NMETC
National Medical
Education & Training Center

NMETC School Catalog

35 United Drive, Suite 101
West Bridgewater, MA 02379
(508) 510-3666

Revised December 18, 2025
This catalog is true and correct in content and policy.

NMETC Institutional Information

Mission Statement
The mission of National Medical Education & Training Center is to prepare students to be competent, caring, and honorable individuals to serve in entry-level positions as members of interdisciplinary teams in paramedic and emergency technician settings.

Philosophy
National Medical Education & Training Center operates according to the belief that each person is unique, with the ability to think and to do. The Institute provides an atmosphere of mutual respect, student support, a learning environment, and faculty and staff to assist and encourage students to develop to their maximum potential—intellectually, socially, physically, and emotionally. While emphasizing academic achievement and professional competence, National Medical Education & Training Center prepares students to be committed to lifelong learning and selfless service.

Objectives
In the accomplishment of its primary mission, National Medical Education & Training Center actively directs its resources to achieve the following objectives:

- **Quality:** Sets standards of quality and plans to accomplish them in teaching and learning in academic programs, including core and general education course content, student services, all social functions, facility appearance, and workmanship.
- **Respect:** Attracts a diverse student population; makes professional and career training opportunities available to minorities, international, and adult students; and provides an environment of mutual respect for ethnic, religious, economic, and social backgrounds practiced by welcoming and valuing all without regard to race, color, or gender.
- **Academic Scholarship:** Strives for high standards in teaching, research, and instructional presentations and in the use of technologies commensurate with the scope and requirements of the programs offered.
- **Service:** Promotes service to our campus and to local and global communities.
- **Integrity:** Consciously integrates ethical values, openness, fairness, and transparency of actions into all courses and activities.
- **Safety:** Creates an atmosphere where all within the academic community feel safe physically, socially, philosophically, and psychologically.
- **Health:** Advocates clean and wholesome body, mind, and spirit.
- **Accountability:** Meticulously implements outcomes-based accountability measures to meet the expectations of the institute's many stakeholders, including accrediting, state, and federal agencies.

Minimum Expectations
To prepare competent entry-level Emergency Medical Technician-Basic, Emergency Medical Technician- Advanced, and Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

History
The organization known today as National Medical Education and Training Center was founded by Brad and Kimberly Newbury in 2010. In 2014, JTC Education Inc. acquired National Medical Education & Training Center; however, in January 2016, NMETC was returned to its original owners.

Equipment
In keeping with the high educational standards of the institution, the equipment used in all programs affords students the opportunity to develop a practical, working knowledge of the equipment and materials they likely will be using on the job. Students will participate in all skills sessions and simulations. Such sessions utilize various manikins, medical and biomedical equipment, audiovisual equipment, and medical supplies. Students must exercise safety, gentleness, and caution when utilizing such equipment. Additionally, students are expected to assist with the movement of equipment to and from various skills labs.

Institutional Facilities
NMETC is located in West Bridgewater, MA. The facility is over 22,000 square feet and includes three (3) lecture classrooms and twenty-two (22) lab rooms, as well as an interactive simulation area for skills training. Appropriate administrative space is available for staff.

Learning Resource Center
The learning resource center serves the study and research needs of the students, faculty, and staff. The collection consists of a combination of hardcopy media types such as books, periodicals, databases, and electronic resources. Students are oriented to the resources available by appropriately trained support personnel. Relevant research assignments may be made throughout each program of study that requires students to utilize the resources to strengthen their research and analytical skills.

Accreditation:

OEMS:

The Department of Public Health issues initial EMS training institution accreditation at the Paramedic level.
The Commonwealth of Massachusetts Executive Office of Health& Human Services Department of Public Health Office of Emergency Medical Services **Address:** 67 Forest St. Marlborough, MA 01752 (617) 753-7300

CAAHEP/ CoAEMSP:

National Medical Education & Training Center / NMETC Consortium for Paramedic Education is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs **Address:** 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763(www.caahep.org)

Program Consortia:

The municipal agency, Duxbury Fire Department, serves as the sponsor for National Medical Education & Training Center / NMETC Consortium for Paramedic Education

Administration, Staff, and Faculty

Ownership
National Medical Education & Training Center is owned and operated by Worldwide Health Alliances Inc., a Nevada corporation. WWHA Inc. has principal offices located at 35 United Drive, Suite 101, West Bridgewater, MA 02379

Catalog Certification
This catalog is current at the time of printing. At any time, it may be necessary or desirable for the institution to make changes to this catalog due to requirements and standards of the state, licensing agency, U.S. Department of Education, market conditions, employer needs, or other reasons. The institution reserves the right to make changes to any portion of this catalog, including the amount of tuition and fees, academic programs and courses, program completion and graduation requirements, policies and procedures, faculty and administrative staff, the academic calendar, and other dates, attendance policies, grievance and complaint procedures, and other provisions.

Board of Directors
Bradford Newbury and Kimberly Newbury

Corporate Officers
Bradford Newbury – President/CEO and Treasurer Kimberly Newbury – Vice President and Secretary

Admission Information

Admission Requirements and Conditions

Paramedic Program:

1. **Primary Education:** All applicants must be a high school graduate, possess a General Education Development (GED) certificate, possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state or is a college graduate with at least an associate degree. Evidence of a college degree, high school graduation, or equivalent must be presented prior to the first day of class. Acceptable documentation would include a copy of an original high school diploma, a copy of a high school transcript, which indicates the date of graduation, a GED certificate, or official notification that it has been earned.

2. **EMT/AEMT Education:** All applicants must hold at least one of the following:
   - Current EMT-B/ AEMT NREMT Certification
   - EMT-B/AEMT State Licensure
   - Foreign Equivalent

   Please note to complete internship hours in certain states. State licenses may be required prior to entering the clinical portion of the program.

3. **Photo ID:** Applicants must submit photo identification.

4. **Interview:** All applicants must complete an oral interview with a campus representative.

5. **A&P**: All applicants must meet anatomy and physiology requirements through previous college credit or by completing an online anatomy and physiology course as a co-requisite at the beginning of the program. This course must be completed within the first 90 days from the start of the program. Failure to complete the A&P co-requisite within the first 90 days of the program may result in immediate dismissal from the program.

6. **Background:** All applicants must complete a successful criminal background check. It is the student's responsibility to notify NMETC in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate dismissal from the program.

7. **Application Fee:** All applicants are required to complete an application and pay an application fee.

Emergency Medical Technician Program:

1. **Age**: All applicants must be at least 17 years of age. (Students must be 18 to be eligible for the certification exam)
2. **Photo ID:** Applicants must submit photo identification.
3. **Application Fee:** All applicants are required to complete an application and pay an application fee.

Re-Enrollment

EMT and Paramedic students who have paid in full for a previous program or are actively paying for a previous program will only be charged 50% of tuition plus program fees for re-enrollment. Students must re-enroll 2 years from their withdrawal/dismissal date to receive this discount. Students who re-enroll must complete a new application, pay the application fee, and complete the interview process.

Reinstatement

Paramedic students obtaining a reinstatement due to an extended LOA will be charged a remediation fee based on their remediation plan. Students seeking reinstatement may need to retake certain portions of the program based on the length and/or reason for leave and their remediation evaluation.

Advanced Placement Students
Students who hold an advanced license (RN, PA, MD) and who have applicable verified prior experience may receive advanced placement and, therefore, exemption from certain courses in the program. These situations will be addressed on an individual basis. Students who desire to be considered for this option must apply in writing to the Program Director. The Program Director, along with the Education Department, will consider the application and determine if advanced placement is appropriate in that case.

Outside Credit Transfers
NMETC will not accept credit transfers from any outside programs toward the didactic, clinical, or field portion of the program.

Admission Technical Standards Required
All students must meet and maintain the following technical standards required as they are critical to completing the program with or without reasonable accommodations for any documented disability. Students agree that they meet all the technical standards upon submitting their application and are required to inform NMETC if there is a change to their ability during enrollment.

Sight: Students must be able to
- See from 20 inches to 20 feet and beyond.
- Use depth perception and peripheral vision.
- Distinguish color and color intensity.

Hearing:
- Students must be able to hear sounds at varying levels (E.g., normal speaking volume, faint voices, faint body sounds, and equipment alarms).

Tactile:
- Students must have normal tactile ability to be able to assess pulse, temperature, size, and shape.

Smell:
- Students must be able to detect odors from patients and the environment.

Gross Motor Skills: Students must be able to maintain balance while:
- Sitting and standing in the educational setting and in an ambulance.
- While working above and below waist height.

Fine Motor Skills: Students must be able to:
- Write and type.
- Pinch, pick up, grasp, and squeeze, as well as other work with fingers.

Physical Endurance: Students must be able to
- Stand, stoop, move quickly, do repetitive movements, walk, climb stairs, back-up stairs with weight (50 pounds), push/pull (up to 100 pounds),
- Lift (up to 100 pounds), and
- Crouch, kneel, bend, and twist for extended periods of time.

Communication: Students must be able to
- Communicate effectively in English both verbally and in writing,
- Recognize, understand, and interpret instructional material required during medical education,
- Use appropriate grammar, spelling, and vocabulary when completing classwork and clinical documentation that is submitted to EMCE.
- Work cooperatively and professionally with others (i.e., EMS, fire, hospital, patients, family, etc.).

Emotional Stability: Students must be able to:
- Adapt to ever-changing, unpredictable, and stressful situations,
- Monitor and manage their own emotions,
- Perform multiple responsibilities concurrently.
- Handle strong emotions.

Policy of Nondiscrimination:

The institution is committed to the affirmative implementation of equal employment opportunities in education and employment. The institution does not discriminate against individuals on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran status in the administration of admissions policies, educational policies, employment policies, or any other programs or activities.
For additional assistance related to civil rights under Title IX, contact: Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202 1-800-USA-LEARN FAX (202) 401-0689
TDD 1-800-437-0833
E-mail: CustomerService@inet.ed.gov

Unlawful Harassment Policy

It is the policy of the institute that all students shall be provided with an environment free of unlawful harassment (including sexual harassment), discrimination, and intimidation. All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating, or intimidating behavior or conduct. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including dismissal.

Reporting Offenses as described in the Violence Against Women's Act (VAWA):

This applies in the event of an accusation of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking offense. The proceeding for all reported offenses will:

1. Have a prompt, fair, and objective investigation and resolution.
2. Be conducted by campus officials who receive annual training on the issues related to the offenses.
3. Allow the accuser and the accused the same opportunities to have others present during the disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
4. Inform both the accuser and the accused simultaneously in writing of the outcome.
5. Allow the accused and the victim the right to appeal the results using the General Student Compliant Procedure/Grievance Policy as outlined in the school catalog.
6. Provide notice to all parties once results become final.

