresher courses. At any given time, performs any or all tasks performed by a lower level EMT. May supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis.

Transfer Students/Advanced Placement

Paramedic students may not transfer into the program from another program. Auburn Career Center does not give life credit or experiential credit for time served in EMS. Students who did not complete the program must reapply and start over.

Students can apply on a case by case basis for advanced placement based off prior certifications or training, each case will be reviewed by program director, medical director, advisory council members, and senior paramedic education staff for final decision regarding advanced placement.

A student who is being advanced placed or is dismissed out of a Public Safety Program and has paid in full for the initial program offering may retake the same program at half the price of tuition and must only pay fees that are applicable to the retaking of the course. This returning student cannot count towards the minimum number of enrolled students. If the student wishes to be counted towards the minimum enrollment number, they must pay in full for retaking the program.

Costs for the Paramedic Course

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds

Refunds for the course follow the Adult workforce handbook and are the same throughout the school.

Health Policies

All Emergency Medical Technician and Paramedic students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

All EMS students must show annual proof of Influenza vaccine.

Waiver of Liability

All students are required to waive rights and claims against Clinical and Field affiliations for accidents, injuries, and civil liabilities while a student is enrolled in the EMT or Paramedic program (Ohio Revised Code 3303.21)

Transcripts and Records

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

Inappropriate Use Of EMS Students In Clinical Areas

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital internship setting. Students are encouraged to immediately notify the instructor or Director of Public Safety Education or Clinical Coordinator if this practice is occurring.

State Certification & Exam

The Ohio Dept. of Public Safety - Division of EMS has designated that all Paramedic students take the National Registry Paramedic Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.

Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), 4765-8-05(A)(4), 4765-8-01.

To set up to take the NREMT exam follow these steps:

- Go to www.nremt.org and create a NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and

schedule it with the NREMT

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The **initial certification** examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

1. The passing score for the written portion of the examination shall be determined by the NREMT.
2. The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.
3. The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.
4. The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

The **reinstatement examination** and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total of any type of absence time for any Paramedic student is 10% of the total classroom time per semester.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or later to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three tardies in a 4- week period will count as an absence (6 hours).

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from EMS programs may be made to the Director of Public Safety Education. Leave requests for Emergency Medical Technician and Advanced programs will be denied, due to the short duration of each program. Leave requests for Paramedic students will be handled per the Paramedic Program handbook.

Students can leave the program for valid health reason and return to the following program if they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received.

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an EMS program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old).

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.

Any student, who is going to be absent from a clinical session, MUST contact the clinical site AND the Lead Instructor as soon as possible. (see phone list).

Clinical time and field internship are all considered class time, they are tracked through Platinum planner and can use GPS location tracking from your phone at times. Students are responsible for setting up and tracking all clinical learning time. The clinical coordinator will keep a running tally of your monthly activities and meet with every student each month to discuss clinical progress. Students who are receiving certain types of financial aid, living expenses, and other educational support might need to perform weekly clinical goals in stead of monthly goals. The months goals are clearly posted in the class schedule and are also listed in this document. If a student is unsure if they need to meet weekly clinical goals due to certain types of funding support, them must confirm that with Auburn Career Center Financial aide and with the clinical coordinator. There is no penalty for not achieving weekly clinical goals, however not achieving them could affect certain types of monthly financial support. There is a penalty for not achieving monthly clinicals goals and that can affect financial support as well. Auburn Career Center staff are more than happy to help you meet your weekly or monthly clinical goals to keep your financial support in compliance.

Dress Code

The dress code for the Paramedic program provides for a professional appearance.

General Uniform and Dress Code Requirements:

- In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook and is consistent with a positive classroom environment.
- Your Auburn I.D. badge must be worn and visible at all times.
- Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.
- Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.
- Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinical rotations, regardless of whether the student has a conceal & carry permit or not.

Clinical Areas- also see clinical guidelines

- Black or dark blue pants, black shoes, and your Auburn polo shirt only. No fire department shirts or scrubs are permitted.
- Your Auburn I.D. badge must be worn and visible at all times. At UH Lake Hospital sites, students must wear the assigned UH Lake Hospital I.D.
- Jeans, t-shirts, and sweatshirts are not permitted in any clinical area.
- Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks) and/or pose a safety hazard will not be permitted in clinical areas. In any case, the hairstyle must meet the standards of the employees of the clinical site being visited.
- Visible body piercing, which causes a distraction is not permitted to be worn. Tattoos should be covered wherever possible, as not to offend any patient or staff member.
- Uniform requirements are subject to change to meet the clinical site's own requirements. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the Director of Public Safety Education.

Disciplinary Policy

An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called “due process”). Discipline will range from a verbal warning (called “counseling”), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Students are not permitted to have cell phones, smart watches, or any other type of communication device during any high stakes test, they are to be left in a car or placed in the instructor’s office. Students found to have a communications device during a test will result in the test being considered a failure, that attempt is used and the student will have to use any remaining attempts to pass. If there are no remaining attempts the student will be considered failed from the program.

Students must take all high stakes exams in the classroom, on a computer, phones and tablets are not permitted for this activity type. Students cannot have any additional browsers or browser windows open at any time during the test, being found to have a second browser open during a test will result in the test being considered a failure, that attempt is used and the student will have to use any remaining attempts to pass. If there are no remaining attempts the student will be considered failed from the program. Auburn Career Center does supply computers for testing in the event students do not have computers of their own.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty (An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.)
- Sleeping in Class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPAA Violation

- No call, no show to classes or clinicals
- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment
- Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling

For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand

For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation

The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination

If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff

as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal

Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 80% on any Summative Final exam (with in two attempts)
- Failure to successfully pass ACLS
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to complete 100 Adaptive questions on EMS testing per section, questions are completed after completion of each section of class a passing score average is required by the end of the class as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank prior to the end of class
- Failure to pass any of the comprehensive final exams (Cognitive, Psychomotor, Affect)
- Failure to complete capstone period of the program

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must

be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

Grade Performance Standards:

Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on a number of topics and items. Assessment of these topics can include but are not limited to tests, quizzes, homework related assignments (such as take-home tests, journal reviews, etc.). Each graded item whether it is an outside the class assignment, formative or summative exam is graded at base point value. This means that a hundred-point formative exam carries the same weight as a hundred-point summative exam, the only different being is that the summative exam has to be passed with a minimum score of 80%. Attendance is expected however it will not affect a student's grade. Students cannot exceed 16 hours of absence time per semester.

There are many tests and quizzes given throughout the program. Each chapter of each book will have a test and/or quiz to prove knowledge in each topic (formative exams) to measure mastery. The Anatomy and Physiology book, Medical Terminology book, Paramedic Textbook, and EKG books are each divided into sections. Each section will have a summative final required to show competency for the section. These section finals must be passed with a 80% or better score with in two attempts on the exam. At the halfway point of the program, there will be a summative mid-term final, this test must be passed with a 80% or better with in two attempts. At the end of the program, there will be a final summative exam over all the material and topics covered in class. This final summative exam must be passed with a minimum score of 80% within two attempts. If a student fails a summative exam, they will be given a single retest attempt Per summative exam to prove knowledge of the content, if the student fails a second attempt they will be dismissed from the program.

The Paramedic Program Medical Director reviews all high stakes exams and ensures they are fair and meet the objectives for the section. The summative testing process is used to ensure that students are understanding the objectives of the different sections of the class, the paramedic program will utilize a validated testing resource. Each lead instructor will review the student results and use those specific class results to ensure students are understanding the content. Examples being that the majority of a class misses a specific subject, the instructor will not change the test question, but spend time reviewing the subject material and ensure the class has gained understanding. Students shall then utilize adaptive release test bank to continue to reaffirm the subject areas of concern.

In the capstone phase of the program, students will take several pre-prepared certification classes which further expand on care of special patient populations. Examples can include, but are not limited to, Pre-Hospital Trauma Life Support (PHTLS), Pediatric Education for Pre-hospital Professionals (PEPP), & Geriatric Education for Emergency medical Services (GEMS). These pre-prepared certification classes are subject to change. Students will be required to meet all program goals as established by the organization that forms and certifies the course. If a student fails to meet the course objectives, they will still be permitted to graduate from the program but will not receive the additional certification from the accrediting body of the certification class.

Psychomotor Skills testing is an additional graded point for the paramedic student. Students must show competency in each skill taught throughout the program within the laboratory setting. Each psychomotor skill has an appropriate grading sheet to go with each skill. For a student to be deemed competent with a psychomotor skill, they must earn 80% of the available points. Critical Criteria has been established for each skill and must be met in order to demonstrate mastery. Skill testing sheets are taken from the National Registry of Emergency Medical Technicians (NREMT) and mirror the psychomotor skills testing assessed by NREMT for certification at the completion of the program. Each skill set is tested once the didactic learning and proficient knowledge is demonstrated by the student. To successfully graduate from the program, the student must pass the summative paramedic psychomotor skills final exam. This exam is structured closely to mimic the current NREMT exam which includes all six (6) stations that are currently involved with the psychomotor testing process. The student must score a minimum of 80% of the points and hit no critical fails. (see Paramedic Summative Psychomotor Final Exam)

Affect grading (measurement of attitude and behavior) is an essential part of the paramedic's student development. The Lead Instructor or Director of Public Safety Education will conduct affect evaluations on paramedic students evenly throughout the program. Students will have no less than 3 affective evaluations completed prior to the summative Affect evaluations, this way students can have a clear path for improvement and growth. The summative affect evaluation will be completed during the capstone phase of the paramedic program. Students must get passing scores to be considered competent for graduation. In the event that the student affect score and the instructor affect score are more than 5 points apart from one another, the Director of Public Safety education will review and make the final score ruling. In the event that the Director of Public Safety Education was responsible for giving the original instructor score the Program Medical Director will give the final score. The Affect evaluation form will be reviewed and approved by the Medical Director, Director of Public Safety Education, and the Public Safety Advisory Council.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass each summative section final exam and the Auburn Career Center Paramedic final exam with a minimum score of 80% within two attempts.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. Questions regarding grading, shall be address with the Lead Instructor or Director of Public Safety Education if satisfactory conclusion is not met.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will convene with the Lead Instructor to formulate a plan for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund.

The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Competency Requirements

In order for a student to “graduate” from the Auburn Career Center Paramedic Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program which is assessed via an affective evaluation performed by both the student and the instructor throughout the program.
- Complete both cognitive and clinical /field learning requirements as described within the syllabus and within the allotted time set forth to complete the paramedic program.
- Maintain an overall grade average of 80% throughout the program, and pass each of the final summative exams with a minimum score of 80% within two attempts.
- Complete all psychomotor skills and functions including all psychomotor skills within the EMT scope of practice and all advanced psychomotor skills within the Paramedic scope of practice including passage of the paramedic psychomotor skills summative final exam
- Maintain certification as a State of Ohio EMT
- Maintain current certification in American Heart Association BLS CPR for Health Care Providers, must take and complete the AHA CPR course offered in the paramedic program at ACC.
- Pass Summative affective evaluation at the completion of the program with at least a score of 27 from both the student and the lead paramedic instructor.
- Successfully complete the American Heart Association ACLS certification Complete the FEMA NIMS 100 & 700 certifications prior to the final day of class Meet all financial obligations of the program as set forth by Auburn Career Center.
- Students must complete 100 Adaptive Test questions (on EMS Testing) per section of class, students will complete the adaptive questions for the prior section during the current section (IE section 1 adaptive questions are done during section 2 this is a review and refreshing method) and achieve a passing average score by the last month of class.
- Students must pass at least one (1) timed comprehensive final (on EMS Testing) during the capstone period of the program, Students must take no less than 7 timed comprehensive finals during the Capstone period of the program.
- Students must pass the Paramedic Final Exam (on EMS Testing) with a 80% or better with in two attempts.
- All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion and will be eligible to sit for the National Registry Paramedic Computer-Based Exam.
- Students must take the initial attempt of the NREMT exam with in 30 days of graduation, failure to do so will result in the program director not approving the NREMT application. Students must repass all high stakes exam with in one attempt to regain the opportunity to test.

Report of Paramedic Student “On Duty Illness or Injury”

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or Paramedic Didactic (class/lab) or Clinical time.

Payment Responsibility

It is the student’s responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during EMT or Paramedic clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A “report of the on-duty illness or injury” form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on-duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date

Vendor Terms of Service Student Agreement

Auburn Career Center Public Safety programs use multiple vendors and affiliates to assist in education our students. Those vendors and affiliates all have their own rules of use and terms of service. When you sign up for these different vendors accounts or visit auburn affiliates you will be made aware of these terms of use agreements. If you are unsure you may contact customer support of the specific vendor or the Officer in Charge of the affiliate. The Director of Public Safety Education can also help to clarify these agreements as well.

The use of certain vendors or affiliates can become integral to the completion of your specific program, therefore if you violate the terms of service or rules of use and can no longer utilize the vendor product or affiliate location, you will not be permitted to continue in the program. Auburn Career Center is not required and will not provide alternate means of course completion to those who are removed from a vendor or affiliate location due to a terms of use or rules violation.

By signing the form, you agree to follow all terms of service or rules of use for each vendor the Auburn Career Center Public Safety programs utilize and that if you have your privileges to use a vendor's program or affiliate location revoked you will not be permitted to continue in the program you are enrolled in.

Print Name: _____

Signature: _____

Date: _____

National Registry of Emergency Medical Technicians (NREMT) Licensure Process Support Agreement

Upon the successful completion of the Auburn Career Center (Auburn) Paramedic program, as a graduate, you are eligible to be licensed both nationally and in the State of Ohio by passing the NREMT Exam.

When you registered, you paid a National Registry Support Fee (\$175) for which Auburn will:

1. Register and submit payment for you as a program graduate to sit for the NREMT Exam up to a maximum of six (6) times; and
2. Provide instructional support should the graduate not pass the NREMT Exam on their first attempt for up to a maximum of five (5) additional attempts (six total attempts).

Prior to your first attempt to pass the NREMT exam following graduation, you must complete the Crash course book tests and review (provided by Auburn). If you choose to not use the Crash course book tests and review, you must complete another review software that has been approved by the Director of Public Safety.

The first NREMT Exam must be taken within five (5) days following the last scheduled class of your EMT program. If you do not pass the NREMT exam in up to five attempts, you must:

- a. Contact Auburn's Director of Public Safety, Sean Davis (sdavis@auburncc.org; 440-358-8026), that same day and provide the exam results;
- b. Sit for their next NREMT exam within twenty (20) days of the previous attempt; and
- c. Complete work assigned by Auburn's Director of Public Safety or his designee before sitting for the next NREMT exam. Your Crash course book tests and review, or approved equivalent, will provide a basis for the material to be completed but may be augmented as deemed appropriate by Auburn's Director of Public Safety or his designee. Assignments are deemed complete when approved by Auburn's Director of Public Safety or his designee, the approval of which shall not be unreasonably withheld.

I agree to receive NREMT licensure process support as outlined above.

Student Signature

Date

Student Printed Name

Copy of this agreement given to the student

Director of Public Safety or Designee

Date

Clinical Policies and Procedures

Clinical Overview

The Auburn Career Center EMS Training program recognizes the importance of practical application of knowledge and skills learned throughout the EMS educational process. The purpose of the clinical rotation is to provide students the opportunity to apply knowledge and skills in an environment that allows their participation, application of knowledge and skills as well as promotes linear thinking.

The clinical rotations have been selected to provide the student a variety of diverse environments exposing the student to all aspects of healthcare. Each clinical rotation has a specific purpose, objectives and expectations of the student in order to successfully complete the rotation. The clinical handbook is provided as a resource to the student prior to, during and after each rotation. The clinical requirements set forth in this handbook were instituted from the guidelines set forth by the Ohio Department of Public Safety Approved EMS Curriculum Standards from the Ohio Administrative Code Rule 4765-17-04 and recommendations from the CoAEMSP Student Minimum Competency. These clinical requirements have been approved in conjunction by the Director of Public Safety (CoAEMSP Program Director), Clinical Coordinator, Medical Director, Advisory Counsel.

General

The student is responsible to schedule their time with the clinical coordinator, attend all scheduled rotations and complete and turn in all required paperwork for each clinical rotation. The clinical coordinator will maintain all schedules, records and tally all time and skills required throughout the program. Periodically throughout the program, the coordinator will meet with students collectively and individually to update or counsel students on their progress with the clinical rotations.

Students will sign up or request hours for each clinical rotation as they sequence into the program based on skills checkoff and learning competencies. The student, once assigned the clinical, is required to attend the rotation and should be on site fifteen (15) minutes prior to the start of their rotation. Failing to attend the scheduled clinical will result in an absence and will be processed through the attendance policy provided in the student handbook. Should emergencies arise, the clinical coordinator or Director of Public Safety must be contacted prior to the start time of the rotation for any consideration relating to excusing the absence.

Upon completing each rotation, the student is required to complete the specific clinical rotation sheet, providing documentation of date, time, location, assessments, or skills performed and their preceptor's signature. Failure to complete the paperwork in a timely fashion or failing to have the preceptor's signature renders the rotation void, resulting in no credit for the time or skills performed. To be considered complete the student must fill out all paperwork and enter the data into

Platinum Planner skills tracker. Paperwork is only considered complete if all the lines are filled in on the paperwork for each clinical rotation and the preceptor has signed and initialed where indicated. If there is a line of information on a clinical rotation sheet that does not apply to a specific rotation or that was not completed during the rotation the student must fill that line in with N/A (non-applicable). If paperwork is turned in with missing data then it will be considered incomplete and not counted. Students must scan or take a picture of all completed clinical paperwork and attach it to the Platinum Planner rotation day.

It is important for the student to understand that the paperwork and the Platinum Planner data entry are both required and failure to complete both will result in the clinical rotation not counting towards the student's total completed time and skills. The student will have 48 hours from the completion of the clinical rotation to complete the Platinum Planner data entry. Failure to complete the Platinum Planner data entry in 48 hours will result in the clinical rotation not counting towards the student's completed time and skills.

Students must perform all clinical rotations and skills only at facilities that have a signed affiliation agreement with Auburn Career Center. If a student is an employee at one of Auburn Career Centers affiliated facilities they can perform clinical rotations and skills after properly scheduling themselves via Platinum Planner at the affiliated facility and ensuring that a licensed paramedic will be their preceptor. The student must be active in-patient care and be directly supervised by a licensed Paramedic. This only applies to EMS Field Learning Experience. When a student is at a clinical facility they must be additional personnel and cannot be counted towards staffing levels.

Behavior

The student handbook describes the expected behavior of students throughout the program. During the clinical rotations, regardless of whether a field rotation or hospital clinical rotation, your appearance, behavior and attitude must meet the program expectations. It is important to remember during rotations, you are essentially a guest in another professional's environment. During these rotations, the attitude, behavior and appearance of the student reflect on the student as an individual, and on the Auburn Career Center as an educational facility. Inappropriate attitude, behavior or appearance will not be tolerated and may result in dismissal from the program as this potentially impacts other students, and the reputation of Auburn Career Center.

Clinical Uniform Policy

The clinical rotations will place the students in a variety of different environments. To maintain continuity in appearance and present a professional image, students will be required to wear specific clothing in all areas of the clinical rotation.

In general, students are required to arrive at the clinical site prepared to perform and function as a member of the clinical staff. Being prepared to perform means each student must have a watch, a stethoscope (borrowing from the staff is unacceptable), a small notebook for documentation and a writing utensil. Students must also have their student ID clearly visible above the waist, identifying them to staff and patients. Failure to arrive at the clinical rotation without these appropriate items is grounds

for staff to send the student home.

In the hospital setting, students will be required to wear the appropriate Auburn Career Center EMS uniform. It is recommended that each student purchase two sets. The student must arrive in their clinical attire and unless requested, wear this attire throughout the rotation. Students must also wear hospital issued ID's in addition to Auburn Career Center ID's. Some clinical areas may require specialty scrubs or equipment; however, they will provide these as needed. Any supplies or equipment received from these areas must be returned upon completion of the rotation. Failure to return items such as scrubs, etc. will be viewed as theft and disciplinary actions initiated.

In the pre-hospital setting, clinical attire will consist of navy-blue slacks (uniform pants) and shirts that will be purchased at the beginning of the program. At no time will blue jeans, T-shirts or any other "casual" attire be accepted. In the pre-hospital environment even more so than hospital rotations, it is important to remember that in many cases the student is entering someone's living environment, whether Fire House or residence.

Respect the belongings, property and space of these individuals and treat them with respect.

Clinical Scheduling

Clinical scheduling will begin after specific relevant material has been covered relevant to course sequencing and skills and learning competency. Students must demonstrate specific knowledge and demonstrate skill competencies prior to completing clinical rotations (i.e. Pediatric skills prior to Pediatric rotation).

Each clinical rotation will have specific time allotted by the specific clinical site. The time for each clinical site will be determined by the Department Head and the clinical coordinator in order to provide appropriate times for students to meet their objectives.

Students will be given an opportunity to schedule themselves for clinical rotations. Clinical schedules will be posted on Platinum Planner web site, each rotation has a specific timeframe for which the student can schedule themselves. Students are not permitted to be at the clinical rotation site outside of the hours listed on Platinum Planner. Since the student is self-scheduling, they will be responsible to attend all clinicals they have scheduled. If a student will be absent from the program they must request a drop of the shift on Platinum Planner with an explanation why. Failure to do so may result in the absence being recorded into the class attendance count.

Clinical absence will be counted as a program absence. Multiple absences will place the student into the disciplinary process as outlined in the student handbook. If a student gives a two week notice of drop the clinical coordinator will not count the dropped shift as an absence.

Documentation

Documentation is necessary at every clinical location to support student attendance, the time spent, skills or assessments performed and to document the preceptor responsible for the student. Students must complete the proper paperwork at the end of each rotation.

This includes all relevant documentation with the preceptor's signature. Failure to complete and turn in the required paperwork in a timely manner renders the clinical rotation void. The student cannot leave the rotation until all paperwork is complete and signed by the preceptor. Under no circumstances can information be added to the sheets after the preceptor has signed them.

After the student has completed the clinical rotation, the clinical paperwork, and had the preceptor sign all applicable paperwork the student has 48 hours to enter the data into Platinum Planner. Failure to enter the clinical information within 48 hours will result in the student forfeiting the clinical rotation and skills. After the student has entered all information into Platinum Planner they will turn in the paperwork to the clinical coordinator for verification. Students will turn in paperwork monthly at the start of each month. Failure to meet the time frame will result in forfeiting the clinical rotation and skills. Students must scan in, or place a picture of all clinical paperwork for each shift into the electronic documentation of the rotation in Platinum Planner. Scanners are available at Auburn Career Center for students use.

Successful completion of the clinical rotation is dependent on completing required hours as well as successfully completing required skills. The goal of the Auburn Career Center is to provide the student with the opportunity to achieve all the required goals. In some cases, additional hours may be required in order to perform the required skills. Skills include but are not limited to performing patient assessments, cardiac/medical/pediatric/geriatric assessments, bag valve mask ventilation, intubations, intravenous access, medication administration through injection and other means, childbirth and management of burn and psychiatric patients. Additional skills and opportunities will be identified throughout the program.

Clinical Files

The clinical coordinator will maintain copies of all student clinical records within the Auburn Career Center EMS education office. These files will contain a copy of the student's health/physical records, immunization records, copies of the student skills checklist, clinical area evaluations and all copies of documentation relating to student rotations. Students may view their files upon written request and in the presence of the Auburn Career Center Director of Public Safety Education or his/her designee.

The student is responsible for fulfilling the clinical requirements and will be counseled regularly regarding their individual status. Students failing to meet the expectations of the clinical rotation will be notified of their substandard performance as needed and may be processed through the disciplinary process if indicated.

The Auburn Career Center will maintain all files for clinical activity however it is recommended that each student maintain a copy of all clinical paperwork should a conflict in documentation occur. It is the student's responsibility to turn in all paperwork for rotations in a timely fashion to insure the integrity of their files.

Evaluations

Students will be required to complete an evaluation on each clinical area once their required hours/procedures have been completed. The evaluation is designed to give the Auburn Career Center feedback, whether positive or negative and address areas where students identified the need for improvement. The evaluations are completed after the student has completed all required interaction with the department. The evaluation is delayed until completion to insure a fair evaluation can be performed. Students need to have time to adapt to the environment and the preceptors need time to adjust to the students. By waiting until completion, both parties can adjust to provide the optimum environment for the student's education. Evaluations are done electronically for each shift on platinum planner.

Privacy

During clinical rotations students will be exposed to situations and information protected under the Federal Health Insurance Portability and Accountability Act (HIPAA). This Federal law protects the rights of the patient by mandating confidentiality among healthcare professionals. Students participating in clinical rotations through both in hospital and pre-hospital environments will be held accountable to this standard. The student handbook and the orientation class provide the student the information regarding patient confidentiality and the students are held accountable. Individuals who breach patient confidentiality face dismissal from the program, personal liability, and criminal charges and pose risk to the Auburn Career Center. Some facilities may have a special in class compliance program to complete prior to clinical rotations.

Clinical Concerns

The student is responsible for his/her own actions while performing clinical rotations. Evaluations on each clinical area are performed upon completion of the rotation. Should clinical issues or concerns arise, the student should notify their preceptor of their concern, allowing the institution or organization the opportunity to resolve the issue. If the concern is regarding the preceptor or student, the student shall contact the Director of Public Safety Education or clinical coordinator and advise them of the situation. If a student is asked to leave a clinical area, they must do so immediately and notify the clinical coordinator of their absence and the circumstances surrounding their removal.

Regardless of the issue, the clinical coordinator must be notified of the issue in a timely fashion. The program depends on the clinical environment and the clinical coordinator is responsible for resolution and maintaining the relationships with all clinical areas.

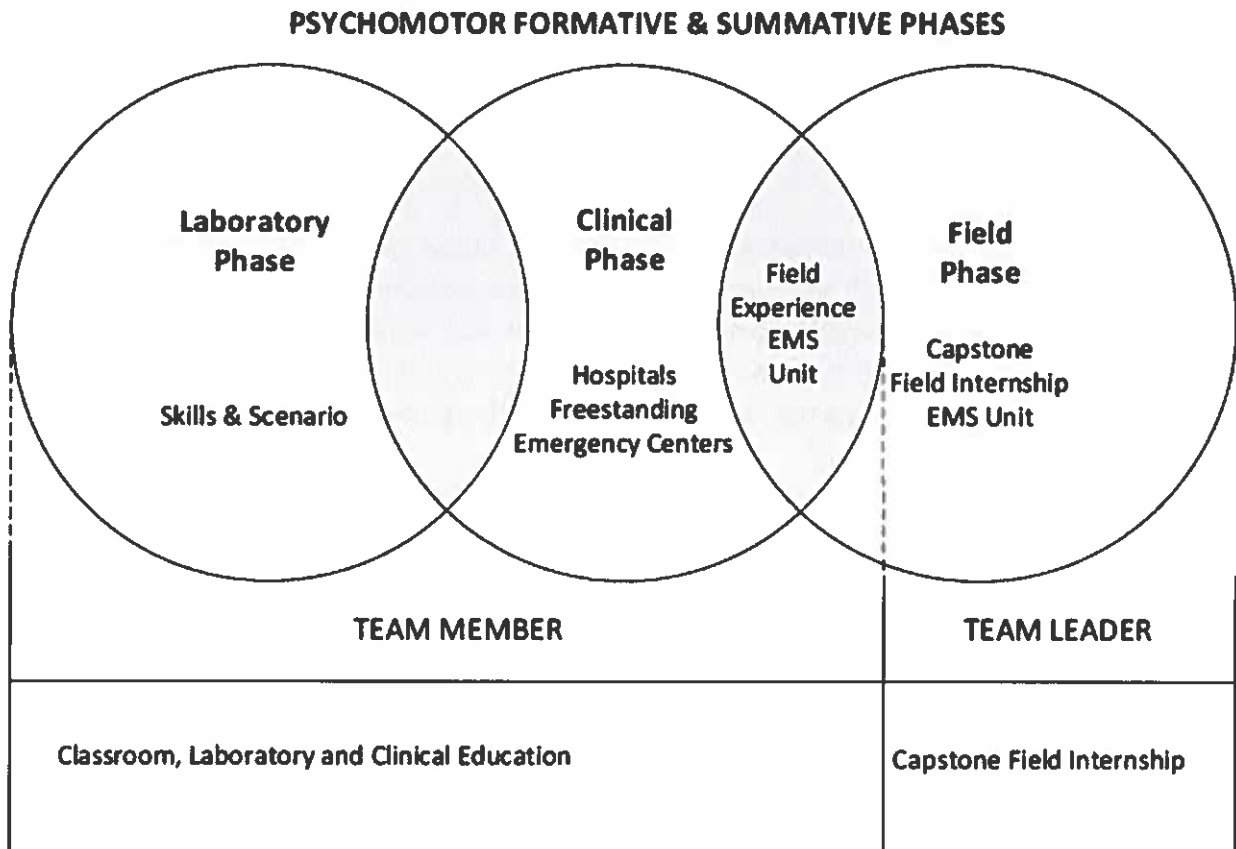
Failure to report issues to the clinical coordinator may be interpreted as actions detrimental to the program resulting in student dismissal.

At no time during a clinical rotation will any student perform skills without direct supervision from a preceptor. Also, students should never perform any skills that they have not been checked off on in the class following the course sequence and skill competency requirements.

Clinical grading

Clinicals are a pass/fail there is no grade associated with the clinical process. However, incomplete clinical paperwork will result in the clinical time having to be repeated. Paperwork that is substandard, examples being missing information, missing signatures, missing times, or questionable documentation will result in the student having to redo clinical skills and time in question. Students will meet monthly with the program director, clinical coordinator, and/or lead instructor each month. A clinical review sheet will be filled out using the progress reports from platinum planner. If students are behind in completing the monthly established clinical goals (or weekly goals for certain students) the review sheet is to be considered the consultation form. Students who fall behind more than two months are subject to removal of the program. The monthly review process is the time that the student and education staff will use to ensure students are on the right path to be successful, are properly applying the knowledge learned in the classroom and lab room, and if any skills / time need to be repeated for any reason. Failure to complete clinicals in accordance with this document, the review process and the accrediting bodies will result in failure from the program.

Lab and Clinical Sequencing



Just like in the cognitive realm of paramedic education, the clinical and field learning part of the program has a sequence that must be implemented and followed to ensure learning take place in a productive and safe manner. The next section outlines the goals and skills that all students must complete to be eligible for graduation. This section reviews the order in which the goals must be completed. Students will first learn about the skills performed by paramedics in the cognitive realm of education, then students will have psychomotor skills demonstrated by an instructor, followed by students performing the skill in a controlled setting on an appropriate training aid. After students show proficiency through peer and instructor reviewed skill performance, the students will start to perform the skills in a scenario-based learning. After scenario-based learning is performed with peer and instructor review the students will do final instructor reviewed complex high-fidelity scenario competencies. Finally, after the student has shown this progression of learning they will perform the skills in the clinical and/or field setting on live patients.

Being that there are many different topics of learning and the class has specific sections that build on one another, students will repeat the learning process many times throughout the class, each time a student completes the process they will be adding to the amount and type of skills that can be performed in the clinical and/or field setting.

Objectives and Goals

Lab (psychomotor learning)

In the lab part of paramedic learning students must complete the following lab skills/ goals to be considered competent for graduation. These skills will be learned and tested throughout the learning process of the course and are divided into each section of the class.

Skills

Skills will have a minimum number of both peer reviewed skills completion and instructor reviewed completion. Only successful skill completions will count towards the minimum number completed. These skills include both raw skills separate from a scenario and skills completed while in a scenario. These numbers are separate from the skills performed in the clinical and field setting. Minimum raw skills must be completed prior to performing the skills in the field on live patients.

- Establish IV Access – 10 Peer/2 Instructor documented lab skills
- Administer IV Infusion Medication – 3 Peer/2 Instructor documented lab skills Administer IV Bolus Medication- 3 Peer/2 Instructor documented lab skills Administer IM Injection – 3 Peer/2 Instructor documented lab skills
- Establish IO access – 3 Peer/2 Instructor documented lab skills Perform PPV with BVM - 4 documented lab skills
- Perform oral endotracheal intubation - 10 Peer/2 Instructor documented lab skills Perform endotracheal suctioning - 3 Peer/ 2 Instructor documented lab skills
- Perform FBAO removal using Magill Forceps – 3 Peer/ 2 Instructor documented lab skills
- Perform cricothyrotomy – 3 Peer/2 Instructor documented lab skills Insert supraglottic airway – 3 Peer/2 Instructor documented lab skills
- Perform needle decompression of the chest – 3 Peer/2 Instructor documented lab skills Perform synchronized cardioversion – 3 Peer/ 2 Instructor documented lab skills Perform defibrillation - 3 Peer/2 Instructor documented lab skills
- Perform transcutaneous pacing - 3 Peer/ 2 Instructor documented lab skills Perform chest compressions - 2 documented lab skills
- Perform uncomplicated delivery – 3 Peer/2 Instructor documented lab skills

Successful completion of the Health Care Provider (AHA) CPR during the course by Auburn Career Center instructors will serve as the basic competency check offs in all aspects of CPR, Choking, AED, and Rescue breathing. Completing this course at ACC as part of the class is a requirement for graduation.

Successful completion of the Advanced Cardiac Life Support (AHA) ACLS during the course by Auburn Career Center instructors will serve as the basic competency check offs in all aspects of ACLS meds, Defibrillation, Pacing, Cardioversion, and Mega code.

Completing this course at ACC as part of the class is a requirement for graduation.

Scenarios

Scenarios are completed after the student has shown basic competency in raw skills. Students must take part in all the patient types below. Again, each patient type and scenario will take place in the appropriate sections of the course.

- Trauma – 1 pediatric simulated scenario and 1 adult simulated scenario Psych – 1 simulated scenario
- Complicated Obstetric Delivery – 2 simulated scenarios (breech and prolapsed cord) Distressed Neonate – 1 simulated scenario
- Cardiac pathologies or complaints – 1 simulated scenario (cardiac related chest pain) Cardiac Arrest – 1 simulated scenario
- Medical neurologic pathologies or complaints – 1 geriatric simulated scenario (stroke)
- Respiratory pathologies or complaints – 1 pediatric simulated scenario, 1 geriatric simulated scenario (respiratory distress/failure)
- Other medical conditions or complaints – 1 geriatric simulated scenario (sepsis)
- **12 total simulated scenarios**

Clinical/Field Time

Each clinical rotation has assigned objectives. The student is to review the objectives prior to the clinical rotation to insure their understanding of the goals of the rotation. Additionally, the staff at each site is given a copy of the objectives in order to prepare them for students in their environment. The goal of the student should be focused on the objectives. Once the objectives are met, additional opportunities may become available throughout the rotation.

The remainder of the handbook outlines the objectives in each clinical area. These objectives are the minimal requirement for successful completion of the rotation.

Auburn Career Centers Objectives and Goals are set up following the guidelines as set forth by the recommendations from the CoAEMSP Student Minimum Competencies as well as the ODPS requirements as set forth in the OAC Rule 4765-17-04.

Throughout your time at Clinical Sites and Field Experience rotations, you will be responsible for seeing the patients with the following complaints listed below prior to starting your Capstone Field Internship phase of learning:

Patient Age Groups

These patient age groups are split up between formative exposure in clinical or field experience and exposure in clinical or field experience and capstone field internship settings. For formative exposure, the student should conduct patient assessments (primary and secondary), perform motor skills if appropriate and available, and assist with development of a management plan in patient exposures with some assistance for evaluation. For the exposure in clinical, field experience or capstone, the student should conduct a patient assessment and develop a management plan for evaluation on each patient with minimal to no assistance. These will be tracked in Platinum Planner and the student will document

appropriately. Each student is required to see a minimum a total of 110 patients.

Adults (Age 19 to 65 years of age):

60 patients (30 formative skill, 30 competency skill)

Geriatrics (Age 65 and older):

30 patients (minimum of 9 formative exposure, minimum of 9 competency skill)

Pediatrics:

30 patients of the following age groups:

2 Newborns (birth to 30 days)

2 Infants (1 month - 12 months)

2 Toddlers (1 year to 2 years)

2 Preschoolers (3 years to 5 years)

2 School Age/ Preadolescent (6 years to 12 years)

2 Adolescent (13 years to 18 years)

From the total number of patients above, you are required to see patients with the following complaints/impressions. These numbers are the minimum and will describe if more are required per complaint:

Trauma:

27 total patient complaints (18 formative skill, 9 competency skill)

Psychiatric/Behavioral:

18 total patient complaints (12 formative skill, 6 competency skill)

Obstetrics:

6 total patient complaints (2 formative Obstetric delivery with normal newborn care, 2 formative Complicated obstetric delivery, 2 competency skill. Simulation permitted)

Obstetric delivery with normal newborn care:

2 total patient complaints (Simulation permitted) Complicated obstetric delivery:

2 total patient complaints (Simulation permitted)

Distressed neonate:

4 total patient complaints (2 formative skill, 2 competency skill. Simulation permitted)

Cardiac pathologies or complaints (ACS or Cardiac Chest Pain):

16 total patient complaints (12 formative skill, 6 competency skill) minimum of 15 chest pain complaints.

Cardiac Arrest:

3 total patient complaints (2 formative skill, 1 competency skill. Simulation permitted)

Cardiac Dysrhythmias:

16 total patient complaints (10 formative skill, 6 competency skill)

Medical neurologic pathologies or complaints (TIA, CVA, AMS presentation:

minimum 12 total patient complaints (minimum 8 formative skill, minimum 4 competency skill),
minimum of 15 AMS patient complaints

Respiratory pathologies or complaints:

12 total patient complaints (minimum 8 formative skill, minimum 4 competency skill)

Other medical conditions (GI, GU, OB/GYN, ABD, ID, Endocrine, OD, Toxicology, Hematologic, non-traumatic musculoskeletal, EENT):

18 total patient complaints (12 formative skill, 6 competency skill) minimum of 15 ABD patient complaints.

From the pool of the patients above or in addition to, 30 of the patients must be managed in the back of the ambulance while completing the Field Experience Rotations and 20 must be in an ambulance as the Team Leader during your Field Internship rotations (Capstone). The Field Internship rotations will start only after you have shown competency in all Paramedic Curriculum and will take place the last 2 months each program or after completion of the minimum skills/patient encounters/scenarios. The above numbers are for required patient assessments, when you are writing your patient assessment in PLATINUM PLANNER you will write a complete narrative explaining your entire patient encounter and treatment. A good narrative should be around 500 words, the content MUST demonstrate Paramedic Level learning. Paramedic level learning means that the student must show that during the patient encounter, they had to make an observation, decision, care plan or treatment that only a paramedic level provider would be capable of doing. This means that a pediatric patient might not have any ALS skills performed, however the assessment was at a level of a paramedic because reasoning was given as to why ALS interventions were ruled out and the care plan did not need to include the ALS interventions. PLATINUM PLANNER has check boxes for all the complaints listed above and a place to document your patient's age. It is acceptable for one patient to suffer from more than one of the above complaints. An example would be 34-year-old male who complains of Chest pain, Shortness of breath and who is altered in mentation because of the complaints. This one patient would cover 3 of the required patient complaint/impressions you are required to see during your clinical/field internship time.

Team Leadership Objective: The student has successfully led the team if he or she has conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather been in charge of the assessment), as well as formulated and implemented a treatment plan for the patient. This means that most (if not all) of the decisions have been made by the student, especially formulating a field impression, directing the treatment, determining patient acuity, disposition and packaging/moving the patient (if applicable). Minimal to no prompting was needed by the preceptor. No action was initiated/performed that endangered the physical or psychological safety of the patient, bystanders, other responders or crew. (Preceptors should not agree to a "successful" rating unless it is truly deserved. As a general rule, more unsuccessful attempts indicate willingness to try and are better than no attempt at all.) To be counted as a Team Lead the Paramedic student must conduct a comprehensive assessment, establish a field impression, determine patient acuity, formulate a treatment plan, direct the treatment, and direct and participate in the transport of the patient to a medical facility,

transfer of care to a higher level of medical authority, or termination of care in the field. For the capstone field internship to meet the breadth of the paramedic profession, team leads must include transport to a medical facility and may occasionally include calls involving transfer of care to an equal level or higher level of medical authority, termination of care in the field, or patient refusal of care. Capstone field internship team leads cannot be accomplished with simulation. The program must have a written definition of a successful Team Lead available to the students (e.g., syllabus, student handbook, evaluation form).

Lastly while at your clinical/field experience you must complete the list of skills below:

- Medication Administration IV Route..... 50 Hours
- Medication Administration SQ Route..... 2 Hours
- Medication Administration IM Route 2 Hours
- Total Medication Administration of both SQ/IM 10 Hours
- Medication Administration Nebulizer..... 20 Hours
- IV Start/Blood Draw/Vein Cannulation..... 50 Hours
(success rate of all successful and unsuccessful will be documented)
80 percent success rate needed to pass
- Live Adult Patient Intubations..... 12 Hours
(2 scenario-based intubations) (success rate of successful and unsuccessful will be documented)
80 percent success rate needed to pass
- Pediatric Intubations 12 Hours
(10 lab-based intubations, 2 scenario-based intubations)
- Live Births of Newborn 2 Hours
- EKG Interpretations..... 30 Hours
- Cardiac Cath Lab Time..... 10 Hours
- Emergency Department..... 156 Hours
- ICU..... 16 Hours
- Field Learning Time..... 180 Hours
- Field Internship Time 70 Hours
- Respiratory Therapy 24 Hours
- Anesthesiology 24 Hours
- Obstetrics..... 24 Hours
- Medical Director* 6 Hours
- **Total..... 510 hours**

Clinicals start approximately four months into each paramedic program, students cannot start unless they have shown competency in the cognitive and lab setting. If students fall behind on clinicals because they fail to show competency in the cognitive and lab setting, this is the same as falling behind on clinicals due to not completing them. Falling behind on clinical performance can result in the removal from the paramedic program.

Month 1 Goals

8 Hours Respiratory
30 Hours Emergency Room
12 Hours Operating Room (but not until airway sign off in lab)

Month 2 Goals

8 Hours Respiratory
50 Hours Emergency Room
12 Hours Operating Room
8 Hours Cath Lab

Month 3 Goals

8 Hours Respiratory
60 Hours Emergency Room
12 Hours Operating Room (can stop scheduling after this month if you have hit total time and 10 successful tubes)
8 Hours Cath Lab (total of 12 needed, this month or last month only needs 1 rotation depending on availability)

Month 4 Goals

8 Hours Respiratory
8 Hours Intensive Care Unit or Step-Down Unit
12 Hours Operating Room if not complete with time / 10 successful tubes
60 Hours Field Experience (No team leads)

Month 5 Goals

8 Hours Respiratory
8 Hours Intensive Care Unit or Step-Down Unit
12 Hours Operating Room if not complete with time / 10 successful tubes
60 Hours Field Experience (No team leads)

Month 6 Goals

12 Hours Operating Room if not complete with time / 10 successful tubes
60 Hours Field Experience (No team leads)
12 Hours Obstetrical / Delivery

Capstone Goals Month 1

Cannot start capstone with out all skills including Intubations complete
Students can still complete OB time and be in capstone, OB calls cannot be counted towards capstone time
70 Hours Field Internship 20 team lead patient encounters need documented successfully
6 Hours Medical Director time

Capstone Goals Month 2

Field Internship time needed to complete 20 team lead patient encounters need documents successfully
6 Hours Medical Director time if not done

Even if students competes 20 team leads prior to completing 70 hours, they still must complete the 70 hours and document any additional team leads during that time, 70 hours and 20 successful team leads are only the minimum to graduate.

Due to the requirement of the hospital system and COVID vaccine status, medical director experience may be substituted with input from the Medical Director, Director of Public Safety, Clinical Coordinator and Lead Paramedic Instructor.

Example of monthly goal tracking

Your monthly clinical goals are listed here. These are only MONTHLY hours and skills, these are not your total hours and/or skills.

Please review any comments and sign the page. By signing this page, you are agreeing with the review.

Month name here Minimum requirements:

Goal: **Hours Completed:** Patient Assessments: _____ IVs: _____

List of hours and sites completed here.

(___ out of 10 Intubations)

Instructor Comments: _____

Student Comments: _____

Instructor Signature: _____

Student Signature: _____

This form is considered a monthly consultation and can be an official warning of removal from the paramedic program.

Auburn Career Center Paramedic Clinical Contract and Disclaimer

Student Disclaimer:

I understand that as a student of Auburn Career Center's Paramedic program, I am responsible for my actions related to behavior, patient care activities, and confidentiality, and can be held legally accountable for them. I agree to complete my attendance record in Platinum Planner and get all required clinical forms signed and returned by my preceptor. I further understand that I will potentially be working in hazardous environments, which could involve blood, patient violence, and even death. I agree to notify my clinical preceptor of any problems, disease exposures, or other situations, should they occur. I understand that failure to abide by the conditions set forth in this agreement, either at Auburn Career Center or at clinicals, may result in disciplinary action and/or removal from the Paramedic program. Finally, I agree to follow all the guidelines listed above and will verbalize any questions or concerns to my instructor.

Student's Signature: _____

Date: _____

Notes or comments:

Course Objectives

Auburn Career Center Paramedic Programs follow the curriculum that meets or exceeds the content that is within the latest edition of the National EMS Education Standards. Auburn Career Center is accredited through the Ohio Department of Public Safety and follows curriculum as outlined by 4765-17-04. Each text book is approved by the advisory council, each text has chapter objectives, these objectives are part of the overall course objectives as well and can be referenced in each text approved by the advisory council.

Example for the class objective are as follows.

- Interpret and analyze assessment findings to formulate clinical judgment regarding individuals requiring emergency intervention, their families, and defined populations across the life span.
- Utilize critical thinking processes and problem-solving skills to effectively prioritize management of individuals in an emergency setting to achieve the most positive outcome.
- Manage the direct provision of emergency care through effective organizational skills, appropriate delegation, and supervision within the scope of practice.
- Reflect integrity, responsibility, ethical practices, and an evolving identity as a paramedic committed to excellence in the delivery of emergency care aimed at limiting morbidity and mortality.
- Recognize changes in the patient's response to care as well as special situations that occur in the emergency environment and be able to initiate appropriate changes in care or transportation.
- Provide emergency support services to patients according to established protocol. Demonstrate safe, ethical, and legal practice as a Paramedic.
- Function as an effective health care provider within the community and health care system.
- List reasons for continuing education as a member of the Paramedic profession. Demonstrate problem solving skills in administering emergency care procedures.

