

EMT Course Handbook

(Revised August 2026)

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Statement of Compliance

Welcome to the Northampton Community College (NCC) EMS Program, an education institution accredited by the Pennsylvania Bureau of EMS and Department of Health..

The NCC's EMS Program's EMT certification courses have been approved by and registered with the Eastern Pa EMS Council. Therefore the EMT course meets and is in compliance with the National Education Standards set forth by the Pennsylvania Department of Health Accreditation EMS Education Training and Certification Overview.

Tuition:

Each class size will be a minimum of 10 students and a maximum of 24. Tuition paid covers the following:

- AAOS Emergency Care and Transport of the Sick and Injured 13th Edition Textbook
- One Uniform T-shirt
- Training Supplies and Equipment
- Course Insurance

A written record of the course's expenditures will be present to the program's advisory board for review at the completion of each course as part of the quality assurance policy.

NCC EMS Program Expectations and Responsibilities

The following information outlines the expectations and responsibilities and rights for all students enrolled in the EMT certification course. Please read the information carefully, as each Student is expected to strictly adhere to all the rules and regulations set forth by the NCC EMS Program.

Course Success:

Each student must**:**

- Complete the lecture and clinical requirements as outlined in the course syllabus and the Pa Bureau of EMS's Psychomotor Exam to be eligible to take the National Registry of EMT's (NREMT) exam.
- Demonstrate the ability to perform the basic skills and functions set forth by the National EMS Educational Standards
- Attend all classroom sessions, including skill labs. Students may miss a total of 4 classes or 12 hours of their EMT course.
- Maintain a 75% passing grade on their exams and quizzes to pass the course.
- Complete their required FEMA 100, 700, TIMS and Hazmat Awareness course by the set deadline.
- Maintain an active and valid CPR card throughout the duration of course clinical/field time.
- Complete a minimum of ten (10) total patient contacts with approved EMS organizations.

Course Prerequisites

- Students must be at least 16 years of age, parent or guardian consent is required for minors.
- Students must have an active and valid CPR card.
- Students must have NIMS 100, 700.
- Students must have a completed FBI background check (within 90 days from the start of class)

Course Requirements Once Enrolled

- Students must have their own medical insurance for the duration of the course and show proof if requested. It is the responsibility of the students to provide insurance if they are injured or become ill during the course, including but not limited to the classroom and clinical/field time.
- Students with certain medical conditions or workplace restrictions, which could prevent them from successfully completing the course or interfere with clinical/field abilities, will be required to get a physician's note stating they are medically cleared to safely participate.
- All reasonable accommodations will be made following ADA compliance.

Students are expected to understand these course requirements and notify their Site Lead and/or Course Coordinator of any changes.

Admission Policy

To be eligible for the EMT course, students must meet the following criteria.

- At least 16 years or older
- A Pa Bureau of EMS approved CPR certification (NCC will provide if a student is not certifed)
- Completed NIMS 100, 700, TIMS and Hazmat Awareness
- A FBI Background Check (May be within 90 days from the start of class)

Withdrawal Policy

Students who wish to withdraw, must provide a written request for withdrawal from the course. If a student is absent for a significant amount of time and has not contacted the program, the Course Coordinator and/or Site Lead will attempt to contact the students regarding their status. If they do not hear back from the students within a reasonable time, they will assume the students have withdrawn from the course.

Transfer and Refund Policy

The NCC EMS Program does not accept transfer EMT students, therefore those enrolled in other EMT courses are ineligible to transfer and must apply during the enrollment period.

The NCC EMS Program charges a tuition fee to cover the cost of textbooks, online access, uniforms, educator costs, and for training supplies and equipment. The necessary textbooks, online access and uniforms are purchased once the enrollment deadline passes.

Tuition Reimbursement

- Students who wish to withdraw before the 14th day of the course will receive a prorated tuition reimbursement after the costs of the textbook, online access, and uniform are deducted.
- Students who wish to withdraw after the 15th day of the course will not receive a refund.