All reported offenses will be strictly confidential. The Campus President will maintain any document with the mention of the victim's information in a secure location. If the alleged victim is deceased as a result of the crime or offense, the campus must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.
All students are encouraged to report any act of offenses mentioned above by: Calling the HOTLINE: (866) 307-3527

Student Information and Services

Personal Advising
Students are encouraged to seek assistance from any member of the faculty or staff when problems of a personal nature arise that will have a negative impact on a student's ability to meet his/her educational goals. Information is available on outside agencies that students may contact at their discretion. Neither staff nor faculty members serve as certified or licensed counselors.

Academic Advising
The institute offers academic advising services to all students. The institution encourages students to seek academic advisement at any period throughout their program when questions arise.

Student Professional Responsibilities
Courteous behavior and professional conduct appropriate to a professional environment are to be displayed at all times. Inappropriate conduct and/or communication will not be tolerated and may be a cause for sanctions or dismissal. Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the institute or which the administration feels would endanger members of the institute community may be subject to disciplinary action, up to and including dismissal.

Student Code of Conduct Policy
Students will be held accountable for any breach of the following code of conduct. All students are expected to abide by the institute-wide honor system, which is based on high standards of academic, personal, and ethical conduct. Such conduct extends to language, behavior, and overall demeanor inside the facilities, on the campus grounds, and in off-campus learning settings, whether professional or academic. Students who are not able to behave in a professional manner may be subject to disciplinary action, up to and including dismissal.

Student Interaction
The majority of the institute's student body is non-traditional and represents a wide range of age groups, cultures, nationalities, and religions. The institution promotes an atmosphere of free and honest inquiry and expression on the part of students in their dealings with each other and faculty and staff.

Personal Appearance
Modesty, cleanliness, and well-kept hair, nails, and general appearance are important values that reflect personal dignity and integrity for students entering into a professional career. Additional requirements may apply for specific programs.

Career Services
Many students who enroll in our program are currently employed in the field. They enroll in our programs to increase their knowledge and skills in the profession in order to advance in their current positions. The institution is dedicated to the success of its students and graduates; therefore, it provides career assistance should it be needed. The goal of career services is to successfully assist graduates in obtaining in-field or related field employment. The team is available to assist students throughout their training programs and continues to offer assistance beyond graduation. It should be understood the career services offered are not a guarantee of employment.
All programs of study require students to complete some type of clinical or field training experience. These activities are an excellent way for students to develop their new skills through hands-on, in-field training experiences and to network with potential employers. In some instances, students who successfully complete off-site training requirements are made offers of employment or are referred by site supervisors to other potential employers. Site assignment is not a guarantee of employment.

Academic Misconduct includes, but is not limited to, the following:

1. Knowingly helping or assisting another person in engaging in academic misconduct.
2. Any form of cheating, including attempted use of unauthorized materials, copying the work of another student, unauthorized access to and use of computer files, or representing as one's owned an examination or any other work submitted for a grade taken by another person.
3. Falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical references.
5. Submitting as one's own original work material obtained from an individual or agency without reference to the person or agency as the source of the material.
6. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.
7. Obtaining teacher editions of textbooks, test banks, or other instructional materials that are only intended to be accessed by officials, administrators, or faculty members of the institute.

Non-Academic Misconduct includes, but is not limited to, the following:

1. Disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
2. Mental or physical abuse of any person (including sex offenses) on institute or at institute-sponsored or institute-supervised functions, including verbal or physical actions that threaten or endanger the health or safety of any such persons.
3. Any act, behavior, or clothing that is of a sexually suggestive, harassing, offensive, or intimidating nature.
4. Stalking or behavior that in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment.
5. Intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other institute activities, including public service functions and other duly authorized activities on institute premises or institute-sponsored activity sites.
6. Failure to comply with directions of institute officials and/or failure to identify oneself to these persons when requested to do so.
7. Theft of, misuse of, or harm to institute property, or theft of or damage to property of the institute community or a campus visitor on the institute premises or at an institute function.
8. Participation in or conducting an unauthorized gathering that threatens or causes injury to a person or property or that interferes with free access to institute facilities, or that is harmful, obstructive, or disruptive to the educational process or functions of the institute.
9. Tampering with any fire safety equipment except with reasonable belief in the need for such alarm or equipment. Obstruction of the free flow of pedestrian or vehicular traffic on institute premises.
10. Gambling or holding a raffle or lottery at the institute without approval.
11. Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances.
12. Unauthorized use, possession, or storage of any weapon, dangerous chemical, or explosive element.
13. The theft of, misuse of, or harm to institute property. Including the destruction of or harm to equipment, software, or data belonging to the institute.
14. Unless otherwise permitted, the use of electronic devices in classrooms, labs, and other instructional, event, or support facilities.
15. Students are not permitted to bring their children to class. Children cannot be in the student lounge or anywhere in the building where a student attends class.

Intellectual Property Protection and Ownership

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Copyright Protection

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, *et seq.*) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs and federal criminal charges that may result in fines and imprisonment.

Use of Institutional Information Technology Resources

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials are also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites intended or used for the distribution of unauthorized copies of copyrighted materials or knowingly opening or forwarding any e-mail, fax, or voicemail messages containing unauthorized copies of copyrighted materials or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.
Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file. Therefore, the privacy of messages and computer files cannot be ensured by anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voicemail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

General Student Complaint Procedure/Grievance Policy

The institution encourages students to bring all complaints or grievances to the attention of the Administration. Many concerns can be resolved quickly and informally through open communication. However, if a student believes that a policy, rule, regulation, or procedure has been misapplied or unfairly administered, they may file a formal grievance following the process below.

Step 1: Informal Resolution

The student should first attempt to resolve the issue by bringing the grievance directly to the appropriate instructor or staff member involved.

Step 2: Administrative Review

If the grievance is not resolved in Step 1, or if the matter is beyond the authority of the initial contact, the student should bring the concern to a member of the Campus Management Team.

Step 3: Formal Appeal to the Grievance Committee

If the complaint remains unresolved after Step 2—or if it involves a member of the Campus Management Team—the student may submit a written appeal to the Grievance Committee.

Step 4: Committee Review

The Grievance Committee will schedule a meeting with the student to review and discuss the grievance. The Committee will issue a ruling within three (3) business days or as soon as reasonably possible.

Step 5: Notification of Decision

The student will receive written notification of the Grievance Committee's decision.

Step 6: Final Appeal

If the student disagrees with the Grievance Committee's decision, they may submit a final appeal to NMETC's President/CEO, Brad Newbury, at bnewbury@nmetc.com. The President will review all documentation and issue a final determination. All documentation related to complaints and their resolutions is maintained in the Office of the President.

Student Health Services
The institution does not provide on-site health services for students.In the event of a medical emergency, an NMETC staff member will immediately contact emergency medical services by dialing 911. Staff may initiate life-saving measures as appropriate until emergency responders arrive. Students requiring non-emergency medical care will be provided with information about local medical facilities and healthcare agencies they may contact for assistance.
All costs associated with medical services are the sole responsibility of the student.
Please note: While NMETC staff are trained healthcare professionals, they are not authorized to assess, diagnose, or perform medical testing on students. Their role is limited to providing immediate life-saving interventions in emergencies and facilitating access to appropriate medical care.

Student Housing
The Institution does not have dormitory facilities. It is the student's responsibility to find living accommodations.

Inclement Weather
In the event of inclement weather, students will be notified of any changes via email. Delays and closing will also be posted on our social media pages.

Academic Support and Tutoring Resources
Students are encouraged to seek clarification or additional academic resources directly from their instructors or the Education Team whenever they need extra support in a specific subject area. If a student requires more extensive assistance beyond what NMETC can provide internally, the institution will offer referrals or suggestions for qualified external tutoring services that may be able to assist the student. Please note that any costs associated with outside tutoring services are the responsibility of the student.

Reporting Crimes and Other Emergencies
Any individual who wishes to report a crime or other emergency should contact the Campus President or Program Director at the time of the incident. In addition, individuals may wish to call 911. The institute encourages the prompt and accurate reporting of all crimes and other incidents to the National Medical Education & Training Center staff listed above and to the proper authorities as warranted. The Campus President maintains a log of all reported crimes occurring on campus, which is available for review by interested parties with 48-hour notice. However, information from the log may be withheld if its release would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence.

Timely Warnings
National Medical Education & Training Center will issue a timely warning to all students and associates of any on-campus crimes that are reported to campus staff and/or police and are considered a threat to students and associates by means of postings on bulletin boards, flyers, and announcements in classrooms.

Drug and Alcohol Abuse Awareness and Prevention
In compliance with the Drug-Free Institutes and Communities Act of 1989, the National Medical Education & Training Center has established the following policy for promoting a drug-free learning environment:

Institute Sanctions
Sanctions will be imposed on a student in violation of the policy regarding the use, possession, or being under the influence of a controlled substance. For a first infraction, the student and Campus President will have an advising session that will be documented and become a part of the student's permanent record. Students will be directed to professional drug counseling. Any student found to be using or under the influence will be required to re-test within 30 days of the first infraction. Should the re-test result in a positive result the student will be administratively withdrawn from the Institution with no opportunity for appeal. Negative results will result in the student being allowed to continue in the program, but he/she will be subject to random drug testing at any point during the remainder of the program. Positive results from a random drug test will result in the student being administratively withdrawn from the Institution with no opportunity for appeal. Sanctions will be imposed on a student in violation of the policy regarding the selling or trafficking of controlled substances. Upon the first infraction, the Institution will immediately administratively terminate students and will refer the matter to the appropriate authorities for prosecution. The institution reserves the right to immediately dismiss any student in violation of this policy, the above-outlined procedure notwithstanding. The institution further reserves the right to refer students to the proper legal authorities for prosecution.

Voluntary Treatment, Counseling, or Rehabilitation
The institution encourages any student who feels that he or she may have a problem with drugs or alcohol to seek treatment, counseling, or rehabilitation. Students are encouraged to meet with the Campus President, in the strictest confidence, for assistance in locating appropriate sources of help. The institution will make every effort to work with any individual who voluntarily seeks treatment.

Directory of Information Public Notice
Directory Information may be disclosed without the specific authorization of the eligible student. Directory Information is defined as a student's name, address, telephone number, e-mail, date, and place of birth, photographs/videos taken at events, honors and awards, and dates of attendance. The campus must notify students annually about their FERPA rights and the definition of Directory Information. This may be done by e-mail, by mail, or in the catalog.

Personal Property
The institution is not responsible for loss or damage to the property of students.

Family Educational Rights and Privacy Act:
Student records are maintained for a minimum of seven years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records, including:

1. The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the Program Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution or financial records (including any information those records contain) of their parents or guardians.

2. The right to request the amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the Program Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

4. One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Compliance Office U.S. Department of Education

6. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

On-Campus Dress Code

Students will be training for positions in which they will interact with the public; therefore, it is important that good grooming and dress habits be followed. Students must be clean and well-groomed at all times. Inappropriate clothing is listed below. Students not following the dress code could be asked to leave classes for the day.

1. No torn shorts or shirts are allowed.
2. No T-shirts, which could be deemed offensive.
3. No shirts or pants that would be deemed too revealing.
4. No short shorts or miniskirts.
5. No tank tops or sleeveless shirts.
6. No open-toe shoes or sandals.