Course Goals, Objectives, Topics, and Hands-On Learning

Auburn Career Center Paramedic Program follows a strict sequence of learning in all aspects of Paramedic education. This education environment involves students in many different layers of EMS and education styles. Each topic is taught in a manner that builds on previous learning. Each book used by Auburn Career Center Paramedic Program has built in chapter objectives that are keys in success in being proficient in paramedic level learning. Information is taught in a variety of methods including but not limited to interactive lecture, flipping the class rooms, video and audio recordings, etc. After students are instructed within the classroom setting, students have the opportunity to learn skills in the laboratory setting prior to being tested on these skills. Goals for both classroom and laboratory settings are found in the first page(s) of each chapter in the corresponding textbook. Students will be tested on knowledge both in the form of quizzes and tests as well as skill station formative tests. Students will need to show a competency in both hands-on skills and didactic learning prior to performing any clinical or field internship time. Students will increase their knowledge of skills and didactic knowledge by attending clinical time and field learning experience. After the student has proved proficient competency in all aspects of didactic learning, clinical learning and field learning experience, the student may start the field internship and capstone portion of the program. After successful completion of all aspects of didactic, clinical, field learning experience and field internship, the student will show competency via a summative psychomotor exam and summative written exam.

Definitions of Class Schedule Components

Lecture – Lecture is any in classroom activities that include didactic teaching about subjects within the paramedic level curriculum set forth by the standards and the curriculum that meets or exceeds the content that is within the latest edition of the National EMS Education Standards.

Lab – Lab is any activity that includes hands on learning. This can include but is not limited to all skills within the EMT-Basic and Paramedic level curriculum. Hands on learning builds on didactic learning and assists the paramedic student in becoming proficient in hands on skills.

Clinical – Clinical time is planned, scheduled, educational student experience with patient contact activities in settings, such as hospitals, clinics, free-standing emergency centers.

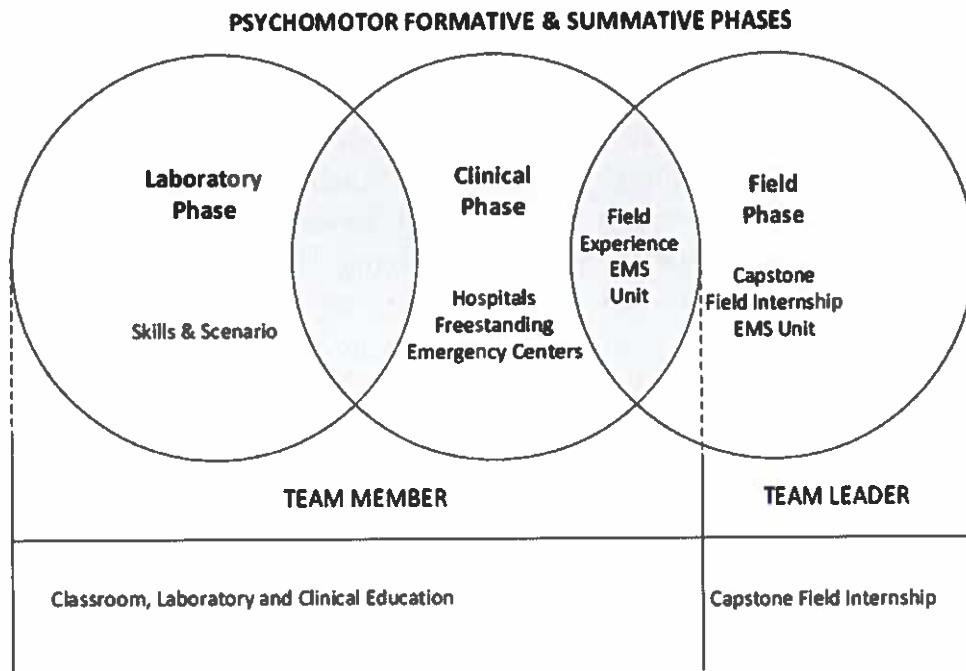
Field Learning Experience – Field Learning Experience is planned, scheduled, educational student time that is spent on an EMS unit, which may include observation and skill development but does not include team leading and does not contribute to the CoAEMSP definition of field internship.

Field Internship – Field Internship is planned, scheduled educational student time on an advanced life support unit responsible for responding to critical and emergent patients who access the emergency medical system to develop and evaluate team leading skills. The primary purpose of field internship is a capstone experience managing the Paramedic level decision making associated with pre-hospital patients.

Course Sequence for Progressive Learning

Course syllabus overview

Core Content



Section 1 & 2

EMS Operations in conjunction with a basic review of anatomy and physiology with medical terminology to ensure student have the same baseline education. Chapter objectives for each chapter covered are listed in the textbook as well and the instructor course outlines (please reference those documents separately). Each chapter will have a formative exam. There will be formative psychomotor skills in each section as well. Upon completion of all section formative cognitive and psychomotor objectives with a minimum 80% average grade percentage, students will have to take a summative cognitive and psychomotor test at the end of the section. All summative testing must be passed with a minimum 80% score in order for the student to progress to the next section.

Cognitive Tests During The Section

Prior to the end of the first month of class students must have completed the 7 base line learning assessments provided by EMS testing to help establish a baseline of learning During the section there will be a formative exam for each chapter of content, including the A+P and Medical term, 4 summative exams on chapter content and 1 section 1 summative final (all content for section 1 high full range of bloom scale). After the section of class all students will be responsible for 100 adaptive release question done on own time outside of class each month.

Skills tested out for Paramedic competency

- Administer oxygen by face mask
- Administer oxygen by nasal cannula
- Apply a cervical collar
- Apply a tourniquet
- Apply an occlusive dressing to an open wound to the thorax
- Assess vital signs
- Dress and bandage a soft tissue injury
- Inserting an NPA
- Inserting an OPA
- Lift and transfer a patient to the stretcher
- Perform a Comprehensive Physical Assessment Perform CPR – Adult
- Perform CPR – Neonate
- Perform CPR – pediatric
- Performing FBAO – Adult
- Perform FBAO – infant
- Perform oral suctioning
- Perform spine motion restriction
- Perform uncomplicated delivery
- Splint a suspected joint injury
- Splint a suspected long bone injury
- Stabilize an impaled object
- Ventilate a neonate patient with a BVM
- Ventilate a pediatric patient with a BVM
- Ventilate an adult patient with a BVM

Scenarios Tested Out For Competency

Basic Trauma and Medical assessment to establish a base line.

AHA HCP CPR Course completed at this time

Basic scenarios incorporating the above skills, none of the dynamic team leading scenarios at this section

Section 3 and 4

Patient Assessment and Pharmacology. Due to the size of each section and class structure, these two sections are combined into one. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the textbook. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 80% in order to progress to the next section.

Cognitive Tests During This Section

100 adaptive release questions for the prior section of class. One formative test per chapter, 4 summative exams (mid-range bloom scale), and 1 Section 3&4 final

Section 5

Airway Management. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the textbook. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections.

Students must pass the summative cognitive and psychomotor tests with a minimum of 80% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

Cognitive Tests during this section

100 adaptive release questions for the prior section of class. 1 formative test for each chapter, 1 summative exam for A+P and Medical Term, 2 airway summative exams (mid-range bloom scale), 1 section 5 final.

Section 6

Medical Emergencies in conjunction with Cardiology, and ACLS. Chapter objectives for each chapter covered are listed in the textbook as well and the instructor course outlines (please reference those documents separately). Each chapter will have a formative exam. There will be formative psychomotor skills in each section as well.

Upon completion of all section formative cognitive and psychomotor objectives with a minimum 80% average grade percentage, students will have to take a summative cognitive and psychomotor test at the end of the section. All summative testing must be passed with a minimum 80% score in order for the student to progress to the next section. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

Cognitive Tests this section

100 adaptive release questions for the prior section of class. 1 formative exam for each chapter including the EKG book. 3 Cardiology summative exams (mid-level bloom range), 1 cardiology section final, 8 medical summative exams (mid-level bloom range), 1 Section 6 Final.

Section 7

Trauma. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the textbook. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the section. Students must pass the summative cognitive and psychomotor tests with a minimum of 80% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log.

Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

Cognitive Tests This Section

100 adaptive release questions for the prior section of class.

1 formative exam for each chapter, 6 trauma summative exams (mid-level bloom scale), 1 Section 7 final.

Section 8 & 9

Shock and Resuscitation and Special Patient Populations. Due to the size of each section and class structure, these two sections are combined into one. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the textbook. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 80% in order to progress to the next section. At this point in the class, students have shown cognitive and psychomotor skills competence through formative and summative testing processes and will start to apply the learning in the field in the supervised clinical and field learning experiences. Each clinical or field rotation has specific learning objectives listed for the students to focus on, those are listed on the corresponding clinical or field clinical log. Students must reach the predetermined amount of patient encounters and complaints as well as pre-determined skills performed by the end of the clinical and field portion of the program the time and skills requirements are outlined in the course schedule and on the Platinum Planner site for students to review.

Cognitive Tests This Section

100 adaptive release questions for the prior section of class. 1 Formative exam per chapter, 3 Shock resuscitation and Special Patient populations summative exams (mid-level bloom scale), 1 Section 8&9 Final.

Section 10

Operations. Each chapter/topic has specific learning objectives for the cognitive and psychomotor domain, which can be found in the textbook. After students have learned the formative cognitive and psychomotor objectives for each chapter of the section, and have maintained a minimum 80% grade point average, there will be summative cognitive and psychomotor objectives for the combine sections. Students must pass the summative cognitive and psychomotor tests with a minimum of 80% in order to progress to the next section.

Capstone Content

The Capstone portion of the Paramedic program serves to give the students time to review and increase cognitive and psychomotor learning from all the different sections of the program. Being that all students have successfully completed all formative and summative learning objectives to this point in the class, having maintained a minimum score of 80% cumulatively and 80% minimum on all summative exams while completing the clinical and field learning objectives, students will now focus on review and summative completion of the program. In order to do a systematic review of the entire course and allow students to enter into the field internship of the clinical learning environment, students will go through several preformed certification courses and completed assorted review activities with instructional staff.

Field Learning Experience – Field Learning Experience is planned, scheduled, educational student time that is spent on an EMS unit, which may include observation and skill development but does not include team leading and does not contribute to the CoAEMSP definition of field internship.

Field Internship – Field Internship is planned, scheduled educational student time on an advanced life support unit responsible for responding to critical and emergent patients who access the emergency medical system to develop and evaluate team leading skills. The primary purpose of field internship is a capstone experience managing the Paramedic level decision making associated with pre hospital patients.

Cognitive Tests This Section

100 adaptive release questions for the prior section of class. Minimum 8 Comprehensive Timed Exams over all course content, must pass no less than 1 of the exams. These exams are done outside of class time. Instructors will review the results anonymously in class and base review off student body results. 1 Summative Class Final.

Pre-Hospital Trauma Life Support (PHTLS), Pediatric Emergency Prehospital Provider (PEPP), and Geriatric Education for Emergency Medical Services (GEMS) are the three review courses chosen for student review. Each course will have premade learning objectives and specific course requirements as outlined by the organizations that developed the course content. Course outlines and requirements for each of the courses can be found on the students' online classroom and will be reviewed prior to the start of each specific course. Passing of the courses is not a class requirement, however failure to pass the

course will affect the student's average grade and the student will not graduate with the added certification in their portfolio.

After the students have completed the pre-made courses, field internship rotations, and overall class review, students will take the full course summative cognitive final exam (minimum 80% score), Psychomotor Summative skills test (minimum 80% points and no critical fail criteria) and complete a Summative Affect Evaluation meeting all passing guidelines as outline in the Affect evaluation. Upon meeting all course objectives and grading criteria, students will graduate from the program and be permitted to start the NREMT testing processes.



High School Compact Emergency Medical Technician Firefighter 1 & 2

*Student Handbook,
Course Objectives, Goals, & Syllabus*

ODPS Accreditation # 302

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AUBURN CAREER CENTER

Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Core Values

People are personally responsible for their choices and actions.
Treating people with dignity and respect will enhance learning.
Attitude and goals drive achievement.
All people can learn.
All people can make positive contributions.
Change is exciting and essential for growth.

The Auburn EMS Program Mission

Promote EMS Education for all by
developing and delivering quality EMS educational products, while being advocates for
continuing, lifelong learning, and quality patient care.

The Auburn EMS Program Goal

To prepare competent entry-level EMTs in the cognitive, psychomotor, and affective learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the EMS Program

We are glad you are here and that you have trusted us with your future!

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

The Faculty, Staff, and Administration of the Auburn Career Center

Requirements for Auburn Career Center EMT/Fire Training

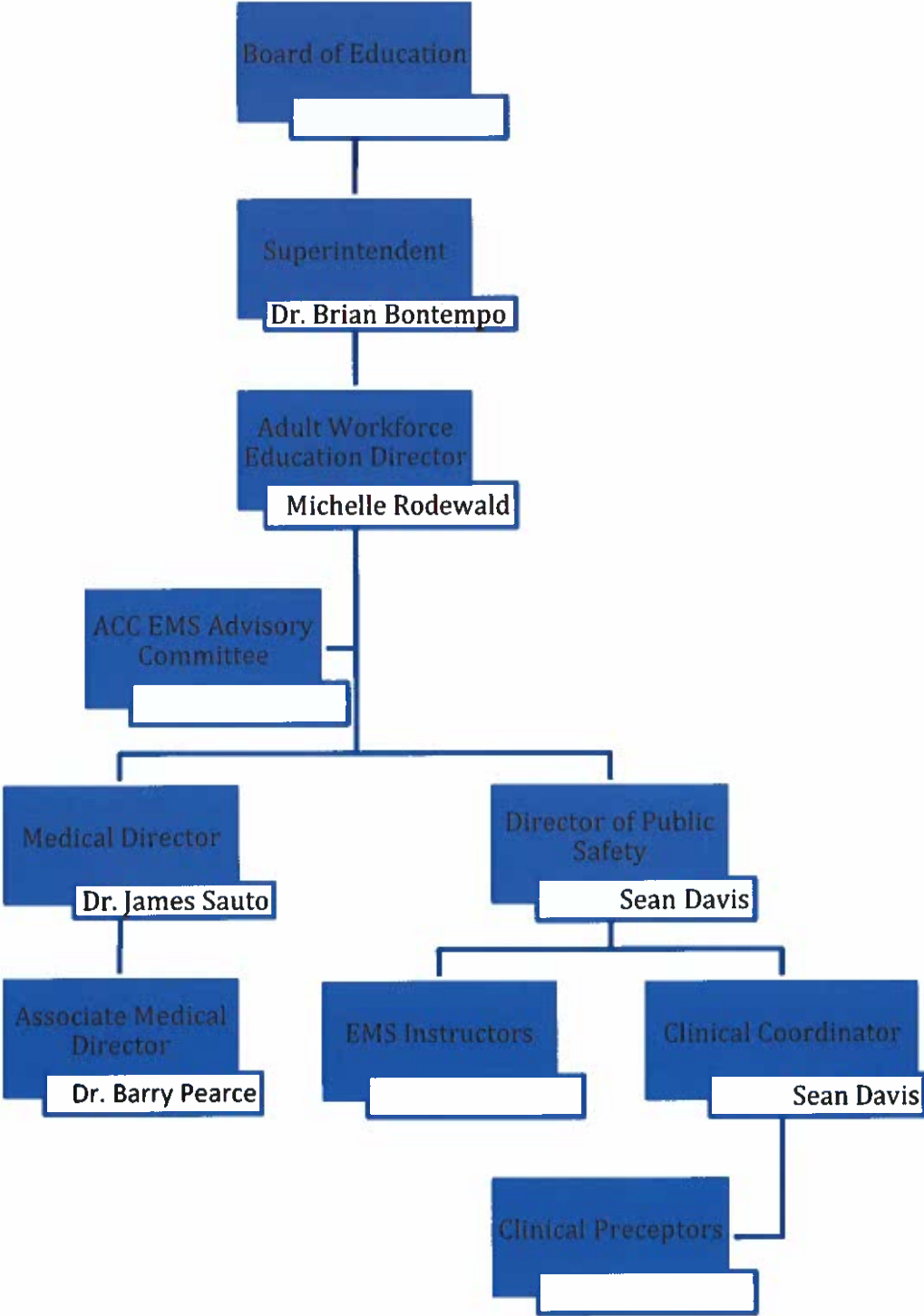
1. Hold high school diploma or GED certificate along with a Valid Driver's License
 2. Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law).
 3. Must provide the completed / signed clear for duty physical fitness form, including proof of immunizations and passing drug screen.
 4. Must read and sign attached liability waiver
 5. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn EMT final exam.
 6. Students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 75% on all Auburn Career Center Summative Final exams to be permitted to take the National Registry written exam or State Fire Exam.
 7. Students must complete 100 Adaptive questions on EMS testing per class Section and get a passing score average as well as pass 1 Timed Comprehensive Exam in the Adaptive testing EMS Testing test bank, to be permitted to take the National Registry.
 8. Students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to take the National Registry written Exam or State Fire Exam
 9. EMT students must complete all Clinical training time one week prior to the final exam in order to graduate from class. "Complete" means that all paperwork or electronic verifications must be done by the deadlines outlined in the clinical manual. Any exception to this must be approved by the Lead Instructor.
 10. Students must complete an assignment provided by the Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
 11. Students cannot miss more than 10% of class time per semester.
 12. An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.
- I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center

8140 Auburn Road
Concord, OH 44077
440-357-7542 or 800-544-7542

Michelle Rodewald

Director of Adult Workforce Education
Ext. 8159
mrodewald@auburncc.org

Dr. Barry Pearce

Medical Director
hpearce@auburncc.org

Sean Davis, M.S.ed., CICNRP, EMS I

Director of Public Safety Education, CoAEMSP Program Director
Ext. 8026
Cell 440-336-2113
sdavis@auburncc.org

Matt Urie, NRP, EMSI

Lead Day Paramedic Instructor/Clinical Coordinator
Ext. 8246
murie@auburncc.org

Lake Shore Compact

Antoine Robinson
adrobison@euclidschool.org
Ryan Davis
rdavis@euclidschools.org

Excel TECC

Keith Weathersbee
kweathersbee@mayfieldschools.org

Heights Compact

Richard Wilcox
Richard.wilcox@whcsd.org

Auburn Career Center Compact Skills Coordinator

Carmen Tibaldi
ctibaldi@auburncc.org

General Program Information

Office Hours

The Compact Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Program Schedule

Each Compact Program begins at the beginning of August each year, following the High School Calendar

The didactic (classroom) portion of the program is presented on Monday - Friday from 1130-230, or as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus. The end of the fire program will have a two-week Monday – Friday skills and testing week wrap up.

Clinical rotations begin upon direction by the EMS Program Coordinator, and continue throughout the course. Clinical time is to be completed prior to course completion. The instructor will detail how to sign up for clinical time, and when certain clinical hours are to be complete. No student will be able to take the National Registry test until all clinical hours are completed.

Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the EMS Program Coordinator.

- Application Completed, including physical exam
- Valid driver's license in the State of Ohio
- Student must be 17 years of age at the start of the ODPS Curriculum
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test, documented on Physical form
- Interview with staff as needed or requested
- Students must complete EMS testing pretesting placement test

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn EMS Program.

Transfer Students/Advanced Placement

Students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the Course

This is a contracted class costs are in the contract

Refunds

No refunds for Contracted classes

Health Policies

All students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

The two-sided health screening form must be completed and signed by a doctor, no other medical paperwork will be accepted.

Waiver of Liability

All students are required to waive rights and claims against Clinical and Field affiliations for accidents, injuries, and civil liabilities while a student is enrolled in the EMT (Ohio Revised Code 3303.21)

Transcripts and Records

Records and Grades will be maintained by the instructor and EMS Program Coordinator and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

Students with Disabilities

Auburn Career Center is committed to complying with all federal, state and local requirements for persons with disabilities. Board Policy (ACC 2260) states "Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age. Additionally, it will not discriminate in its employment policies and practices. The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District."

One of the goals of the Office of Accessibility is to help provide equal access and reasonable accommodations to students with disabilities attending Auburn Career Center. Maintaining a confidential file for each student will protect your privacy rights. Please contact the Office of Accessibility staff at ext. 8248 with questions or if you feel that you have a disability that requires reasonable accommodations.

Inappropriate Use Of EMS Students In Clinical Areas

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital internship setting. Students are encouraged to immediately notify the instructor or EMS Program Coordinator if this practice is occurring.

State Certification & Exam

Emergency Medical Technician

The Ohio Dept. of Public Safety - Division of EMS has designated that all EMT students take the National Registry EMT Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.

Students must follow the process outlined in OAC 4765-8-01 after passing the NREMT exam. Ohio certification and the NREMT exam are two different processes. After a student passes the NREMT exam they are required to notify their lead instructor or program director. Failure to notify the program director or lead instructor of passing the NREMT might be considered a violation of the OAC. Students are not considered certified EMS providers until after they fill out the state of Ohio application and receiving confirmation of acceptance by the Ohio Department of Public Safety. The process of gaining state certification is started by the Program Director and is not automatic.

The Ohio Dept. of Public Safety - Division of EMS has designated that all Paramedic students take the National Registry Paramedic Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.

Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), 4765-8-05(A)(4), 4765-8-01.

To set up to take the NREMT exam follow these steps:

- Go to **www.nremt.org** and create a NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and schedule it with the NREMT

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The **initial certification** examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

1. The passing score for the written portion of the examination shall be determined by the NREMT.
2. The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.
3. The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.
4. The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

The **reinstatement examination** and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

Firefighter 1&2

The Ohio Dept. of Public Safety - Division of EMS has designated that all Firefighter Students take the State Firefighting written exam and random skills test administered by the Lead Skills examiner.

The Ohio Dept. of Public Safety - Division of EMS has designated that all Firefighter Students take the State Firefighting written exam and random skills test administered by the Lead Skills examiner.

Students shall pass the knowledge examination as set forth in rule 4765-20-06 of the OAC with in 180 eights days of the course training completion.

The knowledge examination for a firefighter certificate shall meet the following:

- (a) The knowledge examination shall be taken at the level of firefighter certification sought;
- (b) A passing score of at least seventy per cent on the knowledge examination is required for certification;
- (c) The knowledge examination required for certification shall be passed within three attempts;
- (d) If the applicant is unable to pass the knowledge examination within three attempts, the applicant shall complete a new course of instruction as set forth in Chapter 4765-24 of the Administrative Code and meet all criteria for a firefighter certificate as provided in rule [4765-20-02](#) of the Administrative Code.

Students shall submit a completed application within ninety (90) days of passing the knowledge examination. [4765-20-02](#). This process starts automatically upon successfully passing the state exam, do not close out your browser until you have filled out all the information.

Students shall pass the practical skills examination as set forth in rule [4765-20-06](#) of the OAC

The practical skills examination shall consist of skills testing applicable to the level of firefighter certificate sought and shall meet the following:

- (a) The practical skills examination shall be administered by a chartered program;
- (b) The practical skills examination shall be evaluated by a practical skills evaluator;
- (c) The practical skills examination shall be based on a pass or fail grading system;
- (d) The applicant shall pass each skill in its entirety. Failure to pass any portion of a tested skill requires re-testing of the entire skill.
- (e) A maximum of three attempts per skill is permitted, with no more than two attempts occurring on the same day;
- (f) If the applicant is unable to pass the practical skills examination within three attempts, the applicant shall complete a new course of instruction as set forth in Chapter 4765-24 of the Administrative Code and meet all criteria for a firefighter certificate as provided in rule [4765-20-02](#) of the Administrative Code.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education.

Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Firefighter Student is no more than 10% absence time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn Firefighter Programs are much like employment. As such, habitual

tardiness is subject to the following penalties; more than three (3) tardies will count for a total one absences.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from Public Safety Programs may be made to the Director of Public Safety Education. Leave requests for Public Safety Students will be handled per the Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an Public Safety Program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.

Clinical time and field internship are all considered class time, they are tracked through Platinum planner and can use GPS location tracking from your phone at times. Students are responsible for setting up and tracking all clinical learning time. The clinical coordinator will keep a running tally of your monthly activities and meet with every student each month to discuss clinical progress. Students who are receiving certain types of financial aid, living expenses, and other educational support might need to perform weekly clinical goals instead of monthly goals. The months goals are clearly posted in the class schedule and are also listed in this document. If a student is unsure if they need to meet weekly clinical goals due to certain types of funding support, them must confirm that with Auburn Career Center Financial aid and with the clinical coordinator. There is no penalty for not achieving weekly clinical goals, however not achieving them could affect certain types of monthly financial support. There is a penalty for not achieving monthly clinicals goals and that can affect financial support as well. Auburn Career Center staff are more than happy to help you meet your weekly or monthly clinical goals to keep your financial support in compliance.

Dress Code

The dress code for the Compact program provides for a professional appearance:

- **General Uniform and Dress Code Requirements:**

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinicals, regardless of whether the student has a conceal & carry permit.

- **Clinical Areas (also see clinical guidelines):**

Black or dark blue pants, black shoes and your Auburn polo shirt only. No fire department shirts or scrubs are permitted.

Your Auburn I.D. badge must be worn and visible at all times. At Lake Hospital sites, students must wear the assigned Lake Hospital I.D.

Jeans, t-shirts, and sweatshirts are not permitted in any clinical area.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks) and/or pose a safety hazard will not be permitted in clinical areas. In any case, the hairstyle must meet the standards of the employees of the clinical site being visited.

Visible body piercing, which causes a distraction is not permitted to be worn. Tattoos should be covered wherever possible, as not to offend any patient or staff member.

Uniform requirements are subject to change to meet the clinical site's own requirements. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the EMS Program Coordinator.

Disciplinary Policy

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the Public Safety Programs will be progressive in nature (called “due process”). Discipline will range from a verbal warning (called “counseling”), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty (An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.)
 - Sleeping in Class
 - Unacceptable appearance or hygiene
 - Leaving a class or clinical without notice
 - Excessive Tardiness
 - Carelessness
 - Destruction of school / affiliate property
 - Theft
 - Insubordination
 - Carrying weapons
 - Safety Violations
 - Sexual Harassment
 - Horseplay
 - Fighting
 - HIPPA Violation
 - No call, no show to classes or clinicals
 - Lack of Cooperation with preceptors
 - Drug or alcohol use in class or clinical
 - Creating Hostile Learning Environment
 - Intimidation
 - Inability to comply with clinical objectives
 - Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels Of Disciplinary Action Are As Follows

Disciplinary Counseling

For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand

For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation

The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination

If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal

Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills

- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to complete 100 Adaptive questions on EMS testing per class section completed after each section (IE adaptive for section 1 will be done during section2) and get a passing score average as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank prior to the end of class
- Failure to pass any of the comprehensive finals exams (Cognitive, Psychomotor, Affect)
-

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59% and below

Grade Performance Standards

Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc.) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average **AT ALL TIMES**, during the course. In addition, students must pass the Auburn Career Center EMT final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EMS Program Coordinator.

Academic Probation

If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements

In order for a student to "graduate" from the Auburn Career Center *Emergency Medical Technician* Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program

- Complete the classroom and clinical requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above
- Prove mastery of all basic clinical skills, including passage of the NREMT Practical Exam
- Maintain current certification in AHA BLS CPR
- Pass Affect Evaluation
- Take 100 adaptive EMS testing questions per section of class and get a passing score by the last month of class
- Pass a minimum of 1 **Timed Comprehensive Exam** on EMS testing under the adaptive testing section
- Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class

- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the National Registry EMT Computer-Based Exam.

In order for a student to “graduate” from the Auburn Career Center *Firefighter 1 & 2* Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program
- Complete the classroom and skill requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written finals with a 75% or above
- Prove mastery of all skills
- Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class

The FIVE PILLARS

To Pass Senior Year Public Safety Classes



- 80% grade average through out class
- At least 75% on all High Stakes exams
- Pass Hands-On Practical Tests
- Turn in / complete all Clinical Site Papers
- Have less than 10% absences (EMT/Fire Separate)

- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the State Firefighter Exam according to the level of class they completed.

Competencies for Firefighting

Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

- Fire Department Organization and Safety
- Life Safety Initiatives
- Fire Alarm and Communications
- Fire Behavior
- Overhaul
- Personal Protective Equipment
- Fire Hose, Appliances and Streams
- Foam Fire Streams
- Fire Control
- Fire Cause and Origin
- Rescue
- Water Supplies
- Fire Detection Alarm and Suppression Systems
- Fire Prevention, Fire Education
- Building Construction Forcible Entry
- Ventilation and Tools
- Ropes
- Salvage
- Fire Extinguishers
- Ground Ladders
- Emergency Medical Care
- Hazardous Materials
- Hazardous Materials
- ICS
- Practical Evolutions
- Live Fire Training
- Driving

Career Development Program Competencies

Job-Seeking Skills

- Prepare for employment
- Design a resume
- Complete and process job application forms
- Demonstrate interviewing skills
- Secure employment

Employability Skills

- Investigate career options
- Apply decision-making techniques in the workplace
- Apply problem-solving techniques in the workplace
- Evaluate the relationship of self-esteem to work ethic
- Analyze the relationship of personal values and goals to work ethic both in and out of the workplace
- Demonstrate work ethic
- Maintain positive relations with others
- Analyze opportunities for personal and career growth
- Exhibit characteristics needed for advancement
- Use a variety of technology in the workplace
- Use a variety of technology applications
- Apply lifelong learning to individual situations
- Adapt to change
- Analyze the effects of family on work
- Exercise the rights and responsibilities of citizenship in the workplace
- Cooperate with others in the workplace
- Demonstrate effective teamwork skills
- Utilize effective communication skills

This information will be covered during the lecture periods but not necessarily in the order presented. Please refer to your course calendar for appropriate readings and assignments for each day.

In order to successfully complete this course, the student must satisfactorily complete the theoretical components of the course and complete all assignments. All students are responsible for turning in required homework on time. Homework assignments will be announced in class and due as per instruction announced at that time.

This course meets or exceeds all the guidelines set forth in the Ohio Administrative Code; Firefighter 1 and 2 Guidelines OAC 4765-24-13, 4765-20-02, HazMat Guidelines OAC NFPA 1072; EVOC Guidelines 4765-24-10, 4765-24-11, 4765-24-02, & 4765-24-09.

Report of Student "On Duty Illness or Injury"

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during Didactic (class/lab) or Clinical time.

Payment Responsibility

It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A "report of the on duty illness or injury" form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date

Vendor Terms of Service Student Agreement

Auburn Career Center Public Safety programs use multiple vendors and affiliates to assist in education our students. Those vendors and affiliates all have their own rules of use and terms of service. When you sign up for these different vendors accounts or visit auburn affiliates you will be made aware of these terms of use agreements. If you are unsure you may contact customer support of the specific vendor or the Officer in Charge of the affiliate. The Director of Public Safety Education can also help to clarify these agreements as well.

The use of certain vendors or affiliates can become integral to the completion of your specific program, therefore if you violate the terms of service or rules of use and can no longer utilize the vendor product or affiliate location, you will not be permitted to continue in the program. Auburn Career Center is not required and will not provide alternate means of course completion to those who are removed from a vendor or affiliate location due to a terms of use or rules violation.

By signing the form, you agree to follow all terms of service or rules of use for each vendor the Auburn Career Center Public Safety programs utilize and that if you have your privileges to use a vendor's program or affiliate location revoked you will not be permitted to continue in the program you are enrolled in.

Print Name: _____

Signature: _____

Date:

**National Registry of Emergency Medical Technicians (NREMT)
Licensure Process Support Agreement**

Upon the successful completion of the Auburn Career Center (Auburn) Paramedic program, as a graduate, you are eligible to be licensed both nationally and in the State of Ohio by passing the NREMT Exam.

When you registered, you paid a National Registry Support Fee (\$175) for which Auburn will:

1. Register and submit payment for you as a program graduate to sit for the NREMT Exam up to a maximum of six (6) times; and
2. Provide instructional support should the graduate not pass the NREMT Exam on their first attempt for up to a maximum of five (5) additional attempts (six total attempts).

Prior to your first attempt to pass the NREMT exam following graduation, you must complete the Crash course book tests and review (provided by Auburn). If you choose to not use the Crash course book tests and review, you must complete another review software that has been approved by the Director of Public Safety.

The first NREMT Exam must be taken within five (5) days following the last scheduled class of your EMT program. If you do not pass the NREMT exam in up to five attempts, you must:

- a. Contact Auburn's Director of Public Safety, Sean Davis (sdavis@auburncc.org; 440-358-8026), that same day and provide the exam results;
- b. Sit for their next NREMT exam within twenty (20) days of the previous attempt; and
- c. Complete work assigned by Auburn's Director of Public Safety or his designee before sitting for the next NREMT exam. Your Crash course book tests and review, or approved equivalent, will provide a basis for the material to be completed but may be augmented as deemed appropriate by Auburn's Director of Public Safety or his designee. Assignments are deemed complete when approved by Auburn's Director of Public Safety or his designee, the approval of which shall not be unreasonably withheld.

I agree to receive NREMT licensure process support as outlined above.

Student Signature

Date

Student Printed Name

Copy of this agreement given to the student

Director of Public Safety or Designee

Date

Clinical Policies and Procedures

Clinical Overview

The EMS Training program recognizes the importance of practical application of knowledge and skills learned throughout the EMS educational process. The purpose of the clinical rotation is to provide students the opportunity to apply knowledge and skills in an environment that allows their participation, application of knowledge and skills as well as promotes linear thinking.

The clinical rotations have been selected to provide the student a variety of diverse environments exposing the student to all aspects of healthcare. Each clinical rotation has a specific purpose, objectives and expectations of the student in order to successfully complete the rotation. The clinical handbook is provided as a resource to the student prior to, during and after each rotation.

General

The student is responsible to schedule their time with the clinical coordinator, attend all scheduled rotations and complete and turn in all required paperwork for each clinical rotation. The clinical coordinator or training center coordinator will maintain all schedules, records and tally all time and skills required throughout the program. Periodically throughout the program, the coordinator will meet with students collectively and individually to update or counsel students on their progress with the clinical rotations.

Students will sign up or request hours for each clinical rotation as they become required throughout the program. The student, once assigned the clinical, is required to attend the rotation and should be on site fifteen (15) minutes prior to the start of their rotation. Failing to attend the scheduled clinical will result in an absence and will be processed through the attendance policy provided in the student handbook. Should emergencies arise, the clinical coordinator or another member of the training center must be contacted prior to the start time of the rotation for any consideration relating to excusing the absence.

Upon completing each rotation, the student is required to complete the specific clinical rotation sheet, providing documentation of date, time, location, assessments or skills performed and their preceptor's signature. Failure to complete the paperwork in a timely fashion or failing to have the preceptor's signature renders the rotation void, resulting in no credit for the time or skills performed.

To be considered complete the student must fill out all paperwork and enter the data into Platinum Planner skills tracker. Paper work is only considered complete if all the lines are filled in on the paperwork for each clinical rotation and the preceptor has signed and initialed were indicated. If there is a line of information on a clinical rotation sheet that does not apply to a specific rotation or that was not completed during the rotation the student must fill that line in with N/A (non applicable). Also in the narrative the student will explain all N/A lines. If paperwork is turned in with missing data then it will be considered incomplete and not counted. It is important for the student to understand that the paperwork and the Platinum Planner skills tracker are both required and failure to complete both will result in the clinical rotation not counting towards the student's total completed time and skills. The student will have 24 hours from the completion of the clinical

rotation to complete the Platinum Planner skills tracker. Failure to complete the Platinum Planner skills tracker in 24 hours will result in the clinical rotation not counting towards the students completed time and skills.

Students must perform all clinical rotations and skills only at facilities that have a signed affiliation agreement with The Auburn Career Center. A student cannot be compensated in any way for their involvement at a clinical rotation. If a student is an employee at one of the Auburn Career Centers affiliated facilities they can only perform clinical rotations and skills while not being compensated and only after properly scheduling themselves at the affiliated facility.

Behavior

The student handbook describes the expected behavior of students throughout the program. During the clinical rotations, regardless of whether a field rotation or hospital clinical rotation, your appearance, behavior and attitude must meet the program expectations. It is important to remember during rotations, you are essentially a guest in another professional's environment. During these rotations, the attitude, behavior and appearance of the student reflect on the student as an individual, and on the Auburn Career Center as an educational facility. Inappropriate attitude, behavior or appearance will not be tolerated and may result in dismissal from the program as this potentially impacts other students, and the reputation of Auburn Career Center.

Clinical Uniform Policy

The clinical rotations will place the students in a variety of different environments. To maintain continuity in appearance and present a professional image, students will be required to wear specific clothing in all areas of the clinical rotation.

In general, students are required to arrive at the clinical site prepared to perform and function as a member of the clinical staff. Being prepared to perform means each student must have a watch, a stethoscope (borrowing from the staff is unacceptable), a small notebook for documentation and a writing utensil. Students must also have their student ID clearly visible above the waist, identifying them to staff and patients. Failure to arrive at the clinical rotation without these appropriate items is grounds for staff to send the student home.

In the hospital setting, students will be required to wear the appropriate Auburn Career Center EMS uniform. It is recommended that each student purchase two sets. The student must arrive in their clinical attire and unless requested, wear this attire throughout the rotation. Students must also wear hospital issued ID's in addition to Auburn Career Center ID's. Some clinical areas may require specialty scrubs or equipment; however they will provide these as needed. Any supplies or equipment received from these areas must be returned upon completion of the rotation. Failure to return items such as scrubs, etc. will be viewed as theft and disciplinary actions initiated.

In the pre-hospital setting, clinical attire will consist of navy blue slacks (uniform pants) and shirts that will be purchased at the beginning of the program. At no time will blue jeans, T-shirts or any other "casual" attire be accepted. In the pre-hospital environment even more so than hospital rotations, it is important to remember that in many cases the student is entering someone's living

environment, whether Fire House or residence. Respect the belongings, property and space of these individuals and treat them with respect.

Clinical Scheduling

Clinical scheduling will begin after specific relevant material has been covered. Students must demonstrate specific knowledge and demonstrate skill competencies prior to completing clinical rotations (i.e. Pediatric skills prior to Pediatric rotation).

Each clinical rotation will have specific time allotted by the specific clinical site. The time for each clinical site will be determined by the Department Head and the clinical coordinator in order to provide appropriate times for students to meet their objectives.

Students will be given an opportunity to schedule themselves for clinical rotations. Clinical schedules will be posted on Platinum Planner web site (www.PlatinumPlanner.net), each rotation has a specific timeframe for which the student can schedule themselves. Students are not permitted to be at the clinical rotation site outside of the hours listed on Platinum Planner. Since the student is self-scheduling, they will be responsible to attend all clinical they have scheduled. If a student will be absent from the program they must request a drop of the shift on Platinum Planner with an explanation why. Failure to do so may result in the absence being recorded into the class attendance count.

Clinical absence will be counted as a program absence. Multiple absences will place the student into the disciplinary process as outlined in the student handbook. If a student gives a two week notice of drop the clinical coordinator will not count the dropped shift as an absence.

Documentation

Documentation is necessary at every clinical location to support student attendance, the time spent, skills or applications performed and to document the preceptor responsible for the student. Students must complete the proper paperwork at the end of each rotation. This includes all relevant documentation with the preceptor's signature. Failure to complete and turn in the required paperwork in a timely manner renders the clinical rotation void. The student cannot leave the rotation until all paperwork is complete and signed by the preceptor. Under no circumstances can information be added to the sheets after the preceptor has signed them.

After the student has completed the clinical rotation, the clinical paperwork, and had the preceptor sign all applicable paperwork the student has 24 hours to enter the data into Platinum Planner skills tracker. Failure to enter the clinical information within 24 hours will result in the student forfeiting the clinical rotation and skills. After the student has entered all information into Platinum Planner skills tracker they will turn in the paperwork to the clinical coordinator for verification. Students will turn in paperwork within one week of each rotation. Failure to meet the time frame will result in forfeiting the clinical rotation and skills.

Successful completion of the clinical rotation is dependent on completing required hours as well as successfully completing required skills. The goal of the Auburn Career Center is to provide the student with the opportunity to achieve all the required goals. In some cases, additional hours may be required in order to perform the required skills. Skills include but are not limited to

performing patient assessments, cardiac/medical/pediatric/geriatric assessments, bag valve mask ventilation, intubations, intravenous access, medication administration through injection and other means, childbirth and management of burn and psychiatric patients. Additional skills and opportunities will be identified throughout the program.

Clinical Files

The clinical coordinator will maintain copies of all student clinical records within the Auburn Career Center EMS education office. These files will contain a copy of the student's health/physical records, immunization records, copies of the student skills checklist, clinical area evaluations and all copies of documentation relating to student rotations. Students may view their files upon written request and in the presence of the Auburn Career Center EMS program Coordinator or his/her designee.

The student is responsible for fulfilling the clinical requirements and will be counseled regularly regarding their individual status. Students failing to meet the expectations of the clinical rotation will be notified of their substandard performance as needed and may be processed through the disciplinary process if indicated.

The Auburn Career Center will maintain all files for clinical activity however it is recommended that each student maintain a copy of all clinical paperwork should a conflict in documentation occur. It is the student's responsibility to turn in all paperwork for rotations in a timely fashion to insure the integrity of their files.

Evaluations

Students will be required to complete an evaluation on each clinical area once their required hours/procedures have been completed. The evaluation is designed to give the Auburn Career Center feedback, whether positive or negative and address areas where students identified the need for improvement. The evaluations are completed after the student has completed all required interaction with the department. The evaluation is delayed until completion to insure a fair evaluation can be performed. Students need to have time to adapt to the environment and the preceptors need time to adjust to the students. By waiting until completion, both parties can adjust to provide the optimum environment for the student's education.

Privacy

During clinical rotations students will be exposed to situations and information protected under the Federal Health Insurance Portability and Accountability Act. This Federal law protects the rights of the patient by mandating confidentiality among healthcare professionals. Students participating in clinical rotations through both in hospital and pre-hospital environments will be held accountable to this standard. The student handbook and the orientation class provide the student the information regarding patient confidentiality and the students are held accountable. Individuals who breach patient confidentiality face dismissal from the program, personal liability, and criminal charges and pose risk to the Auburn Career Center. Some facilities may have a special in class compliance program to complete prior to clinical rotations.

Clinical Concerns

The student is responsible for his/her own actions while performing clinical rotations. Evaluations on each clinical area are performed upon completion of the rotation. Should clinical issues or concerns arise, the student should notify their preceptor of their concern, allowing the institution or organization the opportunity to resolve the issue. If the concern is regarding the preceptor or student, the student should contact the EMS program coordinator and advise them of the situation. If a student is asked to leave a clinical area, they must do so immediately and notify the clinical coordinator of their absence and the circumstances surrounding their removal.

Regardless of the issue, the clinical coordinator must be notified of the issue in a timely fashion. The program depends on the clinical environment and the clinical coordinator is responsible for resolution and maintaining the relationships with all clinical areas. Failure to report issues to the clinical coordinator may be interpreted as actions detrimental to the program resulting in student dismissal.

At no time during a clinical rotation will any student perform skills with direct supervision from a preceptor.

Objectives and Goals

Each clinical rotation has assigned objectives. The student is to review the objectives prior to the clinical rotation to insure their understanding of the goals of the rotation. Additionally the staff at each site is given a copy of the objectives in order to prepare them for students in their environment. The goal of the student should be focused on the objectives. Once the objectives are met, additional opportunities may become available throughout the rotation.

The remainder of the handbook outlines the objectives in each clinical area. These objectives are the minimal requirement for successful completion of the rotation.

Auburn Career Centers Objectives and Goals are set up following the ODPS clinical guidelines. In general throughout all of your Clinical Site, Field Experience, and Field Internship rotations you will be responsible for seeing the following patients, with the complaints listed below.

Adults	5 patients
Geriatrics	3 patients
Pediatrics	2 patients
Field Experience/Field Internship Hours	24
Emergency Room hours	8
Total Hours	32



Auburn Career Center Emergency Medical Technician Clinical Contract and Disclaimer

Student Disclaimer,

I, understand that as a student of Auburn Career Center’s Emergency Medical Technician program, I am responsible for my actions related to behavior, patient care activities, and confidentiality, and can be held legally accountable for them. I agree to complete my attendance record in EMS , and get all required clinical forms signed and returned by my preceptor. I further understand that I will potentially be working in hazardous environments, which could involve blood, patient violence, and even death. I agree to notify my clinical preceptor of any problems, disease exposures, or other situations, should they occur. I understand that failure to abide by the conditions set forth in this agreement, either at Auburn Career Center or at clinicals, may result in disciplinary action and/or removal from the Emergency Medical Technician program. Finally, I agree to follow all of the guidelines listed above and will verbalize any questions or concerns to my instructor:

Student’s Signature

Date

Notes or Comments:



Public Safety Academy

*Student Handbook,
Course Objectives, Goals, & Syllabus*

ODPS Accreditation # 302

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AUBURN CAREER CENTER

Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Core Values

People are personally responsible for their choices and actions.
Treating people with dignity and respect will enhance learning.
Attitude and goals drive achievement.
All people can learn.
All people can make positive contributions.
Change is exciting and essential for growth.

The Auburn EMS Program Mission

Promote EMS Education for all by
developing and delivering quality EMS educational products, while being advocates for
continuing, lifelong learning, and quality patient care.

The Auburn EMS Program Goal

To prepare competent entry-level EMTs in the cognitive, psychomotor, and affective learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or disability, be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices.

Introduction to the Public Safety Academy Program

We are glad you are here and that you have trusted us with your future!

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your Public Safety Academy program,

The Faculty, Staff, and Administration of the Auburn Career Center

Requirements for Auburn Career Center EMT Training

1. Hold high school diploma or GED certificate along with a Valid Driver's License
2. Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law).
3. Must provide the completed / signed clear for duty physical fitness form, including proof of immunizations and passing drug screen.
4. Must read and sign attached liability waiver
5. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn EMT final exam.
6. EMT students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 80% on all Auburn Career Center Summative Final exams to be permitted to take the National Registry written exam.
7. Students must complete 100 Adaptive questions on EMS testing per class Section and get a passing score average as well as pass 1 Timed Comprehensive Exam in the Adaptive testing EMS Testing test bank, to be permitted to take the National Registry.
8. EMT students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to take the National Registry written Exam.
9. EMT students must complete all Clinical training time one week prior to the final exam in order to graduate from class. "Complete" means that all paperwork or electronic verifications must be done by the deadlines outlined in the clinical manual. Any exception to this must be approved by the Lead Instructor.
10. EMT students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
11. EMT Students cannot miss more than 10% hours per six months of class time.
12. An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.