Procedures for Injury/Illness

- Any Student who sustains an injury or illness while in a clinical/field setting will report the incident to the clinical coordinator and duty crew immediately.
- Any Student who sustains an injury or illness while in the classroom will report the incident to the primary educator of the evening.
- If it is a needle stick, promptly wash the impact with warm soapy water and discard the needle in a sharps container. Notify the EMS crew immediately, followed by the clinical coordinator.
- If injury is caused by a piece of equipment, perform the necessary first aid treatment, and report it immediately. If the equipment belongs to an EMS agency, the students will notify the crew they are assigned to. If it belongs to the course, take the equipment out of service until course staff can evaluate it and make an educator aware.
- Document the injury/illness on the incident report form provided by the program.
- All students are responsible for any costs associated with their treatment and follow up.

Dress Code

Students are given one uniform t-shirt and are expected to wear it during their ambulance ride time, and at the psychomotor skills exam. During class students will abide by the following dress code:

- Must wear closed toed footwear to class. Absolutely NO open-toed footwear, including crocs, or flip-flops, or sandals will be allowed.
- Boots with steel or composite toes are required during clinicals.
- Jeans and regular pants are permitted in the classroom but not during clinicals.
- The dress code for ambulance ride time is different from class time and can be found in detail in the Clinical Protocols.

Attendance

Students are expected to arrive before the beginning of each class and ready to go by the designated start time. Any students arriving after the class has started will be considered tardy.

Excused Absences

- An acute illness or injury, jury duty, or death of a student, their immediate family member, or significant other is considered an excused absence. It is at the Site Lead's discretion if a physician's note, death note, or court order is required.
- Students who know they are going to be late or missing class will let their Site Lead and, if applicable, the agency they were to complete ride time with and clinical coordinator, know within a reasonable time. Any clinicals that are missed due to an absence must be made up at a later date prior to the end of class.

Unexcused Absences

- If an unexcused absence was due to non-acute illness or injury of the student, family member, significant other, or dependent a note may be required from a physician.
- Students are expected to attend all class sessions and are responsible for all material presented. It is the student's responsibility to obtain the missed material.
- Students who no-show to a field/clinical shift without notifying the assigned agency and clinical coordinator of the absence will automatically receive an unexcused mark, even if there was a valid reason for the absence. Not showing up to clinical/field shifts without notification will not be accepted for any reason.

Students are allowed to miss up to **12 hours or 4 days** of classroom time. Students who cannot meet course objectives because of excessive absences or poor performance will meet with the Site Lead and/or Course Coordinator to determine if he/she should withdraw from the course.

Students participating in the EMT course are expected to complete a minimum of ten (10) patient contacts with an EMS organization. Those students who do not complete this requirement by the given deadline due to absences will not advance to the psychomotor skills exam.

Make Up Policy

The NCC EMS Program and its educators recognize that unexpected circumstances happen, causing students to miss time. Due to the condensed schedule, there may be a limited amount of time for the students to make up the missed class(es). It is the responsibility of the students to notify the Site Lead or Course Coordinator that they want/need to make up the missed time and arrange it with the educators.

Cancellation of Classes

The Site Lead or the Course Coordinator will contact the class whenever a class is canceled through email or group text. If NCC is closed for business, class will not be held or may be moved to a different time or location, based on availability.

Methods of Instruction

The NCC EMS Program runs a traditional course which includes but is not limited to lecture, classroom, possible virtual, case studies, demonstrations, group activities, role playing, and self-study. The courses require the use of a textbook, online quizzes and exams, skill sheets, and clinical experiences.

All educators are required to be familiar with current practices and protocols. The Program Director and/or Course Coordinator are responsible for informing educators of all practice and protocol changes.

Evaluation Methods

Grading Policy

Students must complete all course requirements and participate in classroom discussions and group scenarios.

As set by the National Registry of EMTs (NREMT), students must average a 75% on all quizzes and exams to pass the cognitive part of the program.

A	**≥94%**
B	**87-93%**
C	**81-86%**
D	**75-80%**
F	**<75%**

- All quizzes and exams must be completed by the deadline set on the course schedule. If not completed by the deadline, a zero mark will be entered into the gradebook.
- If a Student fails to take a quiz by the deadline, they will receive a zero grade for that quiz. Enough zero grades on quizzes, and a student will fail the course.
- Students may retake a maximum of two exams with a score less than a 75% once with the Site Lead's approval. If the second attempt is less than 75%, the students will receive the higher of the two scores.
- Students who miss an exam due to an excused absence will be permitted to make it up on a later date.
- Students who fail to complete the exams or continue to score below a 75%, will have to sit with the Site Lead and/or Course Coordinator to determine if course withdrawal is necessary.