Academic Information

NMETC Accommodation Policy
Information pertaining to an applicant's disability is voluntary and confidential. NMETC is committed to providing reasonable accommodations to students with disabilities. In order for the NMETC to assist students with disabilities under the provisions of the Americans with Disabilities Act (ADA), students who request accommodations must do so by submitting NMETC's Accommodations Request Form with attached documentation supporting their request.

Documentation requirements are listed below.

- Documentation must be completed by a doctor, psychiatrist, psychologist, or other professionals whose credentials substantiate ability to provide documentation regarding disability.
- Documentation must be signed and dated by the certified professional who provided the diagnosis and/or recommendations for accommodation.
- The date of diagnosis may not exceed five years prior to the class start date.
- Once a student submission is completed and reviewed the student will be provided with their authorized accommodations.

Based on the critical nature of the tasks needed in emergency situations, there are some accommodation requests that are not allowed for the EMT, AEMT, and Paramedic Programs.

1. **Students are not allowed additional time for skills with specific time frames.** As there are skills where patients would suffer due to life-threatening conditions in emergency situations if treatment were delayed, extra time on timeframe skills is not considered a reasonable request.

2. **Students are not allowed unlimited time to complete a written exam.** This request is not considered reasonable as a candidate should be able to complete a test within a finite amount of time. Students will be allowed a maximum of time and one-half to complete written exams and quizzes if approved for accommodations.

3. **Students are not allowed to have written exams given by an oral reader.**
   It is an essential function of the EMS profession to be able to independently read and comprehend information as it is presented. Our written exams, and quizzes, in part, measure this ability.

4. **Students must answer all written test questions as written. No explanation of the questions can be provided by the test proctor or any other individual**. Additional descriptions of test questions are not considered to be a reasonable accommodation. As reading and understanding written English is an essential part of EMS communication. Students must be able to understand and converse in medical terms appropriate to the profession.

Lab Skill Testing Policy

Paramedic: Students have three attempts to test each lab skill station. Students who fail both their first and second attempts on a single skill station will be offered one hour of optional remediation, depending on the skill. Students may refuse remediation before their third attempt by signing our remediation waiver form. Students who do not pass the skill station on their third attempt will be dismissed from the program.

EMT: Students have three attempts to test each lab skill station. Students who fail both their first and second attempts on a single skill station will be offered one hour of optional remediation depending on the skill. Students may refuse remediation before their third attempt by signing our remediation waiver form. Students who do not pass the skill station on their third attempt will be dismissed from the program.

Paramedic Portfolio Completion Policy

All Paramedic students are required to complete a Paramedic Portfolio that includes the required scenarios and topics outlined in the Student Catalog. The portfolio must be completed within the designated lab timeframe established for the student's cohort.

Students are expected to make consistent progress toward portfolio completion in alignment with their lab schedule.

Failure to Progress

If a student fails to make satisfactory progress on their portfolio, they will first participate in an informal meeting with a member of the Education Team. The purpose of this meeting is to identify the underlying cause of the lack of progress whether it stems from knowledge deficits, confidence concerns, personal circumstances, or other contributing factors and to develop a plan for support and improvement. If the student does not demonstrate measurable improvement following this meeting, a warning will be issued outlining specific expectations and timelines for progress.

Continued Non-Progress / Failure to Complete

If, after receiving a warning, the student continues to show insufficient progress toward completion, they may be dismissed from the Paramedic Program. If a student does not complete the required portfolio scenarios within the assigned lab timeframe, they may also be dismissed from the Paramedic Program.

Timely and complete portfolio submission is a critical component of program progression and a requirement for successful lab completion.

HESI Retest Policy

Paramedic: Paramedic students must pass a paramedic HESI exam twice during the program.

Didactic HESI Exam: Passing score is 600 or Higher - This is a proctored exam taken at the end of the didactic and lab portion of the program. The purpose of the HESI exam is to attest to the overall knowledge students have retained throughout the paramedic program. Students will have two attempts to pass this exam. If students are unsuccessful, they will be dismissed from the paramedic program.

Capstone HESI Exam: Passing score is 650 or Higher - This is a proctored exam taken at the end of the capstone field internship portion of the program. The purpose of the HESI exam is to attest to the overall knowledge students have retained and gained throughout the clinical and field portion of the paramedic program. Students will have two attempts to pass this exam. If students are unsuccessful, they will be dismissed from the paramedic program.

If a student does not complete the exam with a passing score, they have one attempt to retake the exam. The student has a total of 30 days from the original HESI dates to complete their second attempt. If the student doesn't pass on their second attempt they will be dismissed from the program.

EMT: EMT students must pass a paramedic HESI exam one during the program.

EMT Didactic HESI Exam: Passing score is 600 or Higher – This is the final exam for the EMT program. If you are unsuccessful on your first attempt, you will have 30 days to retest. Students must pass this exam in order to attend skill trainings. If students do not pass your first attempt, they will attend the next available skill training**.** The student has a total of 30 days from the original HESI dates to complete their second attempt. If the student doesn't pass on their second attempt, they will be dismissed from the program.

Online Course Attendance Policy:

All students must submit proof of attendance by the date listed in their course syllabus. Canvas is actively monitored by staff for all students. If students are not actively participating in their assigned Canvas courses or fail to submit proof of attendance by the assigned due date, they may be dismissed from the program.

Program Types:

Campus Programs:

These programs deliver the majority of didactic instruction in person at our campus in West Bridgewater, MA. Students also use an online platform to access course resources, submit assignments, and view supplemental materials.

Live Online Programs:

The Live Online Program features primarily live, instructor-led lectures, with some pre-recorded lessons incorporated throughout. Classes are conducted in real time through NMETC's virtual classroom.
Students are expected to attend each live session as scheduled. If a student is unable to attend, they must watch the full class recording by the session deadline to receive attendance credit.

Pre-Recorded Programs:

The Pre-Recorded Program features professionally produced, dynamic video lessons created by the NMETC Education Content Team. The curriculum follows a structured syllabus with set deadlines to ensure consistent progress and engagement. Throughout the program, students participate in scheduled live review sessions with their instructor to discuss key concepts, complete practice scenarios, and reinforce learning.

Important Note for New York Reciprocity Applicants:

Students seeking New York State reciprocity must complete a program that is at least 51% live instruction.
NMETC's Pre-Recorded Program does not meet this 51% live requirement; students intending to pursue New York reciprocity must enroll in one of our Live Online Programs.

On-Campus Course Attendance Policy:

Students may be dismissed from the program if absent for more than three (3) scheduled classes. Make-up assignments for missed lectures will be at the discretion of the school. Make-up assignments may include the use of recorded lectures, videos, and written summaries of missed material. All make-up work must be completed within five (5) days of being assigned by the Lead Instructor. Failure to complete make-up work will result in dismissal from the program. Students being tardy for class disrupts the learning process; excessive tardiness could negatively impact a student's success in the program.

Local Lab Attendance Policy:

Students must complete the entire curriculum for their selected programs. The student may be dismissed from the program if absent for more than two (2) lab sessions. Any missed labs must be made up within two weeks of the scheduled missed lab unless an extension is approved. In the event of an absence, the student must notify the Education Department and initiate the make-up process. A fee of $300 per lab session will be assessed for any make-up lab hours by the student as a result of an absence from a paramedic lab session.

Skill Session Even Completion Policy

Attendance at all skill lab sessions is mandatory unless a religious exemption has been approved in advance.
Students who must leave due to a documented severe medical incident will be assigned to an alternate skill session.
Students must attend all skill days in the new session, regardless of prior attendance.
Retest all previously completed skills and scenario evaluations to ensure continued competency.
If a student fails to provide appropriate documentation for missing lab dates or does not attend the alternative session offered, they may be dismissed from the Paramedic Program.

Internal Paramedic Program Transfers:

- Paramedic students are allowed one program transfer while enrolled in the paramedic program. There is an associated fee with transferring based on the length of time the student was enrolled. Please note students may not transfer more than once.
- Students may request a transfer at any time prior to taking their didactic HESI Exam. Transfers are based on program availability; if a student transfers to a program that has not started, the student will be required to complete the entire didactic portion regardless of what module they transferred from.
- Students who have withdrawn or were dismissed for academic purposes have 14 days from their dismissal or withdrawal date to request their transfer options. If the request exceeds 14 days, students are no longer eligible for a transfer but may still request their re-enrollment options.
- Once transfer options are provided, students have 14 days to accept; once that time frame is exceeded, the transfer options are voided, and the student is no longer eligible for a transfer but may still request their re-enrollment options.
- Once a program starts, students are committed to their assigned lab and boot camp dates and cannot request to attend a different lab camp group. If a student was unable to attend their assigned skill session dates due to a documented serious medical incident the student will be given an alternative group to attend. If the student does not attend the next group the student will be required to transfer to a new paramedic program. If a student cannot attend skill sessions due to military obligations, the student will need to contact the Students Services Coordinator to request a leave of absence and provide documentation of military orders.

- *Transfer Fees:*
    - Transferring Before the Start of Course 3: $2,000.00
    - Transferring After the Start of Course 3: $2,500.00
    - Transferring After the Start of Course 5: $3,000.00

If the students transfer to a program that has not started, they must stay in compliance with any financial obligations they have to NMETC. The transfer fee is due one month prior to the transfer program start date. Failure to pay the fee or enter a financial agreement by the due date may result in termination of the transfer.

Overall Course Grade: Students must maintain an overall grade point average of 75% throughout the program. If a student's average falls below 75% by the end of a course, they will be dismissed from their program.

Course Quizzes: The passing grade for quizzes is 75% or higher. Quiz retests are not allowed. If a student fails a quiz, their program status does not change. However, students must maintain a minimum average grade of 75%. If students score poorly on quizzes, their overall grade may drop below the minimum passing requirement. Students will be able to review their quizzes after submission.

Course Exams: The passing grade for exams for course exams is 75% or higher. Students must score 75% or above on all exams.

Paramedic Course Exams Retest: Students must retest a course exam if they score below 75%. Students must retest the exam within three (3) days of the exam due date. Students are only allowed to retest two (2) course exams. If a student fails a third-course exam or fails a course exam retest, they will be dismissed from the paramedic program. The maximum grade you can receive on a retest is 75%.

Grade Rounding Policy: Grades on course assignments and examinations which are determined by percentages involving decimals should be rounded up to the next whole number when equal to 0.5 or greater. When the decimal is equal or less than 0.4 the grade is to be rounded down. This policy also applies to final course grades where the final course grade is determined using percentages with decimals.

Due Dates: Due dates for all coursework are listed on the program syllabus. All deadlines are set in Eastern Time, so please make sure you plan accordingly. If a student is going to miss a deadline, they need to communicate with their lead instructor before the deadline. Extensions are not given frequently and can be denied. Students should make it a priority to complete work by the deadline. Assignments not completed by the deadline will be graded as a zero.