I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Requirements for the Auburn Career Center ANATOMY AND PHYSIOLOGY Course

1. Hold high school diploma or GED certificate
2. Must read and sign attached liability waiver
3. ANATOMY AND PHYSIOLOGY students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 75% on all Auburn Career Center Summative Final exams.
4. ANATOMY AND PHYSIOLOGY students must complete the Companion Workbook, all homework assignments, online assignments and complete the Fetal Pig Dissection Lab in order to successfully complete the course.
5. ANATOMY AND PHYSIOLOGY students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
6. ANATOMY AND PHYSIOLOGY Students cannot miss more than 10% of the total in classroom time.

I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Requirements for Auburn Career Center EKG TECHNICIAN Training

1. EKG TECHNICIAN students must maintain an 80% grade average on tests at all times during the course. Students must achieve a minimum of a 75% on all Auburn Career Center exams to be eligible to take the EKG Technician certification exam.

2. EKG TECHNICIAN students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to graduate.

3. EKG TECHNICIAN students must complete an assignment provided by the EKG Technician Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

4. EKG TECHNICIAN Students cannot miss more than 10% of the total hours of class time.

I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature:

Date: _____

Requirements for Auburn Career Center Firefighter Training

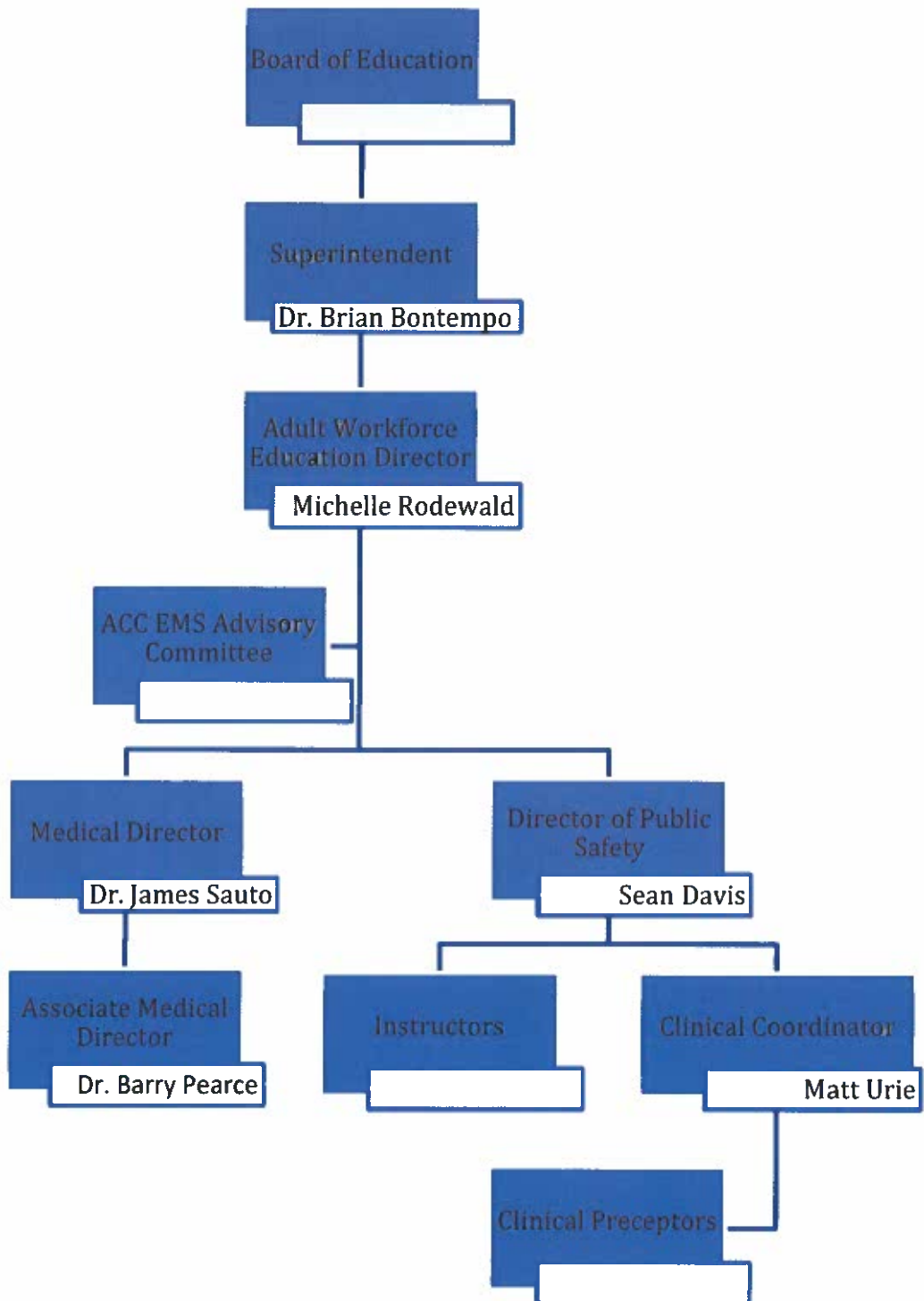
1. Hold high school diploma or GED certificate.
2. Hold a valid Ohio Driver's license.
3. Must be checked by Ohio BCI (Bureau of Criminal Investigation), and show no evidence of judicial guilty conviction for any felony, or misdemeanor involving moral turpitude (including but not limited to theft, assault, sexual crimes, DUI, of any federal, state, county or municipal narcotics law). **Excluding 36 Hr FF**
4. Must provide evidence an NFPA complaint physical for firefighters as well as of immunizations, including hepatitis B, MMR, and a two-step Mantoux TB test within last year. **Excluding 36 Hr FF**
5. Must be drug tested (10-panel) from an agent of an Auburn-approved drug testing center (Lake Health Occupational Medicine). **Excluding 36 Hr FF**
6. Must read and sign attached liability waiver.
7. Students are required to provide verification of online FEMA National Incident Management System (NIMS) training IS-100 & IS-700 prior to taking the Auburn Paramedic final exam.
8. Firefighter students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center Mid Term & Final Exam in order to be permitted to take the State Firefighter written exam.
9. Firefighter students must complete the Companion Workbook, all homework assignments, and online assignments to be permitted to take the State Firefighter written Exam.
10. Firefighter students must complete an assignment provided by the Firefighter Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
11. Firefighter Students cannot miss more than 10% of class time. 3 tardies count as on day of absence time.

I, hereby, state that I have read, understand, and will comply with all of the above listed Firefighting training requirements and that I was given all course objectives, syllabus and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____ Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center

8140 Auburn Road
Concord, OH 44077
440-357-7542 or 800-544-7542

Michelle Rodewald

Director of Adult Education Workforce Ext. 8028
mrodewald@auburncc.org

Dr. James Sauto

Medical Director
sautoj@ccf.org

Dr. Barry Pearce

Associate Medical Director
hpearce@auburncc.org

Sean Davis, M.S. Ed, CICNRP, EMS I

Director of Public Safety Education CoAEMSP Program Director
Ext. 8026
Cell 440-336-2113
sdavis@auburncc.org

Matt Urie, B.S. NRP, EMS-I

Clinical Coordinator
Ext. 8246
murie@auburncc.org

Joe Cooper, A.S. NRP, EMS-I

Paramedic Program Coordinator
Ext. 8247
jcooper@auburncc.org

Carmen Tibaldi, NRP, EMS-I

Lead EMT Instructor
ctibaldi@auburncc.org

Bob Ivancic, NRP, EMS-I

Lead EMT Instructor
rivancic@auburncc.org

Mike Fearing, OFE, FS-I

Lead Fire Instructor
mfearin@auburncc.org

Jason Benton, NRP, FSI-I
Fire Skills Coordinator
jbenton@auburncc.org

Richard Rousch, NRP, FSI-I
Fire Skills Coordinator
rrousch@auburncc.org

General PSA Program Information

Office Hours

The PSA Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the EMS Program Coordinator.

Program Schedule

Each PSA Program begins at the beginning of a semester or as dictated by the Adult Education catalog.

See Adult Catalog for specific program schedules.

Clinical rotations begin upon direction by the EMS Program Coordinator, and continue throughout the course. Clinical time is to be completed prior to course completion. The instructor will detail how to sign up for clinical time, and when certain clinical hours are to be complete. No student will be able to take the National Registry test until all clinical hours are completed. Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of EMT Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the EMS Program Coordinator.

- Application Completed, including physical exam
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED (excludes High School seniors currently enrolled in a secondary school and that are in the 12th grade)
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.
- All students will take the EMT screening tests prior to entering the course.

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn EMS Program.

Criteria for Selection of ANATOMY AND PHYSIOLOGY Students

All students who meet the following admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the EMS Program Coordinator.

- Application Completed,
- Valid High School Diploma or GED
- Interview with staff as needed or requested

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn EMS Program.

Criteria for Selection of Firefighter Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety Education.

- Application Completed, including physical exam
- Valid driver's license in the State of Ohio
- Valid High School Diploma or GED
- BCI Criminal Background Check indicating no felonies or misdemeanors involving moral turpitude
- Negative Drug Test given by Auburn Career Center Medical Vendor
- Interview with staff as needed or requested
- Submit two letters of recommendation; one from a fire or EMS officer (if possible) and one personal. These references shall be different from the persons named on the application.
- All career level students will take the Work Keys Tests (excludes Volunteer, Inspector, and continuing education classes)

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - -Any felony or is on probation for a felony
 - -Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - -Violation of any federal, state or municipal narcotics law
 - -Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - -Adjudicated as mentally incompetent by a court of law
 - -Under indictment for any of the above at time of application

Has been dismissed or forced to withdraw from an Auburn Firefighter Program.

Transfer Students/Advanced Placement

EMT students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

A student who is being advanced placed or is dismissed out of a Public Safety Program and has paid in full for the initial program offering may retake the same program at half the price of tuition and must only pay fees that are applicable to the retaking of the course. This returning student cannot count towards the minimum number of enrolled students. If the student wishes to be counted towards the minimum enrollment number, they must pay in full for retaking the program

Costs for the PSA Course

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds

Refunds for the course follow the Adult workforce handbook and are the same throughout the school.

Health Policies

All EMT and Firefighter students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability

All students are required to waive rights and claims against Clinical and Field affiliations for accidents, injuries, and civil liabilities while a student is enrolled in the EMT (Ohio Revised Code 3303.21)

Transcripts and Records

Records and Grades will be maintained by the instructor and EMS Program Coordinator and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

Inappropriate use of EMS Students in clinical areas

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital

internship setting. Students are encouraged to immediately notify the instructor or EMS Program Coordinator if this practice is occurring.

State Certification & Exam

The Ohio Dept. of Public Safety - Division of EMS has designated that all EMT students take the National Registry EMT Practical and Computer-Based Exam as the final test criteria to gain certification in the State of Ohio. This test may be taken at a variety of Ohio locations (including Auburn), AFTER all Auburn requirements are met.

Student Acknowledgment of Testing and Certification

Upon successfully completing the EMS program, students will be permitted to take the NREMT cognitive exam. Students will have 2 years to pass the NREMT exam with a total of 6 attempts. After three unsuccessful attempts at the National Registry Cognitive Exam, the student will need to contact the program director to complete a refresher program. After successful completion of the refresher program, 3 more attempts are given to successfully pass the National Registry Cognitive Exam. The course must have been completed no more than two years prior to making application for certification from the State of Ohio. OAC rules 4765-7-02(A)(21)(p), **4765-8-05(A)(4)**, **4765-8-01**.

To set up to take the NREMT exam follow these steps:

- Go to www.nremt.org and create a NREMT account (log on to your account if you have one already).
- After you have created an account or logged onto your account you will create an application for the level of the class you just completed. Fill in all the information specific to your completed program that NREMT asks for.
- The program director will approve your application to test, after that you can pay for your test and schedule it with the NREMT

The skills test you take at the completion of class is good for one year, if you pass the NREMT after one year, you will have to contact the program director to take a new skills test. Skills tests at the paramedic level are done through the NREMT as well, with help from each EMS school, the program director will help you with this as well.

After you pass the NREMT exam you must reach out to the program director, the program director will then complete the information on the student portal, releasing the ODPS application, you the student must now complete the ODPS application in order to get your Ohio EMS certification. You cannot practice until you complete and receive your ODPS certification number.

The initial certification examination shall consist of written and practical portions established by the national registry of emergency medical technicians (NREMT) and the board.

(1) The passing score for the written portion of the examination shall be determined by the NREMT.

(2) The passing score for the practical portion of the examination for the emergency medical responder and emergency medical technician shall be determined by the board.

(3) The passing score for the practical portion of the examination for the advanced emergency medical technician and paramedic shall be established by the NREMT.

(4) The written and practical portions of the examination shall remain valid for one year from the date of successful completion.

(B) The reinstatement examination and the examination in lieu of continuing education shall be established by the board and the NREMT, and a passing score on these tests shall be determined by the NREMT.

Attendance Policy

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, EMS Program Coordinator, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the EMS Program Coordinator. Other authorized absences are at the discretion of the EMS Program Coordinator. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any EMT student is 10% of total classroom time. Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn EMS Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three absences in a 4-week period will count as an absence. More than three (3) tardies will count for a total of one absence.

EMT students must complete an assignment or make up day provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from EMS programs may be made to the EMS Program Coordinator. Leave requests for EMT and Advanced programs will be denied, due to the short duration of each program. Leave requests for EMT students will be handled per the EMT Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an EMS program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the EMS Program Coordinator. Any financial obligations or refunds will be addressed through the adult education office.

Any student, who is going to be absent from a clinical session, MUST contact the clinical site AND the Lead Instructor as soon as possible. (see phone list).

Clinical time and field internship are all considered class time, they are tracked through Platinum planner and can use GPS location tracking from your phone at times. Students are responsible for setting up and tracking all clinical learning time. The clinical coordinator will keep a running tally of your monthly activities and meet with every student each month to discuss clinical progress. Students who are receiving certain types of financial aid, living expenses, and other educational support might need to perform weekly clinical goals instead of monthly goals. The months goals are clearly posted in the class schedule and are also listed in this document. If a student is unsure if they need to meet weekly clinical goals due to certain types of funding support, they must confirm that with Auburn Career Center Financial aid and with the clinical coordinator. There is no penalty for not achieving weekly clinical goals, however not achieving them could affect certain types of monthly financial support. There is a penalty for not achieving monthly clinicals goals and that can affect financial support as well. Auburn Career Center staff are more than happy to help you meet your weekly or monthly clinical goals to keep your financial support in compliance.

Dress Code

The dress code for the PSA program provides for a professional appearance:

- **General Uniform and Dress Code Requirements**

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinicals, regardless of whether the student has a conceal & carry permit.

- **Clinical Areas (also see clinical guidelines)**

Black or dark blue pants, black shoes and your Auburn polo shirt only. No fire department shirts or scrubs are permitted.

Your Auburn I.D. badge must be worn and visible at all times. At Lake Hospital sites, students must wear the assigned Lake Hospital I.D.

Jeans, t-shirts, and sweatshirts are not permitted in any clinical area.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks) and/or pose a safety hazard will not be permitted in clinical areas. In any case, the hairstyle must meet the standards of the employees of the clinical site being visited.

Visible body piercing, which causes a distraction is not permitted to be worn. Tattoos should be covered wherever possible, as not to offend any patient or staff member.

Uniform requirements are subject to change to meet the clinical site's own requirements. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the EMS Program Coordinator.

Disciplinary Policy

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Students are not permitted to have cell phones, smart watches, or any other type of communication device during any high stakes test, they are to be left in a car or placed in the instructor's office. Students found to have a communications device during a test will result in the test being considered a failure, that attempt is used and the student will have to use any remaining attempts to pass. If there are no remaining attempts the student will be considered failed from the program.

Students must take all high stakes exams in the classroom, on a computer, phones and tablets are not permitted for this activity type. Students cannot have any additional browsers or browser windows open at any time during the test, being found to have a second browser open during a test will result in the test being considered a failure, that attempt is used and the student will have to use any remaining attempts to pass. If there are no remaining attempts the student will be

considered failed from the program. Auburn Career Center does supply computers for testing in the event students do not have computers of their own.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

- Excessive cell Phone Use / Texting in Class
- Foul Language or Profanity
- Excessive Absences
- Academic Dishonesty (An Auburn Career Center student will not lie, cheat, steal, or tolerate those who do.)
- Sleeping in Class
- Unacceptable appearance or hygiene
- Leaving a class or clinical without notice
- Excessive Tardiness
- Carelessness
- Destruction of school / affiliate property
- Theft
- Insubordination
- Carrying weapons
- Safety Violations
- Sexual Harassment
- Horseplay
- Fighting
- HIPPA Violation
- No call, no show to classes or clinicals
- Lack of Cooperation with preceptors
- Drug or alcohol use in class or clinical
- Creating Hostile Learning Environment
- Intimidation
- Inability to comply with clinical objectives
- Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels Of Disciplinary Action Are As Follows:

Disciplinary Counseling:

For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand:

For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation:

The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination:

If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal:

Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 80% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills

- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to complete 100 Adaptive questions on EMS testing per class section completed after each section (IE adaptive for section 1 will be done during section2) and get a passing score average as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank prior to the end of class
- Failure to pass any of the comprehensive final exams (Cognitive, Psychomotor, Affect)

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Director of Adult Education will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-60%
- F = 59% and below

Grade Performance Standards

Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and adjusted; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average **AT ALL TIMES**, during the course. In addition, students must pass the Auburn Career Center EMT final exam with a score of 80% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or EMS Program Coordinator.

Academic Probation

If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements

In order for a student to “graduate” from the Auburn Career Center EMT Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program

- Complete the classroom and clinical requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 80% or above
- Prove mastery of all basic clinical skills, including passage of the NREMT Practical Exam
- Maintain current certification in AHA BLS CPR
- Pass Affect Evaluation
- Take 100 adaptive EMS testing questions per section of class and get a passing score by the last month of class
- Pass a minimum of 1 **Timed Comprehensive Exam** on EMS testing under the adaptive testing section
- Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class
- Meet all financial obligations of the program
- Students must take the initial attempt of the NREMT exam within 30 days of graduation, failure to do so will result in the program director not approving the NREMT application. Students must repass all high stakes exam with in one attempt to regain the opportunity to test.

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the National Registry EMT Computer-Based Exam.

Anatomy and Physiology Course Objectives:

This course is designed to cover all the materials an aspiring health care student would need to know and understand concerning gross anatomy and physiology. The course is a combination of Anatomy and Physiology lessons and Medical Terminology Lessons in the Cognitive, Psychomotor and Affective realm of education.

The course utilizes the following text books:

Anatomy and Physiology for Health Professionals Third Edition The book has the following overall learning objectives, however, each chapter has more in-depth objectives that will be followed during each lesson. Those lesson plans are available for review.

- Unit 1 Levels of Organization, This Unit begins by providing a general introduction to human anatomy and physiology along with organization of the levels through which the body is understood.
- Unit 2 Support and Movement, This unit focuses on the body systems that support the body and allow for a range of motion.
- Unit 3 Control and Coordination, This unit tackles the critical components of the body that control all body functions.

- Unit 4 Transport, This Unit focuses on the cardiovascular and lymphatic systems which keep the body running.
- Unit 5 Environmental Exchange, This unit considers the systems and processes that balance what the body intakes with what it expels.
- Unit 6 Continuity of Life, This unit the focus shifts to male and female reproductive systems, which, while not essential to survival of an individual, are needed to ensure the continued existence of the human species.

Essential Medical Terminology Fifth Edition, The book has the following overall objectives, however, each chapter has more in-depth objectives that will be followed during each lesson. Those lesson plans are available for review.

- Unit 1 Word Parts and Medical Terminology, This unit is an overview of the break down and construction of medical terms.
- Unit 2 Root Words, Medical Terminology and Patient Care, This unit continues to break down the different parts of medical terms and help to build the parts up for better understanding.
- Unit 3 Abbreviations, This unit show the standard abbreviations used for medical practice and how to properly abbreviate words.
- Unit 4 Review, This unit serves to reinforce prior lessons before to going into specific body regions and specific medical terms.
- Unit 5 Medical Terminology of Body Systems, this unit breaks down each specific body system, using prior medical terminology lessons learned.

Video of Human Autopsy, Students will complete the program by observing a human Autopsy, and filling out specific questions learned while observing the autopsy, this is an activity of understanding all body systems and how the function.

Dissection of Fetal Pig, Students for a final Lab grade will complete a dissection of a fetal pig, labeling body systems, organs, and showing understanding of the Anatomy and Physiology of the dissected fetal pig.

Completion Requirements:

In order for a student to successfully complete the Auburn Career Center ANATOMY AND PHYSIOLOGY Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program Complete the classroom requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above
- Prove mastery of all basic clinical skills, including passage of the Anatomy and Physiology Practical Exam
- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion.

EKG Technician Course Objectives:

This course is designed to cover all the materials an aspiring health care student would need to know and understand for the EKG Technician. The course provides lessons in the Cognitive, Psychomotor and Affective realm of education.

The course utilizes the following text books:

Interpreting ECG's, A Practical Approach Third Edition, and Hartman's Complete Guide for the EKG Technician. The books have objectives for each chapter and instructors will follow those objectives via a lesson plan. Each objective will not be listed here but will meet the overall objectives listed below.

- Detailed anatomy and physiology of the heart
- Medical disease processes and terminology
- Medical ethics and legal aspects of patient contact
- Electrocardiography and echocardiography
- An Introduction to the components, function, and proper use of an EKG machine
- The normal anatomy of the chest wall for proper lead placement
- 12 lead placement and other practices
- Pacemakers
- Holter monitoring and echocardiogram

Graduation Requirements:

In order for a student to “graduate” from the Auburn Career Center EKG TECHNICIAN Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program Complete the classroom requirements within the allotted time

Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above

Prove mastery of all basic practical skills, including passage of the EKG Technician Practical Exam

Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion.

Firefighter 1 & 2 Graduation Requirements

In order for a student to “graduate” from the Auburn Career Center Firefighter Program, he/she must meet the following requirements:

- *Demonstrate professional behavior throughout the program*
- *Complete the classroom and skill requirements within the allotted time*
- *Maintain an overall grade average of 80% throughout the program, and pass the written finals with a 75% or above*
- *Prove mastery of all skills*
- *Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class*
- *Meet all financial obligations of the program*

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the State Firefighter Exam according to the level of class they completed.

Competencies for Firefighting

Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

- Fire Department Organization and Safety
- Life Safety Initiatives
- Fire Alarm and Communications
- Fire Behavior
- Overhaul
- Personal Protective Equipment
- Fire Hose, Appliances and Streams
- Foam Fire Streams
- Fire Control
- Fire Cause and Origin
- Rescue
- Water Supplies
- Fire Detection Alarm and Suppression Systems
- Fire Prevention, Fire Education
- Building Construction Forcible Entry
- Ventilation and Tools
- Ropes
- Salvage
- Fire Extinguishers
- Ground Ladders
- Emergency Medical Care
- Hazardous Materials
- Hazardous Materials
- ICS
- Practical Evolutions
- Live Fire Training
- Driving

Career Development Program Competencies

Job-Seeking Skills

- Prepare for employment
- Design a resume
- Complete and process job application forms
- Demonstrate interviewing skills
- Secure employment

Employability Skills

- Investigate career options
- Apply decision-making techniques in the workplace
- Apply problem-solving techniques in the workplace
- Evaluate the relationship of self-esteem to work ethic
- Analyze the relationship of personal values and goals to work ethic both in and out of the workplace
- Demonstrate work ethic
- Maintain positive relations with others
- Analyze opportunities for personal and career growth
- Exhibit characteristics needed for advancement
- Use a variety of technology in the workplace
- Use a variety of technology applications
- Apply lifelong learning to individual situations
- Adapt to change
- Analyze the effects of family on work
- Exercise the rights and responsibilities of citizenship in the workplace
- Cooperate with others in the workplace
- Demonstrate effective teamwork skills
- Utilize effective communication skills

This information will be covered during the lecture periods but not necessarily in the order presented. Please refer to your course calendar for appropriate readings and assignments for each day.

In order to successfully complete this course, the student must satisfactorily complete the theoretical components of the course and complete all assignments. All students are responsible for turning in required homework on time. Homework assignments will be announced in class and due as per instruction announced at that time.

This course meets or exceeds all the guidelines set forth in the Ohio Administrative Code

Firefighter 1 & 2 Guidelines OAC 4765-24-13, 4765-20-02, HazMat Guidelines OAC NFPA 1072, EVOG Guidelines 4765-24-10, 4765-24-11, 4765-24-02, & 4765-24-09

Report of PSA Student "On Duty Illness or Injury"

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or EMT Didactic (class/lab) or Clinical time.

Payment Responsibility

It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during EMT or EMT clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center EMS Program Coordinator

A "report of the on duty illness or injury" form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or EMS Program Coordinator is responsible for routing the incident report to the appropriate individual, as stated in this report.

EMS Coordinator

Date

Student

Date

**National Registry of Emergency Medical Technicians (NREMT)
Licensure Process Support Agreement**

Upon the successful completion of the Auburn Career Center (Auburn) Emergency Medical Technician (EMT) program, as a graduate, you are eligible to be licensed both nationally and in the State of Ohio by passing the NREMT Exam.

When you registered, you paid a National Registry Support Fee (\$175) for which Auburn will:

- 1. Register and submit payment for you as a program graduate to sit for the NREMT Exam up to a maximum of six (6) times; and*
- 2. Provide instructional support should the graduate not pass the NREMT Exam on their first attempt for up to a maximum of five (5) additional attempts (six total attempts).*

Prior to your first attempt to pass the NREMT exam following graduation, you must complete the Crash course book tests and review (provided by Auburn). If you choose to not use the Crash course book tests and review, you must complete another review software that has been approved by the Director of Public Safety.

The first NREMT Exam must be taken within five (5) days following the last scheduled class of your EMT program. If you do not pass the NREMT exam in up to five attempts, you must:

- a. Contact Auburn's Director of Public Safety, Sean Davis (sdavis@auburncc.org; 440-358-8026), that same day and provide the exam results;*
- b. Sit for their next NREMT exam within twenty (20) days of the previous attempt; and*
- c. Complete work assigned by Auburn's Director of Public Safety or his designee before sitting for the next NREMT exam. Your Crash course book tests and review, or approved equivalent, will provide a basis for the material to be completed but may be augmented as deemed appropriate by Auburn's Director of Public Safety or his designee. Assignments are deemed complete when approved by Auburn's Director of Public Safety or his designee, the approval of which shall not be unreasonably withheld.*

I agree to receive NREMT licensure process support as outlined above.

Student Signature

Date

Student Printed Name

Copy of this agreement given to the student

Director of Public Safety or Designee

Date

Clinical Policies and Procedures

Clinical Overview

The EMS Training program recognizes the importance of practical application of knowledge and skills learned throughout the EMS educational process. The purpose of the clinical rotation is to provide students the opportunity to apply knowledge and skills in an environment that allows their participation, application of knowledge and skills as well as promotes linear thinking.

The clinical rotations have been selected to provide the student a variety of diverse environments exposing the student to all aspects of healthcare. Each clinical rotation has a specific purpose, objectives and expectations of the student in order to successfully complete the rotation. The clinical handbook is provided as a resource to the student prior to, during and after each rotation.

General

The student is responsible to schedule their time with the clinical coordinator, attend all scheduled rotations and complete and turn in all required paperwork for each clinical rotation. The clinical coordinator or training center coordinator will maintain all schedules, records and tally all time and skills required throughout the program. Periodically throughout the program, the coordinator will meet with students collectively and individually to update or counsel students on their progress with the clinical rotations.

Students will sign up or request hours for each clinical rotation as they become required throughout the program. The student, once assigned the clinical, is required to attend the rotation and should be on site fifteen (15) minutes prior to the start of their rotation. Failing to attend the scheduled clinical will result in an absence and will be processed through the attendance policy provided in the student handbook. Should emergencies arise, the clinical coordinator or another member of the training center must be contacted prior to the start time of the rotation for any consideration relating to excusing the absence.

Upon completing each rotation, the student is required to complete the specific clinical rotation sheet, providing documentation of date, time, location, assessments or skills performed and their preceptor's signature. Failure to complete the paperwork in a timely fashion or failing to have the preceptor's signature renders the rotation void, resulting in no credit for the time or skills performed.

To be considered complete the student must fill out all paperwork and enter the data into Fisdap skills tracker. Paper work is only considered complete if all the lines are filled in on the paperwork for each clinical rotation and the preceptor has signed and initialed were indicated. If there is a line of information on a clinical rotation sheet that does not apply to a specific rotation or that was not completed during the rotation the student must fill that line in with N/A (non applicable). Also in the narrative the student will explain all N/A lines. If paperwork is turned in with missing data then it will be considered incomplete and not counted. It is important for the student to understand that the paperwork and the Fisdap skills tracker are both required and failure to complete both will result in the clinical rotation not counting towards the student's total completed time and skills. The student will have 24 hours from the completion of the clinical

rotation to complete the Fisdap skills tracker. Failure to complete the Fisdap skills tracker in 24 hours will result in the clinical rotation not counting towards the students completed time and skills.

Students must perform all clinical rotations and skills only at facilities that have a signed affiliation agreement with The Auburn Career Center. A student cannot be compensated in any way for their involvement at a clinical rotation. If a student is an employee at one of the Auburn Career Centers affiliated facilities they can only perform clinical rotations and skills while not being compensated and only after properly scheduling themselves at the affiliated facility.

Behavior

The student handbook describes the expected behavior of students throughout the program. During the clinical rotations, regardless of whether a field rotation or hospital clinical rotation, your appearance, behavior and attitude must meet the program expectations. It is important to remember during rotations, you are essentially a guest in another professional's environment. During these rotations, the attitude, behavior and appearance of the student reflect on the student as an individual, and on the Auburn Career Center as an educational facility. Inappropriate attitude, behavior or appearance will not be tolerated and may result in dismissal from the program as this potentially impacts other students, and the reputation of Auburn Career Center.

Clinical Uniform Policy

The clinical rotations will place the students in a variety of different environments. To maintain continuity in appearance and present a professional image, students will be required to wear specific clothing in all areas of the clinical rotation.

In general, students are required to arrive at the clinical site prepared to perform and function as a member of the clinical staff. Being prepared to perform means each student must have a watch, a stethoscope (borrowing from the staff is unacceptable), a small notebook for documentation and a writing utensil. Students must also have their student ID clearly visible above the waist, identifying them to staff and patients. Failure to arrive at the clinical rotation without these appropriate items is grounds for staff to send the student home.

In the hospital setting, students will be required to wear the appropriate Auburn Career Center EMS uniform. It is recommended that each student purchase two sets. The student must arrive in their clinical attire and unless requested, wear this attire throughout the rotation. Students must also wear hospital issued ID's in addition to Auburn Career Center ID's. Some clinical areas may require specialty scrubs or equipment; however they will provide these as needed. Any supplies or equipment received from these areas must be returned upon completion of the rotation. Failure to return items such as scrubs, etc. will be viewed as theft and disciplinary actions initiated.

In the pre-hospital setting, clinical attire will consist of navy blue slacks (uniform pants) and shirts that will be purchased at the beginning of the program. At no time will blue jeans, T-shirts or any other "casual" attire be accepted. In the pre-hospital environment even more so than hospital rotations, it is important to remember that in many cases the student is entering someone's living

environment, whether Fire House or residence. Respect the belongings, property and space of these individuals and treat them with respect.

Clinical Scheduling

Clinical scheduling will begin after specific relevant material has been covered. Students must demonstrate specific knowledge and demonstrate skill competencies prior to completing clinical rotations (i.e. Pediatric skills prior to Pediatric rotation).

Each clinical rotation will have specific time allotted by the specific clinical site. The time for each clinical site will be determined by the Department Head and the clinical coordinator in order to provide appropriate times for students to meet their objectives.

Students will be given an opportunity to schedule themselves for clinical rotations. Clinical schedules will be posted on Fisdap web site (www.fisdap.net), each rotation has a specific timeframe for which the student can schedule themselves. Students are not permitted to be at the clinical rotation site outside of the hours listed on Fisdap. Since the student is self-scheduling, they will be responsible to attend all clinical they have scheduled. If a student will be absent from the program they must request a drop of the shift on Fisdap with an explanation why. Failure to do so may result in the absence being recorded into the class attendance count.

Clinical absence will be counted as a program absence. Multiple absences will place the student into the disciplinary process as outlined in the student handbook. If a student gives a two week notice of drop the clinical coordinator will not count the dropped shift as an absence.

Documentation

Documentation is necessary at every clinical location to support student attendance, the time spent, skills or applications performed and to document the preceptor responsible for the student. Students must complete the proper paperwork at the end of each rotation. This includes all relevant documentation with the preceptor's signature. Failure to complete and turn in the required paperwork in a timely manner renders the clinical rotation void. The student cannot leave the rotation until all paperwork is complete and signed by the preceptor. Under no circumstances can information be added to the sheets after the preceptor has signed them.

After the student has completed the clinical rotation, the clinical paperwork, and had the preceptor sign all applicable paperwork the student has 24 hours to enter the data into Fisdap skills tracker. Failure to enter the clinical information within 24 hours will result in the student forfeiting the clinical rotation and skills. After the student has entered all information into Fisdap skills tracker they will turn in the paperwork to the clinical coordinator for verification. Students will turn in paperwork within one week of each rotation. Failure to meet the time frame will result in forfeiting the clinical rotation and skills.

Successful completion of the clinical rotation is dependant on completing required hours as well as successfully completing required skills. The goal of the Auburn Career Center is to provide the student with the opportunity to achieve all the required goals. In some cases, additional hours may be required in order to perform the required skills. Skills include but are not limited to

performing patient assessments, cardiac/medical/pediatric/geriatric assessments, bag valve mask ventilation, intubations, intravenous access, medication administration through injection and other means, childbirth and management of burn and psychiatric patients. Additional skills and opportunities will be identified throughout the program.

Clinical Files

The clinical coordinator will maintain copies of all student clinical records within the Auburn Career Center EMS education office. These files will contain a copy of the student's health/physical records, immunization records, copies of the student skills checklist, clinical area evaluations and all copies of documentation relating to student rotations. Students may view their files upon written request and in the presence of the Auburn Career Center EMS program Coordinator or his/her designee.

The student is responsible for fulfilling the clinical requirements and will be counseled regularly regarding their individual status. Students failing to meet the expectations of the clinical rotation will be notified of their substandard performance as needed and may be processed through the disciplinary process if indicated.

The Auburn Career Center will maintain all files for clinical activity however it is recommended that each student maintain a copy of all clinical paperwork should a conflict in documentation occur. It is the student's responsibility to turn in all paperwork for rotations in a timely fashion to insure the integrity of their files.

Evaluations

Students will be required to complete an evaluation on each clinical area once their required hours/procedures have been completed. The evaluation is designed to give the Auburn Career Center feedback, whether positive or negative and address areas where students identified the need for improvement. The evaluations are completed after the student has completed all required interaction with the department. The evaluation is delayed until completion to insure a fair evaluation can be performed. Students need to have time to adapt to the environment and the preceptors need time to adjust to the students. By waiting until completion, both parties can adjust to provide the optimum environment for the student's education.

Privacy

During clinical rotations students will be exposed to situations and information protected under the Federal Health Insurance Portability and Accountability Act. This Federal law protects the rights of the patient by mandating confidentiality among healthcare professionals. Students participating in clinical rotations through both in hospital and pre-hospital environments will be held accountable to this standard. The student handbook and the orientation class provide the student the information regarding patient confidentiality and the students are held accountable. Individuals who breach patient confidentiality face dismissal from the program, personal liability, and criminal charges and pose risk to the Auburn Career Center. Some facilities may have a special in class compliance program to complete prior to clinical rotations.

Clinical Concerns

The student is responsible for his/her own actions while performing clinical rotations. Evaluations on each clinical area are performed upon completion of the rotation. Should clinical issues or concerns arise, the student should notify their preceptor of their concern, allowing the institution or organization the opportunity to resolve the issue. If the concern is regarding the preceptor or student, the student should contact the EMS program coordinator and advise them of the situation. If a student is asked to leave a clinical area, they must do so immediately and notify the clinical coordinator of their absence and the circumstances surrounding their removal.

Regardless of the issue, the clinical coordinator must be notified of the issue in a timely fashion. The program depends on the clinical environment and the clinical coordinator is responsible for resolution and maintaining the relationships with all clinical areas. Failure to report issues to the clinical coordinator may be interpreted as actions detrimental to the program resulting in student dismissal.

At no time during a clinical rotation will any student perform skills with direct supervision from a preceptor.

Clinical grading

Clinicals are a pass/fail there is no grade associated with the clinical process. However, incomplete clinical paperwork will result in the clinical time having to be repeated. Paperwork that is substandard, examples being missing information, missing signatures, missing times, or questionable documentation will result in the student having to redo clinical skills and time in question. Students will meet monthly with the program director, clinical coordinator, and/or lead instructor each month. A clinical review sheet will be filled out using the progress reports from platinum planner. If students are behind in completing the monthly established clinical goals (or weekly goals for certain students) the review sheet is to be considered the consultation form. Students who fall behind more than two months are subject to removal of the program. The monthly review process is the time that the student and education staff will use to ensure students are on the right path to be successful, are properly applying the knowledge learned in the classroom and lab room, and if any skills / time need to be repeated for any reason. Failure to complete clinicals in accordance with this document, the review process and the accrediting bodies will result in failure from the program.

Objectives and Goals

Each clinical rotation has assigned objectives. The student is to review the objectives prior to the clinical rotation to insure their understanding of the goals of the rotation. Additionally, the staff at each site is given a copy of the objectives in order to prepare them for students in their environment. The goal of the student should be focused on the objectives. Once the objectives are met, additional opportunities may become available throughout the rotation.

The remainder of the handbook outlines the objectives in each clinical area. These objectives are the minimal requirement for successful completion of the rotation.

Auburn Career Centers Objectives and Goals are set up following the ODPS clinical guidelines. In general throughout all of your Clinical Site, Field Experience, and Field Internship rotations you will be responsible for seeing the following patients, with the complaints listed below.

Adults	5 patients
Geriatrics	3 patients
Pediatrics	2 patients
Field Experience/Field Internship Hours	24
Emergency Room hours	8
Total Hours	32

The last 2 months of the program's students will complete the 32 hours of clinicals. Some students must complete an equal amount each week for the 2 months. Please allow financial aid or the clinical coordinator to help you with this scheduling if needed.



Auburn Career Center ***EMT Clinical Contract and Disclaimer***

Student Disclaimer,

I, understand that as a student of Auburn Career Center's EMT program, I am responsible for my actions related to behavior, patient care activities, and confidentiality, and can be held legally accountable for them. I agree to complete my attendance record in EMS Platinum Planner, and get all required clinical forms signed and returned by my preceptor. I further understand that I will potentially be working in hazardous environments, which could involve blood, patient violence, and even death. I agree to notify my clinical preceptor of any problems, disease exposures, or other situations, should they occur. I understand that failure to abide by the conditions set forth in this agreement, either at Auburn Career Center or at clinicals, may result in disciplinary action and/or removal from the EMT program. Finally, I agree to follow all of the guidelines listed above and will verbalize any questions or concerns to my instructor:

Student's Signature

Date

Notes or comments:



Instructor Program

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center **Mission Statement**

**To guarantee that all students
EMPOWER themselves,.
EXCEL in the emerging workplace,
And ENRICH their community**

Our Core Values are:

People are personally responsible for their choices and actions.
Treating people with dignity and respect will enhance learning.
Attitude and goals drive achievement
All people can learn.
All people can make positive contributions.
Change is exciting and essential for growth.

The Auburn EMS Program mission is to:

Promote EMS Education for all by
developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and
quality patient care.

The Auburn EMS Program Goal is to:

To prepare competent entry-level Paramedics in the cognitive, psychomotor, and affective learning domains with or
without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or
Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color,
religion, national origin or disability, be excluded from participation in, be denied the benefits of or
be subject to discrimination under any educational program or activities conducted under its
auspices.

Introduction to the EMS Program

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Instructor Training

1. Hold high school diploma, GED certificate, and current Ohio Public Safety certificate at the level of instructor class taking.
2. Hold a valid Ohio Driver's license.
3.
 - Fire Instructor Candidate**
Possess a current firefighter certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified firefighter;
Pass instructor knowledge examination at the firefighter II level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).
 - Assistant Fire Instructor Candidate**
Possess a current firefighter certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified firefighter;
Pass instructor knowledge examination at the firefighter I level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).
 - Fire Safety Inspector Instructor Candidate**
Possess a current fire safety inspector certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified fire safety inspector;
Pass instructor knowledge examination at the fire safety inspector level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).
 - EMS Instructor Candidate**
Possess a certificate as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
In the preceding 7 years, have at least 5 years of experience as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
Pass the instructor knowledge examination at the level of certification within last 3 years, (RN & PA tests at Medic level)
Pass the practical skills exams, administered under the auspices of the sponsoring institution, at the level of certification within last 3 years, (RN & PA tests at Medic level); and Comply with OAC 4765-8-01 (A)(6) to (A)(12).
 - Assistant EMS Instructor Candidate**
Possess a certificate as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
In the preceding 5 years, have at least 3 years of experience as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
Pass the instructor knowledge examination at the level of certification within last 3 years, (RN & PA tests at Medic level);
Pass practical skills exams, administered under the auspices of the sponsoring institution, at the level of certification within last 3 years, (RN & PA tests at Medic level); and Comply with OAC 4765-8-01 (A)(6) to (A)(12).
4. Must read and sign attached liability waiver.
5. Must pass the proper Instructor Knowledge exam prior to the start of the class and complete the class prior to it expiring. Fire and EMS have different standards, ask program director for clarification.
6. Instructor students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center final exam in order to be permitted to take the Cognitive Methods Exam.

7. Instructor students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to take the Cognitive Methods Exam
8. Students have must submit a written application to the program director with in two years of taking the knowledge exam, failure to do so will require the candidate to start over from the start of this entire process.
9. Instructor students must complete an assignment provided by the EMS Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.

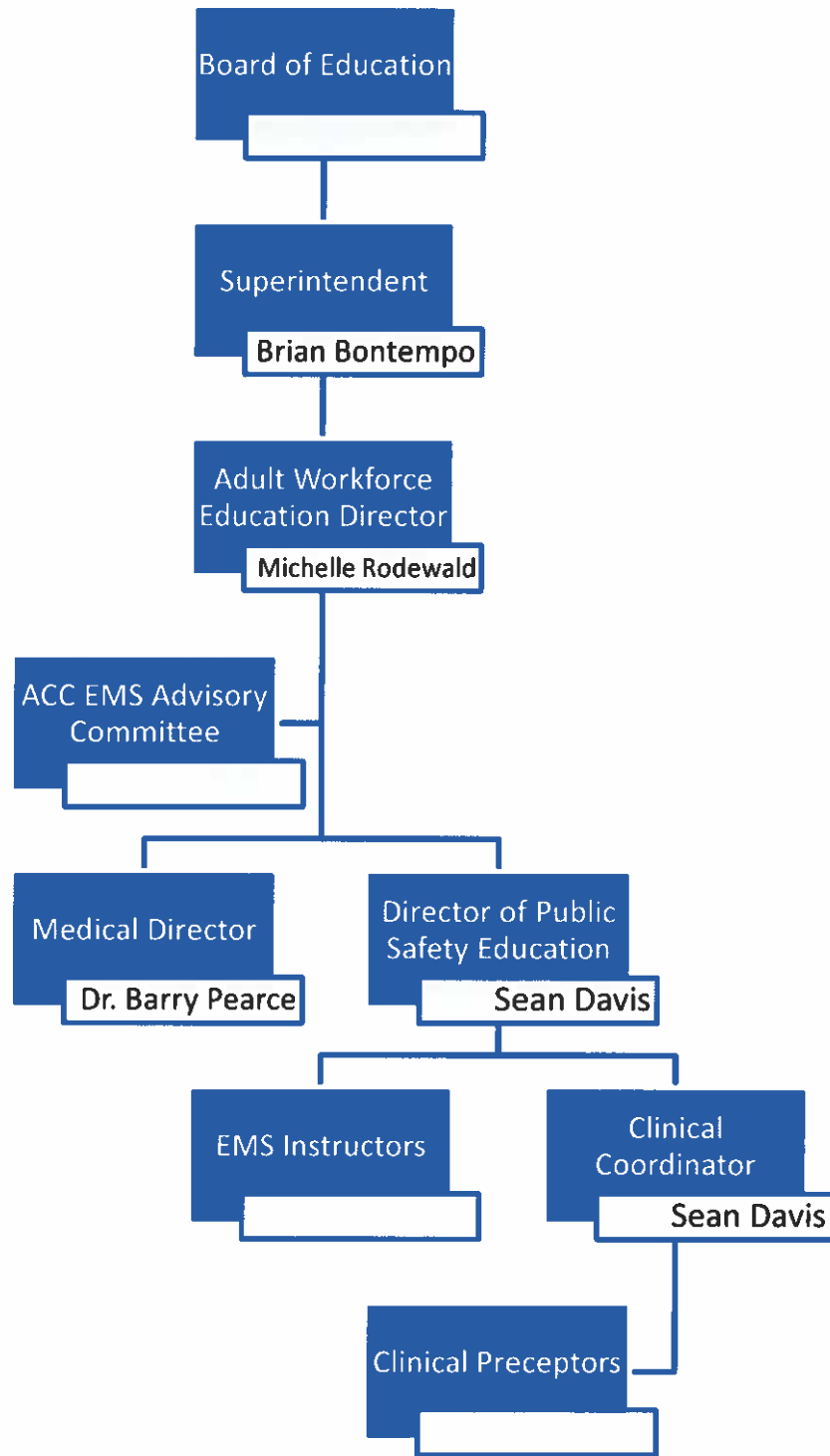
I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____

Signature: _____

Date: _____

Organizational Chart



EMS Staff Directory

Auburn Career Center:
8140 Auburn Road, Concord, OH 44077

440-357-7542 or 800-544-7542

Michelle Rodewald

- **Adult Education Workforce Director**
- **Ext. 8159**
- mrodewald@auburncc.org

Dr. Barry Pearce

- **Medical Director**
- hpearce@auburncc.org

Sean Davis, M.S.ed, CICNRP, EMS I

- **Director of Public Safety Education**
 - o **CoAEMSP Program Director**
- **Ext. 8026 Cell 440-336-2113**
- sdavis@auburncc.org

General Program Information

Office Hours:

The Instructor Program operates out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and EMS Coordinator may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule:

Each Instructor program will have a specific schedule that will be posted at the beginning of the program.