Grading Scale

Type of Evaluation	Total Grade Percentage
Quizzes (0.5%)	20%
Exams (6% each)	30%
Midterm Exam	20%
Final Exam	30%

Skills Competency
Course capstone and or skills sheets will be provided to the students at the beginning of class. All skills are introduced and explained during their respective chapters. It is the responsibility of the students to understand these sheets and show adequate proficiency. Educators will demonstrate and work with students to understand and perform the selected skills when skills are introduced. By course end, all students are expected to perform the skills adequately and independently.

Classroom Etiquette
- Class begins promptly at the designed start time, students are considered tardy if arriving afterwards.
- Phones are to be silenced and put away while in class.
- If a student needs to make a phone call, they are to step outside so as not to distract others.
- Food and drink are allowed during most classes, however, a student is expected to clean up any mess they create. Additionally, certain lab days may result in food/drink not being permitted for the duration of that class.
- NCC is a non-smoking facility except for designated areas. Please respect their policies on where to smoke so that future classes may continue to use this facility.

Commonwealth of Pa Psychomotor and NREMT Cognitive Exam

Psychomotor Exam
The Pa DOH/Bureau of EMS requires a psychomotor exam for all EMS certification courses to determine if a student has met minimum competencies based on National and State educational standards as outlined by the Bureau's capstones. students have time within the course to practice before taking the psychomotor skills exam. The Eastern Pa EMS Council will meet with the class prior to the psychomotor exam to discuss the requirements for certification and the required exams. .

NREMT Cognitive Exam
Cognitive exams are computer-based exams conducted at a Pearson Vue testing center. Students are responsible for the testing fees and scheduling of their exam. The NREMT will transmit cognitive results to the PA EMS Registry and results will be posted to the student record.

An applicant for EMS provider certification one (1) year from the date of successful course completion to take their initial attempt of the NREMT Cognitive Exam.

- Students who do not make an initial attempt within one (1) year or are not successful within two (2) years of course completion, are not eligible for certification without repeating the entire certification course.
- Students who fail the cognitive exam on their first attempt are eligible to retest in accordance with guidelines set forth by the PA DOH and/or the NREMT.
- Students who fail the cognitive exam three (3) times will be required to complete refresher prior to further attempts. If the students fail a total of six (6) times, they will be required to retake the entire course, per Pa DOH and NREMT standards.

Course Readmission
The NCC EMS Program reserves the right to deny readmission to any EMT students who is dismissed, exceeds an authorized leave of absence, or who voluntarily or involuntarily withdraws from the program. Factors including, but not limited to, the reason for leaving, activities/educational pursuits, work/family life, and space available will be considered by the Program Director in making the readmission decision.

EMT Student Bill of Rights

The students participating in the NCC EMS Program have the right:

1. To choose to participate in either the EMT course;
2. To be correctly informed in advance regarding the dates the course will start and end, days and hours of the classes, course location(s), total cost (tuition, books, equipment, etc.), refund requirements, clinical rotation requirements and location, or other information needed to make an informed choice regarding choosing to enroll in these courses;
3. To purchase additional textbooks and personal equipment when they are not included in the tuition fee;
4. To receive a complete students handbook that will detail all aspects of the course including policies on lateness, missed classes, minimum grades, grading policy, tuition refund schedule, clinical rotation requirements, etc.
5. To a classroom environment that:
6. Is clean, quiet, and with adequate lighting;
7. Has adequate ventilation and appropriate temperature;
8. Has access to bathroom facilities;
9. Has clearly labeled emergency exits;
10. Has enough equipment to be able to practice the required skills;
11. Has equipment in clean and satisfactory condition;
12. Has enough space to be able to practice skills;
13. Has instructional material for lectures adequate to teach the syllabus;
14. Has sufficient space for test taking;
15. Has sufficient furniture for seating and note taking;
16. Provides skills practice with an appropriate educator to students ratio;
17. Provides a lead educator who is certified by the PA DOH present at all sessions;
18. Provides access for students to communicate with Program Director and educators;
19. Provides the students with his/her status in the course in regard to grades, skills, attendance, clinical rotations, or any other factors influencing the student's status in the course;
20. Provides a review of exams and/or explanations of incorrect response/practice;
21. Provides classes that begin and end on time and take place on the dates as stated in the course schedule (safety and weather permitting);
22. Ensures the students will not be intimidated, bullied, or harassed in any way by educators, staff, or other students;
23. Treats each students equally and without discrimination;
24. Provides that each students will receive from the course sponsor PA DOH policy statements regarding:
    1. Qualification and description of task for the level of certification being sought;
    2. Certification for individuals with criminal convictions when requested by the students;
    3. Allows the students to contact the Eastern Pa EMS Council and/or PA DOH Bureau of EMS with any questions or concerns.