Capstone Completion Policy: Students have four (4) months from the final day of their field rotation to complete the capstone process. Students have 60 days from their last date in the field to schedule their capstone HESI exam. If the student fails the exam, they will have an additional 45 days to schedule their second attempt. If the student does not take their HESI exam by the given deadline, they will be dismissed from the program. A final student capstone presentation is required after the completion of the capstone HESI.

Program Withdrawal

To withdraw from a program, the student must submit a written notice to a NMETC staff member.

Criteria for Consideration of Program Dismissal: Students enrolled in NMETC programs are expected to uphold the highest standards of academic performance, professional conduct, and ethical behavior. Failure to meet these expectations may result in disciplinary action, up to and including dismissal from the program.

Grounds for Dismissal:

Criteria for consideration of dismissal include, but are not limited to, the following:

- Failure to comply with any NMETC, course, program, or internship policies listed in this catalog.
- Failure to comply with any internship site policies.
- Failure to demonstrate competency in any didactic, lab, or clinical instruction.
- Failure to satisfactorily complete all clinical, lab, or skill-based requirements.
- Inability or unwillingness to work harmoniously with classmates, instructors, preceptors, staff, or others associated with the program.
- Unprofessional behavior inconsistent with the standards and expectations of EMS personnel while representing NMETC.
- Evidence of academic dishonesty, including cheating, plagiarism, or falsification of records or documentation.
- Breach of confidentiality involving classmates, patients, preceptors, hospital staff, physicians, or any other individuals connected to the program.
- Conviction of a felony or engagement in criminal activity while enrolled in the program.

Notification and Right to Appeal

Students who are subject to potential dismissal will be notified in writing and provided an opportunity to meet with program leadership to discuss the circumstances.

If a student wishes to contest the decision, they may appeal through the NMETC Appeals Procedure outlined below.

Appeals Procedure

Students who wish to appeal an administrative action—including but not limited to attendance decisions, dismissals, grading determinations, or disciplinary actions—should follow the process outlined below.

Step 1: Submission of Appeal: The student must submit a written letter of appeal to the President/CEO within three (3) business days of receiving notification of the administrative action. The appeal should clearly state the decision being appealed and the reason(s) the student believes a review is warranted.

Step 2: Review Committee Convening: Upon receipt of the appeal, the President will gather relevant documentation and convene the Review Committee within seven (7) to fourteen (14) business days.

Step 3: Student Presentation: If necessary, the student will be invited to present their case directly to the Review Committee for consideration.

Step 4: Final Decision: Following review, the President will issue a written decision to the student within three (3) business days after the Review Committee meeting. The decision of the President is final and concludes the appeal process.

Graduation Requirements: To become a graduate of the institution, students must meet the following requirements:

1. Meet all academic requirements set forth in this catalog.
2. Complete the required benchmarks in the clinical, field, and capstone experience successfully.
3. Complete all coursework within the maximum program length.
4. Satisfy all financial obligations to the institution.

Students who satisfy all other requirements for graduation but do not satisfy all financial obligations to the institute will be granted a complete status.

Transcripts: Current or former students may request one free copy of their official transcript by submitting our transcript request form, which is located on our website, nmetc.com. A fee will be charged for additional copies, and must be paid in advance before they are processed. Official transcripts will not be released for students who have a past-due account with the institution.

Transfer of Credit to Another Institution : National Medical Education & Training Center's programs are career focused and are not specifically designed for transfer to other institutions. However, many institutions with programs similar to National Medical Education & Training Center may allow credit through examination in specific courses.

Certification, State Board, and National Board Exams: Understanding the requirements for certification, state board, or national board licensing examinations is the responsibility of each individual student. Certification and licensing requirements are established by the applicable state, country, or regional authority and may include additional fees, documentation, examinations, training, restrictions, or other conditions. These requirements may change at any time, including during a student's enrollment in the program.

Completion of an NMETC program does not automatically result in certification, licensure, or employment. While NMETC programs are designed to prepare students to take applicable certification and licensing examinations, the Institution cannot guarantee that a student will pass any examination, obtain certification or licensure, or secure job placement. NMETC makes a reasonable effort to provide accurate and current information regarding examination requirements, dates, and fees; however, final requirements are determined solely by the certifying or licensing authority.

In some cases, additional field or clinical experience may be required to be eligible to take or successfully complete certification or licensing examinations. In addition, state agencies, employers, and clinical partners may require criminal background checks, fingerprinting, and/or drug testing as part of the certification, licensure, or placement process.

Students with prior felony convictions or certain serious misdemeanors may be denied eligibility to sit for certification or licensing examinations and/or may be denied certification or licensure in some jurisdictions, even if an examination is taken and passed.

Students are responsible for contacting the appropriate certification or licensing agencies in their intended state, country, or region prior to enrollment to confirm current certification and reciprocity requirements and to ensure the selected program aligns with their ultimate reciprocity and licensure goals. Students should also re-confirm requirements while enrolled, especially if their circumstances or intended location of practice change. As licensure requirements vary by location and are subject to change NMETC cannot guarantee that completion of the program will result in licensure or reciprocity in any specific state or jurisdiction.

Requirements for Certification

- Successful completion of requirements for graduation, including summative written and practical exams.
- Apply for NREMT Certification - Students must make any request for accommodations for the exam directly to the NREMT.
- Meet the NREMT's minimum entrance requirements.
- **Paramedic:** Pass the NREMT's Written examination within the allotted time frame**.**
- **EMT:** Pass both the NREMT's Written examination and MA EMT Practical within the allotted time frame**.**

How to apply for Massachusetts EMS Certification:

You can apply for Massachusetts on the website link below:
https://www.mass.gov/guides/apply-for-an-initial-emt-advanced-emt-or-paramedic-certification

Financial Information

NMETC Refund Policy
Payment for our programs is due in full by the first day of class. We accept cash, checks, credit and debit cards. NMETC does offer an in-house loan so students can pay off the total cost of the program over time with a one-time 8% fee added to the total cost of the agreement. You are still responsible for all scheduled payments even if you do not complete the program. Please note your withdrawal date is based on the date you informed the school you wish to withdraw. Please send an email to the Enrollment Coordinator as soon as you have made your decision.

Refunds More Than Four Weeks Before Class Starts:
If a refund request or a program delay request is made any time prior to 29 days before their class begins, the student will receive a 100% refund of tuition and fees with the exception of the nonrefundable application fee.

Refunds Four Weeks Before Class Starts until The First Day Class (Paramedic Students Only):
Once a class is 28 days away from starting, $500.00 of the student's seat deposit becomes nonrefundable and will be held as a seat fee. If a student withdraws their application in between the 28-day period prior to the class start date, the student will be refunded for any payments made with the exception of a $500.00 seat fee and the nonrefundable application fee. If a student delays to a future program, a $500.00 seat fee will be invoiced to their account.

Level One Refund - Enrolled Student:
If a student withdraws within 7 days from the first day of class, the student is only responsible for 50% of tuition plus fees. If the student is paid in full, a 50% refund of tuition will be issued; if the student is in a loan agreement with the school, the agreement will be adjusted to reflect the adjusted amount, and you will receive documentation with your new monthly payment amount.

Level Two Refund - Enrolled Student:
If a student withdraws after 7 days but within 21 days from the first day of class, the student is only responsible for 75% of tuition plus fees. If the student is paid in full, a 25% refund of tuition will be issued; if the student is in a loan agreement with the school, the agreement will be adjusted to reflect the adjusted amount, and you will receive documentation with your new monthly payment amount.

No Refund Available:
If a student withdraws after 21 days from the start of class there will be no refunds issued. If a student is enrolled in a loan agreement with the school, they are obligated to complete all the loan agreement payments even if they stop attending classes or withdraw. If a student is dismissed, there will be no tuition refund. The program application fee, cost of textbooks, one-month seat fee, and other non-tuition fees are not refundable.

Course Completion:
Please note all tuition and fees must be paid in full prior to taking the Capstone HESI Exam, the issuing of a final completion certificate, or approval to take any state licensure or NREMT or certification exams.

Refund Timeline Example: Example Start Date: September 1

- **Eligible Full Refund**: Until August 3rd
- **Eligible Full Refund Except For Seat Deposit Fee of $500**: Between August 4th and September 1st
- **Eligible For Level One Refund:** Until September 2nd to September 8th
- **Eligible For Level Two Refund:** Until September 9th to September 22nd
- **No Refund Available:** September 23rd and After

Tuition and Fees
A complete list of NMETC attendance costs can be found as a supplement to this catalog.

Financial Clearance

Before the first day of class, all students must obtain financial clearance. Financial clearance is defined as:

1. Payment in full for the enrolled program
2. Signed financial agreement on file with outline payment plan.
3. All required forms are on file as requested by NMETC Finance Team.

Students with approved payment plans must maintain the payment schedule listed on their financial plan. If the student misses a payment, the student's entire balance becomes due immediately.
The obligation to pay tuition, books, and other fees is the sole responsibility of the student.

The institute, as a courtesy to the student, provides information and access to available third-party alternatives to help the student meet and satisfy financial obligations to the institute. Students are expected to approach their financial obligation to the institute in a proactive and responsible manner and fulfill payment obligations in a timely manner. Students who fail to meet their financial and payment obligations are subject to the disciplinary process as outlined in the Student Discipline policy. Students who are sixty (60) or more days late on financial obligations are subject to dismissal.

Students are encouraged to consider all available options for paying for their education. The following are sources that students have utilized to accomplish their educational goals:

1. Savings
2. Employer reimbursement
3. Scholarships
4. Relatives who will help them succeed
5. Credit cards (MasterCard, American Express, Visa, Discover accepted)
6. Cash down payment and interest-free monthly payments
7. Personal loans

Emergency Medical Technician Program 160 Clock Hours

Description, Goals, and Objectives
The program will "prepare competent entry-level EMT in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

The Emergency Medical Technician (EMT) course is designed to prepare individuals to provide basic pre hospital care to emergency patients. The program will teach the knowledge, psychomotor skills, attitudes, and personal behaviors necessary to function in the role of entry-level EMT. The goal of the program is to prepare students to be competent EMTs in the local EMS system and prepare for the National Registry of EMT's Written and Practical Examinations. The primary function of NMETC is to offer a program of study designed to prepare students for careers in pre-hospital emergency care. At a minimum, NMETC prepares students following the *National EMS Core Content* and *Education Standards.*

- Exhibit competency in handling emergencies utilizing all basic life support equipment and skills.
- Evaluate the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical treatment and transportation to appropriate care.
- Demonstrate the ability to perform safely and effectively the expectations of an entry-level EMT. Provide a service in an environment requiring special skills and knowledge in such areas as communications, transportation, and keeping records.
- Display the ability to serve as liaisons with other emergency services.
- Initiate transportation of patients by safely lifting, moving, positioning and otherwise handling the patient to minimize discomfort and prevent further injury.
- Perform assessment and serve as a team leader and patient advocate.
- Gather, interpret, and report information verbally and in writing.
- Understand organ systems and have a basic understanding of pathophysiology pertaining to these systems.
- Utilize effective communication skills when working with patients, family, colleagues, and other healthcare professionals.
- Apply legal and ethical principles to professional behaviors.