Criteria for Selection of Paramedic Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety.

Fire Instructor Candidate

Possess a current firefighter certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified firefighter;
Pass instructor knowledge examination at the firefighter II level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).

Assistant Fire Instructor Candidate

Possess a current firefighter certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified firefighter;
Pass instructor knowledge examination at the firefighter I level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).

Fire Safety Inspector Instructor Candidate

Possess a current fire safety inspector certificate in good standing;
In the preceding 7 years, have at least 5 years of experience as a certified fire safety inspector;
Pass instructor knowledge examination at the fire safety inspector level; and
Comply with rule OAC 4765-20-6 (A)(6) to (A)(12).

EMS Instructor Candidate

Possess a certificate as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
In the preceding 7 years, have at least 5 years of experience as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
Pass the instructor knowledge examination at the level of certification within last 3 years, (RN & PA tests at Medic level)
Pass the practical skills exams, administered under the auspices of the sponsoring institution, at the level of certification within last 3 years, (RN & PA tests at Medic level); and Comply with OAC 4765-8-01 (A)(6) to (A)(12).

Assistant EMS Instructor Candidate

Possess a certificate as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
In the preceding 5 years, have at least 3 years of experience as a FR, EMT-B, EMT-I, EMT-P, RN or PA;
Pass the instructor knowledge examination at the level of certification within last 3 years, (RN & PA tests at Medic level);
Pass practical skills exams, administered under the auspices of the sponsoring institution, at the level of certification within last 3 years, (RN & PA tests at Medic level); and Comply with OAC 4765-8-01 (A)(6) to (A)(12).

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements

- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application

- Has been dismissed or forced to withdraw from an Auburn EMS Program.

Transfer Students/Advanced Placement:

Instructor students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the Instructor Course:

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds:

For Classes 100 Hours of less regardless of time frame or delivery

Only the first day of class is free for trial purposes, a full refund will be given if students do not continue after the first day of class. Students will still be responsible for the application fee and any course fees that have been incurred during the first day (trial period). After the first completed week, students must pay for all fees and 25% of the tuition. After the second completed week students must pay for all fees and 50% of the tuition. After the third completed week students must pay for all fees and 75% of the tuition. After the fourth completed week students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 100 hours but less than 600 hours

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 32 hours class time students must pay for all fees and 25% of tuition. After 32 hours class time to the completion of 48 hours class time, students must pay for all fees and 50% of tuition. After 48 hours of class time to the completion of 64 hours of class time, students must pay for all fees and 75% of tuition. After 64 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 600 hours (Full time)

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 40 hours class time students must pay for all fees and 25% of tuition. After 40 hours class time to the completion of 64 hours class time, students must pay for all fees and 50% of tuition. After 64 hours of class time to the completion of 88 hours of class time, students must pay for all fees and 75% of tuition. After 88

hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

Transcripts and Records:

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

Inappropriate use of EMS Students in clinical areas:

As per Ohio Administrative Code 4765-7-02, it is the policy of Auburn Career Center that at no time will EMS students be used at clinical sites to staff their facility or provide for minimum staffing criteria, or in substitution for essential personnel in a clinical experience or a prehospital internship setting. Students are encouraged to immediately notify the instructor or Director of Public Safety Education if this practice is occurring.

State Certification Exam:

The Ohio Dept. of Public Safety - Division of EMS has designated that all Instructor students take the Cognitive Methods Exam, which is done at Auburn Career Center after successful completion of the program.

(A) An applicant for a certificate to teach as an EMS instructor shall satisfy the following requirements:

- (1) Submits a completed "EMS Instructor Initial Application";
- (2) In the preceding seven years, has been certified or licensed for at least five years as an EMS provider, registered nurse or physician assistant;
- (3) Possesses a current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;
- (4) Has passed the knowledge examination at the level of the individual's certificate to practice as an EMS provider, within the preceding three years;
- (5) Has passed the practical examination for the individual's level of certification, within the preceding three years;
- (6) Has successfully completed an EMS instructor training program as set forth in this chapter;
- (7) Has passed the instructional methods examination established by the board pursuant to section [4765.11](#) of the Revised Code within one year of completion of all of the other components of the EMS instructor training program, except as provided in rule [4765-18-13](#) of the Administrative Code. Failure to pass this examination within three attempts will require completion of a new EMS instructor training program;
- (8) Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule [4765-8-01](#) of the Administrative Code.

(B) The division shall consider relevant education, training, or service completed by the holder of a certificate to practice as a member of the armed forces of the United States, the Ohio national

guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state or a reserve component of the armed forces of the United States; in determining whether the holder of a certificate to practice has met the experience and educational requirements for a certificate to teach as an EMS instructor set forth in paragraph (A) of this rule.

(C) There shall be no fee for an "EMS Instructor Initial Application."

(D) Failure to meet any of the requirements in paragraph (A) of this rule may lead to board action under rule [4765-10-03](#) of the Administrative Code.

Attendance Policy:

Students are required to attend all scheduled classes. Failure to attend every course will result in failure from the program.

Attendance records are maintained in class and kept on file in the adult education office.

Dress Code

The dress code for the Instructor program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during clinicals, regardless of whether the student has a conceal & carry permit.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

Excessive cell Phone Use / Texting in Class

Foul Language or Profanity

Excessive Absences

Academic Dishonesty

Sleeping in Class

Unacceptable appearance or hygiene

Leaving a class or clinical without notice
Excessive Tardiness
Carelessness
Destruction of school / affiliate property
Theft
Insubordination
Carrying weapons
Safety Violations
Sexual Harassment
Horseplay
Fighting
HIPPA Violation
No call, no show to classes or clinicals
Lack of Cooperation with preceptors
Drug or alcohol use in class or clinical
Creating Hostile Learning Environment
Intimidation
Inability to comply with clinical objectives
Exhibits unacceptable affect with patients, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

Disciplinary Probation: The Director of Public Safety Education may opt to place a student on disciplinary probation. Once a student is placed on probation any further infractions, even minor and unrelated to the original offense, may be grounds for termination from the program. The probationary requirements will be specified, according to the type of infraction involved, and will be specified in writing.

Termination: If a student continues to show unacceptable behaviors, academic issues, or actions after counseling and/or probation, he/she will be terminated from the program. In the case of serious infraction examples being but not limited to academic dishonesty, falsification, harassment, safety violations, failure to complete program requirements, criminal infractions, etc. The Director of Public Safety Education will conduct the investigation of any and all infractions, unacceptable behaviors, or academic issues, review prior disciplinary issues and go over with the student the results and allow the student to review and comment or rebut the investigated information prior to issuing a termination. Program instructional staff as well as the Program Medical Director will be involved in the investigation and interview process as needed or requested.

Dismissal: Auburn Career Center retains the right to dismiss students for the following reasons this is not a complete list, refer to the Termination clause above. Dismissed students are not eligible for any refunds from the program.

- Failure to maintain the 80% grade benchmark
- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to successfully pass ACLS
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or clinical days without authorized absence
- Failure to make up missed clinical time or didactic tests
- Insubordination to any staff member or preceptor
- Plagiarism or falsification of documents
- Violation of any criminal law involving moral turpitude or felony
- Failure to complete 200 Adaptive questions on EMS testing per month (2400 total for course) and get a passing score average as well as pass one (1) Timed Comprehensive Exam in the Adaptive Testing EMS testing test bank prior to the end of class
- Failure to pass any of the comprehensive finals exams (Cognitive, Psychomotor, Affect)
- Failure to complete capstone period of the program

The student may appeal the termination through the appeal process (listed below).

Disciplinary Action Appeals Process:

In the event that a student wishes to appeal the disciplinary decision of the Director of Public Safety Education, he or she will make the appeal in writing, including any evidence and mitigating circumstances and forward the appeal to the Auburn Career Center Adult Education Director within ten working days. If the written process is not undertaken within ten working days, then all rights of appeal will be waived. The Adult Education Director will review the information provided by the Director of Public Safety Education and the appealing student. The Adult Education Director will then have adequate time to complete his/her own investigation or interviews and based off of all existing and new information will make a final ruling to uphold the disciplinary action or reverse disciplinary action. If the discipline is removed the student will enter into a Last Chance Contract.

Last Chance Contract:

In disciplinary matters, where termination was recommended by the Director of Public Safety Education, the Adult Education Director may offer, at its sole discretion, a last chance contract. Any such contract will outline what steps will be taken to remediate unacceptable behavior or

academic issues. Terms must be acceptable to the Director of Public Safety Education, the ODPS accreditation, and the Medical Director. This contract is absolutely binding, and its violation will result in termination from the program. By agreeing to a last chance contract, the student waives the appeal process and will be permanently barred from further appeals. Last chance agreements are not available to any student who threatens or harasses any faculty member, preceptor, or fellow student.

Grading Policy:

Students are graded on written or computer-based curriculum and practical performance. Curriculum tests are conducted throughout the program and are graded on a percentage scale:

Grading and Assessment:

The quality of a student's work is evidenced by the grade he/she receives. For this reason, the following grading scale is in effect:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

A 100% – 90% Independent Learner

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% Semi-Independent Learner

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% Semi-Dependent Learner

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work; have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% Dependent Learner

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less Failure

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets)

with clear grading criteria will be given for all practical exams. All students MUST pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average AT ALL TIMES, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or Director of Public Safety Education.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements:

In order for a student to "graduate" from the Auburn Career Center Instructor Program, he/she must meet the following requirements:

- Demonstrate professional behavior throughout the program
- Complete the classroom and teach back requirements within the allotted time
- Maintain an overall grade average of 80% throughout the program, and pass the written final with an 75% or above
- Prove mastery of all basic and advanced clinical skills
- Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the Cognitive Methods Exam.

Report of EMS Student "On Duty Illness or Injury":

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or Paramedic Didactic (class/lab) or Clinical time.

Payment Responsibility:

It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during EMT or Paramedic clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A "report of the on duty illness or injury" form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date



Live Fire Instructor Program

Student Handbook, Course Objectives, Goals, & Syllabus

ODPS Accreditation # 302

Auburn Career Center
Mission Statement

**To guarantee that all students
EMPOWER themselves,
EXCEL in the emerging workplace,
And ENRICH their community**

Our Core Values are:

People are personally responsible for their choices and actions.
Treating people with dignity and respect will enhance learning.
Attitude and goals drive achievement.
All people can learn.
All people can make positive contributions.
Change is exciting and essential for growth.

The Auburn EMS Program mission is to:

Promote EMS Education for all by
developing and delivering quality EMS educational products, while being advocates for continuing, lifelong learning, and
quality patient care.

The Auburn EMS Program Goal is to:

To prepare competent entry-level Paramedics in the cognitive, psychomotor, and affective learning domains with or
without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or
Emergency Medical Responder Levels.

Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color,
religion, national origin or disability, be excluded from participation in, be denied the benefits of or
be subject to discrimination under any educational program or activities conducted under its
auspices.

Introduction to the EMS Program

We welcome you to Auburn Career Center's EMS Programs. We look forward to providing you with an exciting educational experience using the latest instructional methods and technologies.

It is always a special time for both student and faculty to share the educational process and develop lasting professional relationships.

It is not only our goal, but our commitment to provide you with quality education in the field of pre-hospital emergency care. We do, however, expect in return, a measure of enthusiasm and a dedication your studies in caring for the sick and injured people of our communities.

You should be proud to know that Auburn was chosen as one of only 25 schools in the nation to be designated as a "Model School" in 2008. In our programs, we instill the values of Rigor, Relevance, and Relationships. The curriculum will be rigorous and challenging. The curriculum will be relevant to the reason you are here. And lastly, the curriculum will establish direct relationships with the learning materials and emergency medicine. This is an intense, tough program. It has often been said that "you get what you put into it". We challenge you to do so.

Our best wishes in your EMS program,

-The Faculty, Staff, and Administration of Auburn Career Center

Requirements for Auburn Career Center Instructor Training

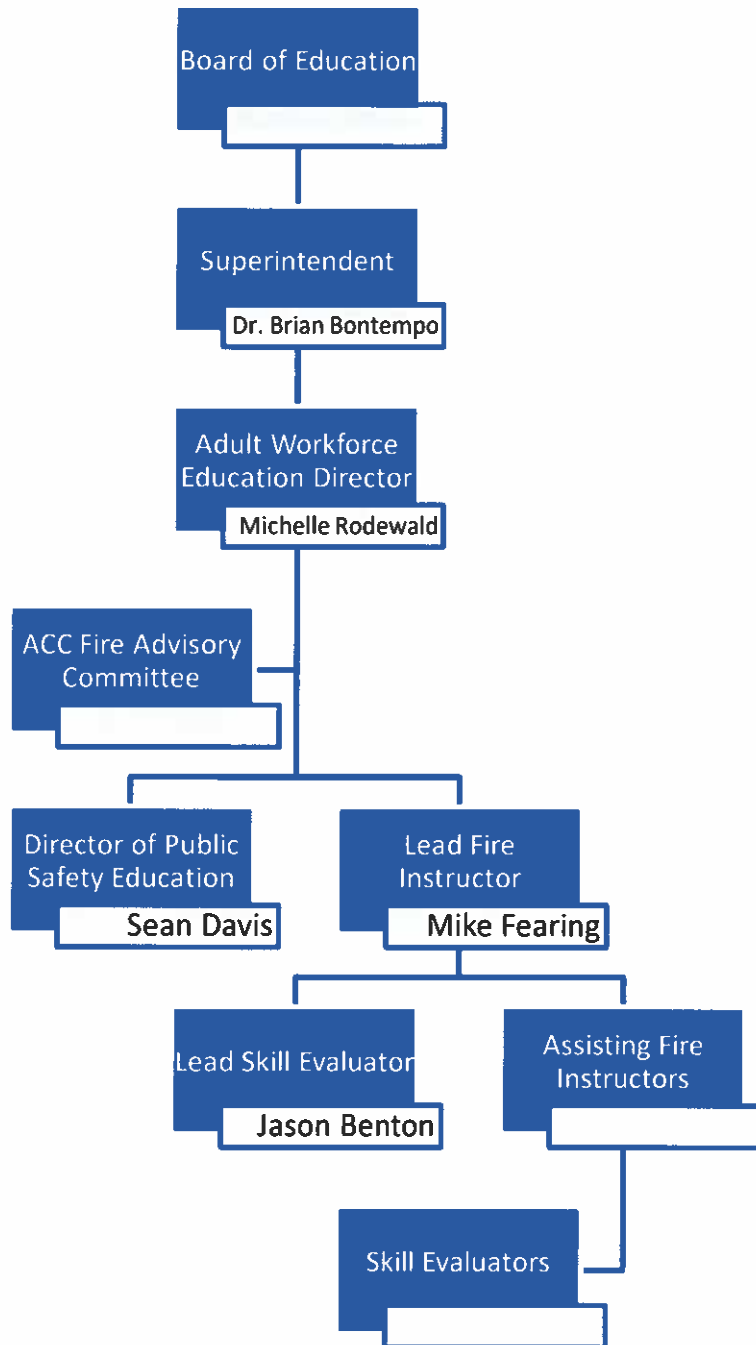
1. Hold high school diploma, GED certificate, and current Ohio Public Safety certificate at the level of instructor class taking.
2. Hold a valid Ohio Driver's license.
3. NFPA Compliant Bunker gear and SCBA (Rentals Available)
4. Letter from agency sponsor and shall provide a letter signed by their chief and/or training officer approving their participation in the course
5. Hold an Ohio Firefighter 1&2 cert for the last five years and an Ohio Fire Instructor or Assistant Instructor Certificate in good standing.
6. NIMS 100, 200 and 700 from FEMA (Copies must be turned in the first day)
7. Must read and sign attached liability waiver.
8. Instructor students must maintain an 80% grade average on tests at all times, during the course. Students must achieve a minimum of a 75% on the Auburn Career Center final exam in order complete the program.
9. Instructor students must complete the Companion Workbook, all homework assignments, online assignments and DOT Objectives to be permitted to complete the program
10. Instructor students must complete an assignment provided by the Course Instructor for any time missed in class. Any written assignments will be spell checked and grammatically correct, while conforming to APA format, with full knowledge that plagiarism will result in termination from the course. Written reports will be made on an as needed basis.
11. Students must complete the Class 1403 Project as assigned
12. Students must complete all JPR's within 12 months of the first day of class
13. Students shall submit a completed Live Fire Instructor Initial Application with in 90 days of completing all aspects of the Live Fire Instructor Class. 1403 Class, NFPA Knowledge, and JPS rotations.

I, hereby, state that I have read, understand, and will comply with all of the above listed EMS training requirements and that I was given all course objectives and outline, and will comply with all rules and regulations.

Print Name: _____
Signature: _____

Date: _____

Organizational Chart



Firefighter Staff Directory

Auburn Career Center:

8140 Auburn Road, Concord, OH 44077

440-357-7542 or 800-544-7542

Michelle Rodewald

- **Adult Education Workforce Director**
- **Ext. 8159**
- mrodewald@auburncc.org

Sean Davis, M.S.Ed, CICNRP, EMS I

- **Director of Public Safety Education**
- **Ext. 8026 Cell 440-336-2113**
- sdavis@auburncc.org

Mike Fearing

- **Lead Firefighter 1 & 2 Instructor**

Live Fire Instructor Trainers

Sean Davis

Mike Fearing

General Firefighter Program Information

Office Hours:

All Firefighter Program's operate out of the Adult Education Office, which is open from 8:00 am until 8:00pm Monday – Thursday, and 8am-3pm Friday. Modified office hours will be posted during holiday and summer breaks. All appointments with the instructors and Director of Public Safety Education may be made directly. Others shall be made through the adult secretary or with the Director of Public Safety Education.

Program Schedule:

Each Firefighter Program begins at the beginning of a semester, Spring class in February, Fall class in August, or as dictated by the Adult Education catalog.

The didactic (classroom) portion of the program is presented on Tuesdays from 1800-2200pm and Sundays 0800-1700, also on occasional Saturday's 0800-1700pm as directed by the instructor. Exceptions to the above schedule are listed in the course schedule or syllabus.

Additionally, all students must have certificates of completion in the mandatory National Incident Management System NIMS 100 & 700, before they will be allowed to take the final exam.

Criteria for Selection of Live Fire Instructor Students

All students who meet the admission requirements are eligible for the program. Admission is based upon the completing eligibility requirements. Final acceptance is determined by the Director of Public Safety.

Student shall hold a valid fire instructor certificate that is in good standing, issued under rile 4765-21-03 of the O.A.C.

Students shall have an agency sponsor and shall provide a letter signed by their chief and or training office approving their participation in the course.

Student shall have successfully completed IS 700 and ICS 100, 200

A student may be denied admission for any of the following reasons:

- Has not met all of the admission requirements
- Giving false or misleading information
- Has been convicted of; plead to; had a judicial finding of guilt to; or had a finding of eligibility for treatment in lieu of conviction to any of the following;
 - Any felony or is on probation for a felony
 - Misdemeanor of moral turpitude (theft, DUI, forgery, sexual misconduct, domestic violence or assault, etc.)
 - Violation of any federal, state or municipal narcotics law
 - Any act committed in another state or military, that in Ohio would be considered an Ohio felony.
 - Adjudicated as mentally incompetent by a court of law
 - Under indictment for any of the above at time of application
- Has been dismissed or forced to withdraw from an Auburn Public Safety Program

Teaching Strategies:

The Auburn Career Center Firefighter Program's philosophy encourages faculty and students to view education as a process by which the instructor facilitates the student's skills to attain a

competency level capable of achieving a Firefighter certification. In keeping with this, learning is conducted using a variety of methodologies. Course material may be presented in a variety of formats but not limited to lecture, discussions, handouts, digital media, role play, problem-based learning using case studies, student presentations, DVD presentations, computer aided instructions, demonstrations, individual and group projects.

Students are encouraged to take an active part in their learning. Individual and group tutoring is available by appointment with the instructors.

Students with Disabilities:

Auburn Career Center is committed to complying with all federal, state and local requirements for persons with disabilities. Board Policy (ACC 2260) states "Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age. Additionally, it will not discriminate in its employment policies and practices. The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District."

One of the goals of the Office of Accessibility is to help provide equal access and reasonable accommodations to students with disabilities attending Auburn Career Center. Maintaining a confidential file for each student will protect your privacy rights. Please contact the Office of Accessibility staff at ext. 8248 with questions or if you feel that you have a disability that requires reasonable accommodations.

Transfer Students/Advanced Placement:

Firefighter Students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Costs for the Firefighter Course:

The cost for the course is published in the Fall and Spring Adult Education catalog. These costs do not include costs for uniform or books. These fees must be paid at the Adult Education office in full before the first class, unless a payment plan has been prearranged by the Adult Workforce Education Office. Verification of grants must occur prior to day one of any class.

Refunds:

For Classes 100 Hours of less regardless of time frame or delivery

Only the first day of class is free for trial purposes, a full refund will be given if students do not continue after the first day of class. Students will still be responsible for the application fee and any course fees that have been incurred during the first day (trial period). After the first completed week, students must pay for all fees and 25% of the tuition. After the second completed week students must pay for all fees and 50% of the tuition. After the third completed week students must pay for all fees and 75% of the tuition. After the fourth completed week students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 100 hours but less than 600 hours

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 32 hours class time students must pay for all fees and 25% of tuition. After 32 hours class time to the completion of 48 hours class time, students must pay for all fees and 50% of tuition. After 48 hours of class time to the completion of 64 hours of class time, students must pay for all fees and 75% of tuition. After 64 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

For Classes over 600 hours (Full time)

The first 16 hours of class time are free for trial purposes, a full refund will be given if students do not continue after the first 16 hours of class time (trial period). Students will still be responsible for the application fee and course fees that have been incurred during the 16 hours class time (trial period). After the first 16 hours class time to the completion of 40 hours class time students must pay for all fees and 25% of tuition. After 40 hours class time to the completion of 64 hours class time, students must pay for all fees and 50% of tuition. After 64 hours of class time to the completion of 88 hours of class time, students must pay for all fees and 75% of tuition. After 88 hours of class time students are no longer eligible for refunds of any kind. Students dismissed from the class due to conduct or performance are not eligible for any refunds.

Health Policies:

All Level 1 and higher Firefighter students must submit a NFPA 1001 compliant physical on Auburn Career Center paperwork completed by a physician of their choosing, or ones listed in the application.

All Firefighter Students must submit results of their childhood and adult immunizations including; MMR – Measles/ Mumps/Rubella, Tetanus, & Hepatitis B. Additionally, a 2-step TB Test (2-step Mantoux) must be documented within the last year. A negative chest X-ray (“B” reading) must be obtained for any positive reading.

If a student is diagnosed with an infectious disease, they are expected to seek treatment and stay out of clinical areas until cleared by a physician. Written documentation may be required in such a case.

Waiver of Liability:

All students are required to waive rights and claims against affiliations for accidents, injuries, and civil liabilities while a student is enrolled in a Firefighter Program (Ohio Revised Code 3303.21)

Transcripts and Records:

Records and Grades will be maintained by the instructor and Director of Public Safety Education and will be kept in a confidential file. Transcripts will be available upon a written request and upon written consent of the student. Each student will have a file that includes their application, test scores, clinical skills checklists, and other pertinent information required by the Ohio Division of EMS. A release form for transcripts and class evaluations will be kept in the student's file.

State Certification Exam:

The Ohio Dept. of Public Safety - Division of EMS has designated that all Firefighter Students take the State Firefighting written exam and random skills test administered by the Lead Skills examiner.

Attendance Policy:

Students are required to attend all scheduled classes, clinical sessions, and meetings unless the absence is authorized by the Lead Instructor, Director of Public Safety Education, or his designate. Absences dealing with personal illness, serious family illness, and death in the immediate family will be considered on a case by case basis. Students may be required to provide proof of illness or emergency from their physician, at the discretion of the Director of Public Safety Education. Other authorized absences are at the discretion of the Director of Public Safety Education. Arrangements for prearranged absences must be made prior to the absence, otherwise it will be considered unauthorized. Vacations, job obligations and general "life responsibilities" are not valid excuses for absences from class. Absences without prior authorization will be subject to disciplinary action. The maximum absence total for any Firefighter Student is no more than 10% absence time.

Habitual tardiness is disruptive to the schedule and to the class. Tardy means being 10 minutes or more late to class. Auburn Firefighter Programs are much like employment. As such, habitual tardiness is subject to the following penalties; more than three (3) tardies will count for a total one absences.

Attendance records are maintained in class and kept on file in the adult education office.

A request for a leave of absence from Firefighter Programs may be made to the Director of Public Safety Education. Leave requests for Firefighter Students will be handled per the Firefighter Program handbook.

Students can leave the program for valid health reason and return to the following program as long as they meet the following requirements.

The student can provide paperwork from a Doctor stating they were under the care of that doctor during the class they withdrew from. No medical diagnosis need be provided, the paperwork just must list the dates of care received

The student must have paid the entire balance of the program prior to being accepted into the following program.

The student returning to an Firefighter Program must reapply to the following program including filling out a new application, resubmitting a health screen (only if the existing health screen is more than 12 months old), resubmitting to an FBI/BCI background check (only if the FBI/BCI background is more than 12 months old)

The student is responsible for purchasing any updated books or class materials if changes were made for the following class.

A student wishing to withdraw from the program must submit resignation in writing to the Director of Public Safety Education. Any financial obligations or refunds will be addressed through the adult education office.

Dress Code

The dress code for the Firefighter Program provides for a professional appearance:

General Uniform and Dress Code Requirements:

In the classroom, proper casual attire is permitted in accordance with the Auburn Career Center Adult Education handbook, and is consistent with a positive classroom environment.

Your Auburn I.D. badge must be worn and visible at all times.

Hair will be neat and clean. Long hair will be worn off the collar or tied back. Hairstyles or colors which cause a distraction (such as Mohawks, dreadlocks, or neon colors) and/or pose a safety hazard will not be permitted in class or clinical areas.

No facial hair below the level of the upper lip. Clean shaven appearance is expected.

Visible body piercing (s), which cause a distraction or safety hazard, are not permitted to be worn in class or clinical areas.

Weapons are not permitted in the school building by Ohio law, and are not permitted to be carried during classes, regardless of whether the student has a conceal & carry permit.

Tattoos should be covered wherever possible.

Uniform requirements are subject to change. Any student who does not comply with the dress code or whose attire is unacceptable by any clinical site will be asked to leave and will not be allowed to return until approved by the Director of Public Safety Education.

Disciplinary Policy:

Occasionally, unacceptable student behavior will necessitate consequences. Discipline in the EMS Programs will be progressive in nature (called "due process"). Discipline will range from a verbal warning (called "counseling"), which will be documented in-writing or digitally, up to dismissal from the program, based on the nature of the infraction, past performance, and desire to correct unacceptable behaviors. In all cases, the student has the right of due process throughout the disciplinary process.

Unacceptable behaviors which may cause disciplinary action include, but are not limited to:

Excessive cell Phone Use / Texting in Class

Foul Language or Profanity

Excessive Absences

Academic Dishonesty

Sleeping in Class

Unacceptable appearance or hygiene

Leaving a class or clinical without notice

Excessive Tardiness

Carelessness

Destruction of school / affiliate property

Theft

Insubordination

Carrying weapons

Safety Violations

Sexual Harassment

Horseplay

Fighting

HIPPA Violation

No call, no show to classes or clinicals
Lack of Cooperation with preceptors
Drug or alcohol use in class or clinical
Creating Hostile Learning Environment
Intimidation
Inability to comply with clinical objectives
Exhibits unacceptable affect with patients, other students, ACC staff, or other EMS professionals

If the student is able to complete all the Didactic, Lab and Clinical hours but due to conduct during class or unacceptable student affect the student has not performed to an acceptable level, the Director of public Safety Education can still choose to fail the student. Just because a student can meet the minimum academic standards does not mean they can meet all affect requirements of an EMS professional.

Levels of disciplinary action are as follows:

Disciplinary Counseling: For minor first offense of unacceptable behavior. The student will be advised of their unacceptable behavior & counseled on what corrective action needs to be taken in order to bring actions into compliance. Counseling will be done in private. It is at the discretion of the EMS Instructor or Clinical Preceptor, as to when a student is to be counseled. In any case, the Director of Public Safety Education will be notified of these events.

Written Reprimand: For any infraction, whether minor or more serious, the student will possibly be referred to the Director of Public Safety Education, and a written reprimand will be prepared. The student's behavior will be reviewed with Director of Public Safety Education. The Director of Public Safety Education may at this point also place the student on disciplinary probation (see next step). Any record of written reprimand will be retained in the student's file.

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- Failure to maintain the 80% grade benchmark

- Failure to attain a minimum of 75% on any Summative Final exam (with in two attempts)
- Failure to show competency on all required skills
- Giving false or misleading information to any member of staff or on any forms
- Attitudes and/or conduct inappropriate for a professional (Affect Evaluation Form)
- Missing two or more didactic (classroom) or lab days without authorized absence
- Failure to make up missed lab time or didactic tests
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D = 69-60%

F = 59% and below

Grade Performance Standards: Grades for the course will be based on the following levels of performance:

A 100% – 90% **Independent Learner**

Exceeds expectations; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; demonstrated excellent employability skills; produced high quality of work.

B 89% – 80% **Semi-Independent Learner**

Meets standards and expectations, needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; demonstrated good employability skills; produced better-than-average work.

C 79% - 70% **Semi-Dependent Learner**

Average grade, but does not meet some standards; needs help from teacher; required significant help to produce high quality work: have many errors; demonstrated fair employability skills; produced average work.

D 69%-60% **Dependent Learner**

Below average grade meeting few standards; you did complete some work; work completed was of low quality with errors; needed to improve employability skills; produced below average work.

F 59% or less **Failure**

Did not complete work or projects; if work or projects were done, they were such low quality, they did not pass, met few or no standards; demonstrates little employability skills; did not show criteria for determining quality.

Grades are based on test and quiz scores, as well as any homework related assignments (such as take-home tests, journal reviews, etc) that the instructor might give. Attendance is expected.

Clinical grading is based on a pass/fail format, using performance checklists and successful practical skills demonstration as the benchmark for a passing score. Rubrics (or check sheets) with clear grading criteria will be given for all practical exams. All students **MUST** pass all practical tests in order to meet mandated clinical objectives specified by the State of Ohio Division of EMS (see end of handbook).

All students must maintain an 80% test score average **AT ALL TIMES**, during the course. In addition, students must pass the Auburn Career Center Paramedic final exam with a score of 75% or better.

Grades will be kept confidential, with all appropriate faculty members having access to said scores. If there is any question about grading, contact the Lead Instructor or Director of Public Safety Education.

Academic Probation: If a student falls below the 80% benchmark at any time, they will be placed on academic probation. The student will meet with the Lead Instructor to discuss options for improving performance. Should the student remain below 80% after two additional tests, the student will be dismissed from the program without refund. Academic probation will not be afforded more than once in a program. The student's overall accumulative grade average for all tests, must be above an 80% to pass the program.

Graduation Requirements:

In order for a student to "graduate" from the Auburn Career Center Firefighter Program, he/she must meet the following requirements:

Demonstrate professional behavior throughout the program
Complete the classroom and skill requirements within the allotted time
Maintain an overall grade average of 80% throughout the program, and pass the written finals with a 75% or above
Prove mastery of all skills
Complete the FEMA NIMS 100 & 700 certifications prior to the last day of class
Meet all financial obligations of the program

All students that meet the above requirements will be awarded an Auburn Career Center Certificate of Completion, and will be eligible to sit for the State Firefighter Exam according to the level of class they completed.

Competencies for Firefighting:

Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

- Fire Department Organization and Safety
- Life Safety Initiatives
- Fire Alarm and Communications
- Fire Behavior
- Overhaul
- Personal Protective Equipment
- Fire Hose, Appliances and Streams
- Foam Fire Streams
- Fire Control
- Fire Cause and Origin
- Rescue
- Water Supplies
- Fire Detection Alarm and Suppression Systems
- Fire Prevention, Fire Education
- Building Construction Forcible Entry
- Ventilation and Tools
- Ropes
- Salvage
- Fire Extinguishers
- Ground Ladders
- Emergency Medical Care
- Hazardous Materials
- Hazardous Materials
- ICS
- Practical Evolutions
- Live Fire Training
- Driving

Career Development Program Competencies:

JOB-SEEKING SKILLS

- Prepare for employment
- Design a resume
- Complete and process job application forms
- Demonstrate interviewing skills
- Secure employment

EMPLOYABILITY SKILLS

- Investigate career options
- Apply decision-making techniques in the workplace
- Apply problem-solving techniques in the workplace
- Evaluate the relationship of self-esteem to work ethic
- Analyze the relationship of personal values and goals to work ethic both in and out of the workplace
- Demonstrate work ethic
- Maintain positive relations with others
- Analyze opportunities for personal and career growth
- Exhibit characteristics needed for advancement
- Use a variety of technology in the workplace
- Use a variety of technology applications
- Apply lifelong learning to individual situations
- Adapt to change
- Analyze the effects of family on work
- Exercise the rights and responsibilities of citizenship in the workplace
- Cooperate with others in the workplace
- Demonstrate effective teamwork skills
- Utilize effective communication skills

This information will be covered during the lecture periods but not necessarily in the order presented. Please refer to your course calendar for appropriate readings and assignments for each day.

In order to successfully complete this course, the student must satisfactorily complete the theoretical components of the course and complete all assignments. All students are responsible for turning in required homework on time. Homework assignments will be announced in class and due as per instruction announced at that time.

This course meets or exceeds all the guidelines set forth in the Ohio Administrative Code

Firefighter 1 and 2 Guidelines OAC 4765-24-13, 4765-20-02,

HazMat Guidelines OAC NFPA 1072

EVOC Guidelines 4765-24-10, 4765-24-11, 4765-24-02, & 4765-24-09

Report of EMS Student "On Duty Illness or Injury":

Auburn Career Center is not responsible for the cost of medical care resulting from an injury or an illness that occurs during EMT or Paramedic Didactic (class/lab) or Clinical time.

Payment Responsibility:

It is the student's responsibility to check with their department, Chief, or their employer before starting in the program, to determine if any such injury or illness occurring during EMT or Paramedic clinical time is to be covered by workers compensation, their own personal insurance policy, or self-pay basis.

Procedure

The student is responsible for reporting any injury or illness to the clinical preceptor, and the Auburn Career Center Director of Public Safety Education

A "report of the on duty illness or injury" form is to be generated by the Clinical Preceptor or hospital personnel in charge at the assigned clinical area.

The student is to be referred to the Emergency Department to be evaluated and treated by the on duty physician.

If the student refuses to be seen by the ER physician, the refusal portion of the form must be signed by the student.

The student is responsible for his/her follow-up care.

The clinical preceptor or Director of Public Safety Education is responsible for routing the incident report to the appropriate individual, as stated in this report.

Director of Public Safety Education

Date

Student

Date

**Auburn
Career Center**



Attachment Item #14

*Adult Workforce
Student Handbook*

Auburn Career Center



Adult Workforce Education Student Handbook 2023-2024

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

We believe that:

- People are personally responsible for their choices and actions.
- Treating people with dignity and respect will enhance learning.
- Attitude and goals drive achievement.
- All people can learn.
- All people can make positive contributions.
- Change is exciting and essential for growth.

8140 Auburn Road
Concord Twp., OH 44077
440.357.7542

www.auburncc.org

CONSUMER DISCLOSURE

Auburn Career Center is required by Federal Law to disclose the following information to our prospective and enrolled students on an annual basis:

- ✓ Available Financial Assistance
- ✓ Campus Security Report – Clery Act
- ✓ Completion/Graduation Rates
- ✓ Drug/Alcohol Abuse Prevention
- ✓ Family Education Rights & Privacy Act (FERPA)
- ✓ Institutional Information
- ✓ Job Placement Information
- ✓ Retention Rate

All of the above information and more is found in our Student Handbook and Student Financial Aid webpage, which is made available to all prospective and current students.

This information is available in hard copy upon request. To obtain a copy please contact the Financial Aid Specialist at: 440.357.7542 extension 8326.

AUBURN VOCATIONAL BOARD OF EDUCATION MEMBERS

TBD

Dr. Susan Culotta, Vice-President

Mrs. Jean Brush

Mr. Kenneth Cahill

Mr. Geoffrey Kent

Ms. Sherry Maruschak

Mr. Roger Miller

Mr. Paul Stefanko

TBD

Mrs. Mary Wheeler

AUBURN ADMINISTRATION

Dr. Brian Bontempo
Superintendent

Ms. Sherry Williamson
Treasurer

Mr. Jeff Slavkovsky
Executive Director of Career & Technical Education

Ms. Michelle Rodewald
Director of Adult Workforce Education &
Business Partnerships

Mr. David Leone
Director of Curriculum & Instruction

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Welcome to Auburn!

Dear Adult Workforce Education Student,

You have chosen Auburn Career Center as the educational institution that will prepare you for workplace employment. In addition, Auburn Adult Workforce Education courses may also prepare you for Industry Certifications, as well as, help you transition to college coursework, as a sequence to your training. At Auburn Career Center, we expect you to find coursework that is focused on rigorous and relevant instruction. We want you to be successful, and we are here to help you.

Our mission statement reads: Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and to enrich their community. Our goal is to provide you with the knowledge and skills necessary to become a productive and responsible employee. Please try to earn as many industry certificates as possible to help you have the competitive edge to market yourself when interviewing for your desired job.

As an Auburn Career Center Adult Workforce Education student, you are encouraged to utilize all of our resources to aid you in obtaining your career goals. Please use our Student and Career Services Office to assist you with your interviewing skills, job-hunting skills, exit resume, and assembling your portfolio. In some programs, an internship opportunity may be available, and our Business Partnership office will match you with a company for this experience. We appreciate that gainful employment is your goal at the end of your training program. We are here to assist you in obtaining a good job and to be available to continue to help succeed in your career pathway.

Please read the Student Handbook. This handbook will help you understand the expectations Auburn Career Center has for our students. We believe that every student is personally responsible for their actions and should follow the established guidelines found in the student code of conduct.

Best wishes as you take your next steps in your career preparation!

Sincerely,

Dr. Brian Bontempo
Superintendent

OFFICE STAFF PHONE EXTENSION LIST

440.357.7542

Director of Adult Workforce Education

Ms. Michelle Rodewald x8028

Office Hours

Monday through Thursday: 10:00 am – 8:00 pm

Friday: 10:00 am – 6:00 pm

Saturday and Sunday: CLOSED

Main Office Services:

Registration – Transcripts – Book Purchases - Student Records

Administrative Assistant: Ms. Laura Kamis.....X8276

Administrative Assistant: Ms. Jessica Brown.....X8112

Student and Career Services: Career Advising, Student Academic Advising, Job Placement Services, Financial Aid, and Resume Writing

Career Advisor & Student Services: Nicole Moore X8090

Financial Aid Kelly StephansX8326

Auburn Aspire Program

Director of ASPIRE & Assessment Ctr. Ms. Blair Suttles X8237

Administrative Assistant Alexandra Juarez-Young X8027

Business Partnerships

Director of Business Partnerships Mr. Andrew Kelner X8018

Customized Training

Contract Coordinator Michelle Rodewald X8159

EMS/Paramedic/Firefighter Training

Director of Public Safety Mr. Sean Davis X8026

Industrial Trades

Director of Industrial Trades Mr. Kelly Bean X8236

Health Care

Director of Practical Nursing Ms. Karen Howell X8366

Resource Officer

Lake Co. Sheriff's Dept. Personnel Officer on Duty X8111

Assessment Center

Administrative Assistant Alexandra Juarez-Young X8027

DIRECTORY OF ADULT WORKFORCE EDUCATION PERSONNEL

Auburn Practical Nursing Program Director of Practical Nursing	Karen Howell (khowell@auburncc.org)
Dental Assistant Director of Practical Nursing Instructor	Karen Howell (khowell@auburncc.org) Angela Eckman (aeckman@auburncc.org)
Emergency Medical Technician Director of Public Safety Emergency Medical Technician Emergency Medical Technician (customized training)	Sean Davis (sdavis@auburncc.org) Carmen Tibaldi (ctibaldi@auburncc.org) Gene Lutz (elutz@auburncc.org)
Emergency Services Telecommunicator Director of Public Safety Instructor	Sean Davis (sdavis@auburncc.org) Barton Eland (beland@auburncc.org)
Firefighter 1 & 2 Director of Public Safety Firefighter Instructor Firefighter Instructor Firefighter Instructor Firefighter Instructor (Skills Examiner) Firefighter Instructor	Sean Davis (sdavis@auburncc.org) Mike Fearing (mfearing@auburncc.org) Jason Benton (jbenton@auburncc.org) Edward Koziol (ekoziol@auburncc.org) James Powers (jpowers@auburncc.org) Brian Valletto (bvalletto@auburncc.org)
Fire Inspector Director of Public Safety Instructor	Sean Davis (sdavis@auburncc.org) James Davis (jdavis2@auburncc.org)
HVAC Director of Industrial Trades Instructor	Kelly Bean (kbean@auburncc.org) Lewis Fletcher (lfletcher@auburncc.org)
Industrial Electricity - Electrical Training Director of Industrial Trades Instructor	Kelly Bean (kbean@auburncc.org) Richard LaForce (rlaforce@auburncc.org)
Machining/CNC Director of Industrial Trades Instructor (Manual) Instructor (CNC Machining)	Kelly Bean (kbean@auburncc.org) Chip Bojanowski (cbojanowski@auburncc.org) Al Large (alarge@auburncc.org)
Paramedic Director of Public Safety Paramedic Paramedic	Sean Davis (sdavis@auburncc.org) Joe Cooper (jcooper@auburncc.org) Mathew Urie (murie@auburncc.org)
Small Engine Repair Director of Industrial Trades Instructor	Kelly Bean (kbean@auburncc.org) Randy Horvath (rhovath@auburncc.org)
State Tested Nurse Aide Director of Practical Nursing Instructor	Karen Howell (khowell@auburncc.org) Kristine Shreves (kshreves@auburncc.org)
Welding Director of Industrial Trades Instructor	Kelly Bean (kbean@auburncc.org) Scott Slagle (sslagle@auburncc.org)

ADULT WORKFORCE EDUCATION CALENDAR

2023-2024

District Closed ~ No Classes

September 4	Labor Day
October 5	Student/Parent/Teacher Conference (High School)
October 13	NEOEA Day
November 20	District Open House
December 20 – January 2, 2024	Winter Break
January 15	Martin Luther King Day
January 31	Program Information Night
February 19	President's Day
March 25 –April 1	Break
May 15	New Student Orientation (High School)
May 27	Memorial Day
June 19	Juneteenth
July 4	Independence Day

AUBURN CAREER CENTER

Campus

Auburn Career Center has established a strong tradition of providing education to meet the needs of area students, employers, and agencies dealing with economic and human resource development. As a result, various programs, services, and facilities have evolved to fill those needs. Auburn has six buildings on its campus including the main building, Technology Learning Center, Industrial Arts Building, Horticulture Center, Fire Training Ground, and Annex totaling approximately 170,000 square feet. It includes 24 classrooms and 26 hands-on labs. Auburn Career Center is a nonsmoking facility located in Concord Township.

Equipment

Auburn Career Center is equipped with a state-of-the-art Welding lab and Industrial Arts lab for HVAC and Machining/CNC that provides the most current technology in the field. Our Public Safety programs use a brand new Fire Simulation Tower, a full-service ambulance, an entire house as well as a fire truck as part of their training. Our Practical Nursing program has a lab with four beds for clinical demonstrations and simulations. Additionally, Auburn Career Center has 10 labs for Industrial Training, IT, and Health Careers. Computer access is available to every student at a 1:1 ratio.

ACCREDITATION AND AFFILIATIONS

Accreditation

Auburn Career Center became fully accredited with the Council on Occupational Education (C.O.E.) and received the highest recommendation of a six-year reaccreditation in 2023. The Council on Occupational Education is a national accrediting agency recognized by the United States Department of Education assuring quality and integrity in career and technical education. COE can be contacted at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350. Telephone: 800.917.2081.



Additional Accreditations/Associations and Professional Boards

Auburn Career Center's Adult Workforce Education Program is recognized by many professional boards and associations, some of which are:

- Ohio Board of Nursing
- Ohio Department of Health
- Ohio Department of Public Safety
- Auburn's Paramedic Program is accredited through the Commission on Accreditation of Allied Health Education Programs



EQUAL OPPORTUNITY- POLICY

Auburn Career Center believes that all persons are entitled to equal educational and employment opportunities. The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, age, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. We do not discriminate in our application, registration, recruitment, appointment, promotion, payment, training, or other educational and employment practices.

ADMISSIONS PROCEDURES

Eligibility for Admission

1. Incoming students taking advantage of any Title IV funding must have a High School Diploma or a General Education Development High School Equivalency Diploma (GED).

Auburn requires that all transcript copies, the high school diploma, or certificate **MUST** be translated into English by an authorized certifying official at an official translation service and notarized. The English translation must be prepared on official business letterhead stationery. English translations on plain copy paper are not acceptable.

2. Admissions into any Public Safety, Auburn Licensed Practical Nursing, or State Tested Nurse Aide programs have admission requirements which may include additional items such as: pretesting, background check, physical, TB test, and letters of recommendation. These requirements are listed in our requirements for enrollment page on our website.

Adult Diploma Option Programs

1. Several programs are open to persons without a high school diploma who want to earn an industry credential and at the same time earn the General Education Development High School Equivalency Diploma (GED).
2. Students who enroll in an Adult Diploma option program must first attend Aspire for a minimum of 12 hours, pass an ACT WorkKeys® Assessment with a score of 14 or higher, and sign up for a Safe Account through the Ohio Department of Education. Auburn Career Center staff can help you through the process.
3. Once you complete the items listed in #2, you can then register for an adult diploma option class **FREE** of charge including all supplies, books, and uniforms.
4. After successfully earning the industry credential, and completing the course according to the course syllabus, you will simultaneously earn your GED.