Eastern PA EMS Council	4801 Kernsville Road Orefield Pa 18069	610-820-9212
PA DOH Bureau of EMS	1310 Elmerton Ave (Rm 166) Harrisburg Pa 17110	717-787-8740
NCC EMS Program	101 Doe Mountain Lane Macungie Pa 18062	610-487-4479

Standards of Conduct-Discipline Procedures

Northampton Community College EMS Program

www.northampton.edu

healthcare@northampton.edu

Applicability

This procedure applies to all EMT students enrolled in the NCC EMS Program.

1. All students must always wear uniform when representing the program outside of the classroom (ie clinical/field shifts).
2. Academic honesty is expected of all students.
3. Leaving the classroom area without permission or performing procedures without the educator present could result in immediate dismissal.
4. Cell phones and Alert Pagers must be turned off or to vibrate and are not to be used during the course. If a student must use their phone during the class, please show respect for classmates by quietly stepping out of the room and keeping it quick so they don't miss too much class time. Alert Pagers should be kept off as students will not be responding to calls during class time anyway. The only exception to this would be a full-time job mandating the student report in.
5. Electronic devices with access to the internet (laptops, tablets, etc.) may be used during class to follow the powerpoint slides or for taking notes only. If a student is caught using their device to browse the internet or for purposes that are not class related the educator has the authority to have the student turn off the device and the student will not be allowed to use the device for any reason in future classes.
6. **Cause for Discipline**: the following may be regarded as cause for disciplinary action when committed on college property or such other place where a class, clinical or lab is offered or immediately adjacent to such properties.
    1. Academic Dishonesty (cheating): students taking tests in the classroom will be monitored by the educator and will not be allowed to refer to study material. When taking a written exam administered by the educator and/or PA DOH, students are not permitted to refer to study material, receive help from others during the testing time, or remove test material or information from the test site.
    2. Forgery or falsification of program forms.
    3. Use of alcoholic beverages.
    4. Demonstration of assault and battery behavior.
    5. Destruction or abuse of college or individually owned property.
    6. Theft of resort, organization or individually owned property.
    7. Illegal possession or sale of narcotics or any kind of drugs.
    8. Tampering with fire alarms or fire-fighting equipment.
    9. Illegal possession of or use of firearms, switchblades, long blade knives and other dangerous weapons or fireworks.
    10. Display of lewd, indecent or disorderly conduct.
    11. Failure by a student to identify himself/herself when requested by an identified Public Safety Officer or faculty member in performance of administrative duties.
    12. Willful obstruction of passageway, entrance, exits, or any portion of a building in which classes are held.
    13. Issuing false alarms.
    14. Multiple infractions of Program and college regulations, policies, or procedures intended for the safety of buildings and/or personnel.
    15. Persistent and deliberate interruptions of instruction.
    16. Violations of resort parking regulations.
    17. Any criminal act committed against the laws of the United States or the Commonwealth of Pennsylvania, which places staff, students, civilians or property in jeopardy.

Possible Penalties

1. Immediate dismissal pending disciplinary process from the course or class(es) in which the student is enrolled.
2. Temporary suspension from the course or class(es) in which the student is enrolled for a length of time to be determined under the provision of this procedure.
3. A letter of reprimand in students' and/or state file.
4. Additional individual discipline shall be determined by the Program's disciplinary committee as needed.