Total Program Hours: 160

Module Number	Module	Lecture Hours	Lab Hours
Module 1	Foundations	18	4
Module 2	Airway & Patient Assessment	23	10
Module 3	Medical Emergencies	23	12
Module 4	Trauma	23	12
Module 5	Special Populations & EMS Operations	23	12
Total Clock Hours		110	50

EMT Academic Performance

The didactic portion of the EMT program consists of five (5) modules. Each module may include assignments, quizzes, exams, and lecture lessons. Students must maintain an overall average of 75% at the end of each module to continue.

In addition to meeting all the requirements listed in the Academic Information section of this catalog. Students must successfully complete the AHA Basic Life Support course and any additional requirements listed in their course syllabus and must take the MA Skills Exam in Massachusetts to gain licensure.

Grading Rubric- EMT Program
Quizzes: 40%
Module Exams: 60%
Final Exam: HESI Pass with a Score of 600 +

Paramedic Program 1,168 Clock Hours

Description, Goals, and Objectives
The paramedic certificate program is a professional course designed to prepare individuals to provide advanced pre-hospital care to emergency patients. The program will teach the knowledge, psychomotor skills, attitudes, and personal behaviors necessary to function in the role of entry-level paramedic. The goal of the program is to prepare students to be competent paramedics in the local EMS system and prepare for the National Registry of EMT's Paramedic Written and Practical Examinations. The primary function of the National Medical Education and Training Center (NMETC) is to offer a program of study designed to prepare students for careers in pre-hospital emergency care. At a minimum, NMETC prepares students to meet the following objectives as dictated by the National EMS Core Content and Education Standards.

- Exhibit competency in handling emergencies utilizing all basic and advanced life support equipment and skills.
- Evaluate the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical treatment and transportation to appropriate care.
- Demonstrate the ability to perform safely and effectively the expectations of an entry-level paramedic. Provide a service in an environment requiring special skills and knowledge in such areas as communications, transportation, and keeping records.
- Display the ability to serve as liaisons with other emergency services.
- Initiate transportation of patients by safely lifting, moving, positioning and otherwise handling the patient to minimize discomfort and prevent further injury.
- Perform advanced patient assessment and serve as a team leader and patient advocate.
- Gather, interpret, and report information verbally and in writing.
- Understand organ systems and pathophysiology pertaining to these systems.
- Utilize effective communication skills when working with patients, family, colleagues, and other healthcare professionals.
- Apply legal and ethical principles to professional behaviors.

Total Program Hours 1,168

Course Number	Course Name	Clock Hours
Course 0	Anatomy & Physiology for Paramedic Practice	64
Course 1	Paramedic Foundations	94
Course 2	Airway Management and Pharmacology	102
Course 3	Cardiology	150
Course 4	Medical Emergencies	102
Course 5	Trauma Management	94
Course 6	Special Populations and EMS Operations	94
Course 7	Clinical Experience – Hospital Internship	144*
Course 8	Capstone Field – Field Internship	300*
Course 9	Paramedic Capstone	24
Total Clock Hours		1,168

These are minimum required hours. Students may complete additional hours as needed to meet program benchmarks or out-of-state reciprocity requirements.

The didactic portion of the Paramedic program consists of six (6) courses. Each course may include assignments, quizzes, exams, and lecture lessons. Students must maintain an overall average of 75% at the end of each module to continue. In addition to meeting all the requirements listed in the Academic Information section of this catalog. Students must successfully complete the AHA Advanced Cardiac Life Support Course and AHA Pediatric Advanced Life Support.

Grading Rubric- Paramedic Program
Quizzes: 40%
Module Exams: 60%
Didactic HESI: Pass with a Score of 600 +
Capstone HESI: Pass with a Score of 650+

Paramedic Program Course Descriptions

Course 0: Anatomy & Physiology for Paramedic Practice – 64 Clock Hours – Prerequisite None
This course is a study of the structure and function of the human body; emphasis will be given to the study of cells and tissues and anatomical and physiological interrelationships of the skeletal, muscular, nervous, and endocrine systems. This course is designed primarily for Paramedic students.

Course 1: Paramedic Foundations – 94 Clock Hours – Corequisite Course 0
This course is an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. At the completion of this course, the student will be required to understand the roles and responsibilities of a paramedic within the EMS system and apply the basic concepts of development and pathophysiology to the assessment and management of emergency patients. The student will be required to take a proper history and perform a comprehensive physical exam on any patient, develop a patient care plan, and communicate with others.

Course 2: Airway Management and Pharmacology – 102 Clock Hours – Prerequisite Course 1
This course is comprehensive, covering both the knowledge and skills required to reach competence in airway management and all aspects of the utilization of medications in treating emergencies. The student will be required to display a command of general pharmacological terminology, general drug mechanisms, administration routes and administration procedures, and drug dose calculations. Students will be required to demonstrate an understanding of the pharmacodynamics, pharmacokinetics, indications, contraindications, possible side effects, and common drug interactions of a variety of medications used in out-of-hospital medical care, along with establishing and/or maintaining a patent airway, oxygenate, and ventilate a patient.

Course 3: Cardiology – 150 Clock Hours – Prerequisite Course 2
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. At the completion of this course, the student will be required to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the cardiac patient.

Course 4: Medical Emergencies – 102 Clock Hours – Prerequisite Course 3
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. At the completion of this module, students will be required to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the medical patient.

Course 5: Trauma Management – 94 Clock Hours – Prerequisite Course 4
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries and to safely manage the scene of an emergency. At the completion of this module, the student will be required to integrate the pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient.

Course 6: Special Populations and EMS Operations – 94 Clock Hours – Prerequisite Course 5
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. This course also provides students the knowledge of operational roles and responsibilities to ensure patient, public, and personnel safety.

Course 7: Clinical Experience – Hospital Internship – 144 Clock Hours – Prerequisite Course 6
This course is a method of instruction providing detailed education, training, and work-based experience and direct patient/client care at a clinical site. Minimum of 144 on site hours 56 clinical didactic hours.

Course 8: Capstone Field Internship – 300 Clock Hours – Prerequisite Course 7
This course is a method of instruction providing detailed education, training, and work-based experience and direct patient/client care at a field site.

Course 9 Final Capstone Evaluation Assessments - 24 clock hours – Prerequisite Course 8
This is a summative evaluation process to ensure the student is not only well prepared for the NREMT exam but also is well prepared to work independently in the field as a paramedic.

Paramedic Program Terminal Competencies:

Paramedic Program Completion Requirements:
Students must successfully complete the following requirements:

1. Students must pass each didactic course with a grade of 75% or higher.
2. Students must score 600 or higher on their Didactic HESI Exam
3. Students must score 650 or higher on their Capstone HESI Exam
4. Students must successfully complete the Advanced Cardiac Life Support Course
5. Students must successfully complete the Pediatric Advanced Life Support
6. Students must successfully pass all skill station testing
7. Students must complete verification of all basic skills competencies
8. Students must complete verification of advanced skills competencies
9. Students must successfully complete all NMETC Scenario Topics required within the given lab timeframe.
10. All objectives, benchmarks, and hour requirements from Courses 7, 8, and 9
11. Affective/Professional behavior competencies must be met.

Minimum Terminal Competencies
The program will "prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains," with or without exit points at the Emergency Medical Responder, Emergency Medical Technician, and Advanced levels.

NMETC Paramedic Program – Terminal Competencies:
In order to be recommended for certification to the National Registry of Emergency Medical Technicians, a graduate of the NMETC Paramedic program must meet these **Terminal Competencies**.

The EMT-P provides pre-hospital emergency care under medical command authority to acutely ill and/or injured patients and/or transports patients by ambulance or another appropriate emergency vehicle. The Paramedic shall demonstrate 100 percent competency: An awareness of abilities and limitations, the ability to relate to people, and the capacity to make rational patient-care decisions under stress.

To fulfill the role of the Paramedic, you must be able to demonstrate full competency in your abilities to:

1. Recognize a medical emergency; assess the situation; manage emergency care and, if needed, extricate; coordinate efforts with those of other agencies that may be involved in the care and transportation of the patient; and establish rapport with the patient and significant others to decrease their state of anxiety.
2. Assign priorities to emergency treatment data for the designated medical command.
3. Authority or assign priorities for emergency treatment.
4. Record and communicate pertinent data to the designated medical command authority.
5. Initiate and continue emergency medical care under medical control, including the recognition of presenting conditions and initiation of appropriate treatments, including traumatic and medical emergencies, airway and ventilation problems, cardiac dysrhythmias, cardiac standstill, and psychological crises, and assess the response of the patient to that treatment, modifying medical therapy as directed.
6. Exercise personal judgment and provide such emergency care as has been specifically authorized in advance in cases where medical direction is interrupted by communication failure or in cases of immediate life-threatening condition.
7. Direct and coordinate the transport of the patient by selecting the best available method(s) in conjunction with medical command authority.
8. Record, in writing or dictation, the details related to the patient's emergency care and the incident.
9. Direct the maintenance and preparation of emergency care equipment and supplies.

"Description of the Profession" from the Committee on Accreditation of Educational Programs for EMS Professions 1989 Standards. Specific Paramedic Performance (Terminal) Competencies per NSC-99, ACLS/PALS 2020, and the 2020 National EMS Education Standards."

Paramedic Program Terminal Competencies:

In order to receive an endorsement/recommendation to test and certify at the conclusion of the didactic, lab, clinical, and field internship portions of the paramedic program *AT A MINIMUM,* a basic entry-level student will be expected to demonstrate 100% competency (without assistance) the ability to:

- Perform basic life support according to the standards established by the American Heart Association maneuvers as necessitated by the situation.
- Administer basic emergency skills including, but not limited to, splinting, bandaging, hemorrhage control, and cold application;
- Establish a therapeutic patient relationship;
- Communicate verbally and in writing, using fundamental medical terminology;
- Obtain a history from a communicative patient, including chief complaint, pertinent history of the present illness, past medical history, and mechanism of injury;
- Conduct a comprehensive physical assessment (initial and detailed) for Pediatric Patients, Adult Patients and Geriatric Patients
- Successfully identify, assess and treat the following patient pathologies and/or complaints
    - Trauma Patients
    - Psychiatric/ Behavioral Patients
    - Non Complicated OB Delivery
    - Complicated OB Delivery
    - Distressed Neonate Patients
    - Cardiac Complaints Patients
    - Cardiac Arrest Patients
    - Medical Patients
    - Respiratory Patients
    - Neurologic Conditions or Complaints Patients
- Properly record and report findings, including pertinent negatives.
- Competently initiate IV infusions
- Correctly administer IV bolus medications
- Correctly administer IM medications
- Calculate the volume of medication to be administered given an ordered dosage
- Read drug container labels and identify components (i.e., name, concentration, expiration date, etc.)
- Withdraw solutions from ampoules and vials with an appropriate-size syringe
- Assemble a preloaded syringe (e.g., Bristoject, Abbojet, preload cartridges, etc.)
- Calculate, mix, and administer IV medication infusion using micro drip tubing;
- Maintain the patient's airway and/or provide ventilations using the following:
    - Oropharyngeal Airway
    - Nasopharyngeal Airway
    - Pocket Mask
    - Positive Pressure Ventilator
    - Endotracheal Tube
    - Bag-Valve-Mask
- The student must demonstrate the ability to safely perform endotracheal intubation. The student should safely, and while performing all steps of each procedure, successfully intubate a minimum of three successful intubations in the clinical, field, or lab setting during an NMETC-hosted cadaver lab.
- Perform the suctioning technique in all three situations: Oropharyngeal, Nasopharyngeal, and Endotracheal
- Obtain an EKG:
    - EKG electrode application site
    - Standard limb leads
    - Standard 12 lead placement
    - Quick-look
- State the area of myocardial infarct or ischemia based on a 12-lead EKG tracing
- Select and administer the appropriate drug for an identified dysrhythmia according to local and national protocol and evaluate the patient's response to the therapy;

