

Congratulations on your acceptance in the CTE Emergency Medical Technology (EMT) program for the 2023-2024 school year!

Kalamazoo RESA Career and Technical Education (CTE) invite you and your parent/guardian to attend an orientation highlighting next year's CTE EMT experience. Please join us on **Thursday, May 4, 2023, at 6:00 p.m. in KVCC's Culinary and Allied Health Building, 418 E. Walnut Street, Kalamazoo, room 207** (see map on next page). This is a **mandatory** orientation to help prepare students for their KVCC dual enrolled class in the fall and to review this program packet. We strongly encourage a parent/guardian to attend with the students.

In this meeting, you will have the opportunity to:

- Learn how to schedule and take the **mandatory** KVCC placement testing or submit SAT scores
- Learn how to register for your KVCC course(s)
- Learn about the program's year-long expectations and logistics
- Learn how successful completion of the course can lead to future opportunities
- Learn about the program's dress code
- Tour program
- Ask questions

The attached program guidelines will be discussed in detail during the orientation. *Please review this packet thoroughly prior to and bring it with you, along with your KVCC acceptance letter.* If you have questions or need further information, please contact Diane Fort, CTE Program Coordinator at diane.fort@kresa.org or 269-250-9316.

Special Note:

You are receiving this packet because your name was provided to us by your school counselor as enrolling in a CTE program. If in doubt, check with your counselor. We apologize if this packet was sent to you in error.

Notice of Non-discrimination:

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Mindy Miller & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.



CULINARY ALLIED HEALTH 2ND FLOOR

Emergency Medical Technology (EMT) DUAL ENROLLMENT 2023-2024

WELCOME TO THE EMT PROGRAM!

Please note that there are steps you must take before the start of next school year to prepare for this course.

See pages 2-4 for a detailed checklist.

It is extremely important to read this Student Guidelines Packet in its entirety.

By April 20	<input type="checkbox"/> Apply to KVCC
May 4, 2023	<input type="checkbox"/> Attend mandatory orientation (see details on cover page)
By June 1, 2023	<input type="checkbox"/> Complete KVCC's Health Careers application online at: https://p2.kvcc.edu/utilities/CTE_Health <input type="checkbox"/> Complete pages 19-22 of this packet to CTE or turn in at orientation. <small>(Guidelines Acceptance form, KVCC Authorization for Release of Information form)</small> <input type="checkbox"/> Email e-card of BLS certification to Nora Hafez (nora.hafez@kresa.org) if already certified
By July 1, 2023	<input type="checkbox"/> Provide placement test scores and meet KVCC's minimum benchmarks (see page 3)
August TBD	<input type="checkbox"/> Attend American Heart Association Basic Life Support Certification Course at KVCC, Texas Township Campus, if not already certified (see page 4)
By August 1, 2023	<input type="checkbox"/> ALL required KVCC health/immunization paperwork on pages 12--18 must be completed and turned in to the KRESA CTE office (see page 4) <input type="checkbox"/> Register for fall KVCC course(s) once approved <input type="checkbox"/> Complete Live Scan Fingerprint process (form will be provided with KVCC's approval to register)
September 6, 2023	<input type="checkbox"/> Classes begin. EMT Lab classes take place on the <i>KVCC Culinary and Allied Health campus</i> , located at 418 E. Walnut, Kalamazoo. Transportation is the responsibility of the student.
By October 16, 2023	<input type="checkbox"/> Submit proof of flu vaccine to Amy Murray, KVCC.

*** Student may be dropped if deadlines are not met by August 1.**

For more information, contact:

Diane Fort
Program Coordinator
diane.fort@kresa.org
269-250-9316
KRESA Career & Technical Education

Amy Murray
Health Careers Admissions Coordinator
healthcareers@kvcc.edu
269-488-4743
269-548-3229
Kalamazoo Valley Community College

EMT Student Checklist

For CTE Dual Enrolled Programs

It is extremely important to read this packet in its entirety.

By April 20	<input type="checkbox"/> KVCC ADMITTANCE As a high school student entering a dual enrollment program, you must apply and be accepted to KVCC. The KVCC application is available online at www.kvcc.edu/apply . Follow the online directions to create an account and apply. There is no cost to apply. You should receive your acceptance letter in the mail within one week which contains your Valley number and KVCC email. <u>Students should keep their Valley number in a safe place for future access.</u> You should begin to monitor your KVCC email on a <u>regular</u> basis. CTE and KVCC will communicate with you via email during the summer.
May 4	<input type="checkbox"/> ATTEND MANDATORY ORIENTATION See details on cover page. Bring this packet and your KVCC acceptance letter.
By June 1	<input type="checkbox"/> COMPLETE KVCC HEALTH CAREERS ONLINE APPLICATION Student will need their Valley number to complete the online application. Therefore, students must apply to KVCC prior to completing the health careers online application. <input type="checkbox"/> Health Careers Application Link: https://p2.kvcc.edu/utilities/CTE_Health
By June 1	<input type="checkbox"/> SUBMIT THE FOLLOWING FORMS TO CTE (see below) <i>Please convert documents to pdf prior to sending.</i> <input type="checkbox"/> Page 19: Dual Enrollment Guidelines Acceptance Form <input type="checkbox"/> Page 20-21: KVCC's Authorization for Release of Information High School Dual Enrollment Form <input type="checkbox"/> American Heart Association (AHA) Basic Life Support (BLS) Certification <p style="text-align: center;">Please email paperwork by June 1 to: Nora Hafez nora.hafez@kresa.org or turn in at orientation</p>

By
July 1

KVCC PLACEMENT TESTING

Students must apply to KVCC before this step can begin.