Disciplinary Process

- **Verbal Warning**: For minor infractions, the students may receive a verbal warning to change their behavior. This may be given by any member of the NCC EMS Program staff and will be documented.
- **Written Warning**: If the Student receives multiple verbal warnings or commits a major infraction, a written warning will be given to the student. This must be signed off on by the student and Program Director, as well as the Course Coordinator if the infraction is in relation to the clinical component of the course.
- **Suspension**: If a student continues any action that resulted in a written warning, or if they commit a severe infraction, the students may be suspended for a period of time based on the severity of the infraction and students' cooperation in coming up with an improvement plan. During this time, the Program Director, Course Coordinator, students, and any program staff related to the issue will come up with a plan to help the students improve.
- **Dismissal**: If a student does something that results in harm to another person, intentional damage to equipment or continued behavior that resulted in a suspension, then the student may be dismissed from the program. This decision will be evaluated by Program educators not directly involved in the situation that lead to the potential dismissal.

Policy Communication

A copy of the EMT Student Handbook and Clinical Policies will be given to each student enrolled into the Program. In addition, every educator will be provided a copy of these handbooks. The Program Director or Course Coordinator will explain any unclear policy to the enrolled students if requested. The students will sign that they received and understand the policies. The students will also sign a release of information form indicating if materials can be released to other appropriate parties. These forms will be kept in the students' permanent file.

Dismissal Policy
The NCC EMS Program reserves the right to dismiss any participant due to poor attendance, failure to submit all clinical/field requirements by the given deadline, failure to provide a negative drug screen, and/or serious disciplinary or harassment issues, etc.

Insurance Policy
Students enrolled in the program assume all liability for course related injuries/illness and are therefore required to provide their own health insurance in the event they become sick or injured in the classroom and/or clinical/field setting as per the liability waiver form signed at the beginning of each course.

Title IX Policy
The NCC EMS Program values diversity and seeks talented students and educators from diverse backgrounds. The Program and College does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices as required by the TITLE IX of the Education Amendment of 1972, Section 504, and other statutes.

Non-Discrimination Policy
The NCC EMS Program is committed to creating and fostering a learning and working environment based on open communication and mutual respect and has a zero tolerance policy for any type of discrimination. This is an integral part of the Program's mission to enrich students' educational experience and push them both professionally and personally. If a student encounters any discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation, gender identity, or disability, contact the Site Lead, Course Coordinator or the EMS Program Director immediately or by email at healthcare@northampton.edu.

Grievance/Complaint Policy
Students have the right to file a grievance and or complaint by notifying the Course and/or Clinical Coordinators. If the grievance/complaint is in reference to the Course or Clinical Coordinator, the student will notify the Program's EMS Director. Grievances and complaints that cannot be resolved between the Coordinators and the Program's EMS Director will be resolved by the Director of Healthcare Education. The EMS Program Director and those staff affected by the grievance or complaint will not be allowed to be involved with the disciplinary process during this time.

Harassment
Sexual harassment or any other kind of harassment of students, faculty, staff, customers, or patients at NCC or any clinical/field sites is unacceptable conduct and will not be tolerated. In the event a student is being harassed, students are expected to report it immediately to any educator, preceptor, or Program staff member. Students are required to report harassment even if they are only a witness to the incident.

Counseling Policy
All students enrolled in the NCC EMS Program have the right to seek counseling whenever a grievance/complaint is filed, or clinical/field situations that require immediate attention. Students are encouraged to seek counseling after experiencing a traumatic event in the clinical/field and/or personal setting that may affect or is affecting their personal and professional lives.

ADA Accommodations Policy
If a student requires accommodations for the EMT course, they are to contact the Program Director at healthcare@northampton.edu at least two (2) weeks prior to the start of the course. All aspects of participation in the EMS program are governed and administered solely on the basis of individual achievement. The NCC EMS Program will work with the students to make sure all appropriate accommodations are made and adhered to as long as they do not interfere with the student's ability to meet PA DOH and/or NREMT standards.

Alcohol and Drug Policy
NCC EMS Program, in conjunction with the College, is committed to a drug free environment for all its employees, students, and patrons. Violations of this policy will result in immediate suspension and possible dismissal.

- Alcohol may be served at certain events of the College; however, students are prohibited from consuming it during class hours, in the clinical setting, or while on duty.
- Those students who are 21 or older are permitted to consume alcohol outside of class hours or their off-duty times.
- Students who decide to consume alcohol are to stop drinking a minimum of 8 hours prior to the start of a clinical/field shift and class.
- Students are prohibited from wearing anything related to NCC, and/or the EMS Program while consuming alcohol or inside any locations that sell alcohol, whether on or off college property.