Admissions Process

1. Contact the Adult Workforce Education Administrative Office at 440.357.7542 X8276. Complete the registration form, the enrollment agreement, and the registration payment over the phone, in person, U.S. mail or via email, or online at www.auburncc.org.
 - To send the completed registration form and enrollment agreement via U.S. mail, include payment and address to: Adult Workforce Education Office, Auburn Career Center, 8140 Auburn Road, Concord Twp., OH 44077.
 - To send the completed registration form and enrollment agreement via email, include the credit card number to Adult Workforce Education Office to lkamis@auburncc.org or jbrown2@auburncc.org

(Continued)

Admissions Process (cont'd)

2. Prospective students are encouraged to make an appointment with our adult administrative assistants or appropriate program director to review registration steps, address course selection questions, and discuss payment options.
3. Students who are interested in funding their institutional costs through financial aid can speak with Auburn's Financial Aid Coordinator, Kelly Stephans
4. Students who plan to take the Auburn Practical Nursing program, Paramedic, Firefighter 1 & 2, Emergency Medical Technician, Public Safety Academy, or Emergency Services Telecommunicator courses are required to take an assessment and meet the minimum scores needed for placement.
5. The Auburn Practical Nursing program, Paramedic, Firefighter 1 & 2, Emergency Medical Technician, Public Safety Academy, or Emergency Services Telecommunicator programs have additional requirements for enrollment. These requirements are found on the requirements for enrollment page on our website, in course syllabi and application packets.

Readmission Policy

Students who withdraw from a program before completing, are dismissed due to grades, attendance, or behavior, or are Administratively Withdrawn cannot re-enroll in a program unless he/she completes a written petition and submits it to the Director of Adult Workforce Education or the program's director. The petition must include how the student will be successful and address any attendance/grade/behavior issues during their prior attendance. The course instructor or program administrator and the Director of Adult Workforce Education will review the petition and grant or deny re-enrollment. The decision of the course instructor and Director of Adult Workforce Education is final. Students with a prior unpaid balance owed to Auburn Career Center are not eligible to re-enroll or petition to re-enroll unless the unpaid balance is resolved.

TUITION

Students are responsible for payment of all tuition and fees by the second day of class unless they have completed an Enrollment Agreement or are funding their costs through Federal Financial Aid or some other accepted means such as Job & Family Services.

Withdrawal and Refund Policy**

Note: Auburn Career Center reserves the right to modify this policy at any time.

To officially withdraw from a class or program the student must complete the Adult Workforce Education Student Request for Withdrawal form (. The Adult Workforce Education Office can provide this form. Students who are unable to physically submit the Workforce Education Withdrawal Form must contact the Adult Workforce Education Office by telephone or email.

Students who are absent 10 consecutive calendar days and have not contacted the school will be Administratively Withdrawn from their program.

(Continued)

Withdrawal and Refund Policy (cont'd)

Auburn Career Center's Refund Policy does not mean students who withdraw will be given a refund. The student's tuition will be adjusted according to the refund policy listed below and only students who have paid their tuition and fees may be given a refund. Students with Federal Financial Aid are subject not only to Auburn's Refund Policy but also the Return of Title IV Funding (page 35) calculation done on any awarded Federal Financial Aid. Before withdrawing, students should talk to the Financial Aid Specialist to see how their Federal funds will be impacted. Similarly, students receiving Veterans Administration (VA) benefits for schooling or monthly stipends are subject not only to Auburn's Refund Policy but also to the VA guidelines. Before withdrawing, students should talk to our Financial Aid Specialist to see how their disbursed VA funds will be impacted.

Refunds for Classes Cancelled by Auburn Career Center

Classes that are canceled by Auburn Career Center before the program's planned start date will have 100% of tuition, fees, books, and supplies, that have been paid to the institution refunded to the student. The refund will be made within 45 days of the program's planned start date.

Refunds for Students Who Withdraw On or Before the First Day of Class

If tuition and fees are collected in advance of the start date of a program and the student does not begin or withdraws on the first day of class, no more than \$100 of the tuition and fees will be kept by Auburn Career Center. Refunds will be made within 45 days of the program's planned start date.

Refund Policy for Programs That Are Less Than 200 Clock Hours

After the first day of class, any funds that Auburn Career Center has expended for the student's program will be charged to the student. The tuition will be refunded on a prorated basis based on the amount of tuition paid and the percentage of the program hours elapsed during the scheduled payment period. **Students who complete 50% of their scheduled program are not eligible for a prorated refund of their tuition.**

Refund Policy for Programs That Are 200 Clock Hours or More

Students who withdraw after the first day of class or are Administratively Withdrawn will be evaluated to see if they are eligible for a prorated refund of their program cost. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students who complete 50% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and the application fee are nonrefundable. The calculation to determine the percentage of a program completed by a student is the number of hours a student has attended up to the date of withdrawal divided by the total number of hours in the program.

Example: A student withdraws from a 200 clock hour program after attending the first 90 hours of the program, which is 45% of the program hours. If the tuition for the program is \$1000, the fees \$100, and the book \$50, as long as the student paid all charges, the student would receive a refund of \$550 from Auburn Career Center when he/she withdraws. If the student withdrew after 100 hours, they would not receive a refund.

Please Note:

- Students who are removed from a class or program due to violations of the student conduct policies, violation of Board policies, or prosecutable offenses are not eligible for a refund and will owe 100% of their tuition, fees, and book costs.
- Students are responsible for repaying their Federal Student Loans whether or not they complete their training programs. Students receiving Veterans Administration monthly stipend benefits while attending Auburn may be required to repay some or all of those benefits.
- Any student who withdraws from Auburn must pick up his/her personal belongings within 30 days. If the student fails to do so, the item(s) will be disposed of.

PAYMENT OPTIONS

Cash Option

Students utilizing the cash option payment will pay 100% of their tuition and fees before the first day of class. This payment can be made through credit card, debit, cash, or check. However, if you pay by check and the funds are not available in the account and the check returned unpaid, the student will only be allowed to pay through debit, credit card, or cash or removed from class.

Enrollment Agreement

All students are required to complete an Enrollment Agreement for the program cost at the time of registration. To participate in the payment plan, submission of a valid Visa, MasterCard, or Discover card is required. The balance is payable in equal monthly, interest-free installments due on or before the 16th of each month, throughout the term of the class. The first payment must be made on or before the 16th of the first month of class or the student can be Administratively Withdrawn.

Students with expired/declined credit or debit cards will be notified in writing. The student will have ten (10) business days to present updated information to the Adult Workforce Education Office. Failure to provide current card information after the ten days may result in withdrawal from the program.

Pell Grant Only Option

Students who are Pell Grant eligible (verified by the Financial Aid Specialist) but do not want to use Federal Direct Student Loans to pay their balance are required to complete an Enrollment Agreement with credit/debit card information for the balance of the tuition.

FINANCIAL AID

Statement of Philosophy

The philosophy of student financial aid at Auburn Career Center supports the career preparation education of the student. Our objective is to help the student acquire general employability skills and the occupational-specific skills necessary for initial job entry and continuing successful employment skills that will aid the student in achieving economic independence as a productive and contributing member of society.

The following are the guiding principles of the student aid programs at Auburn Career Center.

- A. The primary purpose of student financial aid is to assist qualified students who would be unable to attend this school without such aid. Students and their parents and/or spouse are expected to take primary responsibility for the financing of the student's education. Therefore, any aid the student may receive from our institution should be regarded as supplemental to that which can be provided by the student and his/her parents and/or spouse. **Students who are in default from previous financial aid loans are not qualified for additional assistance until resolving this with your previous student loan servicing provider.**
- B. This school also believes in the principles of student self-investment. Students are expected to save and provide a portion of their earnings for their educational expenses.
- C. The Office of Student Financial Aid provides counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational expenses.
- D. Auburn Career Center provides equal opportunities in its educational programs. Auburn Career Center does not discriminate on the basis of race, color, natural origin, ancestry, creed, gender, age, religion, presence of a disability or handicap, marital status, pregnancy, sexual orientation, or veteran status in the administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

Statement of Principles

1. The primary purpose of the Auburn Career Center Financial Aid program shall be to provide financial assistance to accept students who without such aid would be unable to enroll in our school.
2. We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. We, therefore, work with other educational institutions in support of this goal.
3. We shall publish budgets that state total student expenses realistically; including, tuition and fees, books, and supplies.
4. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their assets and earnings, including appropriate borrowing against future earnings.
5. The amount of any type of self-help expected from students will be related to the circumstances of the individual.

Statement of Principles (cont'd)

In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with the least ability to pay for their program.

6. We shall review our financial assistance awards annually to determine if there are changes based upon Federal regulations and the possible need for students to complete more than one Federal financial aid application. We have an obligation to inform students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.
7. Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and will encourage the student and others to respect the confidentiality of this information.
8. All documents, correspondence, and conversations between and among the aid applicant, his/her family, and financial aid officers are confidential and entitled to the protection ordinarily arising from a counseling relationship.

Financial Aid Office Personnel Code of Conduct

1. Student financial aid office duties will be conducted ethically and professionally and in keeping with organizational policies and procedures as well as relevant federal, state, and accreditation requirements.
2. The student financial aid officer will provide counseling for students and parents and/or spouse who desire assistance in financial planning to meet educational expenses.
3. Neither the school nor the financial aid office will enter into any revenue-sharing arrangements with any lender.
4. The financial aid office will not steer borrowers to particular lenders or delay loan certifications.
5. Concessions or promises to the lender for a specific number of FSA loans, a specific loan volume, or a preferred lender arrangement.
6. The financial aid office staff will not accept gifts from a lender, guaranty agency, or loan servicer other than gifts distributed from vendors to conference or workshop attendees.
7. The financial aid office staff will not accept compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
8. The financial aid office staff is prohibited from accepting compensation to serve on an advisory board, commission, or group established by a lender or guarantor except for reimbursement for reasonable expenses.
9. The student financial aid officer will only provide truthful and accurate statements, descriptions, and explanations regarding the school student services division.
10. Student financial aid office personnel will work to ensure that students are fully informed and able to make appropriate enrollment decisions without undue pressure.
11. Student financial aid office personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.
12. Student financial aid office personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.

13. Student financial aid office personnel will participate in relevant training provided by the school, state federal, and/or professional associations to enhance their skills as financial aid advisors.
14. Student financial aid office personnel will not assist prospective students in providing false or misleading information on any application.
15. Student financial aid office personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.

Financial aid is available to eligible, full-time students. A full-time student is any student who is enrolled in a program of 600 or more clock hours. Contact the Financial Aid Specialist for further information. For students desiring financial aid, additional financial information will be required.

Financial Aid recipients must follow the school's attendance policy to remain eligible for financial aid. **Failure to maintain attendance will result in loss of Financial Aid funding, and you will be responsible for the balance of your account.**

Students who have not completed their financial aid before the first day of class must make the first month's payment according to their Enrollment Agreement, or they will be unable to attend class. If a student does not have their financial aid completed by the start of the second month of their program, they must continue to make monthly payments until their financial aid is completed.

Students must apply for financial aid **every award year** by completing the following steps:

- a) Complete the Free Application for Federal Student Aid (FAFSA) at [Home | Federal Student Aid](#). The FAFSA should be completed no later than May 1* for the upcoming award year to optimize financial opportunities. **Auburn Career Center's school code is 030514.**
- b) Submit any other financial aid requested documents (*i.e.*, verification worksheet, signed federal tax transcript, W-2 form, parents' tax information if needed, etc.).

The award year for Federal financial aid runs from July 1 to the following June 30. If a student is in a class that crosses over the June 30 to July 1 award year, they need to apply with FAFSA for **both award years** to take advantage of all available financial aid.

After all requested documents are submitted, the student will receive a financial aid offer/letter. Financial aid offer/letters are emailed to students when Auburn Career Center is notified of the student's award standing.

Financial Aid Academic Good Standing and Satisfactory Progress Policy

1. All students who receive financial aid assistance are required to meet the standards of the Financial Aid Academic Good Standing and Satisfactory Progress Policy based on federal regulations. Failure to meet the minimum requirements of this policy can result in a student becoming ineligible for financial aid.
2. Financial Aid Academic Good Standing and Satisfactory Progress are monitored through periodic examination of grades and attendance issued by the instructor.

What Title IV Financial Aid Programs are Available?

Students interested in applying for financial aid to assist them with tuition and school-related expenses need to file the Free Application for Federal Student Aid (FAFSA) at [Home | Federal Student Aid](#) then contact the Financial Aid Office at 440.357.7542 X8326 for an appointment to review eligibility.

Note: Financial aid is not automatic. STUDENTS MUST FILE THE FAFSA TO RECEIVE TITLE IV AID.

Financial Aid Office Contact Information

Financial Aid Office: 440.357.7542 X8326

Kelly Stephans, Financial Aid Specialist

kstephans@auburncc.org

Office Hours: Monday/Wednesday 10:00 a.m. – 6:00 p.m. Tuesday/Thursday/Friday 7:30 a.m. – 3:30 p.m.

Federal Pell Grant Program

Students wishing to apply for financial aid may visit the Financial Aid Office at the school where students are encouraged to apply for the Federal Pell Grant Program. The Pell Grant is a federal grant given with no repayment expected. Any student wishing to receive a Federal Pell Grant, as well as, Federal Direct Loan must meet the eligibility requirements established by the U.S. Department of Education. To be considered for a Federal Pell Grant a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA may be completed online at [Home | Federal Student Aid](#). Not all students will qualify for a Federal Pell Grant.

An Award Offer Notification will be provided to the student indicating the type and the amount of aid offered.

Federal Loan Programs - William D Ford Federal Direct Loan Program

Subsidized Loan: A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 900 clock hours will be prorated down based on the number of clock hours in the student's program. The federal government pays the interest during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled at least half-time, withdraws or graduates.

Unsubsidized Loan: An unsubsidized loan is not awarded on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student(\$3,500 subsidized & \$2,000 unsubsidized) and \$9,500 (\$3,500 subsidized & \$6,000 unsubsidized) for a first-year independent student. Repayment of the principle will begin six months after the borrower ceases to be enrolled at least half-time, withdraws or graduates.

Federal Parent Loan to Undergraduate Student (PLUS): PLUS loans are meant to provide additional funds to dependent students for education-related expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after the final loan disbursement is made.

All federal loans will be reported to the U.S. Department of Education’s National Student Loan Data System as part of the student’s financial aid history. This information will be accessible to authorized agencies, other post-secondary institutions, lenders, and federal loan servicing agencies.

Entrance and Exit Loan Counseling Sessions

Recipients of the subsidized and the unsubsidized Federal Direct Student Loans must complete entrance counseling before their Federal Loans are disbursed and exit counseling before they complete their course of study or withdraw from classes. Entrance and Exit Counseling informs students of their rights and responsibilities regarding their loans, how to plan for repayment, repayment options, and Deferment/Forbearance/Cancellation options. Entrance/Exit Counseling can be completed online at: <https://studentaid.gov/entrance-counseling/>

Sample Monthly Loan Payment

The chart below gives estimated payment amounts for Stafford and Plus Loans. It is based on immediate repayment and a maximum repayment period of ten (10) years. Numbers are approximate due to rounding.

Sample Monthly Loan Payments

Amount Borrowed	Number of Payments	5.00% Mo. Pymt	6.00% Mo. Pymt	7.00% Mo. Pymt	8.25% Mo. Pymt	9.00% Mo. Pymt
\$1,000.00	20	\$52.22	\$52.67	\$53.12	\$53.69	\$54.03
\$2,000.00	43	\$50.90	\$51.81	\$52.72	\$53.88	\$54.59

(Continued)

SAMPLE MONTHLY PAYMENTS (cont'd)

Amount Borrowed	Number of Payments	5.00% Mo. Pymt	6.00% Mo. Pymt	7.00% Mo. Pymt	8.25% Mo. Pymt	9.00% Mo. Pymt
\$2,500.00	56	\$50.15	\$51.29	\$52.46	\$53.94	\$54.84
\$3,000.00	69	\$50.12	\$51.52	\$52.94	\$54.75	\$55.85
\$3,500.00	82	\$50.48	\$52.13	\$53.82	\$55.98	\$57.30
\$4,000.00	97	\$50.21	\$53.82	\$54.12	\$56.64	\$58.19
\$4,500.00	113	\$50.01	\$52.22	\$54.49	\$57.40	\$59.19
\$5,000.00	120	\$53.03	\$55.51	\$58.05	\$61.33	\$63.34
\$5,500.00	120	\$58.34	\$61.06	\$63.86	\$67.46	\$69.67
\$6,000.00	120	\$63.64	\$66.61	\$69.67	\$73.59	\$76.01
\$6,500.00	120	\$68.94	\$72.16	\$75.47	\$79.72	\$82.34

Forbearance: If you can't make your scheduled loan payments, but don't qualify for a deferment, you may be able to qualify for a forbearance. Forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Some common reasons for getting forbearance are illness, financial hardship, or serving in a medical or dental internship or residency. See your copy of the Borrower's Rights and Responsibilities Statement for more examples. You can also get more information by contacting your loan servicer.

Under certain circumstances, you may be eligible to qualify for an automatic forbearance, for instance, while we're processing a deferment, forbearance, cancellation, a change in repayment plan or consolidation, or if you're involved in a military mobilization or a local or national emergency.

School-related discharges: In certain cases, you may be able to have all or a part of your loan canceled because:

- Your school closed before you completed your program.
- Your school forged your signature on your promissory note or falsely certified that you were eligible to get the loan.
- Your loan was falsely certified because of identity theft (additional requirements apply).
- You withdrew from school but the school didn't pay a refund that it owed under its written policy or our regulations. Check with the school to see how refund policies apply to federal aid at the school.

In general, you must repay your loan even if you don't graduate, can't find work in your field of study, or are dissatisfied with the education program.

Disability, Bankruptcy, or Death: Your loan may be discharged if you are determined to be totally and permanently disabled and you meet certain requirements during a three-year conditional discharge period. To apply for this discharge, you must provide a physician's statement that you became totally and permanently disabled after the loan was made. See your copy of the Borrower's Rights and Responsibilities Statement for more information on the procedures and conditions for this discharge.

Your loan may be canceled if it is discharged in bankruptcy. This is not an automatic process. You must prove to the bankruptcy court that repaying the loan would cause undue hardship.

For a deceased student, the loan will be canceled if a family member or other representative provides acceptable documentation to the student's service provider. Auburn Career Center will forgive any unpaid balance owed to the institution if a student passes away while enrolled in an Auburn program.

Contact your servicer for more information or to get a cancellation form. You can also find more information in your copy of the Borrower's Rights and Responsibilities Statement.

Default Management Plan

Student Loan Information:

Students are advised when completing his/her entrance counseling that unlike grants, a loan is money that must be repaid. Students are informed that a student borrower, is legally obligated to repay his/her loan(s), so we encourage students to fully read and understand the terms and conditions before accepting a loan(s). Students must repay loans even if he/she do not complete the program. Auburn Career Center will complete an R2T4 form (Return of Financial Aid) to calculate how much a student has earned in student loan(s) and if any loan(s)/Pell Grant needs to be returned to the Department of Education. (when withdrawal is completed).

The first requirement for obtaining a federal loan at Auburn Career Center is completing a FAFSA application (Free Application for Federal Student Aid) at fafsa.gov. To be eligible for financial aid at Auburn Career Center (ACC) the programs must be a minimum of 600 clock hours or more. The Financial Aid Specialist will encourage the student to make knowledgeable decisions when applying for student loan(s). It is recommended to only borrow the amount of funds needed to successfully complete his/her education.

Loan Servicer Providers:

Auburn Career Center (ACC) works together with the lenders of the Federal Direct Loans. Students are advised not to ignore his/her loan servicer provider's calls, emails or mailings. If a student moves or changes his/her contact information, they will need to contact their loan servicer provider and also the school to update his/her information. Borrowers who fail to notify his/her loan servicer provider of these changes, may incur additional charges for missed or late payments and could be at risk of severe penalties for student loan default.

Collection of Information and Accurate Reporting of Student Status Changes:

Auburn Career Center validates the students address, email and phone number at the time of completion of his/her program. This provides the lender information for a student in the event the lender needs to verify student information.

The Financial Aid Specialist reports to National Student Loan Data System (NSLDS) in January, March, May, July, September and November as mandated by the Department of Education. The Financial Aid Specialist will report any enrollment changes that occur between the scheduled reporting dates to NSLDS as they occur.

Default Prevention:

Communication of information relevant to the prevention and management is a department effort. The Financial Aid Specialist, the Student Service Office and the Adult Director of Adult Workforce, and teachers here at ACC monitor a student's success.

Adult staff including: student services, adult directors, teachers, the financial aid specialist and the third party servicer all monitor the students' grades and attendance records. If needed these groups work together to provide intervention and remediation students in need.

The Financial Aid Specialist will access NSLDS data to identify any delinquent borrowers more than 50 days delinquent. A letter will be mailed out to any delinquent borrower providing guidance to avoid default. The letter will include:

1. Name, phone number and the website of the loan servicer
2. The number of days the student is in default
3. Contact information for ACC for additional help.
4. In the case a student does not respond to the letter, an email and phone call will be made to contact the student.

Plan Evaluation:

The Financial Aid Specialist along with the Adult Education Director will review the school's official Cohort Default rate annually.

The school acknowledges it may face serious consequences due to a high default rate. This could include the loss of participation in the Direct Loans and/or Pell Grant programs. The Financial Aid Specialist and Adult Education Director will monitor the Cohort Default Rate and make adjustments to this plan if necessary to reduce the default rate.

If deemed necessary, Auburn Career Center may contract with a third party to assist delinquent students. Third parties have resources in skip tracing that the school does not and is able to locate students and follow up on delinquencies.

Student Resources:

Manage Loans: Entrance Counseling, Exit Counseling, Annual Student Loan Acknowledgement, Loan Simulator, Consolidate Loans, Online Loan Repayments, Avoid Default.

[Home](#) | [Federal Student Aid](#)

OTHER FINANCIAL AID

Workforce Innovation and Opportunity Act and Community Action Organization (WIOA/CAO)

The WIOA/CAO Program is a type of grant that does not require repayment. WIOA/CAO is set up to assist students with school-related expenses the Pell Grant does not cover. You must file the FAFSA before applying for WIOA/CAO (even if you know you will not qualify). Students must contact his or her local employment office or an applicable agency (Ohio Means Jobs Office).

A student on WIOA/CAO should be aware that the student will be responsible to pay for any tuition and other school-related expenses not covered by the WIOA Program.

Veterans Administration (VA)

Veterans, active duty service persons, reservists, or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various Veterans Administration Educational Assistance Programs. Eligibility criteria for Military Educational Assistance and benefits vary by state and school. Applicants must first check with the Veterans Administration office to see if they qualify for benefits.

Students who receive VA educational benefits are still required to select one of the school's primary financing options (*e.g.*, Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA.

A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill® benefits.

- Auburn permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:
 1. The date the payment from the VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

(Continued)

Veterans Administration (VA) (cont'd)

- Auburn will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under Chapter 31 or 33.

In 2017, the Harry W. Colmery Veterans Educational Assistance Act (Colmery Act), established that all School Certifying Official's (SCO's) employed by covered educational Institutions offering courses of education approved for VA funding must meet training requirements set forth by the VA or the institution may be disapproved for funding. The law classified an SCO as an employee of an educational institution with primary responsibility for certifying Veteran enrollment at the educational institution.

The Colmery Act also prohibits an educational institution with 100 or more eligible students from using the reporting fees for or merging with the amounts available for the general fund of the educational institution, and reiterated that any reporting fee paid to an educational supporting program for veterans.

GI Bill® leadership has regularly met with SCO's, school leadership, and other stakeholders to discuss how the GI Bill® is administered and what programmatic changes can be made to improve the GI Bill® student experience. A frequent topic during these discussions is overall SCO workload and responsibilities, and the appropriate SCO to GI Bill® student ratio. With the input and feedback received from these engagements, VA is recommending educational institutions adopt a ratio of (1) full-time SCO to every 200 GI Bill® students.

The VA understands the importance and impact that this ratio may have on the resources made available for GI Bill® students and their dependents. This information is a recommendation only and should be used by educational institution's leadership as guidance. This number should be adjusted as appropriate by the educational institution to reflect additional duties the SCO is responsible for beyond certifying GI Bill® enrollments including the administration of the other Veteran Education Programs.

Questions related to this recommendation can be sent to FOREVERGIBILL.VBAVACO@va.gov.

Students who have questions about these benefits should contact the U.S. Department of Veteran Affairs.

SCHOLARSHIPS

The Auburn Career Center does accept some scholarships as tuition and (sometimes also fees) payment. The student must submit the proper paperwork to the Financial Aid Office, such as the name of the contact person, agency, copy of proof of scholarship, etc. so the Financial Aid Office will know who to contact and where to collect the scholarship funds. Students can contact the Adult Office for additional Auburn Education Foundation scholarship opportunities.

Note: The student will be responsible to pay for any tuition and other school-related expenses not paid by the scholarship.

EMPLOYER PAYMENTS

The Auburn Career Center does accept payment of tuition and fees from a student's employer. The student must notify the Financial Aid Office of the contact person, place of employment, purchase order (if applicable) etc. to invoice for payment.

Note: The student will be responsible to pay for any tuition and other school-related expenses not paid by the employer.

WHAT IS MY DEPENDENCY STATUS?

You are considered an **Independent Student** if you meet any one of the following criteria:

- You were born before January 1, 2001
- You will be working on a master's or doctorate program in the school year 2024-2025
- You are married as of the date of application
- Currently serving on active duty in the U.S. Armed Forces for purposes other than training
- As determined by a court you are or were an emancipated minor
- As determined by a court you are or were in a legal guardianship
- Your high school, school district homeless liaison, the director or an emergency shelter funded by the U.S. Department of Housing and Urban Development or the director of a runaway or homeless youth basic center determined that you were an unaccompanied youth who was homeless or at risk of being homeless at any time after July 1, 2023
- You have children that receive more than half of their support from you between July 1, 2024, and June 30, 2025
- You have dependents (other than children or spouse) that receive more than half their support from you now through June 30, 2025.
- You are an orphan, in foster care or ward of the court at any time since turning 13
- You are a veteran of the U. S. Armed Forces

If the student does not meet any of the above criteria, the student is considered a **Dependent Student**, and parents must complete part of the FAFSA and provide their financial information.

In some "special circumstances," a student may apply to receive what is called a Dependency Override. Only the Financial Aid Office can decide to approve a Dependency Override request after careful consideration and review of documentation.

PROFESSIONAL JUDGMENT & SPECIAL CIRCUMSTANCES POLICY

The following policy will be used in making professional judgment decisions for a student's Special or unusual circumstance:

Basic Guidelines

The Financial Aid Officer must resolve any conflicting or inconsistent information received from the student's Free Application for Federal Student Aid (FAFSA) before allowing a professional judgment. For example, if the student is flagged for verification, a verification must be completed first. All FAFSA data but be accurate before applying any professional judgment adjustments.

(Continued)

Professional judgment adjustments must be decided on an individual student basis only and circumstances must be special or unusual. In other words, they must fall outside the normal type of information required by the U.S. Dept. of Education (income, assets, dependency status, etc.)

Examples of Special Circumstances

1) Higher than normal medical and/or dental expenses:

Required Documentation:

- Copies of medical or dental bills
- Canceled checks
- Request for Special Consideration Form completed by the student and signed by the financial aid officer.

2) Change in employment status, income, or assets:

Required Documentation:

- Copy of monthly unemployment benefits statement
- Copy of recent pay stub
- Other documents used to calculate the projected annual income

(Continued)

- 3) **Separation or Divorce:** The dependent student has already completed the FAFSA, but his/her parent have become separated or divorced. Or a married independent student has become separated or divorced after completing the FAFSA
Required Documentation

- Official divorce or separation documents
- Signed statement by parent and/or independent student

Note: If the dependent student's parents are separated or divorced at the time of completing the FAFSA, the student should use only the parent with the greater income. If an independent student is separated or divorced at the time of completing the FAFSA, the student should only report his/her income and asset information.

- 4) **Death of Parent or Spouse:** One of the student's parents has died or the last surviving parent has died or the independent student's spouse has died after the student has completed the FAFSA. If the student's last surviving parent has died after the student applied, the student must update his/her dependency status and report income and assets as an independent student. If the independent student's spouse has died, the student will be allowed to remove the spouse's income and asset information.

Note: If both parents are deceased at the time the student completes the FAFSA, the student answers "Yes" to the question concerning deceased parents on the FAFSA application. If the independent student's spouse died prior to the student completing the application the student should not include income and asset information for the deceased spouse.

Required Documentation

- Official death notice
- Obituary
- Signed Statement

(Continued)

Examples of Unusual Circumstances

- 5) **Dependency Override:** The financial aid office may make a dependent student independent based upon the following circumstances:
- a) The student's voluntary or involuntary removal from the parent's home
 - b) Incapacity of the parents such as incarceration or disability or mental or physical illness
 - c) Inability of the student to locate parents after making reasonable attempts
 - d) Human Trafficking
 - e) Legally granted refugee or asylum status

Required Documentation

- Letters from doctors, lawyers, or employers (a, b, c)
- Copies of utility bills, lease agreement, canceled checks (d)

- Copy of student's tax return (d)
- Other appropriate documentation

Note: The aid officer may rely on a dependency override performed by another institution.

Unusual circumstances do not include:

Parents refuse to contribute to the student's education.

Parents will not provide information for the FAFSA or verification.

Parents do not claim the student as a dependent for income tax purposes.

Student demonstrates total self-sufficiency.

WHAT WILL MY EDUCATION COST?

Before applying for financial aid, students and parents should assess all of the costs of attending Auburn Career Center. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical term of enrollment. Actual expenses vary among students depending on lifestyles, priorities, and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided with estimates of living expenses.

The budget shown below is an example for the HVAC Program:

Tuition for the full program	\$5,800.00
Fees	\$500.00
Textbooks	\$418.00
Tools	\$1,190.00
Supplies	\$508.00
<u>Certifications</u>	<u>\$58.00</u>
Total	\$8,474.00

HOW IS ELIGIBILITY DETERMINED?

As stated before, financial assistance is awarded to bridge the gap or to supplement the amount you and your family are reasonably able to contribute towards your educational expenses. A Federally approved system of *need analysis* is used to calculate eligibility for a Pell Grant or Direct Loan. In order to perform this evaluation, you must complete the Free Application for Federal Student Aid (FAFSA) with information concerning your family's financial strength such as income and assets, and size of family.

OTHER ELIGIBILITY REQUIREMENTS

For all Federal Student Aid Programs, students must have *need* in order to qualify. But, in addition to the requirements of *need*, there are several other eligibility factors you must meet:

- You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. (Acceptable visas would include the I-151, I-551, or I-49 if it is stamped "Refugee," "Indefinite Parole," "Humanitarian Parole," "Cuban-Haitian entrance," or Asylum granted." If you have another visa type, the Financial Aid Administrator will be able to help you in determining whether you are eligible).
- Be enrolled in a course that is at least 600 clock hours or more in length.
- Not be in default on a Federal Loan received at any school
- Be making satisfactory academic progress. See Adult Workforce Education Catalog for a discussion of satisfactory academic progress
-
- Not currently enrolled in high school
- For the Federal Pell Grant Program, you may not have previously received a Bachelor's Degree or Master's Degree.

OTHER ELIGIBILITY REQUIREMENTS (cont'd)

- Not incarcerated in a Federal or State penal institution
- Have a high school diploma or GED or its equivalent
- Have a valid Social Security number
- Not have property subject to a judgment lien for any debt owed to the United States Government
- File a Statement of Educational Purpose on the Free Application for Federal Student Aid

WHAT MUST I DO TO CONTINUE TO RECEIVE FINANCIAL AID FUNDS?

To continue to receive Financial Aid funds, a student must make *satisfactory academic progress* following the school's Grading and Attendance Policy. Also, you may be required to re-apply for Federal Aid every year via the Free Application for Federal Student Aid (FAFSA) if necessary for your program.

DEDUCTION OF TUITION AND FEES

The Auburn Career Center deducts from the student's Title IV aid disbursements any school-related expenses that are due to the school before the student is issued any refunds or overages from the Title IV aid. If there are no school-related expenses such as tools, etc. due to the school at the time of an aid disbursement, an overage check will be issued to the student to be used toward other school-related expenses, such as living expenses, travel, etc. If the student is receiving or is scheduled to receive multiple Financial Aids [Workforce Initiative for Ohioans Act (WIOA), rehabilitation, loans, etc.] the aid received first is applied to the student's account unless otherwise stated.

HOW ARE FUNDS DISBURSED?

The student's Title IV aid is applied to an academic school year of 900 clock hours over 52 weeks, which is the Award Year definition used by the school for all of its programs. Funds are divided into two (2) payment periods consisting of $\frac{1}{2}$ of the clock hours and weeks of the student's program. In the first payment period, the student will be issued one (1) disbursement that will total $\frac{1}{2}$ of the student's Title IV aid and the remaining half of aid will be issued in one (1) disbursement during the second payment period.

The student's estimated disbursement dates are printed on the Financial Aid offer/letter the student receives. The dates are estimated and are subject to change at any time. Tuition is deducted from each disbursement.

Note: Payment periods are based on Title IV clock hours, not program hours.

HOW ARE REFUND CHECKS PROCESSED?

If a student receives a disbursement of aid that results in a credit balance on the student's account, the student is eligible for a refund check. Students have the option of receiving the refund check or sending it back to their lender if they have Federal Direct Student Loans. **Please note:** All institutional charges must be paid, and the student must be eligible for the disbursement before a refund check is issued.

Refund checks will be mailed to the student within fourteen (14) days of the disbursement that caused the credit balance on their account. Additional questions regarding refund checks can be discussed with the Financial Aid Coordinator.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Auburn Career Center participates in federal financial aid. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Federal Direct Loans, Pell Grants, or Plus loans and Withdraws, or is Administratively Withdrawn (page 15) on or before completing 60% of the program. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (*e.g.*, if 40% was earned, 60% was unearned).

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.

The last day of attendance, for students that are Administratively Withdrawn or withdraw, will be used in the Return of Title IV Funds Calculation. If, after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid already disbursed to the student, the monies will be returned to the Department of Education and the student will owe the balance.

Note: A student who withdraws prior to completing 60% of the program may be required to repay some of the funds released to the student once the school's refund policy is calculated and applied to the student's account.

The order in which Title IV program funds must be returned, and does it correctly match the following:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants

Auburn Career Center personnel will return to the Federal fund programs any unearned portion of Title IV, Higher Education Act (HEA) funds for which the center is responsible within 45 calendar days of the date the withdrawal as determined.

- Grants must be disbursed within 45 days.
- Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond.
- All post-withdrawal disbursements are applied to the student account first, and any resulting credit balance will be returned to the student within fourteen (14) days.
- If the R2T4 calculation results in a credit balance on the student's account, the credit balance must be disbursed as soon as possible and no later than fourteen (14) days after the calculation of R2T4.

AUTHORIZATION TO RETAIN OVERTAGE(S)

The Auburn Career Center automatically issues Title IV aid disbursement overages to students at the time of each disbursement (if applicable); however, the student may request his or her overages be held until the end of the award year. The reason for retaining such overages is to assist students with budgeting and assures that the student reserved sufficient funds for his or her educational expenses. The student may also rescind the authorization for retaining excess funds. The student would receive funds within fourteen (14) days of the student's request to rescind the authorization to retain the funds.

LEAVE OF ABSENCE POLICY

Due to the length and nature of the Adult Education Programs, a leave of absence is discouraged but will be evaluated on an individual basis by the Adult Workforce Education Director.

Auburn Career Center may grant a student a leave of absence of up to 180 days in any 12-month period if the student provides proof of hardship.* During the Leave of Absence, the student is not considered to be withdrawn. A student must apply in writing and the Adult Workforce Education Director must approve the leave. A sample form can be found in the Appendices at the back of the handbook. A copy will be sent to the financial aid office at which time financial aid funds will be put on hold. No additional Auburn Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. **If the student has a federal loan, the grace period begins retroactively to the student's last date of attendance.**

*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons, or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

CONFIRMATION OF CITIZENSHIP

All students applying for Federal Student Aid must be able to confirm their citizenship status with Homeland Security. The confirmation process is normally done when the student submits the Free Application for Federal Aid (FAFSA) to the federal processor. The federal processor performs a match with Homeland Security confirm the student's citizenship status and social security number. If the Social Security Administration (SSA) cannot confirm the student's citizenship status and Social Security number, student may be requested to provide documentation to resolve the conflict.

The following policy applies to any student who applies for Federal Student Aid, but fails to confirm his/her citizenship status:

Applicants that the Federal processor could not confirm the applicant's citizenship, must submit documentation to the Financial Aid Office substantiating his or her claim to be a citizen or eligible non-citizen. A student claiming to be an eligible non-citizen must submit a an A-number for eligible non-citizens assigned by Immigration and Nationalization Service.

Applicants whose citizenship status cannot be confirmed will not receive Federal Student Aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the award year or before the end of the training program, whichever occurs first. If a student fails to submit citizenship documentation prior to the end of the award year or the end of the training program, the student will lose the financial aid disbursement scheduled for that particular

payment period.

In any event, the Auburn Career Center will not make a determination that a student is not an eligible non-citizen until the student has had an opportunity to submit documentation confirming his or her citizenship.

WHAT ARE MY RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID?

As a recipient of Federal Student Aid, you have certain rights you should exercise and certain responsibilities you must meet. Knowing what they are will put you in a better position to make decisions about your educational goals, and how you can best achieve them.

Student's Rights

- a. You have the right to know what financial aid programs are available at your school
- b. You have the right to know the deadlines for submitting applications for each of the financial aid programs available
- c. You have the right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions
- d. You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget
- e. You have the right to know resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need
- f. You have the right to know how much of your financial need as determined by the school has been met
- g. You have the right to request an explanation of the various programs in your student aid package
- h. You have the right to know your school's refund policy
- i. You have the right to know what portion of the financial aid you received are loans that must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin
- j. You have the right to know how the school determines whether you are making satisfactory progress, and what happens if you are not

Student's Responsibilities

- a) You must complete all application forms accurately and submit them on time to the right place
- b) You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense which could result in an indictment under the Criminal Code
- c) You must return all additional documentation, verification corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application
- d) You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them
- e) You must accept responsibility for all agreements that you sign
- f) You must be aware of and comply with the deadlines for applications or reapplication for that aid
- g) You should be aware of your school's refund procedures

All schools must provide information to prospective students about the school's programs and performance. You should consider this information carefully before deciding to attend.

General Verification Policies And Procedures

The Financial Aid Office will let the student know what documents are needed to complete the verification, if selected by the U.S. Department of Education. A verification form will be provided to the student with a list of what needs to be completed and a signature page for the student (and parent if the student is a dependent student). Until the verification form is signed and the documents requested are returned to the Financial Aid Office and the accuracy of the financial data used to calculate eligibility is verified no funds will be requested for the student. Students who have not completed the verification process by the end of their training or the award year, whichever comes first, will forfeit their aid and be required to pay their tuition and fees by other means.

Correction Procedure

The following procedure will be used to correct misstated applicant information:

Upon receipt of the verification documentation, the aid officer will compare the information contained on the applicant's original FAFSA with the information requested in the verification package. If it is determined that the applicant has misstated information, the applicant will be required to correct all the misstated data items on the application, and obtain all necessary signatures. When the financial aid office receives the corrected FAFSA it will be compared again to the information in the verification package. If it is determined that an applicant's award changes as a result of verification, a revised award notification will be provided to the applicant.

Auburn Career Center may also select students for verification if there is information that conflicts with information provided on the FAFSA.

Referral of Overpayments and Fraud Cases

If the school discovers during the verification process that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount.

Any applicant failing to repay the overpayment will be referred to the U. S. Department of Education for collection. Such applicants will be ineligible for future Federal Student Aid funds.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education.

Policies/Procedures Under Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Eligible students must sign a release giving parents, spouses, family members, friends, guardians, or employers the ability to review an eligible student's records or talk to the institution regarding his/her file.

Eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as a great distance, it is impossible for eligible students to inspect the records. Schools may charge a fee for copies.

Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record commenting on the contested information in the record. Generally, the school must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained a court order or subpoenas
- Persons who need to know in cases of health and safety emergencies and/or state and local authorities within a juvenile justice system, pursuant to specific State law

Schools may also disclose, without consent, "directory type" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about the directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

Family Educational Rights & Privacy Act (FERPA)

Under authority FERPA, the school has established a policy for the release of student and/or graduation information.

Release of Student Records

Eligible students requesting the release of student record(s) must contact the Director of Adult Workforce Education or Career & Student Services Office. The Adult Workforce Education Director or designee shall provide a form to the eligible student to be completed and signed. Any request to release the student's record by anyone other than the eligible student will require a FERPA Release form completed by the eligible student giving permission to release the information. Generally, a school must have written permission from the eligible student before releasing any information from a student's record, however, the law allows schools to disclose records without consent to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained a court order or subpoenas
- Persons who need to know in cases of health and safety emergencies and/or state and local authorities within a juvenile justice system, pursuant to specific State law

Financial Aid Confidentiality Policy

Student financial aid records are considered confidential and hence are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid awards.

ATTENDANCE

Attendance Policy

Our purpose is to educate for the world of work. Excellent attendance is an important part of that education. Students are expected to be in school every day ready and able to participate.

Students who are not in class will be marked absent. All absences count against the attendance total for the student's career portfolio, certificate of completion, and any financial aid the student may be receiving. Students who are tardy to class will be so marked.

Auburn has an Excused Absence Policy

Board Policy at Auburn Career Center defines an excused absence as:

- Personal Illness (a written physician's statement verifying the illness may be required)
- Appointment with a health care provider
- Illness in family necessitating the presence of the student
- Quarantine of the home
- Death in the Family,
- Necessary work at home due to absence or incapacity of parent(s)/Guardian
- Observation or celebration of bona fide religious holiday
- Emergency situation as determined by the Director
- Medically necessary leave for a pregnant student
- Absences due to a student being homeless

Students cannot miss more than 10% of their clock hour program in excused absences for successful completion.

Some programs regulated by state or federal agencies, such as Emergency Medical Technician, Auburn Practical Nursing, Paramedic, and Public Safety Academy may have requirements that are more stringent. In such cases, Auburn will follow the more stringent requirements for issuing any portfolio or certificate.

Reporting an Absence

Students who are going to be absent should notify the Adult Workforce Education Office by calling 440. 357.7542, or as directed by a particular program, prior to the start of class. In an emergency, the student should notify the office as soon as is practically possible. Notification of an absence does not absolve the student of any ramifications of being absent; the absences will be recorded in the database and the student will be expected to make up any work.

Make-Up Work and Make-Up Days

It is the responsibility of the student to check with his/her instructor(s) regarding any coursework missed. Students should discuss missed coursework immediately upon return from an absence. Make-Up work should be completed within the time frame given to the student by the instructor. Under some limited circumstances, students may have to utilize make-up days. These circumstances include days missed due to a school closing, sickness, personal reasons, absence of an instructor, an emergency declared by law enforcement or homeland security authorities, transportation issues. Students may be approved to use make-up days on an individual basis.

Interruption for Unsatisfactory Attendance

If a student's excused absences exceed 10% percent of the scheduled hours in the program or a student's absences do not meet the regulations or are out of compliance in a state-regulated program, and they are receiving financial aid or any other benefits, they will be reported to the VA, WIA, BVR, or appropriate funding agency which will interrupt the payment of benefits at that point. The student is responsible for tuition regardless of the circumstances of an absence. Student financial aid may need to be prorated and the student will owe the difference.

ACADEMIC QUALITY

School Year

Auburn Career Center is a technical and career center clock-hour school. Clock-hour schools are regulated by the Ohio Department of Higher Education. As a clock-hour school, Auburn Career Center is required to ensure that students have a guaranteed number of hours in the classroom for each

program. Each program has a specified number of hours, which must be completed to maintain compliance with the Ohio Department of Higher Education. For example, a program advertised as 600 clock hours must provide 600 hours of instructional time to the students. Because different programs have different numbers of hours, programs will run on different days and times and will have differing numbers of total days. For specific times and days, students should refer to the Auburn Career Center Adult Workforce Education Catalog or Auburn's website. Auburn Certificates of Completion will not be awarded to students who fail to attend the required hours for a program, or who do not maintain the required satisfactory academic progress for a program.

Grading Policy

Auburn programs use the following grading scale as a minimum requirement:

- A 90-100%**
- B 80-89.9%**
- C 70-79.9%**
- D 60-69.9%**
- F < 60%**

Student performance is looked at just as business/industry would look at a person on the job. The quality of tasks completed, the time required, participation, attitude, and consistency of effort are all a part of the grading process at Auburn Career Center.

Each instructor has his/her unique grading procedure. This is essential due to the diversity of our programs. It is required that every student be aware of the grading procedure used in his/her class. Students will be notified of the grading procedure for their class. In addition, some programs may have state or federal regulatory requirements that will impact the grading process. The class instructor will provide information on such issues.

Each program will have a list of competencies. Students must demonstrate proficiency in a minimum of 70% of all listed competencies in order to receive an Auburn Career Center Certificate. For state-regulated programs (such as Auburn Practical Nursing, Paramedic, etc.) the percentage will be dictated by the program and may be higher than 70%. A list of competencies will be provided to the student in writing at the beginning of the school year.

Note: The above Attendance and Grade policies apply to:

1. Title IV and non-Title IV recipients as well as full time and part-time students
 - For programs lasting one year or less, teachers will complete a student attendance and grade evaluation at the end of each payment period.
 - For all other programs, teachers will complete an annual student and attendance grade evaluation which must correspond with the end of a payment period.

2. ACC is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program. The following are examples of payment periods: - 900 hours: two payment periods (450, after 450) - 600 hours: two payment periods (300, after 300)

- Once it is determined that a student is not meeting SAP, a Financial Aid Notice will be sent to the student. In order for the student to continue receiving financial aid, the student must maintain SAP according to the following standards:

Qualitative

- Student must maintain a cumulative grade of “Average” 73% or above
- Students must be working toward the completion of a specific program.