- Recognize and provide proper treatment for the following dysrhythmias:
    - Normal Sinus Rhythm
    - Second-Degree Type 1 (Wenckebach)
    - Second-Degree Type 2
    - Sinus Bradycardia
    - Sinus Tachycardia
    - Ventricular Fibrillation
    - PAC's
    - PJC's
    - PVC's
    - SVT/PSVT
    - First-Degree Block
    - Third-Degree block
    - Ventricular tachycardia and TDP
    - Asystole
    - Pulseless Electrical Activity (PEA)
    - Pacemaker Rhythm
- Instruct the patient to accomplish the Valsalva maneuver;
- Safely establish transcutaneous pacing, defibrillate, or synchronized cardiovert as indicated;
- Accomplish venipuncture using vacuum collection tubes;
- Determine blood sugar using a glucometer or equivalent chemical testing device
- Employ safety precautions while controlling and restraining a violent patient;
- Intervene in a situation using fundamental crisis intervention techniques;
- Objectively observe and report nonverbal behaviors;
- Assign a neurological score utilizing the Glasgow coma scale;
- Estimate the percentage of burns using the Rule of Nines;
- Monitor the patient in labor and decide when birth is imminent;
- Attend an uncomplicated delivery, including resuscitation of the neonate;
- Assess and assign an APGAR score for the neonate;
- Apply primary injury prevention techniques at opportune moments;
- Recognize basic terms utilized in EMS research
- State techniques that will preserve a crime scene
- State the basic functions of incident command
- State the considerations and PPE needed for both HAZMAT and terrorism events
- Upon speaking to the lay public, be able to communicate basic concepts of wellness to include, nutrition, stress, alcohol, smoking, and illegal drugs
- Demonstrate the ability to team lead in a variety of prehospital situations on a minimum of 50 patients in various emergency responses
- Possess the ability to perform patient transfer techniques commonly practiced pre and intra hospital
- Maintain the ability to perform all skills of the EMT-Basic.

Requirements for Certification

- Successful completion of requirements for graduation, including summative written and practical exams.
- Apply for NREMT Certification - Students must make any request for accommodations for the exam directly to the NREMT.
- Meet the NREMT’s minimum entrance requirements.
- Paramedic: Pass the NREMT’s Written examination within the allotted time frame.

Paramedic Program Internship:

The goal of the Clinical and Capstone Field Internships is to provide paramedic students with the opportunity to apply and integrate the knowledge, skills, and professional behaviors developed throughout the didactic and laboratory phases of the program. Under the direct supervision of qualified clinical and field preceptors, students will refine their assessment, treatment, and patient management abilities while strengthening their critical thinking and gaining the confidence necessary to function as competent, Advanced Life Support (ALS) providers.

By the end of the Capstone Field Internship, students will be able to demonstrate the ability to serve as an effective team leader, capable of performing ALS skills, managing patient care, coordinating with other healthcare professionals, and making sound clinical and operational decisions in the prehospital environment.

Internship Medical Clearance Policies:

Immunizations: Students must provide proof of all required immunizations, including documented lab titers confirming immunity where applicable. Students must also comply with any additional immunization or screening requirements set by their assigned internship site. All health form deadlines are subject to change based on hospital or site requirements.

Drug Testing: A proper chain of custody must be maintained for all drug screenings. Results must be sent directly from the testing company to NMETC and must show proof of a negative 12-panel drug screen prior to clinical placement.If a student is prescribed medication that may affect test results, they must provide documentation from their physician before testing. The required screening includes THC (marijuana) and applies to all students at all sites, regardless of individual state laws or site-specific policies. This policy ensures patient safety and compliance with NMETC's affiliated partners and insurers.If a student fails a drug test, NMETC will review the results. Depending on the circumstances, the student may be granted a one-time opportunity to repeat the test or may be dismissed from the program for failing to meet the drug testing requirement.

Physical Exam: Students must be in good physical and mental health while attending their internships and must be able to perform without restrictions.All students must meet the technical standards required by the program, be found to be in good physical condition, and be capable of performing the duties of a paramedic intern within 12 months of their internship start date.If a student's health status changes and results in physical limitations or restrictions, they must notify NMETC immediately. Students may be required to take a Leave of Absence (LOA) until they obtain medical clearance from a qualified healthcare provider confirming their ability to resume full participation. If the student's limitations cannot be reasonably accommodated, withdrawal from the program may be necessary.

Mandatory Vaccinations and Tests for the Paramedic Program: Students must provide documentation of the following immunizations and health clearances prior to internship placement:

- Hepatitis B
- MMR (Measles, Mumps, Rubella)
- Varicella (Chickenpox)
- Tetanus/Pertussis (TDaP) – Must be within the last 10 years
- COVID-19 vaccination or completion of an NMETC COVID-19 Exemption Form
- Influenza (Flu) Vaccine – Must be current for the applicable flu season
- Tuberculosis (TB) Test
- Physical Exam – Completed no earlier one year before internship start date

Non-Vaccinated Students: If a student declines any required vaccine—including COVID-19 or influenza (Flu)—or seeks an exemption, and an internship site denies placement as a result, it is the student's responsibility to secure an alternate clinical or field site that allows participation under those conditions.

Site vaccination requirements may change at any time; NMETC will communicate updates, and students must remain in compliance. Students will not receive extensions for internship completion due to vaccination-related or travel-related delays. Students traveling to campus must comply with all applicable travel vaccination requirements.

NMETC's vaccination policy is subject to change, and students will be notified promptly of any updates.

Internship Policies:

Student Responsibility: Students are responsible for understanding and adhering to all NMETC policies outlined in this catalog.

I. Eligibility and Progression Requirements

Didactic Completion: Students must complete all didactic and lab requirements before becoming eligible to begin the internship portion of the program.

Starting Clinical Internship: Students may not begin clinical internship until receiving written clearance from the Clinical Team. Clearance is granted only after receiving a "Welcome to Course 7" email from an NMETC Clinical Team member.

Starting Field Internship: Students may not begin field internship until successfully completing their clinical internship and receiving written clearance via a "Welcome to Course 8" email from a Clinical Team member.

Weekly Minimum Hours: Students must complete a minimum of 24 clinical hours per week and maintain continuous participation until completion.

Program Timeline: Students have one year from the completion of didactic instruction to complete both clinical and field internships.

II. Professional Readiness and Student Obligations

Licensure Requirements: Students must maintain a valid EMT or AEMT license throughout the entire program. Failure to renew or maintain certification will result in dismissal. Students interning outside Massachusetts must also maintain any required state-specific credentials.

Financial Standing: Students must be current on NMETC tuition and loan obligations to be cleared for internship participation.Students may be subject to additional clinical site fees. Any and all additional fees charged by a clinical site for participation in a Clinical or Field intern rotation shall be the student's responsibility and are not part of the tuition or any fees of NMETC. This fee will be paid to NMETC and not the clinical site; NMETC will pay the clinical site directly for the student's participation, and the student will not be cleared for testing or licensure until the debt is satisfied.

Health Requirements: Students must be in good physical and mental health while attending their internships and must be able to perform without restrictions.All students must meet the technical standards required by the program, be found to be in good physical condition, and be capable of performing the duties of a paramedic intern within 12 months of their internship start date.Good physical and mental health is essential for meeting the program's physical performance standards. Students are expected to demonstrate sound critical thinking, empathy, adaptability, and professionalism in all clinical decision-making. They must also be dependable, responsible, and reliable.If a student's health status changes and results in physical limitations or restrictions, they must notify NMETC immediately. Students may be required to take a Leave of Absence (LOA) until they obtain medical clearance from a qualified healthcare provider confirming their ability to resume full participation. If the student's limitations cannot be reasonably accommodated, withdrawal from the program may be necessary.

Health Insurance: NMETC requires all students to maintain health insurance once they enter the clinical portion of the program as a condition of enrollment. It is the student's responsibility to maintain their health insurance plan. NMETC encourages students to choose an insurance plan that best meets their needs. Students are responsible for all related medical expenses, including accidental exposure to communicable diseases and/or injury, while participating in any program at NMETC or attending any clinical rotation or field internship.

Liability Insurance: NMETC will cover each student during the didactic, clinical, and field rotations in the sum of $2,000,000/$5,000,000. Coverage will begin on the day training begins and remain in effect until the student has completed all aspects of the training program.

III. Conduct, Uniform, and Professional Standards

Affective Behavior: Remain calm, professional, and respectful in all interactions. Never argue with preceptors, staff, or other students. If you disagree or feel uncomfortable, discuss concerns privately with NMETC staff after your shift. While at internship sites, students are expected to behave as a professional. Conduct and appearance at a clinical site represent both the training program and the student's professionalism. Inappropriate conduct will result in expulsion from the clinical site, which in turn could jeopardize the affiliation with that site. Expulsion from a clinical site for unprofessional conduct will result in dismissal from this training program. It is expected that as part of being a professional, students arrive at the clinical site on time and prepared.

Professional Conduct: Unprofessional behavior, including insubordination, inappropriate language, or disrespect, will result in disciplinary action, up to and including dismissal from the program.

Neutrality Policy: Paramedic students maintain a professional and neutral stance while attending their internships. Students are expected to maintain a high standard of professionalism at all times during their internships. This includes refraining from sharing, discussing, or displaying political opinions or support of outside organizations either verbally or through symbols such as buttons, pins, clothing, or other visible forms of expression while attending their internship. Paramedic students should not engage in or initiate these types of conversations with patients, preceptors, or any others while attending their internships. Students' focus should remain on learning and patient care.

Purchased Uniforms: Students must always wear their NMETC Uniform Shirt, Blue EMS pants, and appropriate black shoes or boots with a plain black belt andNMETC Badge to identify you as a Student Intern. You MUST also wear any badge the hospital or field site provides you. Make sure you are clean and presentable. No hats can be worn.