Alcohol and Drug Abuse in the Clinical Setting
The welfare and safety of patients and students are the Program's top priority. Substance abuse or being impaired while participating in the clinical setting, can pose a serious risk to patient and crew safety. The NCC EMS Program has adopted a procedural step pertaining to the suspicion of students substance abuse or impairment at the clinical site. The clinical/field setting is an educational extension of the NCC EMS Program and as such, the policies of the program also apply to students when participating in clinical/field education.

In accordance with clinical site practice, students may be subjected to random drug screens at their expense.

If a student, while at clinical/field time, is suspected of substance abuse or being under the influence, the student will be:

- Immediately removed from all patient/work areas by the clinical educator/preceptor or immediate supervisor.
- Immediately referred to a drug screening facility or the clinical site's testing area and will need to follow up with drug and alcohol counseling in the event of a positive result.
- Arrangements for safe transportation of the students will be secured by the Clinical Coordinator or Clinical Coordinator at the student's expense.
- Refusing to submit to a drug/alcohol testing is grounds for dismissal of the students from any further activities within the NCC EMS Program.

Many clinical/field sites require drug and alcohol screenings in the event of any accident involving a patient. Students involved are **not** exempt from this requirement.
If substance abuse is confirmed, and the clinical/field site agrees, the student will be permitted to return to the clinical education setting if he or she complies with the prescribed plan of action. Failure to comply with the individualized plan of action, or repeated incidents will result in further disciplinary action, up to and including dismissal from the Program.

Law Enforcement Agency Notification

The NCC EMS Program shall notify Public Safety when staff or individuals have become aware of a violation of the law that has taken place on College property. Violations in the clinical/field setting will be handled by the proper authorities as per the clinical/field site's standard operating procedures.

Unprofessional and/or Unsafe Behavior

Unprofessional and/or unsafe behavior will result in disciplinary action. The following are conditions or violations, which will result in verbal or written warnings and may constitute dismissal from the course.

Offenses include but are not limited to:

1. Arriving late to class more than ten (10) minutes will be considered an absence unless proper notice is given.
2. Leaving the classroom or clinical/field sites without educator/preceptor approval.
3. Unprofessional behavior such as harassment, cheating, or fighting (physical or verbal) will be cause for dismissal.
4. Disruptive behavior (verbal or physical interruptions, sleeping, rude behavior, profanity, leaving the classroom without permission, texting or answering phone, dishonesty, insubordination, lack of respect to classmates, educators, duty crews, etc.).
5. Non-compliance with established policies or regulations (smoking, parking, facility, or phones).
6. Smoking, vaping, or chewing tobacco is only permitted outside the building in designated areas. No smoking, vaping, or chewing tobacco in the classroom, bathrooms, inside of any buildings, or outside the buildings in non-designated areas. When on clinical/field sites, smoking, vaping, or chewing tobacco is only permitted in site designated areas.
7. Documented non-compliance with safe clinical practice involving safety or infection control discussed in class.
8. Documented non-compliance with existing dress code as described in the dress code standard practice.

Other Regulations

1. Enter through appropriate entrances only unless in an event of an emergency such as a fire.
2. Respect all NCC property, individual property, and the property of the classroom and clinical/field sites. Do not use anybody else's property unless permission is given first.
3. Minimal food and drink are allowed in the classroom. During a small selection of classes, food and drink will not be allowed in the classroom or learning area. Students will be advised of this prior to the date of these classes.

Confidentiality/Disclosure of Information

All patient and student information are confidential. None of this information may be disclosed to any third party without the knowledge and written consent of the patient or student. Students must sign the Confidentiality Agreement to complete the clinical/field portion of the course. The NCC EMS Program holds all students accountable to HIPAA standards. For purposes of allowing the NCC EMS Program to release information to potential clinical/field sites and accreditation bodies, students will be asked to sign a release of information. In addition to the Release of Information, students will also be asked to sign a Photography Release Form.