Quantitative

- Student must complete within 111% of the normal length of the program (Maximum Timeframe to Complete a Program).
- Student must maintain a cumulative 90% attendance percentage

3. Students will receive notification if they are failing

Auburn Practical Nursing Program Grading Policy

See the Auburn Practical Nursing Program Student Handbook for the current year.

Emergency Medical Technician Grading Policy

See the Emergency Medical Technician Program Student Handbook for the current year.

Paramedic Grading Policy

See the Paramedic Program Student Handbook for the current academic year.

Grievance Procedure

Auburn Career Center supports the rights and privileges of each student. Auburn Career Center has developed an effective and equitable process of resolving student complaints as follows:

1. Any student seeking the resolution of academic concerns regarding their course (grades, assignments, attendance, etc.) shall do so with his/her instructor.
2. Any students seeking the resolution of academic concerns regarding their program (objectives, curriculum, graduation requirements, licensure examinations, or Instructors shall do so with his/her Program Director. In the event there is no Program Director, a resolution should be sought with the Director of Adult Workforce Education.
3. Any students seeking the resolution of unresolved issues pertaining to faculty, curriculum, grades, attendance, graduation requirements, withdrawal, course scheduling, transcript requests, and other issues affecting the student’s education should be sought in the Adult Workforce Education office with the Director of Adult Workforce Education and/or her representative.
4. Any students seeking the resolution of issues regarding loans, grants, verification, or federal funding should be sought with the Financial Aid Officer.
5. Any students seeking the resolution of issues regarding student accounting issues or monthly payments should be sought with the Treasurer’s office.

Grievance Procedure (Cont’d)

6. Any students seeking the resolution of issues regarding employment assistance should be sought with the Business Partnership Coordinator.
7. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure should be sought with the Superintendent.

8. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure and did not receive a resolution with the Superintendent, the student may seek further resolution with the Auburn Career Center Board of Education.
9. If the student does not believe he/she has received a satisfactory resolution to his or her complaint after compliance with the grievance procedure above, the student may seek further resolution as follows:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770. 396.3898 or 800.917.2081
Fax: 770.396.3790
www.council.org

Transfer Policy

If a student is transferring from one program offered at Auburn Career Center to another program offered at Auburn Career Center within the same academic year, and each program has the same course work within the program, the Director of Adult Workforce Education will determine whether the transfer course(s) will be acceptable. The determination will be made based on the compatibility with program requirements for the academic year, the grade earned, and are subject to the application of the standards of satisfactory progress.

Some programs may not accept transfer credits from other programs offered at Auburn Career Center. The transfer policies for these programs are stated in the program-specific handbooks.

Career Technical Credit Transfer (CT²)

Students who successfully complete specified technical programs are eligible to have technical credit transfer to public colleges and universities.

As Ohio adult career-technical students transition to Ohio public institutions of higher education, Career-Technical Credit Transfer (CT²) facilitates technical course guarantees and supports students to do the following: take equivalent technical courses anywhere within the public education system; obtain technical credits (upon enrollment in higher education) without unnecessary duplication or institutional barriers; and attain their highest educational aspirations in the most efficient and effective manner as a result of clear and consistent standards.

CT² is a collaborative effort of the Ohio Department of Education and the Office of Career-Technical Education of the Ohio Department of Education, public secondary/adult career-technical education institutions, and state-supported institutions of higher education.

Policy for Granting Credit for Previous Education and Training

Auburn Practical Nursing Program Advanced Placement/Transfer Credit

Auburn Practical Nursing Program will consider advanced standing/transfer credit for students who have been able to demonstrate training, knowledge, and ability to perform associated skills for the requested advanced standing/credit. Students who wish to be considered for advanced

placement/transfer credit will need to follow the process and time frames identified below. Failure to follow the process will result in the student forgoing their right for consideration for advanced standing/transfer credit.

1. The student requesting consideration for advanced standing/transfer credit to the Auburn Practical Nursing Program must be accepted into the program.
2. The student will submit in writing his/her request for consideration for advanced standing/transfer credit to the Program Administrator no later than 60 days before the start of the class for which a student has been accepted. The student must submit along with the written request a copy of the course syllabus and transcript showing completed class grade(s) or related military training paperwork related to the course for which advanced standing/transfer credit is being requested. If credit is requested for coursework completed at another school, the completed coursework must have occurred in the past five years for non-nursing classes and in the past three years for nursing classes. Auburn Practical Nursing Program will accept coursework that equals no more than 50% of the program.
3. The Program Director will assign a faculty member to review the provided documents to compare the completed coursework to the coursework offered by Auburn Practical Nursing Program. The faculty member will base the comparison of the coursework following the course outcomes and the course outline of the Auburn course.
4. If the coursework is deemed to be equivalent, the student will take the final exam for the course to ensure competence. If skills are involved with the coursework, the student will be required to perform the related skills testing. The student must complete the final exam with an 80% grade or higher. The skills testing must be completed in a maximum of three attempts. Failure to achieve passing marks for the exam or skills testing will result in the student not obtaining credit for the course.
5. If the student is given advanced standing/transfer credit, the tuition bill will be adjusted by the percentage of hours from the overall program. Textbook credit will be given based on the amount charged to students.
6. Advanced standing/transfer credit will be identified on the official Auburn Practical Nursing Program transcript for the course for which the student received credit.
7. If a student feels that advanced standing/transfer credit was inappropriately denied, the student may appeal the decision following the Appeal Process Policy identified in the Auburn Practical Nursing Program handbook.
8. Students returning to the Auburn Practical Nursing Program requesting advanced placement will be evaluated for placement following this policy.

Emergency Medical Technician

Transfer Students: In general, Emergency Medical Technician students may not transfer into the program from another program. Students who did not complete the program must reapply and start over except with the permission of the Director of Public Safety.

Paramedic

Transfer Students: In general, Paramedic students may not transfer into the program from another program. Students who did not complete the program must reapply and start over except with the permission of the Director of Public Safety.

All Other Programs

The program director will evaluate official transcripts and documentation of previous education and training to determine if applicable.

Auburn Certificates

Students will receive a career and technical certificate from the Auburn Career Center if they meet the requirements set forth by the Ohio Department of Higher Education and local Board Policy, and when applicable, other state regulatory agencies. Passing a vocational course does not necessarily qualify a student to receive a career and technical certificate. Students must also have satisfactory academic progress and satisfactory attendance to qualify for a certificate.

STUDENT RESPONSIBILITIES

Auburn's Philosophy

Good discipline is fundamental to successful education. The primary purpose of our school is to provide an education for all students. Every student has a right to this opportunity. When this educational process is interrupted or interfered with, corrective measures are necessary. These measures will generally begin with teacher or staff attempts to change behavior to minimize minor offenses. Violations of the code of conduct may result in immediate removal of the student by the instructor or Lake County Deputy Sheriff, or permanent removal from a program as determined by the Director of Adult Workforce Education.

It is the intent of Auburn Career Center to foster and promote values of mutual respect and civility.

Students share responsibility with the instructional staff for learning. Students should come to class prepared by reading lessons or assignments, completing homework, or studying for assessments. Good study habits are essential for success.

All students have a responsibility for helping others to learn by being respectful. During class, students should ask questions, participate in the activities, and help others to understand. Students should not be having casual conversations during the class. Casual talking may disturb others who are trying to hear what the instructor is saying and can be disruptive to the learning process for others.

Students are responsible for taking care of the equipment, materials, and personal items in the classroom. Eating and drinking are permitted only in designated areas.

Students who are dismissed from a program for any reason are not permitted to be on campus. Violators will be reported to law enforcement as trespassers.

Education is effective when there is a positive atmosphere in the classroom and students are focused on learning. Courtesy and cooperation are essential.

Auburn Career Center does not discriminate on the basis of: race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status, or political affiliation.

Student Code of Conduct

Auburn Vocational School District Board of Education specifies the following Student Code of Conduct, as required by Ohio Law (O.R.C. 3313.661) and (O.R.C. 3313.666 & 3313.667). This code is designed to make clear the types of behavior that cause substantial disruption of the learning process or infringe upon the rights of others in such a way as to deprive them of their rightful opportunity to a sound educational experience.

1. **Academic Honesty/Integrity/Cheating/Plagiarism:** Cheating on a test, quiz, assignment, plagiarism, etc., will be treated as a violation of academic integrity. Plagiarism is the unauthorized use of data or information to gain academic credit. No credit will be earned for the plagiarized work and additional consequences may be assigned to the student.

(Continued)

Student Code of Conduct (Cont'd)

2. **Arson:** Any use of fire for purposes not related to instruction in the program is prohibited. Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
3. **Behavior that Induces Panic:** Any behavior that has the potential to cause or causes a panic situation is strictly forbidden. Any student that induces panic by way of words or deeds will be subject to discipline and/or reported to the authorities.
4. **Classroom Rules Violation:** Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.
5. **Computer Network, Internet, Passwords:** Misuse of school computer network or the Internet and/or disclosing password or login information as described in the technology agreement is prohibited. The Technology Agreement is found on page 96.
6. **Disorderly Conduct:** is defined as the behavior of anyone (parent, citizen, adult, or minor) becoming disruptive at school or a school event, or dangerous to the individual or others at the event. Under these circumstances, school authorities have the right, authority, and affirmative obligation to take action. If such behavior is merely disruptive of the event, the individual(s) will be warned that they must stop the disruptive behavior or they will be instructed to leave. If the warning does not settle the matter, the individual(s) may be instructed to leave the premises. Failure to obey these instructions technically creates a trespass, and the offender(s) may be removed by the proper authorities.
7. **Drugs, Alcohol, and Counterfeit-Controlled Substance:** Alcohol and drugs are prohibited on school grounds. Possession of drugs, alcoholic beverages, counterfeit-controlled substances, or paraphernalia related to drugs will not be tolerated. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, a hallucinogenic drug, counterfeit-controlled substance, amphetamine, barbiturate, marijuana, steroids, alcoholic beverages, intoxicant of any kind, or misuse of a prescription or over-the-counter drug. Anyone suspected of alcohol and/or drug use will be removed from the program. See the section on Alcohol and Drugs for more information.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- 1st conviction: Up to 1-year imprisonment and fined at least \$1,000.00, but not more than \$100,000.00 or both
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined \$2,500.00, but not more than \$250,000.00 or both
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00, but not more than \$250,000.00 or both
- Special sentencing provisions for possession of crack cocaine; Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000.00 or both
 - 1st conviction and the amount of crack possessed exceeds 5 grams.
 - 2nd conviction and the amount of crack possessed exceeds 3 grams
 - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

Student Code of Conduct (Cont'd)

22.U.S.C. 853(a)(2) and 881(a)(7)

- Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance, that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21.U.S.C.881(a)(4)

- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance

21.U.S.C.884a

- Civil fine of up to \$10,000.00 (Pending adoption of final regulations)

21.U.S.C.853a

- Denial of Federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses

18.U.C.933(g)

- Ineligible to receive or purchase a firearm
- Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal Agencies.

*****Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions do apply.**

- 8. Extortion:** Students shall not extort or use force, threats, or other unacceptable methods to obtain something such as money, item of value, or information from a person in school, while in school-owned vehicles, or attendance at a school function. Students will not use threats of physical violence to intimidate or gain favors from other students.
- 9. Falsifying Communication with the School:** Falsifying the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school is prohibited.
- 10. Fighting, Assault:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury, harass, or intimidate a school employee, student, or anyone on the school premises. Students will not provoke fights between other students.
- 11. Forgery:** The falsification of any documentation and/or signature is considered forgery.
- 12. Gambling:** Games of chance, which include wagering, gambling, etc., are not permitted.

Student Code of Conduct (Cont'd)

13. Harassment, Intimidation, Aggressive Behavior (including Bullying/Cyberbullying):

Inappropriate statements, gestures, verbal, written, or physical expressions in reference to sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, instructor, or staff member will not be tolerated. Behavior defined as statutory sexual harassment will be addressed by the proper authority. Harassment, intimidation, or bullying behavior by a student in the Auburn Vocational School District is strictly prohibited and such conduct may result in disciplinary action, including removal from the program. "Harassment, intimidation, or bullying," in accordance with O.R.C. 3313.666, means any intentional written, verbal, graphic, or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- a. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

If the student does not believe he/she has received a satisfactory resolution to his or her complaint after compliance with the grievance procedure above, the student may seek further resolution as follows:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770.396.3898 or 800.917.2081
Fax: 770.396.3790
www.council.org

14. Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behavior include:

- a. Physical violence and/or attacks;
- b. Threats, taunts, and intimidation through words and/or gestures;
- c. Extortion, damage, or stealing of money and/or possessions;
- d. Exclusion from the peer group or spreading rumors;

- e. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyberbullying”), such as the following:
 - 1) Posting slurs on websites where students congregate or on web blogs (personal online journals or diaries);
 - 2) Sending abusive or threatening instant messages;
 - 3) Using camera phones to take embarrassing photographs of students and posting them online or otherwise distributing them;
 - 4) Using websites to circulate gossip and rumors to other students; and,
 - 5) Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.
- f. Violence within a dating relationship.

15. **Hazing:** No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, while under the jurisdiction of the school. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.
16. **Insubordination:** Failure to comply with directions of school employees during any period of time when under their authority or supervision of a district employee.
17. **Personal Appearance:** Any fashion (clothing, accessory, or hairstyle) that disrupts the educational process, presents a safety risk, or violates a specific program rule will not be permitted.
18. **Profanity and Obscene Behavior:** Written or oral language as well as gestures and actions of an obscene nature are prohibited.
19. **Safety Violations:** Students who do not observe safety procedures and behave in an unsafe manner will be immediately removed from their program. Safety rules exist to protect the health and well-being of Auburns’ students and staff. Behavior that puts others at risk of injury will not be tolerated. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburns’ disciplinary code, including immediate dismissal. The OSHA standards of individual safety will be followed. Safety items include, but are not limited to, shoes, safety glasses, gloves, helmets, clothing, and safety equipment.
20. **Smoking or Possession of Tobacco Products:** In accordance with Chapter 3794 of the Ohio Revised Code, Auburn Career Center is a smoke-free facility. The Board prohibits the use of tobacco within an enclosed facility owned, leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and/or at any school-related event. “Use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, vaping pens and vaping apparatus, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

- 21. Theft, or Knowingly Receiving or Possessing Stolen Property/Unauthorized Possession of School or Private Property:** A student will not knowingly possess unauthorized school or private property. Unauthorized taking of property of another person or receiving or possessing such property is constituted as stealing. Students caught stealing will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.
- 22. Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there is prohibited. This includes and is not limited to an unauthorized presence in a Board-owned vehicle; unauthorized access to or activity on a Board-owned computer; unauthorized access into district, school, or staff computer files; a school or district file server; or the school district computer network. When a student has been removed or permanently excluded from school, the student is prohibited from being present on school property without the authorization of the administration.

Student Code of Conduct (Cont'd)

- 23. Unauthorized Sale or Distribution:** Sale or distribution, or attempting to sell or distribute any object, substance, or service which has not been authorized for sale or distribution by the administration to any person on school-owned property is prohibited.
- 24. Vandalism and/or Destruction of Property:** A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property during a school activity, function, or event off school grounds. Such action can result in payment for repair or replacement. Littering anywhere on school property is not permitted.
- 25. Violations of Law:** Any student that violates the law of any local, state, or federal statute is subject to discipline and may be reported to the authorities.
- 26. Violations of Parking/Driving Regulations:** Students shall not operate his/her vehicle in a reckless manner while on school property.
- 27. Weapons:** The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Director. Failure to report such information may subject the student to disciplinary action. The Superintendent shall refer anyone who violates this policy to law enforcement officials and may take any necessary steps to exclude the person from Board property and Board-sponsored events, regardless of whether such person possesses a valid concealed weapon license.

28. Horseplay, pranking, roughhousing, and similar types of behavior are considered safety violations, and any student engaged in such behavior will be asked to leave the campus and may be removed from the program.
29. Acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's learning process will be subject to disciplinary action and may result in removal from the program.

Administrative Removal of a Student

Where judged appropriate, or under circumstances determined to be potentially dangerous, the Director of Adult Workforce Education or an appropriate supervisor reserves the right to immediately suspend and remove a student from campus. This includes any student judged to be harmful to self or others, or whose removal is judged to be in the best interest of Auburn Career Center. This action can be taken when evidence indicates that the student's continued presence is a threat to the health and safety of self (including but not limited to eating disorders or substance abuse), others, property, or the orderly functioning of Auburn Career Center.

Where reasonably possible, in light of the conduct and circumstances, Auburn Career Center will seek mechanisms to enable the student to continue moving toward the achievement of academic goals either immediately or in the future. Auburn Career Center will act with respect for the laws regarding the educational opportunities of persons with disabilities while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary removal or permanent dismissal from Auburn Career Center.

When the student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted or for re-admittance to Auburn Career Center to be considered. The Director of Adult Workforce Education shall meet with the student to discuss re-entry into the Career Center at a time agreed upon by both the student and Auburn Career Center.

If the student does not believe he/she has received a satisfactory resolution to his or her complaint after compliance with the grievance procedure above, the student may seek further resolution as follows:

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Dress Code

The manner of dress at Auburn will be determined by the career and technical program. The diversity of programs makes it difficult to establish one specific policy. However, some restrictions will apply to all students.

Clothing is expected to be clean and in good repair. Clothing or jewelry which displays or implies obscene language or gestures and which advertises or implies the use of drugs, alcohol, sex, hate, bondage, satanic cults, gang-related violence, death, or tobacco and other words or images inappropriate to the educational and workplace settings is unacceptable.

1. Laboratory dress will be dictated by the instructor—this includes the use of uniforms, hats, shorts,

etc.

2. If a lab uniform is mandated for the instructor, the student must wear the required uniform. Continuous failure to wear the required uniform will lead to possible removal from the program as determined by the Director of Adult Workforce Education.
3. Appropriate footwear must be worn.
4. Lab instructors, due to safety, may establish rules in their labs regarding dress.

Students who do not comply with dress code policies will be sent home and the day will be considered an unexcused absence. Students will receive a "0" for the day.

Cell Phone Usage/Texting In Class

Our classrooms are learning environments and, as such, Auburn Career Center expects everyone in attendance to be respectfully engaged in the learning process. Each instructor has his/her policies on electronics, which may be outlined in the syllabus for that class, but common courtesy requires that students turn off unnecessary electronic devices and refrain from using them for entertainment or communication during class. If students choose to bring a cell phone to class, please set the ringer to "silent" so that it does not disturb others. Students who do not comply with their instructors' policies on the use of electronics in class may be required to surrender their equipment for the class period or may be asked to leave the classroom. Academic or administrative penalties may result from such absences or removals.

Firearms

Possession and/or use of firearms including, but not limited to, ammunition, BB guns, stun guns, rifles, bows, bayonets, knives, switchblades, martial arts weapons, airsoft guns, slingshots, and paint pellet guns are not permitted on the Auburn campus or properties. Possession and discharge of fireworks and other types of explosives (including firecrackers and smoke bombs) are not permitted on campus. Students guilty of these violations will be dealt with severely.

Hunting is not allowed on the Auburn campus or property.

Food and Drink

Food and drink are permitted in designated areas: cafeteria, commons, outdoor picnic area, and other areas designated by an instructor and or Adult Director.

Drug-Free/Alcohol-Free Campus

Auburn Career Center is committed to providing a healthy and safe campus for its staff, students, and visitors. Conduct that is a violation of the drug policy poses unacceptable risk and disregard for the health, safety, and welfare of coworkers, students, and the Auburn community. The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by students at any time while on District property or while involved in any District-related activity or event. Any student who engages in the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances while on Auburn Career Center property or who is convicted of a criminal drug statute violation that occurred while on Auburn Career Center property is subject to corrective action up to and including immediate and permanent withdrawal from any and all programs. The legal use of prescribed medicines under the direction of a licensed physician is permitted. Students in selected positions, designated by the Auburn Career Center, are required to make such use known to an appropriate Auburn Career Center instructor. Students using prescribed medicines should consult a physician regarding the safe use of the drug during school attendance.

Alcohol abuse or being under the influence or the unauthorized use or consumption of alcohol while on Auburn Career Center property or while on Auburn Career Center business is prohibited and is subject to corrective action up to and including immediate and permanent withdrawal from any and all programs.

Anyone who suspects that a student, staff member, or visitor is under the influence of an illegal drug or alcohol should report the individual to a supervisor. Supervisory personnel will evaluate the situation and may return the person in question to their duties, ask the person to leave, hold the person for further observation, seek emergency medical assistance, or notify security personnel to assist their removal from the building.

Anyone suspecting possession or distribution of drugs shall report the matter to an appropriate administrator. If the drug is found to be a controlled dangerous substance, the administrator will take appropriate action, including notification to the Lake County Sheriff's Office.

Drug and alcohol abuse prevention information is available to any student requesting such material.

Harassment

It is the policy of the Board of Education to maintain an educational environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

1. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
2. Filing a malicious or knowingly false report or complaint of harassment.

3. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a class, educational program, or activity.
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting such individual.
3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance, of creating an intimidating, hostile, or offensive working and/or learning environment, or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Physical assault.
3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
4. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
5. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals.
6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
7. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
8. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's sexual activities or sexual history.
9. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
10. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. The conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Note: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious Creed Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance or creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

"School District community" includes students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board of Education.

"Third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or

seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include, as a requirement, the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

Formal Process for Addressing Complaints of Harassment

While the formal complaint process may serve as the first step to the resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific timelines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the director of their school building or with one of the Complaint Coordinators (Michelle Rodewald, Director Adult Education Workforce is a complaint coordinator). identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building director will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of

engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation, the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report, the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated or request that further investigation be conducted. A copy of the Superintendent's action will be delivered to both the complainant and the individual accused of the harassing conduct.

A complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or such other manner as deemed appropriate by the Board or its designee.

If the student does not believe he/she has received a satisfactory resolution to his or her complaint after compliance with the grievance procedure above, the student may seek further resolution as follows:

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Sanctions and Monitoring Harassment

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student. All disciplinary action will be taken in accordance

with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases, where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Sales and Solicitation

So that students may perform their duties free from interruptions, Auburn Career Center prohibits students, staff members, or visitors from making unauthorized sales to or solicitation of students or staff members and/or the general public on Auburn Career Center property. Unauthorized sales or solicitation may include collection of money, political campaigning, solicitation of subscriptions, or the sales of merchandise such as housewares, cosmetics, food, tickets, raffles, etc.

Various charitable organizations may, from time to time, conduct on-campus solicitations of contributions from Auburn Career Center. The Director of Adult Workforce Education must authorize solicitation by a student, staff member, or visitor for any kind of merchandise, publications, or services, or similar charitable solicitation.

Progressive Discipline

If the behavior of a student conflicts with policies and procedures outlined in this publication, a progressive discipline system can be utilized to seek to increase the student's sensitivity to the personal and social consequences of his or her behavior. The use of progressive discipline is at the discretion of the Director of Adult Workforce Education.

Sanctions

After a determination of responsibility has been established, the course instructor and/or appropriate supervisor can set sanction(s) appropriate for the violation. The purpose of the sanction(s) is to facilitate change in the student's behavior so that they can function positively within the confines of Auburn Career Center. The purpose of a sanction is to educate a student as well as clearly communicate that such behavior is not tolerated by the school. Previous records of violations will influence the new sanction. One or more of the following sanctions may be imposed upon an individual or group of individuals, as the situation dictates. Students are reminded that the Director of Adult Workforce Education has the option of increasing sanctions without moving in numerical order, depending upon the severity or the frequency of the violation.

1. **Official Warning:** An Official Warning is a written description of the student's misconduct with the understanding that this type of behavior is inappropriate and violates the basic expectations of students as set forth by Auburn Career Center. Further misconduct will result in more severe disciplinary action. The Official Warning will be placed in the student's file and will be taken into consideration should there be any further behavioral violations.
2. **Behavioral Agreement:** A Behavioral Agreement is written by an administrator and student for the purpose of improving behavior or attitude. The agreement will outline specific obligations or behaviors that the student must meet within a specific period of time. The agreement serves as a contract of understanding between the student and the administrator.

- 3. Disciplinary Probation:** Disciplinary Probation is imposed after a student has made a serious violation or has repeatedly violated campus policy. Probation allows the student to remain at Auburn Career Center on the condition that he or she complies with the Career Center's policies and the conditions of their particular probation or behavioral agreement.

The conditions of the probation will be determined by the Director of Adult Workforce Education. Further violation of campus policy, including violating the terms of the probation, may result in removal from Auburn Career Center enrollment. This must be considered an extremely serious probation.

- 4. Suspension:** Suspension is the involuntary, temporary loss of student status for a specified period of time after which the student may return. A suspended student may not attend classes or any function on the Auburn Career Center campus. The student will be required to leave campus and may not return until the time period of the suspension has ended. The student will lose credit for the classes carried that term. Fees and tuition will be forfeited according to the withdrawal policy. The administrator may establish additional requirements in some cases, which must be completed before their return to Auburn Career Center. This disciplinary action will be recorded on the student's record and placed in their file. Students enrolled in some programs regulated by state or federal regulatory agencies may be reported to those authorities.
- 5. Expulsion:** Expulsion is the permanent termination of student status. This sanction is one of immediate involuntary separation from Auburn Career Center. Students who are expelled from Auburn Career Center may not re-enroll in any program or class from that time forward.
- 6. Discretionary/Educational Sanctions:** Discretionary Sanctions are actions required by a student, outlined by an administrator, which may include referral to health services, counseling, special seminars, field study, work detail, community service, or participation in an appropriate educational program.

If the student does not believe he/she has received a satisfactory resolution to his or her complaint after compliance with the grievance procedure above, the student may seek further resolution as follows:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770.396.3898 or 800.917.2081
Fax: 770.396.3790
www.council.org

STUDENT SUPPORT SERVICES

Academic Support

Program Directors are available to address questions related to programs offered at Auburn Career Center and academic difficulties associated with a student's progress.

Disability Services

Differences in Primary/Secondary Education and Post-Secondary Education

Auburn Career Center follows the guidelines set forth by Section 504 of the Rehabilitation Act that prohibits discrimination on the basis of a disability. Based in the Office of Civil Rights, all levels of education are required to provide academic "adjustments or accommodation based on individual's documented "needs". The responsibilities for post-secondary education differ significantly from K-12. Post-secondary education does not identify educational learning deficits and it is the student's responsibility to self-disclose and provide the appropriate adult testing/diagnosis to the ADA office, (located in the Career & Student Services Office).

Student Responsibility

Students are not required to disclose a disability of need unless they would like to access services for an accommodation. If a disability is disclosed and services are expected: the student will be required to provide the ADA office of Auburn Career Center, proof of the adult disability. A primary or secondary IEP (Individual Education Plan) does not meet this requirement. It is suggested that all students requiring consideration for an adult accommodation contact the ADA office immediately upon admission/registration to ensure that the proper documents are filed by the time classes commence.

The adult testing needs to be administered by a qualified psychiatrist, psychologist, or practitioner/diagnostician licensed to evaluate adult learning disabilities. Testing cannot be older than 3-years old. If older than 3 years than updated testing will need to be presented for review and consideration.

Information Adult Diagnostician Provides

1. Diagnosis of your disability
2. Testing results
3. Qualifying Information on how your disability affects major life activities (academic performance)
4. Recommendations for appropriate accommodations
5. Credentials of Diagnostician

Note: student bears the financial responsibility for Adult ADA Testing and Diagnosis.

Check with your insurance company to see what your insurance policy covers.

Service Provisions are based on the diagnosis and recommendations of the diagnostician. Ancillary Services may not be appropriate for Auburn Programs. Many of the Auburn classes are hands-on learning and students are required to demonstrate knowledge and expertise in the classroom and lab settings.

Auburn is not required to lower coursework standards for assignments, grades, attendance; though if appropriate, extended time for tests, and assignments may be provided..

Career Resources

Career Resources provides resume and cover letter development, interview skill-building, and job placement services.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

To remain eligible for Financial Aid or GI Bill® benefits, the student must be successfully progressing in his/her program of training at a rate not to exceed a maximum time frame of 110% for their program of training (see additional completion requirements in the Auburn Practical Nursing program, Paramedic, and Emergency Medical Technician Basic handbooks). Unless otherwise noted in the Auburn Practical Nursing, Paramedic, or Emergency Medical Technicians handbooks, all students must maintain a 70% GPA as well as 90% attendance in order to meet the Satisfactory Academic Progress Policy (SAP). The financial aid office will evaluate each student's progression at the end of each payment period.

Students receiving funding through GI Bill® Benefits that are not in compliance with the Satisfactory Academic Progress Policy (SAP) will be determined ineligible for benefits and will be subject to termination from school.

Warning

If the student is not meeting the Satisfactory Progress Requirements at the end of any module of their program, the student will be given a warning that she/he may be in jeopardy of losing eligibility for financial aid or GI Bill® benefits. The student will continue to receive financial aid or GI Bill® benefits during the warning period.

Probation

If a student fails to meet the requirements for satisfactory academic progress at the end of the program module, the student will be required to schedule a consultation with the Student Services Coordinator. The student will be placed on probation until the end of the next program module and provided with an academic plan to come into compliance with the school's satisfactory academic progress standards. The student will remain eligible for financial aid or GI Bill® benefits during the probationary period. At the end of the probationary period, the student must be meeting the academic/attendance progress standards and the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student's financial aid or GI Bill® benefits eligibility will be terminated and the student will be subject to termination from school. Emergency Medical Technician, Paramedic, and Firefighter programs do not qualify as a module program, therefore students will be monitored according to state academic/attendance progress standards. The Director of Adult Workforce Education will inform the student by letter of her/his probation/suspension status and her/his dismissal from the school.

Appeal Process

Students have the right to appeal unsatisfactory academic progress decisions. Appeals must be submitted to the school's Department of Financial Aid within five (5) calendar days of receipt of the unsatisfactory progress notice. The appeal must be accompanied by documentation supporting the

mitigating circumstance that prevented the student from attaining satisfactory progress. The written appeal, as well as all mitigating circumstances, will be reviewed for decision by both the Director of Adult Workforce Education and the Financial Aid Specialist as SAP clearly involves academics, financial aid, and GI Bill® benefits. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The appeal may be submitted to the Director of Adult Workforce Education, whose decision is final. The student will be notified of the decision within ten (10) days. The review and decision by the Director of Adult Workforce Education and Financial Aid Specialist are final.

Reinstatement

If a financial aid probation, GI Bill® benefit probation, or educational plan is successfully appealed, the student's financial aid or VA benefits eligibility will be reinstated for the payment period in which the appeal is applicable.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. There are no non-credit remedial courses.

Course Repetition

A student may repeat a course they failed or did not complete. The repeat grade will supersede any previous grade. However, for students repeating a course, they must complete the program within the maximum timeframe allowed. Students will not receive financial aid or GI Bill® benefits for repeated coursework unless the student has not been in attendance for 180 days (see policy on Returning Students).

Failure of Classes – Returning to Continue Program of Training

Students who fail a class then return at a later date to continue in the program of training, either in the same award year or the following, are required to meet with either the Director of Public Safety, the Director of Practical Nursing, or the Director of Adult Workforce Education, in addition to the career & student services coordinator to re-enroll after the failure of a program. For financial aid or VA benefits purposes, if the student fails, pending Pell, Student Loan disbursements, or GI Bill® benefits are placed on hold until the financial aid office determines if the student is eligible to receive those disbursements. Returning students must also follow the SAP policy as listed in the Handbook. Title IV aid disbursements for returning students are distributed based on when the student returns and how many clock hours are scheduled for that student to complete. Additional stipulations regarding financial aid award amounts and GI Bill® benefit disbursements apply to returning students; therefore, that information is available from the financial aid office.

If the student fails but does not return, the student's Title IV or GI Bill® benefit is recalculated based on the total number of clock

HEALTH

Accidents or Illness

All injuries or accidents, however slight, must be reported to the staff member in charge and the Adult Workforce Education Office. If an accident occurs, an Incident Report Form must be completed and signed, and a copy will be placed in the student's file. Incident Report Forms are available in the Adult Workforce Education Office. Depending on the nature of the injury, the school employee may send the student to the medical personnel on staff or, if the injury is serious, immediately call

Emergency 911.

Communicable and Infectious Diseases

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through airborne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

1. HIV (human immunodeficiency virus);
2. AIDS (acquired immune deficiency syndrome);
3. AIDS-related complex (condition);
4. HAV, HBV, HCV (Hepatitis A, B, C);
5. Other diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

With this in mind, the Board directs the Superintendent to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify, the risk factors involved, how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the Superintendent to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

Emergency Medical Authorization Forms

Emergency Medical Authorization Forms are kept on file for each student as required by the Ohio Revised Code. It is the student's responsibility to ensure the information on the form is current and correct.

Health Risks Associated With Alcohol

Alcohol consumption causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined

with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal symptoms can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. As described in What Works: Schools Without Drugs (1989 Edition, Department of Education).

SAFETY

Video Surveillance

The interior and exterior of Auburn Career Center are under surveillance by video equipment. A recording may be used as evidence by administrators or the police in any situation involving the violation of any rule, regulation, policy, or law. Electronic surveillance cameras are in constant operation throughout the facility and may be monitored at any time. For further information, contact the Director of Adult Workforce Education.

In Case of Fire

Instructions to be followed in case of fire are posted in each room. Students should be familiar with them. The fire signal is automatic and its distinctive ring is easily recognized. When the signal is given, be prompt and orderly in leaving the building. Stay together as a class, be quiet, and listen for directions.

Safety Drills for: Fire, Tornado, Lock Down, and Disaster

Drills will be held at various times during the school year in an effort to promote the safety of the students and staff at Auburn Career Center. Correct procedures for fire and tornado drills are posted in each classroom. Students will proceed to the designated areas during such drills in a quiet, professional manner.

Safety Regulations

Safety is an important part of every function at Auburn Career Center. Each program has different safety requirements for the protection of everyone. Workforce Education students who fail to conform to these safety regulations will be subject to disciplinary procedures including, but not limited to, forced withdrawal and criminal prosecution.

1. Horseplay (ex: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
2. All accidents/injuries shall be reported immediately to the instructor or other school-qualified personnel.
3. Good housekeeping rules and regulations shall be followed.
4. Proper personal protective equipment shall be worn.
5. Safety procedures shall be followed when operating equipment or handling material manually or mechanically.
6. All hazardous materials shall be properly labeled and stored.
7. All hazardous materials taken out of the original container must be properly labeled if not used by the end of lab.

8. Chemical substance abuse shall not be permitted.
9. Wet, slippery, hazardous traffic areas shall be properly identified.
10. All designated aisle ways shall be kept unobstructed.
11. Emergency equipment shall never be blocked.
12. Where adequate ventilation is provided, it shall be used.
13. School motorized equipment shall not be driven by students without proper safety instruction and no motorized equipment may be removed from school property.
14. Food and drink are permitted in designated areas only.

Shop Regulation

1. No Workforce Education student shall work in the shop without the supervision of the instructor.
2. Work will be done within the scheduled program time.
3. All hand tools will be issued by the instructor or the person assigned and must be returned by the student to the person who issued it. The student will be held accountable for tools assigned to him/her and not returned.
4. Food and drinks are to be consumed in the designated area.
5. Shop doors are to be closed at all times.
6. Please check all shop doors to see that they are locked before leaving.

SCHOOL OPERATIONS

Grievance Procedures for Nondiscrimination and Equal Opportunity/Access

Any person who believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator. The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall, in turn, investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

1. **Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply, in writing, to the complainant within five (5) business days.
2. **Step 2:** If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond, in writing, to the complainant within ten (10) business days.
3. **Step 3:** If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within 20 business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

- 4. Step 4:** If at this point, the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-1100.

The local Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

If the student does not believe he/she has received a satisfactory resolution to his or her complaint after compliance with the grievance procedure above, the student may seek further resolution as follows:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770.396.3898 or 800.917.2081
Fax: 770.396.3790
www.council.org

Grievance Policy

Auburn Career Center believes that complaints and grievances are best handled and resolved as close to their origin as possible and that the staff should be given every opportunity to consider the issue and attempt to resolve the problem. Situations that a student may file a grievance include any item(s) so guaranteed by local, state or federal law, as well as disciplinary issues. Students may not file a grievance relative to school policies and procedures, curriculum, tuition-related issues, or other issues that are generally considered managerial decisions.

1. A dispute or grievance is best resolved informally, with an effort by each party involved to listen carefully and respectfully to others.
2. If the student wishes to appeal the matter after discussion with the person(s) involved in the incident, or with the person who made the decision that caused concern, he/she is entitled to do so. The appeal must be made in writing and directed to the Director of Adult Workforce Education. Any documentation in support of the students' appeal may be included with the appeal letter.
3. All appeals are handled in a confidential and equitable manner.
4. If the appeal results from a dispute regarding a grade issued by an instructor, the burden will be on the student to prove that the instructor has made an error, or that the instructor has applied non-uniform standards in assigning the grade.
5. If the student is the victim of harassment or criminal behavior, the student should report such behavior to the Resource Officer on duty or the Lake County Sheriff's Office.

If the student does not believe he/she has received a satisfactory resolution to his or her complaint after compliance with the grievance procedure above, the student may seek further resolution as follows:

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Fax: 770.396.3790

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Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Parking

Parking is available without charge to all students attending Auburn Career Center. Students are advised to lock their vehicles and to avoid leaving items in the vehicle that might prompt a break-in. Auburn Career Center assumes no liability or responsibility for damage or theft to vehicles or their contents, and anyone parking on Auburn Career Center campus parking areas does so at their own risk. In the event of a theft, damage, or accident involving a vehicle on campus, the individuals involved are advised to file a report to the proper law enforcement authorities.

Change of Address/Phone Number

Students are responsible for notifying the school in the event of a change of address or phone number. The school is not responsible for any failure to deliver messages and/or correspondence in the event the student has changed an address or phone number.

Security

Sheriff deputies from the Lake County Sheriff's Department are on duty during Workforce Education programs. Security cameras are also located throughout the building. Auburn Career Center reserves the right to utilize video surveillance equipment in all common areas on school property. The cameras may not be monitored at all times.

School Closing

The Workforce Education Division of Auburn Career Center adheres to a school calendar for scheduled holidays. The calendar may be accessed at the school website or by asking for a copy from the Adult Workforce Education Office. Unscheduled school closings will be announced over television stations or online. Our school closing announcements will be listed as Auburn Career Center Adult Workforce Education. Unscheduled class cancellations occur mainly during the winter months. Workforce Education classes do NOT necessarily follow the high school protocols. Students should use their discretion to determine if weather conditions preclude attending class. Students who choose not to attend when Auburn remains open will be counted absent. All unscheduled school closing hours must be made up with a scheduled make-up day. Students who choose not to attend a scheduled make-up day will be counted as absent.

Protection and Privacy of Student Records

Auburn Vocational School District maintains many student records including both general information and confidential information. General information may include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, date of graduation, and awards received. General information cannot be provided to any individual or organization without the written consent of the student. Students may refuse to allow the Board to disclose any or all general information. For further information, please consult the Family Education Rights and Privacy Act (FERPA) notice, which can be found at [Family Educational Rights and Privacy Act \(FERPA\)](#).

Other than general information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the student, as well as, those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Transcripts

Students have the right to review and receive copies of all educational records. They must complete a transcript request form located in the back of the Handbook. Send the completed form to the Adult Workforce Education Office, 8221 Auburn Road, Concord Twp., OH 44077, or fax to 440.358.8012.

All financial obligations to Auburn Career Center must be reconciled before the release of an academic transcript.

Students wishing to review student records should provide a written notice identifying requested student records to the Director of Adult Workforce Education, and should make an appointment by contacting the Adult Workforce Education Office.

Students have the right to challenge the contents of a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. The student must request a challenge of a student record in writing.

Crisis Management

Auburn Career Center has a Crisis Management Plan that is updated annually. A copy of the Plan can be found in any classroom or office. Both students and staff should review the Crisis Management Plan and be familiar with the expected actions to take during a given emergency. Drills and mock events will occur periodically to familiarize students and staff with the correct procedures to follow during an emergency.

Voter Registration

To be eligible to vote in the next election in Ohio, you must be registered to vote at least 30 days before the election date. You can register to vote through the County Board of Elections **in person** or **by mail**. You **cannot** register **online**. You can also register to vote at your local [Ohio BMV office](#) when you go in for any driver's license/ID card transactions, including:

- Applying for a new driver's license.
- Renewals.
- Changing your name or address.

You'll need to complete and submit a [Voter Registration and Information Update Form](#). To register to vote **in person** or **by mail**, take or send a completed [Voter Registration and Information Update Form](#) to your local [County Board of Elections office](#).

You can pick up a copy of the form at any:

1. [Boards of Elections Office](#)
2. [Ohio BMV deputy registrar office](#)
3. Ohio public library
4. County Treasurer Office

5. The Ohio SOS website provides a [complete list of locations](#) to obtain a copy of the Ohio Voter Registration Form.

Constitution Day

On September 17, 2022, of each year the school will hold an educational program on the U.S. Constitution as required by the U. S. Department of Education for all schools receiving federal funds. However, when September 17th falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion also assess cost and attorney’s fees. For details, see Title 7, United States Code, Sections 504 and 505.

TECHNOLOGY

Student Network and Internet Acceptable Use and Safety

Students are encouraged to use the Board's computers, network, and internet connection (“Network”) for educational purposes. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines, may result in disciplinary action. Prior to accessing the Network students must sign a Technology Agreement. The form is found in the back of the Handbook.

Media Services

Students are encouraged to utilize the media services in order to access a variety of educational materials, audio-visual materials; internet access, and the learning management system in accordance with the Student Network and Internet Acceptable Use and Safety policy.

ALUMNI INFORMATION

Information on the Auburn Alumni Association can be found by visiting our website at www.auburncc.org

CLERY ACT INFORMATION

For information on campus safety and security at Auburn Career Center, visit the The Campus Safety and Security Data Analysis Cutting Tool at www.ope.ed.gov/security.

PROGRAM DESCRIPTIONS

Machining/CNC

Course Description

Clock Hours: 665

Work in the high-demand, high-tech field of machining/CNC, and enjoy stable employment in the dynamic environment of manufacturing. A partnership with leading manufacturers in the area delivers a state-of-the-art manufacturing training program. The course begins at Auburn and ends with an PAID INTERNSHIP! Modules include Machining I, Machining II, CNC Operations and Internship. **Certifications:** 10-Hour OSHA General Industry Certification test is included (required before starting).

HVAC

Course Description

Clock Hours: 600

This comprehensive HVAC technician course covers electrical processes, refrigeration, cooling and A/C, heating, heat pumps, installation, air distribution, and hydronic. The EPA Section 608 Certification for CFC Refrigeration Recovery/Recycling and OSHA 10-Hour General Industry Certification tests are included.

Welding

Course Description

Clock Hours: 620

This comprehensive program is designed to teach the fundamentals of the welding process. Includes welding safety, plasma cutting, oxy/fuel cutting, carbon arc gauging, SMAW, GMAW and GTAW process, brazing, fabrication, measuring tools, blue print reading with welding symbol recognition, proper use of shop equipment and hand tools. Proper gas, rod and wire selections for each welding process including proper welding equipment set-up and equipment problem recognition. Welding certifications available. Tools and safety equipment listed are required within the first week of class: clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood. Welding certifications are available at an additional cost per test. OSHA 10-Hour General Industry Certification test is included. **Certifications:** SMAW 1" Groove Weld Test, SMAW ASME Section IX B & PV Code Pipe Weld Test. 10-Hour OSHA General Industry Certification. FCAW A36 1" 3G Groove OR GMAW A36 1" Groove. GTAW 1/8" 304 2F Fillet Weld Test Stainless Steel or Aluminum.

Industrial Electricity -Electrical Training

Course Description

Clock Hours: 320

This course provides training in industrial electrical applications. Instruction consists of instructor-led classroom, online topics, and hands-on learning with equipment. Learning is directed toward achieving the highly recognized NIDA certification. OSHA 10-Hour General Industry Certification test is included. Students are responsible to have a multi-meter and safety glasses prior to the start of class.

Auburn Practical Nursing Program **Clock Hours: 1200**

A hands-on learning approach to training will prepare you for your state board-credentialing exam for LPN. Focuses on delivering high-quality nursing care to clients in any stage of wellness or illness. As part of Auburn's Health Career Pathway Partnership with Lakeland Community College, students who complete will be able to continue their career pathway education in Lakeland's Associate Degree program. **Note:** online coursework is also part of this program.

Anatomy & Physiology

This is an introductory study of human anatomy and physiology. It traces the organization of the body from a single cell to a coordinated whole. The purpose of the course is to focus on the interaction of all body systems for the maintenance and attainment of homeostasis. A primary objective is to describe and explain the fundamental facts and principles of anatomy and physiology for application in a clinical setting. Examples of body structure and its relationship to self-care principles are presented to provide a scientific basis for both nursing practice and theory. Lecture: 90 clock hours (60 first quarter/30 second quarter).

Growth and Development

This course highlights the human development processes, conditions, and events that occur during the various life stages from infancy to end of life. This includes the effects of family, cultural, religious, and environmental influences that the client experiences in their struggle to maintain, promote or restore health. The student will learn the developmental self-care requisites throughout the life span. An understanding of normal growth and development is essential to the delivery of nursing agency in the promotion of self-care agency. Lecture: 60 clock hours (40 third quarter/20 fourth quarter).

Nutrition

This course will prepare the student to understand vital nursing concepts which will include nutrition theory and modified and therapeutic diets as required to meet universal self-care requisites. The essential nutrients are covered, including definitions, descriptions of functions, effects of excesses and deficiencies, and food sources. Nutritional standards including dietary reference intakes are explained and incorporated into the discussion of nutrients. Information on the use of food in the body and how the body maintains energy balance completes the course. Lecture, audiovisual, observation, and discussion strategies are used to relate personal and family dynamics for the application to nursing practice. Lecture: 50 clock hours (30 first quarter/20 second quarter).