IV. Internship Operations

Sites and Rotations: Students may only attend approved NMETC-affiliated sites. Shifts must be scheduled in EMCE in advance. Students may not monopolize a site or attend unassigned facilities. A preceptor must sign off all skills and documentation. If staff determine that a student is not present at their assigned site as reported, the student may be removed from the site and subject to program termination. Fraudulent activity is closely monitored, and any verified instance of falsified attendance or documentation will result in immediate dismissal from the program. Arriving late, leaving early, failing to attend a scheduled shift, or attempting to claim credit for time not actually completed whether in EMCE or a physical paperwork form will result in dismissal from the program.NMETC staff may conduct unannounced site audits at any time.

Rotation Cancellations: Students must make every effort to avoid canceling scheduled rotations. When a student signs up for a shift, that time becomes unavailable to other students so please be mindful when providing availability and selecting dates.If an illness or emergency prevents attendance, students must notify both the clinical site and complete the NMETC Missed Shift Form as soon as possible.Repeated tardiness, frequent call-outs, last-minute schedule changes, or failure to notify the site or NMETC of a cancellation may result in suspension or dismissal from the program.

Clinical Preceptors: While performing any skill, a student must be supervised by a qualified clinical preceptor. Qualified preceptors include RNs, MDs, D.O.s, PAs, CNMs (certified midwives), CRNAs, and Paramedics.

Field Preceptors: To qualify as a Paramedic Field Preceptor, individuals must:

- Current certification as an EMT-paramedic by the state in which the preceptor is operating.
- Current medical control authorization by the Medical Director.
- Have a minimum of one year of paramedic field experience.
- Completion of NMETC's Preceptor Education and Training by reading and comprehending the information presented in these guidelines.

Preceptor Conflict of Interest Policy: With the exception of a life-or-death emergency, a student may not be supervised by a relative during any portion of their internship. This policy ensures that all student evaluations are conducted objectively and without bias. For the purposes of this policy, the term "relative" includes, but is not limited to: a spouse, significant other, child, parent, sibling, half-sibling, or step-relative, as well as the spouse of a child, parent, sibling, half-sibling, or step-relative. It also includes in-laws, aunts, uncles, nieces, nephews, grandparents, grandchildren, and first cousins. In addition to familial relationships, NMETC reserves the right to identify and restrict other types of conflicts of interest, including but not limited to employment or supervisory relationships (e.g., a student being directly supervised by their boss or an employer), personal or financial relationships, or any situation that could compromise impartial evaluation or professional boundaries.

Supervision and Scope of Practice: Performing a paramedic skill without preceptor approval will result in dismissal from the program and will be reported to any appropriate agencies needed. Performance of ALS skills and invasive therapies must be completed by students while under the supervision of a qualified preceptor. Under NO circumstance is a student to perform a skill without authorization or take credit for a skill they did not perform that is grounds for immediate dismissal from the program.

Required Personal Equipment: It is expected that each student arrives at the clinical site prepared to participate in patient care. To accomplish this, students are expected to arrive on time with credentials and personal equipment. This shall include, but not be limited to, a stethoscope, penlight, pen, EMT, and CPR/ACLS/PALS cards, notebook, and internship paperwork.

Benchmarks: Students must achieve all benchmarks including patient assessments, skills and hour benchmarks. Students who do not reach these benchmarks by the end of their clinical or field internship will be required to complete additional hours to complete the aforementioned requirements.

Field Third Person Policy: Students must always function in the third-person role and remain under the direct supervision of a preceptor when providing patient care. This ensures patient safety, clinical oversight, and objective evaluation of student performance.

Students who are employees of the agency serving as their internship site may count on-duty or field training hours toward NMETC program requirements only if they maintain third-person status throughout all patient encounters. These students must continue to be supervised, evaluated objectively, and treated as interns rather than employees while fulfilling program requirements.

All evaluations must be completed without partiality or bias, regardless of employment status, position, or prior relationships within the organization.

V. Safety, Health, and Compliance

HIPAA: The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronically protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety. Patient confidentiality must be maintained, and it is expected that students will respect this confidence. Any breach of HIPPA laws will result in expulsion from the program and be reported to OEMS. Please note, while documenting EMCE reports or obtaining clinical reports, no patient-identifying information is to be recorded or kept in a student's possession.

Infection Control:It is the policy of this program that universal precautions will be followed on ALL patients. In addition to this policy, each site may have additional policies in force, which students will be expected to adhere to while at the site. It is also the policy of this program that students have standard vaccinations prior to the clinical component. It is strongly recommended, but not required, that you also receive the Hepatitis A/B and Influenza vaccine as well as an HIV baseline. Please be advised that some clinical sites mandate influenza vaccination.

Exposures/Needle Sticks: In the event of accidental unprotected exposure to communicable diseases or hazardous materials, students must notify the preceptor and seek treatment in the ER immediately. Then, contact NMETC to report exposure. (508) 510-3666.

Liability and Personal Injury Policy: Students participating in clinical and field internship experiences do so under the supervision of preceptors and affiliated with the internship sites. While every effort is made to ensure a safe learning environment, students assume responsibility for their own actions and must exercise sound judgment and adherence to safety protocols at all times.

In the event of a personal injury sustained during a clinical or field internship, the student must immediately notify both the on-site Preceptor and a NMETC Clinical Team Member or Program Director. An Incident Report must be completed within 24 hours of the occurrence.

Students are responsible for any medical evaluation or treatment resulting from such an incident. NMETC does not assume liability for injuries, illnesses, or accidents that occur during participation in clinical or field rotations. Students are strongly asked to maintain personal health insurance to cover any medical costs incurred as a result of injury or exposure during their internship.Failure to report an injury or exposure in a timely manner may result in disciplinary action and could impact the student's standing in the program.

VI. Documentation and Reporting

Shift Forms & Paperwork:

- **Daily Shift Form:** Each shift requires a completed and signed form by the preceptor at the end of the shift
- **Preceptor Section**: Preceptors must complete daily and domain evaluations at the end of each rotation.
- **Blank Forms:** Falsified or "blank" signatures are grounds for dismissal.
- All original paperwork must be mailed to NMETC when requested.

EMCE Documentation:

- **Event Shifts:** Internship events must be created in EMCE at least one week prior to attendance.
- **Event Evals:** Skills, patient data, and SOAP notes must be entered within five (5) days of the event.

EMCE Submission Policy: Students are required to enter their documentation in EMCE within five (5) days of completing each internship shift. Any shift not entered within this timeframe will be marked late in EMCE.

If a student's evaluation becomes late, they will receive an email warning. If the student does not submit the evaluation or communicate a plan to do so, they will receive a suspension notice via email. This notice will include a final due date for the past-due evaluations and will prohibit the student from attending any further shifts until the issue is resolved.

Failure to submit the required evaluations by the final deadline stated in the suspension email will result in dismissal from the program. Additionally, students with repeated instances of late or missing EMCE evaluations may also be subject to program dismissal.Timely and accurate documentation is essential to your clinical education, accountability, and professional development. Students are expected to manage their EMCE submissions responsibly to avoid disciplinary action or disruption to their program progression.

VII. Communication Requirements

Internship and Capstone Communication Policy: Once scheduled didactic classes and labs are complete, students must stay in active communication with NMETC staff while in the program's clinical, field, and capstone portions of the program.

Students are required to check and answer emails from NMETC staff regularly.

Warning: If communication is requested and a student fails to communicate with a member of the NMETC staff for fourteen(14) days, the student will receive a written warning for failing to stay in communication.

Suspension: If communication is requested and a student fails to communicate with a member of the NMETC staff for twenty-one (21) days, the student will be placed on program suspension.

Program Withdrawal: If communication is requested and a student fails to communicate with a member of the NMETC staff for twenty-eight (28) days, the student's status will be changed to withdrawn.

VIII. Out-of-State Students

Out-of-State Students Policy: During the admissions process, students will be informed whether clinical and field placement opportunities are currently active in their state or region. Please note that state and local regulations governing student placements may change at any time, which can impact NMETC's ability to maintain active contracts or student eligibility in certain areas.

NMETC must have an assigned Assistant Medical Director in the state where you complete your internship. If you are unsure whether one is currently assigned in your state, please contact the NMETC office; we may already have a qualified physician established in your area.

A few months into the program, the NMETC Clinical Team will contact students to gather information for placement requests. If NMETC has an active contract with a facility in the student's area, every effort will be made to secure a placement at that location. However, even when contracts are active, clinical placements are not guaranteed and remain dependent on site availability, capacity, and acceptance by the facility.

If a student identifies a clinical or field site that NMETC does not currently have a contract with, NMETC is willing to collaborate with the student to pursue a potential agreement.If the student can provide a point of contact, NMETC will reach out directly.If not, NMETC will attempt to make contact on the student's behalf, though this process may be delayed without an established internal connection.

NMETC will work diligently to assist students in securing a clinical and field internship site near their area whenever possible. However, if suitable placements cannot be arranged, students may be required to travel to Massachusetts or another active state to complete their clinical and field rotations.

Because state and regional policies are subject to change, NMETC cannot guarantee that requirements or site access will remain consistent throughout a student's enrollment. In the event of any such changes, NMETC will promptly communicate updates and available options to affected students.Please note:If a student relocates during the program, NMETC cannot guarantee clinical or field placement in the new location.

Students are responsible for knowing and understanding the reciprocity process and requirements for the state in which they intend to obtain licensure or certification.
NMETC will provide general guidance when possible; however, it is ultimately the student's responsibility to ensure they meet all state-specific criteria, documentation, and training requirements necessary for reciprocity.

IX. Leave of Absence (LOA) and Re-Entry

Internship Leave of Absence Request Process: If a student who is able to be placed is out of their clinical or field internship for longer than three weeks, this student must request a leave of absence.

Requesting a LOA:A student may request a leave of absence by filling out our Internship Leave of Absence Request Form. A Leave of Absence must be approved by the Clinical Team before the term for which it is requested; it cannot be granted retroactively. There must be sufficient evidence that circumstances, medical, military or otherwise, exist which make it impossible or difficult for a student to continue with their internship, and there must be evidence that once these circumstances are resolved, the student will be able and committed to continuing their internship.

The Term of Leave:LOA will be granted for a fixed amount of time. Once an LOA term is completed, the student may request an additional leave of absence or start the re-entry process.

Clinical Re-entry Process: If a student is out on leave for longer than a 6-month period or returning for a reason that could affect skill proficiency or didactic recall, that student is required to pass a re-entry assessment to demonstrate clinical safety and proficiency. Please note that there may be testing fees associated with a student re-entry assessment. The student must comply with our Clinical Team to make sure all requirements are up to date upon re-entry.

Students who are not able to prove didactic or skill proficiency may have to return to the didactic or skill portion of the program before they are able to return to their internships.

X. Clinical Site & Student Progression Issues

Clinical Site Issues: In the event that a student encounters a problem at a clinical site, the student must notify NMETC as soon as possible by completing the NMETC Site Issue Form. If the situation warrants leaving the site, the student should do so immediately and without confrontation. Students are expected to maintain professionalism at all times.If a student is spoken to, counseled, or disciplined by site staff during a shift, the student must report the incident to NMETC immediately.