Change in Key Personnel Policy:

A procedure is in place in the event of a change in key personnel such as the Program's Course and Clinical Coordinators, Program Director and/or Medical Director. The NCC EMS Program is responsible for notifying the EMS Council. Failure to report key personnel changes within a reasonable time period may result in disciplinary action against the NCC EMS Program.

NCC EMS Program Advisory Board

The NCC EMS Program is designed to promote the highest quality and standards for all students involved. An advisory committee has been developed to provide quality assurance and compliance of educational standards, advice on disciplinary actions, and develop policies and procedures.

The Advisory Committee meets annually to discuss:

- Adjusting the number of students allowed to enroll in the course (10-30);
- Adjusting the tuition rate to cover all costs of the program and courses
- The number of students who successfully passed the previous course and written pass rate;
- Reviewing all program protocols for accuracy and consistency with current state and federal regulations;
- Reviewing program material and requirements for accuracy and consistency with all state and federal requirements;
- Adding and removing key personnel from the Advisory board, which a written notification will be sent to the Eastern Pa EMS Council within thirty (30) business days of any major changes.

Quality Assurance and Review Process:

The Quality Assurance Committee aims to provide the highest quality training to students enrolled in the NCC EMS Program. Therefore, reviews to the following occur annually and throughout the course:

- Areas of difficulties and any action plans to improve those areas.
- Completed grades.
- Educator's evaluation of students.
- Preceptors evaluation of students.
- Student evaluations of the program.
- Student evaluation of the educators and others involved in the course.
- Student evaluation of clinical/field sites and preceptors.
- Feedback from those involved with the Program.
- Goals that assess the strengths and weaknesses of the Program.

Student Feedback

Student feedback is vital to the overall success of the class and to the Program. Students will provide feedback through

- End of Classroom Wrap Up
- Educator Reviews
- Mid Course and Post Survey

Post Course Review

At the conclusion of the EMT certification course, the educators will meet to discuss the students and overall course's performance. This includes but not limited to successes, identifying areas of improvement and educator recommendations. This meeting may also include students from the class and the Medical Director. A post course summary will be presented to the Advisory Board along with any recommendations.

Quality Assurance Committee

The Quality Assurance Committee consists of the Medical Director, Program Director, and the Course and Clinical Coordinators and select educators. This committee will recommend changes during and post course to assure students are receiving the highest training possible.

Minutes of the board meetings will be maintained. A board member will be responsible for revising and updating policies, and the board will review and approve them before they are implemented. Changes that occur during a course will be communicated to students via email within five (5) business days and at the beginning of class.

Medical Director
The NCC EMS Program's medical director serves in an advisory role to the Advisory Board and is actively involved in the quality assurance and review process to maintain compliance with state protocols and the national EMS education standards.

Advisory Committee	
Eric Snyder, EMT	EMS Program Manager
Alyson Powell, EMT	EMT Course Coordinator
Christin Randeau, EMT	Clinical Coordinator
Dr. Rebecca Pequeno	Medical Director
April Liskowacki, Paramedic	Eastern PA EMS Council
The Advisory Committee reserves the right to add or remove additional seats as required.	

Student Training Agreement

1. Students agree to review the students handbook and course description to ensure they can commit to learning the duties on day one.
2. Students will then sign the form that states they understand the policies and are able to meet the requirements on day one.
3. Students will complete the PA DOH Accommodation Form on day one.
4. Students will complete the PA DOH Student Application on day one.
5. Students will complete the NCC EMS Program Liability Waiver form.
6. Students will complete the NCC EMS Program Demographic form.

Agreement of Understanding

In signing this page, I verify that I have received the Northampton Community College EMS Program's EMT Course Handbook and Clinical Policies. I also agree that I have read, understand, and will abide by the policies and procedures set forth in these handbooks for the duration of my time with this program.

Printed Name Date

Signature

This Agreement of Understanding will remain within the student's file and is available upon request.

Internal Use Only			
Approval Date	**Approvers**	**Prepared By**	**Comments**
08/2026	Eric Snyder EMS Program Manager	Eric Snyder EMS Program Manager Scott Goodale Pocono Site Lead	Revisions reflecting best practices.
07/2026	Gwen Conley Healthcare Education Director	Eric Snyder EMS Program Manager	Approval of EMT Handbook
07/2026	Eric Snyder EMS Program Manager	Eric Snyder EMS Program Manager	EMT Handbook Created