Personal & Vocational Relationships

This course will prepare the student to understand vital nursing concepts, including: self-care health deviation, health care delivery systems, ethics, statutory, criminal, contractual, and tort laws. Related historical and cultural content will be introduced. Emotional homeostasis will be discussed with the goal to maintain self-care. The nursing process, self-care agency, leadership, licensure, employability, and patient education are incorporated into the course. Opportunities to demonstrate both verbal and written communication will be provided to facilitate nursing agency and the communication of pertinent information. Lecture: 50 clock hours (30 first quarter/20 fourth quarter).

Pharmacology I

This course introduces the beginning student to their role in medication administration. Legal aspects of medication administration, principles, and foundations of medication administration, and lifespan and cultural modifications are all topics included in this beginning course. Preparation, administration, and calculation of drug dosages complete this beginning course. The development of safe medication administration skills for the student occurs during Nursing Fundamentals learning experiences. The IV therapy didactic content is included in this course. Skills related to IV therapy will be practiced and tested in Nursing Fundamentals during the second quarter allowing students to complete the IV therapy requirement as set forth by the Ohio Board of Nursing. Lecture: 90 clock hours (50 first quarter/40 second quarter) Lab: 20 clock hours integrated within Nursing Fundamentals in the second quarter.

Pharmacology II

This course provides essential information on specific groups of medications. This will assist the students in the development of critical thinking skills that will facilitate safely preparing and administering medications. The student will utilize learned skills from Pharmacology I and build on

those skills to learn the classification, action, major side effects, drug interactions, and patient education for nursing agency administration of medications. This course reinforces the nursing role in medication administration. Legal aspects of medication administration, principles and foundations of medication administration and lifespan and cultural modifications are all topics reviewed in the instruction of this class. Lecture: 80 clock hours (40 third quarter/40 fourth quarter).

Nursing Fundamentals

This course provides the new nursing student with the fundamental concepts and nursing skills to meet universal self-care requisites of the client across the lifespan. The student will learn to assimilate nursing concepts by use of critical thinking skills and the application and implementation of the nursing process. Evaluation of the student is based upon the student's use and application of the nursing process, health concepts, communication skills, critical thinking and reasoning skills, application of legal and ethical concepts, performance of safety, and nursing skills. Lecture: 100 clock hours (50 first quarter/ 50 second quarter). Laboratory: 90 clock hours (60 first quarter/30 second quarter) Clinical: 120 clock hours (0 first quarter/120 second quarter).

Nursing Across the Lifespan

The course presents the theory, health concepts, and clinical experiences in nursing across the lifespan. The learner develops nursing care agency while promoting client self-care agency to meet the client's self-care requisites. Lecture: 100 clock hours (60 third quarter/40 fourth quarter). Laboratory: 40 clock hours (40 third quarter). Simulation Laboratory: 24 clock hours (12 third quarter/12 fourth quarter). Clinical: 276 hours (108 third quarter/168 fourth quarter).

Technology Lab

This course provides the beginning student with the fundamental concepts and nursing skills using technology to identify and communicate universal self-care requisites of the client throughout the lifespan. Evaluation of the student is based upon the proper use of the computer to utilize the nursing process, health concepts, communication, documentation, nursing ethics, laws, policies, procedures, nursing skills, and safety. Lecture: 30 clock hours (20 first quarter/10 second quarter).

State Tested Nurse Aide

Course Description

Clock Hours: 78

This 78-hour class will lead to positioning you to take the Ohio State Tested Nurse Aide exam.

Completers will be qualified to work in many healthcare settings, especially rehabilitation and long-term nursing care facilities.

Students are required to have white shoes, solid color scrubs, a watch with a second hand, and proof of a current 2-step TB test on the first day of class. State testing fees are not included in the price of the class.

Dental Assistant

Course Description

Clock Hours: 80

Dental Assisting is a fast-paced, rewarding career with a great salary and excellent working hours.

Auburn Career Center is offering a 10-week Adult Dental Assistant Program in our new Dental Assistant classroom and lab that is affordable and convenient. Our program focuses on infection control, chairside assisting, dental materials and radiology. You will be prepared to work in the field. Student will need to provide uniforms and proper footwear

Emergency Services Telecommunicator

Course Description

Clock Hours: 600

Emergency Services Telecommunicator, is designed to give you the job skills necessary for successful employment. Society and communications are becoming increasingly more mobile and accessible. With that mobility, the ability to access 9-1-1 services at any time and in any place has become a constant, and

GENERAL EDUCATION COURSE DESCRIPTIONS

Residential Wiring

Course Description

Clock Hours: 48

This course covers the basics of residential wiring, including boxes, runways, cabling, service panels, and NEC code application. *Certifications:* 10-Hour OSHA General Industry Certification test is included (required before starting).

Small Engine Repair

Course Description

Clock Hours: 48

Training on repairing small engines. Lawnmower engines, motorboats, and recreational vehicles. Work with engines, ignition systems, electrical circuits, fuel systems, two-stroke, four-stroke, and outboard engines. *Certifications:* 10-Hour OSHA General Industry Certification test is included (required before starting).

General Automotive Maintenance

Course Description

Clock Hours: 24

Learn how to conduct routine maintenance on your vehicle including brakes, tires, fluids and general automotive performance troubleshooting.

Bathroom Remodel

Course Description

Clock Hours: 72

In this class, you will cover all aspects of a full bathroom remodel to give a real world experience for your own bathroom remodel or other home improvements. Topics include: Plumbing, Electrical, Drywall Hanging and Taping, Flooring, Shower Tiles, Cabinetry and Trim, and Paint and finish features. You get hands-on experience in all topic areas as your class creates a working bathroom in our Construction Lab.

Anatomy & Physiology

Course Description

Clock Hours: 80

This course (in-person and online) is a combination of Anatomy & Physiology and Medical Terminology that enables you to understand the structures and functions of the human body as well as the terminology of how they relate. Objectives include, but not limited to, support and movement, control and coordination, continuity of life, root words and medical terminology, and patient care.

EKG Technician

Course Description

Clock Hours: 40

This course is designed for an aspiring health care learner who is motivated to become an EKG Technician. The course will provide you the knowledge and understanding of the utilization of the electrocardiogram machines, anatomy & physiology of the heart, medical disease processes & terminology, electrocardiography, and echocardiography as well as other objectives. EKG technicians are responsible for interpreting the data output, ruling out artifacts and glitches while evaluating the patient's heart rate, blood flow, and more.

Fire Inspector

Course Description

Clock Hours: 80

This course uses the International Association of the Fire Chiefs Fire Inspector Principles and Practice 1st Edition book, Ohio Fire Code, and Ohio Building Code. You do not have to purchase the codebooks if your sponsoring department or you have the current up-to-date Ohio Fire Code and Ohio Building Code books. The course is a mix of didactic and practical application.

EMT VILT 30-Hour Refresher

Course Description

Clock Hours: 30

This course is a 30-hour State of Ohio EMT Refresher course following the current guidelines. This class is also compliant with the 2016 NCCP EMT and NREMT updates. Credit is given for both at no extra cost, it requires additional testing that is included in the class. EMS instructors are available Monday thru Friday from 0900 - 1700 to answer questions specific to the curriculum or help students with content delivery.

Paramedic VILT 30-Hour Refresher

Course Description

Clock Hours: 48

The didactic portion of the Ohio Paramedic Refresher Training Program is designed to refresh Paramedic skills. The program consists of 48 hours of online content and one 8-hour skills verification session. To receive a certificate of completion, students must demonstrate competency over the knowledge psychomotor skills outlined in the program through written and practical testing.

Volunteer Firefighter

Course Description

Clock Hours: 36

After successful completion of the thirty-six hour Ohio Volunteer Firefighter's Course, students are eligible to take the state exam for Volunteer Firefighter as recognized in the Ohio Revised Code. The Volunteer Firefighting course provides the basic elements upon which Firefighters can begin to build their training portfolio and assist in firefighting operations with their Fire Departments. Student must be 18 years of age and out of high school. This class contains strenuous physical activity.

Physical required by first class. ODPS #302

MIG Welding

Course Description

Clock Hours: 124

Fundamentals of GMAW (MIG welding) includes safe, proper use and set up of welding equipment, proper size and types of welding wire including solid wires and flux core wires, proper gas selection and ratios for welding on steel-light gauge and heavy steel plate and introduction to Pulse-Spray techniques. A 10-Hour OSHA online safety certification is required before classes begin. Welding instruction also requires online work outside of class. Course includes one certification test. Tools and safety equipment that are required within the first week of class: clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood. **Certifications:** 10-Hour OSHA General Industry Certification; 1" Plate Certification

TIG Welding

Course Description

Clock Hours: 124

Fundamentals of GTAW (TIG) welding includes safe, proper use of welding equipment and set up on AC/DC polarities, proper gas ratios and types, proper wire selection and tungsten selections for different types of metals including steel, stainless steel, and aluminum (light gauge to 1/8") material, and introduction to pulse welding. A 10-Hour OSHA online safety certification is required before classes begin. Welding instruction also requires some online work outside of class. One certification test included with course. Additional certifications available with instructor's approval at an additional cost. Contact the Adult Workforce Education Office for the tools and safety equipment required within the first week of class. **Certifications:** 10-Hour OSHA General Industry Certification; T-Filet Certification

Advanced Topics

Course Description

Clock Hours: 124

Fundamentals of welding pipe with the SMAW mode of welding, proper set of welding equipment and tools, proper welding electrode selections, proper pipe joint set up, and proper techniques of welding pipe joints and cover pass' in the flat 1G, horizontal 2G, vertical 3G, overhead 4G, and 6G 45 degree positions. Safety, one 2" pipe certification test comes with this course and others are optional if approved by the instructor for extra testing fees. Welding instruction will also require online work outside of class. Contact the Adult Workforce Education Office for the tools and safety equipment required within the first week of class. **Certifications:** 10-Hour OSHA General Industry

Basic Stick Welding

Course Description

Clock Hours: 124

Fundamentals of SMAW (stick welding) include welding safety, proper equipment set up and recognition, proper electrode selection for flat, vertical up and overhead welding on light gauge material. Blue print reading including welding symbol recognition, use of measuring tools. A 10-Hour OSHA online safety certification is required before classes begin. All tools and safety equipment listed are required within the first week of class includes clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood.

Certification: 10-Hour OSHA

Intermediate Stick Welding

Course Description

Clock Hours: 124

This course provides additional skills in SMAW welding process (Stick). Including safe, proper welding techniques, electrode selection and proper welding equipment set up for flat, vertical up and overhead welding on heavy steel plate and other metals such as stainless steel and aluminum A 10-Hour OSHA online safety certification is required before classes begin. Safe and proper use of shop fabrication equipment, blue print reading and welding symbol recognition, some online work will be assigned outside of class. Tools and safety equipment that are required within the first week of class: clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants(NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood. **Prerequisite:** Stick Welding or equivalent work experience based upon an evaluation by our program instructors. **Certifications:** 10-Hour OSHA General Industry Certification; 1" Plate Certification

Auburn Aspire Program

Auburn's Aspire Program provides **FREE** services for individuals who need assistance acquiring the skills to be successful in post-secondary education and training and employment. All students are required to attend orientation, where an assessment is given to help determine the individual's educational needs and goals.

Services available:

Adult Secondary Education/High School Equivalence Preparation: Classes that prepare students for the High School Equivalency Certificate

Employment Skills: Brush up on math or reading skills

English for Speakers of Other Languages (ESOL): Free classes to learn how to speak, read or write English.

Distance Education: Study from home in addition to class time!

Classes are offered mornings and evenings at various locations throughout Lake and Geauga counties! See our website for locations: www.auburncc.org

Note: Auburn continues to offer programs that meet the need of the community. Courses may be added or deleted throughout the school year.

APPENDICES

Auburn Career Center



ADULT WORKFORCE EDUCATION STUDENT REQUEST FOR WITHDRAWAL

Today's Date: _____

Name: _____

Complete Address: _____

Email: _____ Phone: _____

Name and Address of Employer: _____

Email: _____ Phone: _____

Title or Position: _____

Program enrolled in: _____

Reason for withdrawal: _____

Date of withdrawal: _____

Last Date of Attendance: _____

Student's Signature: _____

Director of Adult Workforce Education or Designee: _____



Today's Date: _____

Program Name: _____

Student Name: _____

Address: _____

Phone: _____

Email: _____

Leave of Absence Information

Leave requested from: ___/___/___ to: ___/___/___ Total number of days: _____

Reason for leave of absence (please attach additional letter if necessary):

Leave of Absence Policy

Due to the length and nature of the Adult Education Programs, a leave of absence is discouraged but will be evaluated on an individual basis by the Director of Adult Workforce Education.

Auburn Career Center may grant a student a leave of absence of up to 180 days in any 12 month period if the student provides proof of hardship.* During the Leave of Absence, the student is not considered to be withdrawn. Students must apply in writing and the school Director must approve the leave. A copy will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional Auburn Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. **If the student has a Federal Loan, the grace period begins retroactively to the student's last date of attendance**

*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

Student's Signature: _____ Date: _____

Adult Director Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Financial Aid Administrative Assistant Student File Instructor

**TECHNOLOGY
SAFETY AGREEMENT**

**Auburn
Career Center**



ACCEPTABLE USE AND

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, adult students must sign the following form.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented the use of technology protection measures which protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Educational Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

Please complete the following information:

Student User's Full Name (please print): _____

Program: _____

Please read the following.

1. No equipment (computers, printers, drives, CD-ROMs players, etc.) shall be altered in any way.
2. No equipment may be moved without the direct permission of the instructor charged with the responsibility for that equipment.
3. No file, program, graphic, game, etc. may be installed on, or copied to, or deleted from any computer or hard drive without permission of the instructor charged with the responsibility for that computer.
4. Personal enhancements to a computer such as screen savers, wallpaper, graphics, etc. are not permitted on Auburn Career Center equipment unless they are a specific area on instruction, and must be approved individually by the instructor charged with the responsibility for that computer.
5. The addition (purposeful or otherwise) of a virus, worm, time bomb, etc. to any system is prohibited.
6. Misuse or abuse of e-mail is strictly prohibited.

I have read and agree to abide by the TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT. I understand that any violation of the terms and conditions set forth in this agreement is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student Signature: _____ Date: _____

TRANSCRIPT REQUEST

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Program: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Records requested: _____ Transcript _____ Certificate

Send Official Transcript to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

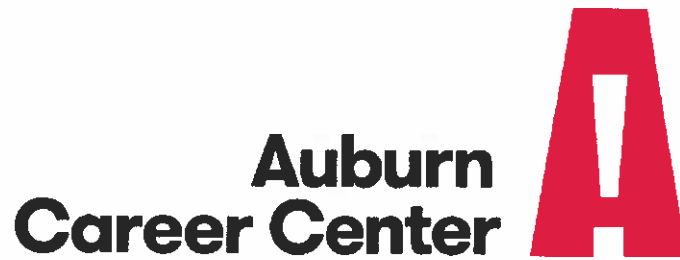
Phone: _____

Signature of Student

Date

All Financial obligations to Auburn Career Center must be reconciled prior to the release of an academic transcript.

The Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activities conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or by calling Auburn Career Center at 440-357-7542.



8140 Auburn Rd.
Concord Twp., OH 44077
440.357.7542

MAKE-UP DAY NOTIFICATION

Date: _____

Student Name: _____

Address: _____

Because programs in Adult Workforce Development are based upon specific numbers of hours (clock hours), it is critical that all workforce development students attend classes and related training to be in compliance with the required hours for the course.

You are receiving this notice because you have missed a class or training event, and need to schedule a time and date to make up the missed hours. Please complete the following information and return to your instructor with the next 48 hours.

Be advised that failure to complete make-up days may result in a failing grade for the class, not receiving a certificate of completion, or other additional penalties particular to your program. Students are expected to comply with any attendance policies for their program and to make up any days missed that are permitted as listed in the Student Handbook.

Days missed that may be made up are due to circumstance beyond the control of the student. For example, weather emergencies, homeland security emergencies, failure of an instructor to attend, building evacuations, or other issues may result in class being canceled. In such cases, the instructor may schedule an all-class make-up date to comply with the clock hour requirement for your program. You are required to attend these classes or to make arrangements with your instructor to make up the hours regardless.

If you have any questions, please feel free to call me at 440.357.7542 X8159.

Sincerely,

Michelle Rodewald
Director of Adult Workforce Education & Business Partnerships



**ADULT WORKFORCE EDUCATION
MAKE-UP DAY NOTICE FORM**

Student Name: _____

Program: _____

Instructor: _____

Date Absent: _____
(use a separate form for each date)

Reason For Absence: _____

Make-up Date: _____

Curriculum/topic covered on make-up date _____

Make-up Date Completed

Instructor Signature/Date

Student Signature/Date

Director of Adult Workforce Education or Designee Signature/Date

cc: Student file

Auburn Career Center



ADULT WORKFORCE EDUCATION STUDENT HANDBOOK

STUDENT CODE OF CONDUCT INFORMATION SIGNED AGREEMENT 2023-2024

I have read all of the information included in the Workforce Education Student Handbook 2021-2022 and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Auburn.

Auburn Program: _____

Student Name: _____
(Please Print)

Student Signature: _____

Date: _____

**Auburn
Career Center**



Attachment Item #15

*Adult Workforce
Employee Handbook*

**Auburn
Career Center**



Adult Workforce Instructor Handbook

8140 Auburn Road
Concord Township, Ohio 44077
440.357.7542

www.auburncc.org

Dr. Brian Bontempo
Superintendent

Sherry Williamson
Treasurer

Jeff Slavkovsky
Executive Director of CTE

Michelle Rodewald
Director of Adult Workforce Education & Business Partnerships

David Leone
Director of Curriculum and Instruction

Andrew Kelner
Director of Business Partnerships

Mission Statement

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

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Forward

This handbook is a guide to aid you in improving your instructional program and to answer questions that arise from time to time in connection with school policies and procedures. Although some of the Board of Education policies have been included in this manual, it should be clearly understood that procedures are not policies and the actual Board Policy Manual is the final authority.

Throughout the year, there may be additions or deletions published that will supplement, amplify, or modify the original contents. Electronic copies of this handbook should be considered the current edition. Hard copies of this handbook may not be the most current.

You are expected to familiarize yourself with this manual. Your ideas and suggestions are welcome for future revisions.

Instructor Educational Requirements

Instructors must possess a minimum of a high school diploma and demonstrate competency in the assigned area of instruction. All instructors must obtain a State of Ohio Adult Education Permit from the Ohio Department of Education, unless they hold a current high school teaching permit in the area of assigned instruction. Instructors must also be board approved for each program they teach in.

Instructor Work Day

The instructor work day is dependent upon the hours he/she is scheduled to teach. Instructors are provided fifteen minutes of prep time pay for every one hour of instruction, rounded up. For example, an instructor will receive 1 hour of prep pay for 4 hours of instruction, and will receive 30 minutes of prep pay for 1.5 hours of instruction. Instructors are expected to be on time and prepared for classes and teach until the end of the required class time.

In the event circumstances require staff to be present in the school or in attendance at required activities, the instructor shall submit a timesheet for the additional hours of pay. Submission for the approval of additional hours requires prior approval by the Director of Adult Workforce Education. At least one instructor from each program is required to be in attendance at the program advisory committee meetings (held annually) for their program of instruction. Instructors are required to be in attendance at the faculty development trainings as scheduled by the Director of Adult Workforce Education.

Instructor Attire

Instructors should be dressed professionally for their career field.

Customer Service

As an educational choice, instructors and staff need to always be aware of and demonstrate excellent customer service both to our current students, business partners, potential students and to each other.

Services, such as welding and machining, performed as a part of the curriculum of Auburn Career Center will be guided by the following criteria:

Auburn Career Center will service agencies and individuals as determined by the Administration to be in the best interest of the school and the students' educational experiences. Permission of the Director of Adult Workforce Education must be obtained for services performed in your lab facility or in the community. Please have the "Hold Harmless Agreement" form filled out and signed. Form is located on "[MyAuburn](#)". Clientele and students will adhere to safety and prescribed methods established by instructors. All work will be inspected by the instructors.

Visitor Regulations

All visitors must report to the receptionist upon arrival at Auburn, provide acceptable identification and secure a visitor's pass. Instructors should encourage students to continue their regular classroom and laboratory activities as visitors pass through the building. Pride in appearance of the building and grounds should be a common concern of both students and instructors.

A Guest Speaker Request Form should be completed and submitted to the Director of Adult Workforce Education prior to allowing a guest to speak to the class. Forms are found on the "[MyAuburn](#)".

School Crisis Plan

Executive Director of CTE, Jeffrey Slavkovsky, is the Safety Director for Auburn Vocational School District. Coordination of all safety procedures are under his responsibility and these plans are detailed in the Crisis Plan updated annually.

Each teacher will receive a separate binder with the school crisis plan in it. Please read through this binder thoroughly, sign the acknowledgment form, and return it to the High School Office. Keep your crisis plan in a safe place for quick reference.

Syllabi

Syllabi are completed and sent to the Director of Adult Workforce Education for review by the beginning of the program each year. The formatting and language should not be altered from the master syllabi available on the Adult Shared drive.

Any requests for changes in textbooks for the following year must also be submitted at that time.

Taking Attendance

Attendance is recorded in Aceware and must be submitted daily. Daily sign-in sheets must also be kept as a secondary record. Attention to attendance is very important to students for many reasons. Students must attend a minimum of 90% of their program in order to earn their certificate of completion. Some programs have an even higher requirement. Additionally, attendance tracking is very important for students who take financial aid. Missing class can affect a student's financial aid disbursements and even make them ineligible for aid. Daily attendance ensures Auburn faculty and staff can monitor student progress and assist students when necessary. Be diligent in good attendance procedures.

Aceware can be found on the ["Staff Portal"](#).

BEGINNING OF THE YEAR:

Copy Machine Access

To print or copy using the copy machine, one must have an active key fob. The key fob is scanned before copying and before retrieving a copy.

The copy machines are also the printer for your computer. When you send a document to the printer, it can be printed at most copiers throughout the school. The copiers will be in your print menu under "Auburn-Copier on accprint". Once you send the document to the copier, use your key fob to access the printer menu, then select "Job Release" to find the documents you want to print.

IT or your direct supervisor will be happy to help set up the printer for you.

To use the copier machine to copy; scan your fob on the pad to the left of the copier screen. Select number of copies and the type of copies you need (one-sided, two-sided, stapled, hole-punched, etc). Press Start.

Employee Emergency Medical Form

Copies are available in the Board Office and at the front reception desk; once complete please submit to the Board Office in the TLC.

Employee Technology Agreement

Copies are available in the Board Office; once complete please submit to the Board Office in the TLC.

Student Emergency Medical Form

This information is included in the Adult Workforce Education registration packet and is placed in the student file.

Student Technology Agreement

These forms are provided the first day of class. Once the agreements are reviewed and signed, they are returned to the Adult Workforce Education Office to be included in the student file.

INSTRUCTIONAL EQUIPMENT AND SUPPLIES:

Auburn Career Center Board of Education Policy 7450

The Board shall maintain a continuous inventory of all Board-owned equipment annually and G.A.A.P. reporting requirements.

It shall be the duty of the Treasurer to ensure that inventories are systematically and accurately recorded and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, dislocation, or depreciation; any major loss shall be reported to the Board.

Auburn Career Center Board of Education Policy 2520

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the District.

The Superintendent has developed administrative guidelines for the selection and maintenance of all educational and instructional equipment. These procedures include the participation of appropriate administrative and instructional staff.

Emergency Purchases

The Treasurer is authorized to approve emergency purchases in order to support continuous instruction. For example, malfunctioning HVAC systems in the building preventing continuous instruction. This does not include material or supply purchases needed because of a lack of planning.

Auburn Career Center Board of Education Policy 7300

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

Program Advisory Meetings

Auburn Career Center Adult faculty and staff participate in Program Advisory Committee meetings. More information on these meetings can be found further in the handbook. One of the agenda items is to ensure that instructional equipment used in the program areas meets appropriate and required safety standards. Instructors inspect laboratory and instructional supplies daily to ensure safety standards are met. Any equipment or supply item that does not meet safety standards is either immediately repaired or removed/disposed of, in accordance with the District policy.

First Aid Equipment

A first aid kit is available in the Adult Workforce Education Office as well as every laboratory. Emergency AED equipment is readily available in both the main building and the TLC building. Eyewash stations are readily available in all laboratories. Contact the Director of Adult Workforce Education if first aid kits are in need of more supplies.

Media Services Plan

Auburn Career Center faculty, staff, and students are encouraged to use a variety of educational materials, audio-visual materials, Schoology, computers, Promethean Boards, network, and internet connection ("Network") for educational purposes. There are dedicated computers for classroom use and in common areas, as well as laptop carts available to support instruction and student learning.

When using the Network, faculty, staff, and students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines may result in disciplinary action. Prior to accessing the Network; students, faculty, and all staff must sign a Technology Agreement.

Ongoing technology support is provided to the faculty with individualized faculty training and technology support as needed. Please see the "Edutech" section on the next page.

Faculty will provide students with media services orientation within the first week of each class to ensure students have the appropriate access to the technology that will be used in the classrooms. The IT department is available for ongoing technology and training support when needed. Please see the "Edutech" section on the next page.

The District provides annual budgetary support for media services. Should you require additional technology or equipment for the classroom, please follow these steps:

- Prepare a request in writing addressed to the Director of Adult Workforce Education including the equipment requested, cost associated with the equipment/materials, and required timeline for implementation. The Director of Adult Workforce Education will review the request and make a recommendation to the Superintendent regarding the purchase.

There is an ongoing means of evaluating the effectiveness of media services and the utilization of the results to modify and improve media services.

1. The adult team will analyze the Edutech request pages and compare them to what has been accomplished and what is still in need of being done.

2. In addition, the team will evaluate the end of course surveys and discuss the results of the question that asks students to evaluate the effectiveness of current media services. If this question is not yet added, the programs will add the question. The results of that survey will be used in the annual evaluation of the plan.
3. Instructional staff provides feedback on an ongoing basis as requests are made for instructional support.
4. An annual technology meeting will take place in the Spring of each year to review the District and individual technology needs.

Technology Agreement

The student forms are handed out the first day of class. Once the agreements are reviewed and signed, they are returned to the Adult Workforce Education office to be included in the student file.

Faculty and staff receive a copy of the Technology Agreement during the completion of the human resources paperwork.

Media Equipment

Auburn Career Center has media equipment available for instructor use; this equipment includes video cameras, laptops, digital cameras, etc. For available equipment and to reserve their use, contact the Administrative Assistant in the Adult Workforce Education Office. Some media equipment, such as a promethean boards are available in many of the labs and classrooms on campus. For training on this equipment, please contact the Adult Workforce Education Office to arrange for training with the IT Department.

The Adult Workforce office, maintains the primary responsibility for the Media Services Plan. The IT department is responsible for the IT Systems & Networking plan, and provides the support and training for Adult Workforce Education.

Auburn Career Center maintains a current inventory of media resources that are available district-wide. Auburn Career Center staff maintains a current inventory of media and instructional resources pertinent specifically to adult education learners.

Technology Help (Edutech Help)

Go to the Auburn Career Center website and scroll to the Staff Portal at the bottom of the home page. Choose Technology Incident Ticket. Enter your email and password for your google account. Sign In. Choose your location and room number. Choose your technology need. Describe your issue.

Maintenance Help

In a **maintenance safety emergency**, please call receptionist by dialing "0" on an Auburn phone and have Maintenance paged for help. In a **nonemergency situation**, call ext. 8162 or ext. 8163 or email: maintenance@auburncc.org and let them know specifically what you need.

Maintenance safety emergency – bodily fluid clean-up, broken glass, etc.

Nonemergency situation – Light burned out, chair broken, etc. For big ticket items (Smart Boards, projectors, etc.) please contact Director of Adult Workforce Education first and the Director will notify maintenance.

FERPA Advice for Instructors

Protecting the privacy of students and safeguarding the confidentiality of their records is a responsibility that must be addressed by every public school. FERPA, or the Family Education Rights and Privacy Act, was enacted into **Federal law** in 1974 and serves to help keep these records safe from public view.

Protecting Private Educational Records

FERPA protects the private educational records of students from unauthorized parties. Any information that personally identifies the individual must be kept confidential and under this provision, third parties have very limited access to the records.

Access for Students and Parents to their Educational Records

FERPA allows student access to educational records, which include files, documents and other material that is directly related to the student. A student's grades, attendance or written comments about their performance in class are examples of educational records that must be released to the student.

Individual Records for an Instructor's Use Only

Under the Family Education Rights and Privacy Act, an instructor does not have to reveal any individual records they may keep for their use only. Those records are considered personal and are not made available to the school or any other third party. Such records may be shared with a substitute instructor or co-instructor(s), if, for instance, they affect the way the instructor(s) must deal with the student.

Penalties for Not Complying with FERPA

If an instructor, who is a representative of the school, does not protect the privacy of a student's educational records as outlined in FERPA, the instructor and Auburn may both face serious consequences. While revealing a student's grades or other information to the rest of the class might not seem like a serious offense, it is a prohibited behavior under FERPA.

A school that is charged and convicted of privacy violations can lose their federal funding. However, courts have ruled that an *accidental* disclosure of some information that should have been kept private is not sufficient to withhold federal funding. If the school continues to disclose sensitive personal information, they are then likely to be warned and, if the situation is not remedied, lose their funding.

Exceptions for Third Party Disclosure

There are certain instances where a school is allowed to share private student information with other parties.

- Other educators or officials within the same school who have legitimate educational interests in the student.
- When disclosure of information is necessary to protect the safety and health of the student.
- Another school to which a student is transferring.
- In order to comply with a judicial order.
- Interested parties who are determining a student's financial aid eligibility.

What Kind of Information Can Be Released Without a Student's Consent?

Instructors should be aware of the types of information that do not require consent before it is released. Known as directory information, it includes such things as a student's name, address, e-mail address, place of birth, class level and any degrees that have been earned.

Information That Cannot Be Released

Everything else, called non-directory information, must remain private until student's consent is obtained. Instructors cannot post test scores from the class on a bulletin board or ask another student to distribute graded papers to the class. Graded work cannot be stacked in a box for students to go through and take their papers. An instructor cannot post a list of class grades on the Internet.

While a student's work can be evaluated by the class for learning purposes, once it is graded by the instructor, it is no longer available for public view. If an instructor wants to write a letter of recommendation using non-directory information, the instructor must first get the permission from the student.

The basic rule is any non-directory information cannot be revealed without the prior consent from the student.

A Few Tips to Avoid Trouble

It only takes a little common sense to comply with the FERPA rules. If an instructor is in his or her office, reviewing a student's file online, and another student walks in, the screen should not be in the student's range of vision. One should never leave a computer unattended when student records can be viewed with the click of a mouse. Finally, any printed documents that contain a student's personal information should be shredded once they are no longer needed.

THROUGHOUT THE YEAR:

Injuries

Non-Emergency

Please, call the Adult Workforce Education office when a student is injured in your classroom. An incident form is on file in the Adult Workforce Education Office and "[MyAuburn](#)".

Emergency *{should reference School Crisis Plan}*

Emergency Response Procedures:

If there is an emergency in the lab or classroom, Dial 911 and then contact the adult school office by using the nearest available telephone. **DIAL 0 (Receptionist)**

Field Trips

Initial Form

Forms are found by going to "[MyAuburn](#)" and selecting AWE Field Trip Application. Students are responsible for providing their own transportation to and from a field trip. Students may carpool or obtain their own individual transportation, but instructors are not to provide transportation.

The Field Trip Request form is to be completed and approved by the Director of Adult Workforce Education. After the students have signed the form for attendance, it is to be returned to the Adult Workforce Education office.

ADVISORY COMMITTEES-ADVISORY BOARD PLAN

Advisory Boards serve an important role in ensuring that Auburn Career Center programs are meeting the needs of local businesses and providing training that is relevant. "Advisory committees strengthen collaboration between those responsible for career and technical education programs and the communities they serve. The dialogue between advisory committee members and career and technical educators fosters shared responsibility for preparing students for a place in the workforce and in society," according to the Ohio Department of Education's Developing a Local Advisory Committee Resource Handbook.

The Council on Occupational Education (COE), Auburn's accrediting body, also values the input local employers give to each of Auburn's programs. In addition, COE requires that the advisory boards and the meetings contain required elements.

In order to meet the needs of the business community, the students at Auburn, the advice of the Ohio Department of Education, and the requirements of the Council on Occupational Education, this plan was developed. It is to be followed for each program and overseen by Program Directors and the Director and Assistant Director of Adult Workforce Education.

Each advisory committee must (Council on Occupational Education)

1. Consist of a minimum of three members from three different companies external to the institution who have expertise in the occupational program
2. Represents each service area covered by the program
3. Has at least three external member who meet these criteria present at each meeting (with at least two members physically present)
4. Meets at least once a year
5. Ensures that no fewer than three months separate each official committee meeting
6. Follows an agenda and maintains typed minutes to document its activities,

recommendations, meeting attendance, and demographic information of each member

COE Required Elements
Admission Requirements
Program content that is consistent with desired learning outcomes
Program Length and Tuition
Program Objectives
Competencies
Learning Activities
Equipment
Methods of program evaluation
Level of skills and/or proficiency required for completion
Appropriate delivery formats for the subject matter being taught

Required Elements	Personnel Responsible	Time Line
Each Program Must Hold One Advisory Board Meeting per calendar year	Program Directors	January 1- December 31 of each year
Each Advisory Meeting must have at least 3 bona fide potential employers	Program and Business Partnership Directors	
Each Meeting must have the most recently created and approved Agenda	Person leading the meeting	
Each Meeting must have the most recently created and approved Sign in Sheet	Person leading the meeting	
Each Meeting must have the most recently created and approved Note Taking Sheet	Person taking the notes	
Each Meeting must have the most recently created and approved Employer Verification Forms	Person leading the meeting	
Each Meeting must have the COE Required Elements Page	Person Leading the meeting	
All Documents Must be approved by the Program Director and the Director of Adult Workforce Education before being turned in to the Administrative Assistant of Adult workforce	Program Directors and Director of Adult Workforce	Documents need to be complete and turned in to Directors within 2 weeks of

		meeting.
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Once the Required Documents are completed and reviewed by administration, they will be kept in the office of the Adult Workforce Administrative Assistant.

Grades

Schoology can and should be used to process grades, and a final spreadsheet including both the percentage and letter grade must be submitted to the Administrative Assistant in the Adult Workforce Education office at the end of each course. The Adult Workforce Education Administrative Assistant will enter the final grade into Aceware and enter the spreadsheet of final grades into the course file. Grades need to include a variety of assessments including hands on assessments, written assessments, formative assessments and informal assessments *See Laura Kamis (8276) for assistance. See your program director for assessment and Schoology advice.*

Industry Credentials

It is important that teachers give information of when students pass certification tests or credentials; teachers need to give copies of scores to the adult office so that students receive the credentials and we are reporting the credentials appropriately.

MyAuburn

Auburn employees can locate district forms and documents through “MyAuburn” located on our website at www.auburncc.org located at the botton under “Staff Quick Links”. [MyAuburn Login](#), passcode “AuburnCC”.

Adult Workforce Education Employee Directory

For the most up-to-date version see <https://www.auburncc.org/Directory.aspx>

Sexual Harassment

Ohio and Federal laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Any staff member who engages in harassment and/or sexual harassment will be subject to disciplinary action as outlined by Board Policy. Click on this link to view this policy in the Auburn Board Policy <https://go.boarddocs.com/oh/aubcc/Board.nsf/Public>.

Instructor Grievance Policy

In accordance with Board Policy 3211, the Board of Education expects all its employees to be honest and ethical in their conduct and to comply with the applicable State and Federal laws, Board policies and administrative guidelines. Staff should report possible violations of these Board expectations to their immediate supervisor.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the person whose behavior is in question, the employee may report to the The Executive Director of Career & Technical Education. If the reported conduct relates to the Superintendent, the report should be filed directly with the Board President.

After such a verbal report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report that is confirmed in writing to their immediate supervisor.

The Superintendent has developed administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports can be made.

Discrimination Equal Educational Opportunity

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students to achieve their potential through the curriculum regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

In order to achieve the this goal, the Superintendent provides:

- a. Student Access: review current and proposed programs, activities, and practices to ensure that all students have equal access and are not segregated on the basis of race, color, creed, sex or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.
- b. Student Evaluation: ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, sex, or national origin.

The Superintendent appointed a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. Auburn does not discriminate on the basis of: race, color, religion, gender, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status or political affiliation.

Report of Harassment Form

Employee Report of Harassment	
Name:	
Date of Report:	
Position:	
Date of Alleged Harassment:	
Location of Alleged Harassment:	
Name of Alleged Harasser:	
Description of the Incident:	
Name of Witness (s) if any	

Signature of Person Making the Report

Donations

All donations to Auburn Career Center whether equipment or supplies, **MUST** be approved by the Board of Education. [Donation Form](#) is located on ["MyAuburn"](#). Information regarding items, donor, donor's address and program area must be given to the Director of Adult Workforce Education who will then forward to the Treasurer's Office. Final acceptance will rest with the Director of Adult Workforce Education.

Instructors are responsible for an accurate inventory of their program. This includes the location of items that were traded or otherwise disposed of.

Guidelines for Acceptance

1. All donations must first be approved for acceptance by the program instructor and Director of Adult Workforce Education.
2. In the case of vehicles, a title must accompany the vehicle or it cannot be accepted.
3. Contact Maintenance Department for pick-up, if necessary.
4. Director of Adult Workforce Education submits a list of all donations monthly to the Superintendent for acceptance by the Board of Education.
5. Thank you letters are issued through the Treasurer's office.
6. Titles for donated vehicles are kept in the Treasurer's office.

Guideline for Disposal

1. Disposal of any equipment (including donations) must be approved by the Director of Adult Workforce Education.
2. Any donated vehicles removed from the property must be accompanied by the title.
3. Transfer from one department to another must be approved by the Director of Adult Workforce Education.
4. The program instructor makes arrangements for all removals of equipment with prior Director of Adult Workforce Education approval.
5. A receipt must be given to the Director of Adult Workforce Education responsible for the program for all equipment and/or vehicles scrapped.

Drug Policy

It is the primary objective of Auburn Career Center to assure that the education of all students shall proceed in an efficient, orderly and non-disruptive manner. The sale, use, or possession of intoxicants, illegal drugs or any controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic and career-technical instruction.

Drug Search of School Property (Including Lockers and Parking Lot)

The administration is authorized to utilize any drug detection methods as well as canines, whose reliability and accuracy for sniffing out contraband has been established, to aide in the search for contraband in school-owned property (including lockers) and anyone or any vehicle on school property. An indication by the dog that contraband is present on school property or an automobile shall be cause for a further search by school officials. Seized contraband will be placed in a secure area by administration or turned over to any law enforcement officer after proper notation and receipt. The administration will exercise its dual responsibility to discipline student offenders and to offer help for them and their family.

Family and Medical Leave

The Board provides Family and Medical Leave in accordance with federal law. An employee must substitute any of his/her accrued paid leave for Family and Medical Leave when such may be elected by the Board under the Federal law. For purposes of this section, "twelve (12) month period" is defined as the twelve (12) month period measured forward from the date of a members' first Family and Medical Leave begins (*i.e.*, the leave year is specific to each employee). An employee is entitled to twelve (12) weeks of leave during a twelve (12) month period beginning on the first date Family and Medical Leave is taken. The next twelve (12) month period would commence the first time Family Medical leave is taken after completion of any previous twelve (12) month period.

Requisitions

The application link is found on the Auburn home page or [click here](#). Be sure your green line is under Google, your login will be "acc". Your program director can help you with this process.

Making sure we know if students find employment, additional educational opportunities or go into the military during or after the program

It is important that Auburn Career Center collect data about our students' employment, further education or joining of the military after they complete our programs.

Attempts to collect follow-up data begin prior to the students' separation and continue until all efforts of data collection are exhausted. The data collection is recorded in three locations based on the specific data requirements for COE, HEI, and IPEDs. It is the teacher's responsibility to ensure that end of course surveys and employment information is gathered and turned into the adult office at the end of each course.

Please refer to the **Plan for Institutional Outcome Follow-Up** found on the website and under Plans.

<https://www.auburncc.org/Downloads/Plan%20for%20Institutional%20Outcome%20Follow-Up.pdf>

Program Director	Business Partnership Director	Career Services
Develop and implement program	Monitor and evaluate program	Provide career counseling
Monitor and evaluate program	Provide career counseling	Develop and implement program
Provide career counseling	Develop and implement program	Monitor and evaluate program

All of the data collected is maintained by the Administrative Assistant and the Student Services Coordinator in the Adult Workforce Education office and in the Student Services Office.

The follow-up data is reviewed and analyzed by the Director of Adult Workforce Education and the Adult Workforce Education Team, including instructors. Problem-solving and goal implementation are completed in order to ensure each program meets the expected targets for COE and HEI.

PLAN FOR PLACEMENT SERVICES

Purpose

Auburn Career Center provides job search assistance and career development services to all students enrolled in adult training programs.

Guidance and Services Available

- **Employability Skills Training**
 - Job searching techniques, effective communication, work-ethic employability, interviewing skills, body language, personal appearance
- **Resume Development**
 - Opportunity for students to work with Career Services Coordinator to develop a personalized resume defining career skills, career goals, and work history
- **Job Searching**
 - Job leads generated for students through the Auburn electronic job site Symplicity. Students upload their resume for employers and who are then able to identify potential viable candidate employees. Students may search jobs available for their prospective career. The students also have the opportunity to work with the Business Partnership office to interview with Auburn Career Center's business partners. In some cases, depending on their skills/trade, there are opportunities for internships to strengthen skills and employability with the internship site.

- The students and alumni have access to the Career Services Coordinator throughout their training program and post-graduation for career development services including the Symplicity Job search tool.
- Additional Job Skills Training for Job Search
 - Resume writing/cover letters, job searching, effective communication, work-ethics for employability, interviewing skills, body language, personal appearance,
- Mock Interviews/career specific Job fairs

Responsible Personnel

The Career Resources Coordinator and Business Partnership office is responsible for the job-related services under the oversight of the Adult Workforce Education Director. Weekly staff meetings with program directors, adult staff members facilitate ongoing communication about the Student Services and Career Services office. Faculty and students are visited on a rotating basis to ensure students have access for questions and problem resolutions. The Career Services office also maintains an open-door policy or by appointment to facilitate continual communication with all students.

Employment Opportunities and Employers

Many employment opportunities are readily available to all students during their training at Auburn Career Center by the postings the ACC Symplicity site. The Business Partnership office also maintains a database of community employers willing to engage in apprenticeship/internship opportunities and direct hire post completion of their training programs. An alternate data base of employers is maintained by the Business Partnership office, managed by the Business Partnership Director. Student recommendations for job placement are made by the Business Partnership, Director, Instructors and the Student/Career Services Coordinator.

Maintenance of Student Placement Records

The Student/Career Services Coordinator will track placement records from students at the end of the course module along with the Directors of Industrial Trades, Public Safety Education, Nursing, and the Business Partnership Director. Records will be maintained in program binders in the Student Services Office.

Evaluation-Annual Basis

The Director of Adult Workforce Education, Career Services, and Instructors will evaluate Placement Service Plan on an annual basis.

Results of the Annual Evaluation

After the annual report is submitted to COE, the Completion, Placement, and Licensure (CPL) results will be shared with the faculty and staff at an annual staff meeting. The CPL data is presented to community business partner and industry at the annual advisory committee meeting for review and evaluation. The minutes, comments, and suggestions from the advisory committee meeting will also be record. All data, comments, meeting minutes and resolutions will be filed and available for future will be available for future review in the Student/Career Services office

Performance Evaluations

The Program Directors will evaluate teachers on an annual basis. The evaluation may include both walk through and formal evaluations and pre planning with the instructor. The following forms *may be used*.

Auburn Career Center Governing Board of Education

Administrative Guidelines for Fringe Benefit of Tuition-free Enrollment in Adult Education Classes

The Auburn Career Center Governing Board of Education provides tuition-free enrollment in adult education classes as an employee fringe benefit, subject to the terms of these Administrative Guidelines.

Program Description and Eligibility

The benefit allows an employee, their spouse, and their dependent children who reside in their household to enroll tuition-free in adult education classes offered through Auburn Career Center.

To be eligible for this fringe benefit, the employee must be a full or part-time employee who has been employed at Auburn for at least twelve months and has worked a minimum of 60 hours in the current or previous academic year.

Program Enrollment

Enrollment of an employee or family member in any adult education class is contingent upon several factors including demand for a particular program or course. Courses must have space available. Additionally, the Superintendent in their sole discretion may cancel a course at any time because there are not enough students enrolled in the class to justify its operation, or for any other reason. The employee or family member may select another course or program that is available in the event a course is canceled or their enrollment is otherwise denied.

Program Limitations

This fringe benefit is limited to tuition only. The employee, spouse or eligible child is responsible for covering the cost of all books, equipment, materials, and other necessary supplies.

**Auburn
Career Center**



Tuition-Free Benefit for Employees & Immediate Family

Date: _____

Employee Name: _____

Student Enrolling: _____

Relationship to Employee: _____

Address of Student: _____

Class Registering For: _____

I, _____ an Auburn Career Center employee, I acknowledge that I have read the *Administrative Guidelines for Fringe Benefit of Tuition-free Enrollment in Adult Education Classes.*

Employee Signature

Date

Notary

Date

Approved when completed form is signed by the Director of the Adult Workforce Education and the Executive Director of Career & Technical Education

Director of Adult Workforce Education

Date

Executive Director of Career & Technical Education

Date

PRE-OBSERVATION INSTRUCTIONAL PLAN CONFERENCE

Evaluatee: _____

Date: _____

1. What do you want the students to learn? Please list the objective/rationale from your graded course of study/standards.
2. How do you plan to engage each student in the content? What will you do? What will the students do?
3. What difficulties do students typically experience in this area, and how do you plan to anticipate these difficulties?
4. What instructional materials or other resources, if any, will you use? Why do you feel this is effective for this lesson?
5. How do you plan to assess student achievement of the goals? What procedure(s) will you use? Attach any tests or performance tasks and rubrics.
6. How do you plan to use the results of the assessment?
7. How could your personal strengths and weaknesses impact this lesson?
8. Special Classroom Circumstances.