Expulsion from a Clinical Site: If a student is expelled from a clinical site, they must notify NMETC immediately by completing the NMETC Site Issue Form. An internal fact-finding process will be initiated to determine the cause of the expulsion. The student will be required to complete an Incident Report, and the clinical site will be contacted to provide supporting documentation. Due process will be provided. NMETC administration will review all information and determine appropriate action, which may include disciplinary measures up to and including dismissal from the program. At NMETC's discretion, such incidents may also be reported to the student's State Office of EMS.

NMETC Internship Progression Policy: To ensure that all paramedic students demonstrate the necessary clinical competence, professionalism, and safety required for patient care. This policy establishes guidelines for the dismissal of students who fail to show progress during their clinical or field internship or who are reported by multiple preceptors as dangerous or lacking essential abilities.

Student Performance Expectations: Paramedic students must demonstrate:

- Clinical Competence: Progressive skill and assessment competence appropriate to their level of training.
- Patient Safety: Safe and effective patient care under supervision.
- Critical Thinking: The ability to integrate knowledge, skills, and judgment in the clinical and field setting.
- Professionalism: Appropriate communication, teamwork, and adherence to ethical standards when interacting with internship staff, NMETC staff, patients, and patient family members.

Grounds for Dismissal: A student may be dismissed from the NMETC Paramedic Program under the following circumstances: Preceptors must submit written evaluations detailing performance deficiencies, safety concerns, or incidents.

Lack of Progression in Clinical or Field Internship

- Failure to meet established competency benchmarks despite remediation efforts.
- Repeated inability to perform essential paramedic skills or assessments.
- Persistent failure to apply classroom knowledge to real-world patient care.
- Failure to uphold the required professionalism while dealing with internship staff, patients, and or patient family members, including communication, teamwork, and adherence to ethical standards.

Safety Concerns:

- Preceptors document that a student poses a danger to patients, other healthcare providers, or themselves..
- Reports of gross negligence, reckless behavior, or an inability to function safely in a clinical or field environment.
- Demonstrated incompetence in critical patient care situations that could result in harm.

Documentation Concern:

- If there are concerns by preceptors or NMETC staff that a student has purposely falsified documentation, either in the physical documentation or narrative reports in EMCE.

Remediation and Review Process

- NMETC will review all reports and determine whether remediation is appropriate or if dismissal is warranted.
- If deficiencies are identified, the student may be placed on a remediation plan with specific objectives and a defined timeline.
- Failure to successfully complete remediation may result in dismissal from the program.
- If safety concerns are significant or multiple reports indicate a lack of ability, immediate dismissal may be considered without remediation.
- The decision of the Program Director, in consultation with the Medical Director, will be final in cases of dismissal due to safety concerns or a lack of clinical ability.

Course 7 Clinical Experience Requirements:

Hour Requirements: Students must meet the minimum hour benchmarks listed below. If a student does not meet the required minimums within those hours, they must continue attending additional shifts until all benchmarks are achieved. Each shift's hours must be clearly documented on the student's clinical paperwork and signed off by a Clinical Preceptor.

Skills: Students must complete all required clinical skills listed below. Skills may only be performed when instructed and directly observed by a Clinical Preceptor. Each skill must be documented on the student's Daily Clinical Paperwork Form and signed by the Clinical Preceptor at the end of each shift. All completed skills must then be entered into EMCE according to the EMCE directions provided in the student's internship binder.

Patient Assessments: Students will observe and then perform patient assessments to develop competency in patient evaluation and interviewing. This is a critical skill that transitions into the ability to perform comprehensive patient interviews in the prehospital setting. Each assessment must include the chief complaint, objective and subjective findings, allergies, past medical history, vital signs, medications (including dosages), care rendered in the clinical setting, the patient's diagnosis, and any improvements or changes observed by the student. Students are responsible for obtaining this information and preparing narrative reports for selected assessment patients to include in their EMCE documentation. At the end of each shift, all patient assessments must be reviewed and signed off by the Clinical Preceptor and properly recorded in EMCE.

Clinical Experience Benchmarks:

Hours	Minimum
Clinical Internship Hours	144
Ages	**Minimum**
Pediatric Patients:	15
Neonate: Birth to 30 Days	0
Infant: 1 month to 12 months	0
Toddlers: 1 year to 2 years	2
Preschool: 3 years to 5 years	2
School Age: 6 years to 12 years	2
Adolescent: 13 years to 18 years	2
Adult Patients: *19 years to 65 years*	30
Geriatric Patients: *66 years and older*	15
Pathology/Complaint	**Minimum**
Cardiac Dysrhythmias Patients:	8
Cardiac Other Patients:	8
Medical Patients:	20
Neurological Patients:	10
Psychiatric / Behavioral Patients:	6
Respiratory Patients:	10
Trauma Patients:	15
Skills	**Minimum**
Establish IV Access	25
Administer IV Bolus Medication	25
Administer IM Injection Medication	2
Endotracheal Intubation	*3

*NMETC requires a minimum of three successful intubations. The total may consist of successful intubations performed during a student's clinical internship, capstone field internship, or an NMETC-hosted cadaver lab.

Course 8 Capstone Field Internship Requirements:

Hour Requirements: Students must meet the minimum hour benchmarks listed below. If a student does not meet the required minimums within those hours, they must continue attending additional shifts until all benchmarks are achieved. Each shift's hours must be clearly documented on the student's clinical paperwork and signed off by a Field Preceptor.

Skills: Students must complete all required field skills listed below. Skills may only be performed when instructed and directly observed by a Field Preceptor. Each skill must be documented on the student's Daily Field Paperwork Form and signed by the Field Preceptor at the end of each shift. All completed skills must then be entered into EMCE according to the EMCE directions provided in the student's internship binder.

Team Leadership Definition: The student has successfully led the team if they have conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather were in charge of the assessment), and formulated and implemented a treatment plan for the patient. This means that most (if not all) of the decisions were made by the student, especially formulating a field impression, directing the treatment, determining patient acuity, and 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. All team lead must be added to EMCE and have narrative repsorts added to their entry.

ALS Team Lead: An ALS Team Lead call is one in which the student performs a full patient assessment and leads the call from arrival through transfer of care, while also performing or directing at least one of the following ALS skills successfully or unsuccessfully:

- **IV / IO**
- **Medication Administration**
- **Electrical Therapy**
- **Advanced Airway Care**

Final Preceptor Recommendation: Before progressing to the final phase of the Paramedic Program, NMETC must receive a formal recommendation from the student's field preceptor. This recommendation confirms that the preceptor believes the student has demonstrated the knowledge, skills, professionalism, and clinical judgment necessary to function safely and effectively as an entry-level Paramedic. The preceptor's endorsement indicates confidence that the student is ready to complete their field internship and transition to the final phase of the program. This is completed on the Final Domain Evaluation Form.

Capstone Field Requirements:

Capstone Field Minimums	**Minimum**
Capstone Field Internship Hours	300
Team Leads - *Only 10 Team Leads may be BLS all other must be ALS*	50
Establish IV / IO Access	20
Endotracheal Intubation	3*

*** NMETC requires a minimum of three successful intubations; the total may consist of successful intubations performed during a student's clinical internship, capstone field internship, or NMETC-hosted cadaver lab.**

Course 9 – Capstone Competency Evaluation:

Course 9 is the last phase of the NMETC Paramedic Program and must be successfully completed in order to graduate as an NMETC Paramedic. This phase consists of three required components, all of which must be completed within four (4) months of the last day of your field internship.

Students must complete all three components in sequential order, and each requirement allows two attempts. The Final Capstone Evaluation Assessments serve as the comprehensive confirmation that your didactic, lab, and field education have come together successfully and that NMETC deems you ready to take the NREMT Paramedic Exam.

Requirement 1: Capstone HESI

- The first requirement is the Capstone HESI Exam, which must be passed with a minimum score of 650.
- The exam may be taken online with a proctor or on campus. Students are allowed two attempts to pass the Capstone HESI. A $75 retesting fee applies if a second attempt is required.
- Failure to achieve a passing score on the second attempt will result in dismissal from the program

Requirement 2: Capstone Case Presentation

- As part of the final capstone requirements, students will complete a formal case presentation based on a Team Lead patient encounter from their capstone field internship. This must be a patient encounter in which the student acted as the primary team lead and performed the assessment, clinical decision-making, and the majority of intervention decisions.
- Student will complete and submit both a slide deck and a video recording of themselves delivering the presentation, using their phone or another recording device. Students will be required to upload both the video file and the slide deck directly to Canvas for faculty review.
- Students will have two attempts to successfully complete the NMETC Paramedic Capstone Case Presentation. To pass this requirement, the student must receive an overall rubric rating of 2 (Satisfactory) or 3 (Exceeds Expectations). If a student receives a rating of 1 (Needs Improvement) on their initial attempt, they will be granted one additional submission attempt. The student must achieve a passing rating on this final submission to successfully complete the capstone requirement.

Requirement 3: Capstone Oral Board

- In the final part of your capstone, you will complete a live, online verbal medical scenario with an NMETC Medical Director. This is a real-time assessment of your clinical reasoning, communication skills, and professionalism.
- Students must attend this session on camera and in full NMETC uniform. Students must either blur their background or be in an appropriate, distraction-free setting for the duration of the scenario.
- Students will have two attempts to successfully complete the NMETC Paramedic Capstone Case Presentation. To pass this requirement, the student must receive an overall rubric rating of 2 (Satisfactory) or 3 (Exceeds Expectations). If a student receives a rating of 1 (Needs Improvement) on their initial attempt, they will be granted one additional submission attempt. The student must achieve a passing rating on this final submission to successfully complete the capstone requirement.

Capstone Delivery Disclaimer:

- Capstone Competency Evaluation is primarily conducted in a virtual format. However, NMETC reserves the right, at its sole discretion, to require a student to attend an in-person capstone evaluation if the education team determines that additional in-person assessment is necessary to appropriately evaluate clinical competency, professionalism, or readiness for graduation.Such determinations may be made to ensure academic integrity, student competency, or compliance with program, accreditation, or regulatory standards. Students will be notified in advance if an in-person capstone evaluation is required.

Tuition and Fees:

Emergency Medical Technician Program:

Tuition	$2100
Application Fee	$ 50
Practice App	$ 40
BLS AHA Course	$ 36
Textbooks	$100*

*Cost could vary.

Paramedic Program:

Tuition	$9300
Application Fee	$200
Program Fees	$2000

Additional Costs that Could Apply - Fees May Vary

Background Check - Paramedic	$ 55*
Drug Screen - Paramedic	$ 55**
EMCE - Paramedic	$ 200
HESI Retest Fee - Paramedic	$ 75
Local Make-Up Lab Fee - Paramedic	$ 300 Per Lab
Program Textbooks - Paramedic	$ 800***
Processing Fee for Tuition payment plans - EMT & Paramedic	8% of balance at beginning of the program, this is a one-time fee

*Fees could vary by state or number of residences.
**Fees could vary depending upon the drug screening site.
***Costs could vary depending upon the vendor.