Classroom Observation Form

Faculty _____	Date _____
Week/Lesson/Topic _____	
Observer _____	Number of Students _____
Program/Course _____	

Directions:

Below are three sections with possible behaviors that may be observed during the classroom observation. Please check each behavior with "Saw this done well" (to indicate a high level of this behavior was observed), "Saw this" (to indicate the behavior was observed), "Did not see" (to indicate the behavior was not observed), or N/A (for not applicable). For dichotomous questions (e.g. Starts class on time), the "Saw this done well" box is not used because it either observed or not. N/A should be used only for activities that may take place outside of the time of the observation like greeting students at the door if the observation begins after the class has started. It is expected that faculty demonstrate all actions on this form at some point during each class session. For the 30-day observation for new faculty, the focus is to be on observing the behaviors highlighted in italics; observations for emerging and seasoned faculty will focus on all behaviors. In addition, the observer is encouraged to make specific comments about each of the behaviors observed in the comments section. The final section is for feedback/discussion.

Please specify the type of observation by checking a box in each of the three areas listed below:

Class observed is: Lab class, or predominantly lab observed Didactic/Lecture
 Faculty observed is: New Faculty (1-3 years) Emerging Faculty (4-8 years) Seasoned (9+ years)
 Period observed is: 30 days 90 days 6 months 12 month Other _____

Please place an "X" in the appropriate column next to each behavior. Please add your comments and observations to inform for future development.

I. RESPECTFUL ENVIRONMENT	Saw this done well	Saw this	Did not see	N/A	Observer's comments and observations
1. Arrives to the classroom early, before class start time					
2. Greets students at the door individually as they enter classroom					
3. Is available to answer questions before class begins					
4. Starts class on time (including after breaks)					
5. Consistently says "please" and "thank you"; is polite to students					
6. Knows and uses students' names					
7. Has one-on-one conversations or interactions with students, even very brief ones, to establish relationships and connections					
8. Explains and enforces professional rules and expectations (i.e., we do this because this is the way professionals are expected to act)					
9. Effectively manages disruptive students in an appropriate manner					

10. Stays a few minutes after class for student questions and/or provides contact information and tutoring availability					
11. Ends class on time					
II. ENGAGING ENVIRONMENT	Saw this done well	Saw this	Did not see	N/A	Observer's comments and observations
12. Utilizes teaching strategies (i.e. activities, review questions, group work) to produce feelings of success, confidence and accomplishment in students					
13. At the very beginning of class, does or says something surprising or unexpected to create curiosity or suspense					
14. At the beginning of a new segment of instruction (e.g. transition to new subject or activity, restarting class after a break) does or says something surprising or unexpected to create curiosity or suspense					
15. Varies voice (e.g., speed, volume, tone)					
16. Moves to different parts of the classroom while speaking					
17. Writes (or has students write) key words or concepts on the board and or/projects slides on screen to promote focus on important points					
18. Presents information and instructions in a clear and organized manner (e.g., "There are three things to remember about this...")					
19. Effectively relates subject matter to the "real world" with examples					
III. ACTIVE AND APPLIED LEARNING	Saw this done well	Saw this	Did not see	N/A	Observer's comments and observations
20. Uses specific methods to get as many different students participating as possible					
21. Praises the level of participation when it is good vs. complaining about it when it is not ("What's wrong with you? Or "You're not involved")					
22. After posing a question, gives					

students time to write or quietly think before having anyone speak (e.g. could also use Think-Pair-Share techniques)					
23. To accommodate different styles of learning, provides different learning experiences (e.g., in the same lesson provides all students with chances to hear the material, repeat it out loud, see it on a screen, write it down, get up and practice it, etc.)					
24. Addresses visual learners by utilizing objects, props, or other visual materials related to class					
25. Students teach material to other students, either as review ("Please turn to your partner and explain this concept we've just reviewed..."), original instruction ("the first section of Chapter Five will be presented to the class by two members of the class..."), group activities (student will divide into groups of...), or role play ("In this scenario...")					
26. Uses objectives written on the white board at the start of class					
27. When a student speaks, asks her or him one or more follow-up questions, and gives timely and specific feedback					
28. When a student gives an incorrect response, does not move to another student, but uses techniques right away to ensure that the student is able to state the correct answer (by re-wording question, starting with a lower level question and building understanding, referencing the text or other materials.					
29. Asks open-ended questions that require higher order thinking (e.g., asks students to make comparisons, provide examples, defend a position, etc.; instead of "What are the three types of X?" faculty asks "Which of the three types of X is most important? Why? Which could we do without? Why? Why do we need all three?")					
30. Returns to the written lesson objectives at the end of class as a review and assessment (conclusion)					
31. Previews and creates excitement about what will be happening in the next class while reinforcing the relevance to the profession					

32. Explicitly reviews the expectations in terms of work and deliverables that students need to prepare for the next class meeting					
33. Follows lesson plan and course syllabus					

Feedback/Discussion
Best Practices/Strengths:
Areas of Opportunity:
Action Items/Recommended VTAs:

Faculty Signature

Date

Supervisor/Observer's Signature

Date

Auburn Career Center



ADULT WORKFORCE EDUCATION

END OF PROGRAM CHECKLIST

INSTRUCTOR: _____ DATE: _____

MODULE/COURSE TITLE: _____

MODULE/COURSE #: _____

Check off List:

- _____ Spreadsheet final grades (% and letter)
- _____ Textbook returned
- _____ Attendance completed and finalized
- _____ Student evaluations of program/instructor

Instructor Signature: _____ Date: _____

Admin Asst. Signature: _____ Date: _____

Director of Adult Workforce Education Signature: _____ Date: _____

APPENDIX

Auburn's Home Page

www.auburncc.org

Acronyms

Places within Auburn's Campus

PC	Presentation Center
TLC	Technology Learning Center
Annex	Small tan house across the street from main building
Industrial Arts Building	Houses ADM & HVAC programs
HORT Building	Behind main building across main bridge on Girdled Road
First Responder Training Center	Red House across from main building

Miscellaneous Education Terms

ADA	Americans with Disabilities Act of 1990
AWE	Adult Workforce Education
AED	Automated External Defibrillators
CTE	Career and Technical Education
COE	Council on Occupational Education
FERPA	Family Educational Rights & Privacy Act
FMLA	Family Medical Leave Act
G.A.A.P.	Generally Accepted Accounting Principles
HEI	Ohio Higher Ed - Department of Higher Education
IPEDS	Intergrated Postsecondary Education Data System
ODE	Ohio Department of Education

Adult Workforce Education Employee Directory

Name	Ext.	Program/Title	Location in Building
Atwell, Joe	8162	Maintenance Supervisor	Maintenance Office- C Wing
Stephans, Kelly	8326	Financial Aid/Veteran's Officer	Adult Workforce Office
Barwidi, Laura	8090	Student Advisor/Career Services	A Wing
Bontempo, Brian	8011	Superintendent	TLC - Board Office
Davis, Sean	8026	Director of Public Safety	5C
DePasquale, Victoria	8044	Assistant Treasurer	TLC - Board Office

Kelley Golinar	8010	Executive Administrative Assistant	TLC – Board Office
Howell, Karen	8366	Auburn Practical Nursing Administrator	6C
Hutter, Cory	8236	Assistant Director of Adult Workforce Education	A Wing
Kamis, Laura	8276	Administrative Assistant	Adult Workforce Office
Kelner, Andrew	8018	Director of Business Partnerships	A Wing
James Baril	0	Evening Receptionist	Adult Workforce Office
McVicker, Carrie	8325	Accounts Rec/Payable	TLC – Board Office
Naro, Michelle	8278	Aspire/Testing Administrative Assistant	TLC
Cherise Cooper	0	Evening Receptionist	Adult Workforce Office
Rodewald, Michelle	8159	Director of Adult Workforce Education & Business Partnerships	A Wing
Slavkovsky, Jeff	8033	Executive Director of Career & Technical Education	TLC
David Leone	8030	Director of Curriculum and Instruction	4A
Perrine, Mike	8163	Evening Maintenance	Maintenance Office-C Wing
Suttles, Blair	8237	Director of Aspire & Assessment Center	TLC
Williamson, Sherry	8006	Treasurer	TLC

Administration

Adult Personnel

Directors of Programming Board Office Personnel

**Auburn
Career Center**



Attachment Item #17a

*Training Provider
Agreement with Lake
County JFS*

LAKE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

***Training Provider Agreement
Amendment***

Agreement Number: 2024-01

Name of Training Provider: Auburn Vocational School District
Address: 8140 Auburn Road
Concord Township, OH 44077

Contact Person: Brian Bontempo

Voice Telephone Number: 440-357-7542, extension 8011
FAX Number: 440-357-0310

E-Mail Address: bbontempo@auburncc.org

Name(s) of Approved
Training Program(s): **Auburn Practical Nursing
Emergency Medical Technician
Machining/CNC
Paramedic w/ A&P
Firefighter 1&2
HVAC Technician
Welding
Certified Production Technician
Public Safety Academy
Emergency Services Telecommunicator
Industrial Electricity-Electrical Training**

LAKE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Training Provider Agreement Amendment

This Agreement is made between the Lake County Department of Job and Family Services (hereinafter LCDJFS) and:

Auburn Vocational School District

(hereinafter Training Provider), the parties to this Agreement, for the purpose of providing occupational training services to LCDJFS participants under Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

Amendment Provisions

The purpose of this Amendment is to update the program list and to amend program rates and fees.

Please see the following pages for a list of the approved programs, their contact hours, and costs. This modification shall become effective when executed by both parties. All changes are printed in bold print. The totals listed reflect an estimate of the total program cost.

Program Name: Auburn Practical Nursing

Credit/Clock Hours: 1,200

Program Duration: N/A

Type of Attainment Given: License

Program Prerequisites: Work Keys Test Scores

Tuition Fee(s): \$13,288.00

Registration Fee: \$45.00

Pre-Screening Fee: \$100.00

Book Fee(s): \$355.00

Supplies/Material Fee(s): \$550.00

Tool Fee(s): \$200.00

Testing/Exam Fee(s): \$355.00

Graduation Fee(s): \$200.00

Other Fee(s): \$3061.00

-Math class \$100; Software license \$2321; Student Service \$230; Uniform \$200; Accuclass \$50; Acemap \$70; Invisible Body \$40 First Aid/CPR \$50;

Total: \$18,254.00

Program Name: EMT

Credit/Clock Hours: 220

Program Duration: 24 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$1,430.00

Registration Fee: \$45.00

Pre-Screening Fee: \$70.00

Book Fee(s): \$250.00

Supplies/Material Fee(s): \$100.00

Testing/Exam Fee(s): \$80.00

Graduation Fee(s): \$0.00

Other Fee(s): \$538.00

-Uniform Shirt \$100, Electronic Resource Fee \$150, Physical/ Drug Test/Chest X-Ray/
Immunizations (MMR, TB Test, Rubeola/Rubella/Varicella Titer) \$268

Total: \$2,513.00

Program Name: Machining/CNC

Credit/Clock Hours: 665

Program Duration: 42 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$7542.00

Registration Fee: \$45.00

Pre-Screening Fee: \$0.00

Book Fee(s): \$151.00

Supplies/Material Fee(s): \$1,500.00

Testing/Exam Fee(s): \$0.00

Graduation Fee(s): \$0.00

Other Fee(s): \$262.00

-OSHA Certification-\$32, Student Fee-\$230

Total: \$9500.00

Program Name: Paramedic w/ A&P

Credit/Clock Hours: 1100

Program Duration: 49 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$6,730.00

Registration Fee: \$45.00

Pre-Screening Fee: \$70.00

Book Fee(s): \$750.00

Supplies/Material Fee(s): \$200.00

Testing/Exam Fee(s): \$125.00

Graduation Fee(s): \$0.00

Other Fee(s): \$1,563.00

-Electronic Resource Fee \$200; Virtual Reality Training \$120 Uniform Shirt \$100; Anatomy and Physiology \$875; Chest X-ray, Immunization/Physical/Drug Screen \$268

Total: \$9,483.00

Program Name: Firefighter 1&2

Credit/Clock Hours: 300

Program Duration: 30 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$2,955.00

Registration Fee: \$45.00

Pre-Screening Fee: \$70.00

Book Fee(s): \$200.00

Supplies/Material Fee(s): \$350.00

Testing/Exam Fee(s): \$0.00

Graduation Fee(s): \$0.00

Other Fee(s): \$1,018.00

-SCBA-Bunker Gear Rental \$700, Uniform Shirts \$50. Chest X-ray/Drug Test/Physical and Immunizations \$268

Total: \$4,638.00

Program Name: HVAC Technician

Credit/Clock Hours: 600

Program Duration: 38 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$6,543.00

Registration Fee: \$45.00

Pre-Screening Fee: \$0.00

Book Fee(s): \$377.00

Supplies/Material Fee(s): \$700.00

Tool Fee(s): \$1,546.00

Testing/Exam Fee(s): \$27.00

Graduation Fee(s): \$0.00

Other Fee(s): \$262.00

-OSHA-\$32, Student Fee-\$230

Total: \$9,500.00

Program Name: Welding

Credit/Clock Hours: 620

Program Duration: 39 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$6,777.00

Registration Fee: \$45.00

Pre-Screening Fee: \$0.00

Book Fee(s): \$25.00

Supplies/Material Fee(s): \$1,500.00

Testing/Exam Fee(s): \$711.00

Graduation Fee(s): \$0.00

Other Fee(s): \$442.00

-OSHA - \$32; U/LINC Learning Module \$180, Student Services Fee \$230

Total \$9,500.00

Program Name: Certified Production Technician

Credit/Clock Hours: 160

Program Duration: 5 Months

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$1,863.00

Registration Fee: \$45.00

Pre-Screening Fee: \$0.00

Book Fee(s): \$0.00

Supplies/Material Fee(s): \$59.00

Testing/Exam Fee(s): \$321.00

Graduation Fee(s): \$0.00

Other Fee(s): \$249.00

-Program Software License \$149, Student Fee \$100

Total \$2,537.00

Public Safety Academy

Credit/Clock Hours: 624

Program Duration: 12 Months

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$5,435.00

Registration Fee: \$45.00

Pre-Screening Fee: \$70.00

Book Fee(s): \$755.00

Supplies/Material Fee(s): \$535.00

Testing/Exam Fee(s): \$117.00

Graduation Fee(s): \$0.00

Other Fee(s): \$1,478.00

-Electronic Resource Fee \$100; Virtual Reality Training \$70, Uniform Shirt \$150; Bunker Gear Rental \$300; SCBA Rental \$400; TB \$11; Titers/Physical/Drug Screen \$257, NREMT Process Support \$165

Total \$8,435.00

Emergency Services Telecommunicator

Credit/Clock Hours: 600

Program Duration: 8 Months

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$5,976.00

Registration Fee: \$45.00

Pre-Screening Fee: \$70.00

Book Fee(s): \$120.00

Supplies/Material Fee(s): \$0.00

Testing/Exam Fee(s): \$0.00

Graduation Fee(s): \$0.00

Other Fee(s): \$366.00

-Electronic Resource Fee \$100, Student Fee \$100, Uniform \$100, Headset \$50, CPR/FA Card & Mask \$16

Total \$6,577.00

Industrial Electricity-Electrical Training

Credit/Clock Hours: 320

Program Duration: 20 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$4063.00

Registration Fee: \$45.00

Pre-Screening Fee: \$0.00

Book Fee(s): \$139.00

Supplies/Material Fee(s): \$121.00

Testing/Exam Fee(s): \$0.00

Graduation Fee(s): \$0.00

Other Fee(s): \$432.00

-Amatrol Activation Fee \$170; OSHA Certification Fee \$32; Student Fee \$230

Total \$4,800.00

TRAINING PROVIDER AGREEMENT SIGNATURES

FOR LAKE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES:

Name of Authorized Official

Title of Authorized Official

SIGNATURE of Authorized Official

Date of Signature

Name of Authorized Official

Title of Authorized Official

SIGNATURE of Authorized Official

Date of Signature

FOR TRAINING PROVIDER:

Name of Authorized Official

Title of Authorized Official

SIGNATURE of Authorized Official

Date of Signature

**Auburn
Career Center**



Attachment Item #17b

*Training Provider
Agreement with Perry
Joint Fire District*



Training Agreement

This Training Agreement (“Agreement”) is entered into by and between the Auburn Vocational School District Board of Education (“Auburn”), which operates the Auburn Career Center, and the Perry Joint Fire District (“Perry”) located at 3742 Center Road, Perry, OH 44081 to set forth the training that Auburn will provide for Perry employees (“Students”).

A. General Information

Specifically, the Parties agree that Auburn is to provide Paramedic 48-Hour Refresher Program (“Training”), on mutually agreeable dates, at Perry Fire Station #2 located at 3870 South Ridge Road, Perry, OH 44081. The Training is forty-eight (48) total hours. There will be six (6) eight-hour (8-hour) sessions.

The cost for the Training is three thousand dollars (\$3,000) for up to twenty (20) Students.

B. Responsibilities of Auburn Career Center

1. Auburn is to train the Students using its Paramedic 48-hour Refresher curriculum.
2. Auburn is to use its performance and attendance tracking systems to monitor the status of the Students.
3. Auburn is to provide certificates of completion for those Students who have attended 48 hours (100% of the Training) provided Auburn has been remunerated for the Training.
4. Sean Davis, Auburn’s Director of Public Safety Education, or an Auburn designee, will provide oversight of the Training.

C. Responsibilities of Perry

1. Perry is to shall have each Student complete a student application provided by Auburn.
2. Perry is to provide Students with the Auburn-specified proper protective equipment and any necessary supplies.

(Continued)

Perry Joint Fire District – Auburn Career Center Training Agreement (cont'd)

C. Responsibilities of Perry (continued)

3. The maximum number of Students is twenty (20). If a Student does not complete the Training for any reason, that Student will still be included in the headcount. No certificates of completion will be issued until full payment for the Training as described in Paragraph A has been received by Auburn.

D. Responsibilities of the Students

1. All Students must comply with the policies, procedures, and practices of the Perry Joint Fire District. Violations can have consequences up to and including permanent removal from the program as determined by the Director of Public Safety Education or the Director of Adult Workforce Education and Business Partnerships.
2. Students must attend 48 hours of the Training to receive the continuing education credit. Otherwise, they will receive the continuing education credit that corresponds to the number of hours attended.

E. Terms of Agreement

Termination. Either party may terminate this Agreement by providing ten (10) calendar days prior written notice to the other party.

Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the entire agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and Perry relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of the State of Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and Perry, both of whom shall be individuals designated as having the authority to bind Auburn and Perry, respectively, in contract.

(Continued)

Perry Joint Fire District – Auburn Career Center Training Agreement (cont'd)

IN WITNESS WHEREOF, the parties execute this Agreement by a person who warrants that they have the authority to execute this agreement.

FOR THE PERRY JOINT FIRE DISTRICT:


Signature

12/12/2023
Date

Dominic Chiappone
Printed Name

Fire Chief
Title

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Brian Bontempo, Superintendent (official capacity)*

Date

Sherry Williamson, Treasurer (official capacity)*

Date

*This Agreement has no legal effect absent Board action

**Auburn
Career Center**



Attachment Item #17c

*Public Safety Affiliation
Agreement*

SY23-24



2023-2024 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program

This Affiliation Agreement (“Agreement”) is entered into on this 20th day of September, 2023, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and **Mentor on the Lake Fire Department** (“Affiliate Organization”), which is located at **5860 Andrews Road Mentor-on-the-Lake, Ohio 44060** (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education (e.g., Public Safety Education) and desires to obtain learning internships for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide learning internships at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions
 - a. The primary purpose of the learning internship is educational.
 - b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
 - c. Learning experiences and tasks shall be planned and managed utilizing the learning internship program for each student.
 - d. The coordinating educator program lead instructor and mentor/supervisor shall jointly develop and update the learning internship program for each student.
 - e. The length of student assignments shall be by mutual decision between the Parties.
 - f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student’s educational opportunities.
 - g. [Intentionally Left Blank.]

2023-2024 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program

- h. All complaints should be addressed to and resolved by the program Director of Public Safety Education and assigned mentor/sponsor.
- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- j. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- k. All applicable confidentiality laws shall be observed by the Parties.

2. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and program lead instructor.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. [Intentionally Left Blank.]
- f. Students shall complete and submit records of learning internship experiences as required by the Auburn Career Center.

- g. Student clinical activities shall be chosen and completed as designated by the program lead instructor and assigned mentor/sponsor.
 - h. [Intentionally Left Blank.]
 - i. If students are unable to meet the requirements of the described learning internships, a conference between the program lead instructor and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
 - j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
 - k. No student shall ever be considered employees of either the Affiliate Organization or Auburn Career Center and, as a result, no student shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by either the Affiliate Organization or Auburn Career Center.
 - l. No student shall ever to be considered as manpower including, but not limited to, at a dispatch position, scene manpower, and/or ambulance crew.
 - m. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.
3. Parent/Guardian Provisions of High School Students
- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
 - b. Parents/Guardians are responsible for providing and approving any and all transportation to and from the internship site for the high school students.
 - c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
 - d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.
4. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and internship environment needed for the students assigned to the learning internship program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
 - b. The Affiliate Organization shall provide parking for the students.
 - c. [Intentionally Left Blank.]
 - d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the program lead instructor in developing each student's learning agreement and evaluating each student.
 - e. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
 - f. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
 - g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
 - h. The Affiliate Organization shall provide an orientation for each student at the beginning of the learning internship program assignments.
 - i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the learning internship program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.
 - j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the learning internship program if the student's health status is a detriment to the student's successful completion of the learning internship program.
 - k. The Affiliate Organization shall appoint a liaison to coordinate and communicate with the program lead instructor as needed.
 - l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the learning internship program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.
5. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator/ program lead instructor to coordinate and communicate – on a weekly basis – with the Affiliate Organization.
- b. The program lead instructor shall periodically observe and evaluate each student's learning internship performance.
- c. The program lead instructor shall assist the students in securing an appropriate learning internship experience.
- d. The program lead instructor shall counsel each student about the student's progress.
- e. The program lead instructor shall determine each student's final grade for any credit granted.
- f. The program lead instructor shall reinforce learning internship experiences through mentorship or educational activities.
- g. The program lead instructor shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.

6. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.

- g. This Agreement is for a term of the 2023-2024 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR _____:

James Pechatsko
Mentor on the Lake Fire Department Official

Dec 5, 2023
Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____, Superintendent (official capacity only)* _____ Date

_____, Treasurer (official capacity only)* _____ Date

_____, Director of Public Safety Education
(official capacity only)* _____ Date

* This Agreement has no legal effect absent Board action

**Auburn
Career Center**



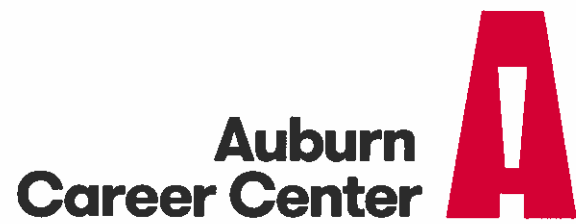
Attachment Item #17d

*Business Partnership
Affiliation Agreements
SY23-24*



***UPDATED (highlighted in yellow) List of Business & Industry
Affiliation Agreements for Business Partnership***

Adventure Subaru	Exceptional Smiles at Landerbrook	Moor Home Solutions
Agile Sign & Lighting Maintenance	Fenell Orthodontics	North Coast Perennial
Air Flow Heating & Air Conditioning	Finn Tire & Automotive	Northern Stamping
Air Technical Industries	Finelli Architectural Iron & Stairs	Ohio's Center for Oral, Facial, & Implant Surgery
Alfieri Brothers	Fioritto Family Dental	Ohio Ordinance Works, Inc.
Alvord's Yard & Garden	Fischer Special Tooling	Ohman Family Living at Blossom
Avenue Auto Clinic	Glenn's Golf Cart Central	Payne & Tompkins Design & Renovations
Bendz LLC	Grand Rock Co., Inc.	Phoenix Auto Images
B. Legrand Design Build	Great Lakes Cheese	Preston Superstore
Brown Barn Tavern	Great Lakes Dental	QP Manufacturing, LLC
Caranci Performance Diesel	Hartsgrove Machine, Inc.	Quality Electrodynamics
Chagrin Valley Heating & Cooling	Highway Auto Center	Reels Auto Sales
Chapman Quality Contracting	Independence Excavating	Rimeco Products, Inc.
Chesterland Dental	Jay's Handyman Services LLC	Rosewood Diesel Shop, LLC
Classic Auto Group	Junction Auto Sales	Sheet Metal Fabricators Corp
Cleveland Crane & Shovel	Kennington Electric	Shoreline Truck Service, Inc.
Component Repair Technologies	Lake Erie College	Sister's of Notre Dame
D & S Automotive Collision & Restyling	Lang's Automotive Service	Solon Auto Body
D & S Heating and Cooling	Lanigan Heating & Air Conditioning	Swagelok Company
Discount Tire	Liberty Ford Aurora	TBS Consolidated, Inc.
E&C Construction	Libra Industries	Terkk's Computer Services Plus LLC
Eclipse Co., LLC	Lincoln Electric	Titan Electrical Contracting LLC
EduTech Group	Lintern Corporation	Tree Trimmin Express
Edwards Plumbing, Heating & Cooling	Middlefield Foreign Auto, LLC	TruCast, Inc.
	Modop, LLC	VA Conkey, Inc.



***UPDATED (highlighted in yellow) List of Business & Industry
Affiliation Agreements for Business Partnership***

Western Reserve Drafting,
LLC
Troy Innovative Instrument,
Inc.
Selectric, LLC.
Universal Auto & Tire
V&S Schuler Engineering, Inc.
Vista Springs Quail Highlands

**Auburn
Career Center**

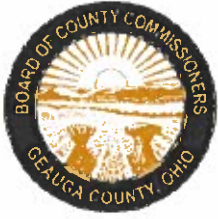


Attachment Item #17e

*Contractor Agreement
for Ohio Means Jobs*

Geauga County

Employment Services



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

DEPARTMENT OF JOB AND FAMILY SERVICES
12480 Ravenwood Drive, P.O. Box 309, Chardon, Ohio 44024

*Craig A. Swenson,
Executive Director*

December 11, 2023

Brian Bontempo, Superintendent
Auburn Career Center
8140 Auburn Rd.
Concord Twp, OH 44077

Re: Contractor Agreement for Ohio Means Jobs Geauga County Employment Services

Dear Mr. Frank:

Enclosed is a copy of the Contractor Agreement between GCJFS and Contractor Agreement for Ohio Means Jobs Geauga County for the provision of the Employment Services for the period of 1/1/24 – 12/31/24. A separate signature page is also enclosed.

Please sign both of the documents, retain the contract copy for your file, and return the second signature page to GCJFS in the enclosed envelope. Should you have any questions, please call JFS Executive Director Craig Swenson at 440-285-1200. Thank you.

Sincerely,

Patricia Fowler
Administrative Assistant
Gauga County Job and Family Services

Enclosures – 3

CONTRACTOR AGREEMENT

This agreement is made and entered into between Geauga County Job and Family Services, 12611 Ravenwood Drive – Suite 150, Chardon, Ohio (hereinafter referred to as “GCJFS”) and Auburn Career Center (UEI# VL8VKMUGBKF5), 8140 Auburn Road, Concord Twp. Ohio 44077 (hereinafter referred to as “Provider.”)

1. PURCHASE OF SERVICES: Subject to the terms and conditions set forth in this agreement, GCJFS agrees to purchase, and Provider agrees to perform the following service: Ohio Means Jobs Geauga County Employment Services.
2. TERM: This agreement will be in effect January 1, 2024, through December 31, 2024, unless otherwise terminated.
3. AVAILABILITY OF FUNDS: Total dollar value of this agreement shall not exceed One Hundred Forty-Six Thousand Three Hundred and Twenty-Eight Dollars (\$146,328.00) unless otherwise amended. Payments for all services provided in accordance with the provisions of this agreement are contingent upon the availability of local, state, and/or federal funds. In the event that local, state, and/or federal funds increase or decrease or are no longer available to GCJFS, therefore requiring changes to, or termination of this agreement, such changes or termination for this reason will be effective on the date that local, state, and/or federal funds increase or decrease or are no longer available, or later as otherwise stipulated by GCJFS.
4. COST AND DELIVERY OF PURCHASED SERVICES: Subject to the limitations specified in article 3, reimbursement under this agreement will be by a fixed unit rate not to exceed Thirty-Three Dollars and Fifty Cents (\$33.50) per service hour. Service components to include: Outreach, intake, and orientation to the information and other services available through the Ohio Means Jobs delivery system. Initial assessment of skill levels, aptitudes, ability, and supportive services needs. Job search and placement assistance, and, when appropriate, career counseling. Provision of employment statistics information. Provision of performance and program cost information on providers of training. Provision of accurate information relating to the availability of supportive services. Assistance in establishing eligibility for Ohio Means Jobs Partner programs, if available. Assistance in identifying training and education opportunities. Conduct or assist with seminars and workshops. Follow-up services.
5. MODIFICATIONS: Any modifications to this agreement must be presented in writing by the Provider thirty (30) days prior to the date the modification is requested. Either party may request a modification of the terms of this agreement when circumstances arise that warrant such a modification.
6. PAYMENT FOR PURCHASED SERVICES: Provider shall bill on a monthly basis. Provider will, within twenty (20) days of the end of the billing period, submit an invoice to GCJFS covering purchased services rendered. Along with the invoice, Provider must submit documentation and/or reports required by GCJFS to back up the invoiced services. GCJFS will review the invoice for completeness and any information necessary prior to making payment within thirty (30) days after receipt of an accurate invoice and all supporting documentation and reports. In no case will GCJFS accept or reimburse an invoice received ninety (90) or more days following the

service period. The invoiced amount is subject to adjustment by GCJFS before payment is made in order to adjust for mathematical errors, incorrect rates, or non-covered services, and the reported expenditures are subject to audit by appropriate local, state, and federal officials, after payment is made.

7. **INDEPENDENT CONTRACTORS:** Providers, agents and employees of the Provider will act in performance of this agreement in an independent capacity, and not as officers, employees, or agents of the State of Ohio, Geauga County, or GCJFS.
8. **FINANCIAL RECORDS:** The Provider shall maintain independent books, records, payroll documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, local, and GCJFS personnel. Documentation shall be maintained for a period of three (3) years from the date of submission of the final expenditure report. In the event any litigation, claim, negotiation, or audit involving the records has been started prior to the three (3) year period following the submission of the final expenditure report, Provider shall retain all records until the completion of the action and all issues which arise from it or until the end of the three (3) year period, whichever is later.
9. **CORRECTIVE ACTION:** Provider shall comply with written instructions or corrective action requirements from GCJFS, detailing procedures for delivery of service covered by this agreement.
10. **SAFEGUARDING OF CLIENT:** Provider agrees that the use or disclosure by any party of any information concerning eligible individuals for any purpose not directly related with the administration of GCJFS or Provider responsibilities with respect to purchased services is prohibited except upon the written consent of the eligible individual or his representative parent or guardian.
11. **NON-DISCRIMINATION:** Provider agrees that in providing services not to discriminate against consumers because of race, creed, religion, national origin, ancestry, gender, sexual orientation, age, disability, or veteran status and to comply with all federal and state laws regarding non-discrimination practices.
12. **NON-COLLUSION:** Provider acknowledges that any representative, agent, employee, or officer of the Provider has not, directly or indirectly, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that Provider has not received or paid, any sum of money or other consideration for the execution of this agreement.
13. **MONITORING AND EVALUATION:** GCJFS and Provider will monitor the manner in which the terms of this agreement are being carried out and evaluate the extent to which program objectives contained in this agreement are being achieved.
14. **TERMINATION:** This agreement may be terminated, by either party, upon a ten (10) calendar day written notice to the other party. Failure to honor the terms of this agreement and/or local, state, or federal regulations will result in the immediate termination of this agreement. Any change to this agreement must be mutually agreed upon by the parties.

15. REPRESENTATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT OR DECLARED INELIGIBLE STATUS: Provider represents that Provider and/or any of its Principals are not presently debarred, suspended, proposed for debarment by the Federal Government or declared ineligible for award of Government contracts or subcontracts.



Craig Swenson, Executive Director
Geauga County Job and Family Services

12/11/23

Date

Brian Bontempo, Superintendent
Auburn Career Center

Date

15. REPRESENTATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT OR DECLARED INELIGIBLE STATUS: Provider represents that Provider and/or any of its Principals are not presently debarred, suspended, proposed for debarment by the Federal Government or declared ineligible for award of Government contracts or subcontracts.



Craig Swenson, Executive Director
Geauga County Job and Family Services

12/11/23

Date

Brian Bontempo, Superintendent
Auburn Career Center

Date

**Auburn
Career Center**



Attachment Item #17f

*Training Agreement
with Great Lakes
Cheese*

Training Agreement

This Training Agreement (“Agreement”) is entered into by and between the Auburn Vocational School District Board of Education (“Auburn”), which operates the Auburn Career Center located at 8140 Auburn Road, Concord Township, OH 44077, and Great Lakes Cheese located at 17825 Great Lakes Pkwy, Hiram, OH 44234 (collectively “Parties”) to set forth the training that Auburn will provide for Great Lakes Cheese employees (“Students”).

A. General Information

Specifically, the Parties agree that Auburn is to provide Electrical Schematic Reading training (“Training”) on mutually agreeable dates and times. Auburn is to provide the Training at Great Lakes Cheese’s facility located at 17825 Great Lakes Pkwy, Hiram, OH 44234, consisting of forty (40) total hours.

Each time the Training is provided, the cost is three thousand, two hundred, fifty dollars (\$3,250) for up to ten (10) Students in each Training.

B. Responsibilities of Auburn Career Center

1. Auburn is to pay its instructor costs for the Training and provide tools and supplies to the Students as needed.
2. Auburn is to use its performance and attendance tracking systems to monitor the status of the Students. Auburn is to provide certificates of completion for those Students who pass the program with a minimum of 3.0 G.P.A. and a minimum of 90.0% attendance.
3. Cory Hutter, Auburn’s Assistant Director of Adult Workforce Education, is to provide oversight of the Training.

C. Responsibilities of Great Lakes Cheese

1. Great Lakes Cheese shall have each Student complete a student application provided by Auburn.
2. Great Lakes Cheese is to provide Auburn with a suitable space to conduct the Training.
3. Great Lakes Cheese is to provide Students with a binder of electrical schematics for use in the Training.

D. Terms of Agreement

Termination. Before the Training commences, either party may terminate this Agreement by providing ten (10) calendar days written notice to the other party. An exhaustive attempt to remedy any conflict or disagreement shall be made prior to the 10-day termination notice.

(Continued)

Auburn Career Center – Great Lakes Chees 2023-2024 Training Agreement (cont'd)
E. Terms of Agreement (Continued)

Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the entire agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and Great Lakes Cheese relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of the State of Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and Great Lakes Cheese, both of whom shall be individuals designated as having the authority to bind Auburn and Great Lakes Cheese, respectively, in contract.

IN WITNESS WHEREOF, the parties execute this Agreement by a person who warrants that they have the authority to execute this agreement.

FOR: GREAT LAKES CHEESE

Dennis Lenney
Signature

12/26/23
Date

Dennis Lenney
Printed Name

Maintenance Manager
Title

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Brian Bontempo, Superintendent

Date

Sherry Williamson, Treasurer

Date

**Auburn
Career Center**



Attachment Item #18

*High School Online
Delivery Instruction
Plan (R.C. 3313.482)*

Auburn Career Center (“Auburn”) may utilize this online learning plan when school is closed due to illness, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to operate school, damage to a school building, or other circumstances that render a school building unfit for use. Auburn may also use online learning to make up days when a member school district is closed for any of these reasons. The goal of this plan is to ensure that there is a continuity of learning for students when school is closed, and also provide the minimum hours of instruction required by state law. The online learning plan includes the following:

1. By 6:00 AM on the date online delivery of instruction is to be used by Auburn, administration will notify local news agencies, post notice on the Auburn website (auburncc.org), and send electronic notice via Infinite Campus (IC) Messenger, that the Auburn Career Center high school will use online learning for that day. Additionally, a message will be posted on Auburn’s social media pages.
2. At the teachers’ discretion, each instructor will deliver either asynchronous or synchronous learning (via MS Teams &/or the LMS for Auburn Career Center, Schoology*). Teachers will provide teacher-directed synchronous learning in which the teacher and students interact in real time utilizing either Infinite Campus, Google Classroom or another platform approved by Auburn administration. Synchronous instruction will be provided during the following times:
 - a. Synchronous 1st-Year classes will be offered from 8:05 AM to 10:50 AM
 - b. Synchronous 2nd-Year classes will be offered from 11:30 AM to 2:30 PM
 - c. To the extent possible, Auburn Career Center instructors will record any synchronous instruction time so that students who cannot attend the session can review the material later.
3. Auburn will loan out both laptops and hotspots to students, upon request. Auburn will provide information to students at the beginning of the year regarding how they may request technology so that they are prepared to participate in online learning days.
4. Teachers are responsible for ensuring that at least one assignment or learning module is posted on an approved platform, whether it is offered synchronously, asynchronously, or a combination of both. Assignments and modules will be used to document student learning and participation that day.
5. **Attendance and Learning Expectations:** Students are expected to participate in remote learning by attending or reviewing lessons and completing any posted assignments. Auburn teachers will review participation and submit attendance via the Auburn Career Center student management system (SIS) - Infinite Campus. The Student Code of Conduct will apply during remote learning days.
 - a. Completion of an assignment can serve as attendance for that day.
 - b. Students who do not complete the assigned asynchronous or synchronous learning will be able to receive full credit for work if they follow the ACC Attendance Make-up Policy in the [Student Handbook](#).
6. All communication between Auburn instructors and Auburn students will be through Auburn Career Center staff and student email, LMS, IC Messenger, and the video conferencing tools used (if applicable).

7. The Auburn Career Center is committed to offering equitable access to all students, including students with disabilities and English learners. Intervention Specialists and English Learner Teachers will email students they provide services to in order to schedule times with students for any extra assistance, as needed. Staff who support students with disabilities will discuss any additional needs that students have at least annually with the student's IEP and Section 504 teams, and will review how students will receive necessary services and accommodations to the extent possible during online learning. EL teachers will consider needs of students who they serve to ensure they can access the programs.

8. This plan does not supersede procedures for making up calamity days. If any combination of Calamity Days brings the total instructional hours below the state minimum of 1001 hours, the district will hold classes to make-up these days on March 25, 2024 and if necessary, March 26, 2024, March 27, 2024, and March 28, 2024 in order to reach the minimum hours of 1001.

Auburn Career Center Superintendent

CATA President

**Auburn
Career Center**



Attachment Item #19

*C-Wing Interior
Renovation Project*

January 11, 2024



1/4/24

Sherry L. Williamson
Treasurer/CFO
Auburn Career Center
8221 Auburn Road
Concord Township, Ohio 44077

RE: Recommendation for Award
C-Wing Interior Renovations

Dear Ms. Williamson,

As requested, Cold Harbor Building Company had prepared a Request for Qualifications and published for design services for the C Wing Health Renovation Project. Three design firms were asked to prepare proposals. Architectural Vision Group, Van Aukin Akins and Richard L Bowen and Associates (RLBA). Proposals were received for the design work. A review was done of the proposed services and proposed costs.

RLBA was found to be the low proposal. A scope meeting was held to ensure that they had the complete scope of required services included in their proposal by myself, Brian Bontempo, Jeff Slavkovsky and Sherry Williams. RLBA is a reputable Cleveland area design firm. I have personally completed several projects with them and found them to be very competent and thorough. We recommend award to RLBA for the final Design and development proposal including Contract Administration and OFCC reporting in the amount of \$302,405.00 for the work on the C-wing Renovation. The price is part of the entire budget for this project.

Upon approval of the board, Cold Harbor Building Company will work with Ms. Williamson on finalizing paperwork needed. Attached, Please find the RFQ and RFP for reference. Please let me know should you have any questions.

Regards,

Dale W. Griffis, II
President

Att: RFQ RFP RLBA



Bowen⁺

ARCHITECTURE - ENGINEERING - CONSTRUCTION

2019 Center St, Suite 500, Cleveland, OH 44113
216.491.9300 | www.rlba.com



PROPOSAL FOR ARCHITECTURAL
& ENGINEERING SERVICES
C-WING RENOVATION/HEALTHCARE WING
CONCORD TWP, OHIO 44077
JOB# 13775.00P
CONTACT: KEN EMLING, AIA

DALE W. GRIFFIS, II
OWNER'S REPRESENTATIVE
AUBURN VOCATIONAL SCHOOL DISTRICT
AUBURN CAREER CENTER
8140 AUBURN ROAD
CONCORD TWP., OHIO 44077

DECEMBER 19, 2023

Dear Mr. Dale W. Griffis, II:

The firm of Richard L. Bowen + Associates Inc. (the "Architect") is pleased to submit this Proposal for your consideration on the above-captioned project (the "Project").

SCOPE OF THE PROJECT AND BASIC SERVICES

The Auburn Vocational School Auburn Career Center (the "Owner") intends to initiate a construction project to include the following:

Project Description. The renovation of approximately 10,000 S.F. of an existing portion of the school built as an addition in 1974. This renovation will create a state-of-the-art educational area for the Health Sciences Classes at ACC. The following Programs will be supported by this area:

- Exercise Science
- Ohio State Tested Nursing Assistant (STNA)
- Patient Care
- Allied Health
- Licensed Practical Nursing
- Shared Lab for Health Sciences

This Proposal is to provide professional Architectural, Structural, Mechanical, Plumbing, Electrical, and Technology Engineering services as described below:

SCOPE OF SERVICES

A. Design:

- Review the Owner's program and design goals, and update the program as required.
- Investigate applicable building codes.
- Prepare design drawings that show the scale and relationship of the project components, illustrating interior materials and color selections.
- Prepare HVAC, plumbing electrical and technology systems diagrams and descriptions.
- Assist the Owner in obtaining planning commission approval (if required).

B. Construction Documents:

- Prepare Architectural Construction Documents.
- Prepare Structural, Mechanical, Electrical, and Technology Construction Documents.
- Technology design will include cabling and devices and a technology closet. The owner will be responsible for the final connection to the ACC's main system.
- HVAC and Electrical will tie into and redistribute existing campus systems.
- Prepare Construction Specifications in book form limited to technical sections in standard CSI format.
- Respond to Regulatory Agency comments to assist the Owner in obtaining the approvals required to begin construction.

C. Construction Administration:

- Review the contractor's submittals. All contractor submittals, where applicable, are to be forwarded to the architect in electronic format. Scanning of paper submittals by the architect will be an additional service.
- Respond to contractor questions concerning interpretation of the construction documents and issue clarifications as required.
- Attend bi-weekly on-site project progress meetings.

PROFESSIONAL SERVICES FEE

Basic Services:

A total proposed fee of Three Hundred Two Thousand, Four Hundred Fifteen Dollars and Zero Cents (\$302,415.00) including Construction Administration, broken out below:

Basic Services:

PHASE 1

Programming	\$	6,321.00	
OFCC Program Reporting	\$	18,800.00	(to be billed hourly as needed)
Conceptual Design	\$	15,464.50	
	\$	40,585.50	Phase 1 Total

PHASE 2

Schematic Design	\$	35,324.50	
Design Development	\$	49,220.00	
Construction Documents	\$	102,860.00	
FF&E Package	\$	8,000.00	
In-House CA (standard)	\$	40,000.00	(lump sum for submittal & shop drawing reviews)
In-House CA	\$	10,625.00	(hourly for RFI's, other unknown CA items)
Subtotal: Base Fee	\$	246,029.50	Phase 2 Total

ADDITIONAL SERVICES

CA Field Visits	\$	14,800.00
Reimbursables	\$	1,000.00

TOTAL BOWEN FEE	\$	302,415.00	(Phase 1, Phase 2 and Add Services)
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The Base Fee includes normal engineering services for structural, mechanical, plumbing, electrical and technology systems.

Additional Services

The following items are **not included** in the Project Scope at this time but could be provided for an additional fee:

- Civil engineering and Landscape design.
- Surveys, soil borings or geotechnical reports.
- Specialty lighting design.
- Signage and graphics.
- Payment of all government plan application or review fees. However, Bowen is willing to make payments as required to expedite the process, at cost plus 15%.
- Environmental services, including the investigation of, and/or remediation of any existing hazardous materials.
- Other items not listed in the RFQ, or in the scopes of work outlined above.

LIMITATIONS OF LIABILITY

To the fullest extent permitted by law, the Owner agrees to limit the liability of the Architect and the Architect's officers, directors, consultants and employees to the Owner and anyone claiming by or through the Owner, and to contractors and sub-contractors, for any and all claims, losses, judgments, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, to an amount equal to the Architect's fee for Basic Services as stated herein. Such limitation shall apply regardless of the cause of action or legal theory pled or asserted.

To the fullest extent permitted by law, the Owner also agrees that the Architect and the Architect's officers, directors, consultants and employees shall not be responsible for any and all claims, losses, judgments, costs, damages of any nature whatsoever that are the result of unanticipated Project costs that amount to less than three (3) percent of the cost of construction of the Project, with the limitations of liability also agreed to above.

If, due to the Architect's negligence, a required item or component of the Project is omitted from the construction documents, the Architect shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the Architect be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

In projects requiring investigation and verification of existing conditions and information provided by the Owner, there may be conditions concealed from reasonable inspection that differ from available documentation or other information. Notwithstanding anything to the contrary in this Agreement such investigation and verification is not intended to be an exhaustive check or detailed inspection of the existing conditions but rather are to allow the Architect, as an experienced professional, to become generally familiar with the facility in order to render its services. The Architect is not responsible for costs or delays resulting from the later discovery of actual conditions expect to the extent that such costs or delays are the result of Architect's failure to meet its professional standard of care. If the Owner desires more extensive verification of existing conditions and information provided by it, the Owner shall request that such services be provided by the Architect as Additional Services in accordance with the terms of this Agreement.

This proposal shall remain in effect for ninety (90) days, unless the Architect agrees to another time period in writing.

If this Proposal meets with your approval, please sign one copy and return for our files. Upon execution, this document becomes the Agreement between the Architect and the Owner for this Project, unless otherwise amended in writing and signed by both parties.

Very truly yours,

RICHARD L. BOWEN + ASSOCIATES INC.

Allan L. Renzi, AIA
President

Accepted by Owner:

Name/Title

Date

Print Name and
Title Here:

cc: Accounting
 Contract File
 Project Manager

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