Students are required to demonstrate that they have met the minimum benchmarks in Reading, Writing, and Math. Placement test scores must be on file prior to KVCC allowing dual enrollment. (see table below)

If you meet the SAT minimum scores below for any or all (reading, writing and math), **send SAT scores to KVCC through your CollegeBoard account at: <https://www.collegeboard.org/> or through the KVCC testing center.**

If you do not meet the minimum scores you will need to complete placement testing with KVCC. To schedule an appointment, please follow this link to the KVCC Testing Center:

<https://www.kvcc.edu/services/testing/>

	ACT	Accuplacer	Aleks	NG Accuplacer	SAT
Reading	14	53		248	22
Writing	13	50		230	17
Math	18	80	14	260 Arithmetic OR 200 Quantitative Reasoning	23.5

As an alternative, you can email your official SAT score report, with full name displayed, to KRESA's CTE office, Nora Hafez, nora.hafez@kresa.org.

Example of CollegeBoard's SAT Score Report:

Get your full report online: studentscores.collegeboard.org

CollegeBoard
SAT[®]
Score Report

Your Total Score
1180 | 400 to 1600

78th Nationally Representative Sample Percentile
69th SAT User Percentile — National

Essay Scores
4 | 2 to 8 Reading
3 | 2 to 8 Analysis
2 | 2 to 8 Writing

Section Scores

670 | 200 to 800
Your Evidence-Based Reading and Writing Score

93rd Nationally Representative Sample Percentile
89th SAT User Percentile — National
You've met the benchmark!

510 | 200 to 800
Your Math Score

52nd Nationally Representative Sample Percentile
40th SAT User Percentile — National
You scored below the benchmark.

Test Scores

33 | 10 to 40 Reading
34 | 10 to 40 Writing and Language
25.5 | 10 to 40 Math

<p style="text-align: center;">By August 1</p>	<p><input type="checkbox"/> KVCC HEALTH CAREERS IMMUNIZATION AND PHYSICAL FORMS (pages 12-18) MUST BE COMPLETED</p> <ul style="list-style-type: none"> <input type="checkbox"/> COVID-19 form <input type="checkbox"/> Immunization record – provide a copy of your MCIR – Michigan Care Improvement Registry record (mdhhsmiimmsportal.state.mi.us) or physician’s office completes pages 12-13 <input type="checkbox"/> Physical must be good for the entire next school year (cannot receive any earlier than March of current year.) <input type="checkbox"/> TB form <p>Students must complete this required paperwork to be eligible for EMT 115. Do not wait until the last minute, as it takes time to get into the doctor. <u>Students may be dropped if this deadline and all others are not met.</u></p> <p>Currently, KVCC’s major clinical sites are requiring the COVID-19 vaccination for their employees, clinical instructors and clinical students. Therefore, KVCC will also require the COVID-19 vaccination for EMT students. Please see the attached COVID-19 vaccination form for acceptable proof of your vaccine.</p> <p><input type="checkbox"/> REGISTER FOR FALL KVCC COURSE(S) ONCE APPROVED</p> <p>Once placement scores have been received and audited for successfully meeting minimum benchmarks, KVCC will email approval to register for your course(s). Please check your KVCC email regularly for this important information. If you do not register for your KVCC course online, you will not be able to begin the class.</p> <p><input type="checkbox"/> KVCC LIVE SCAN FINGERPRINTING MUST BE COMPLETED</p> <ul style="list-style-type: none"> • This form will be emailed to you from KVCC with your approval to register • The day of fingerprinting take the completed Live Scan form and a driver’s license or state ID (your school/Valley ID is not sufficient) to room 5120. • The cost for the scan is approximately \$60. CTE will cover this expense, however for CTE to pay; the student MUST identify himself or herself as an CTE EMT student at the time of testing.
<p style="text-align: center;">August TBD KVCC Texas Township Campus</p>	<p><input type="checkbox"/> ATTEND AMERICAN HEART ASSOCIATION (AHA) BASIC LIFE SUPPORT (BLS) TRAINING AT KALAMAZOO VALLEY COMMUNITY COLLEGE, TEXAS TOWNSHIP CAMPUS</p> <p><i>Students must be certified in BLS to take EMT.</i> CTE will email students with details pertaining to the training in August. If you already have this certification, please email a copy of your e-card from the AHA website by June 1 to Nora Hafez at nora.hafez@kresa.org.</p>
<p style="text-align: center;">Late August</p>	<p><input type="checkbox"/> STUDENT ID</p> <p>As a college student, students should obtain their student ID. Visit their website at: https://www.kvcc.edu/admissions/student-service.php for more details. Students will not be able to obtain their ID until the steps above are completed and approved by KVCC.</p>
<p style="text-align: center;">September 6</p>	<p style="text-align: center;">CLASS BEGINS - Welcome, Kalamazoo Valley Cougar!</p>
<p style="text-align: center;">By October 16</p>	<p><input type="checkbox"/> SUBMIT PROOF OF FLU VACCINE TO AMY MURRAY, KVCC</p> <p>See form provided in this packet</p>

CTE EMERGENCY MEDICAL TECHNOLOGY Dual Enrollment Guidelines for High School Students

The EMT classes take place on the KVCC Culinary Allied Health campus, located at 418 E. Walnut, Kalamazoo. **Transportation is the responsibility of the student.** Taking dual enrolled classes as a high school student is a wonderful way to begin your college career. Students who choose to dual enroll need to be fully aware of the extra duties and responsibilities that high school students face as new college students. These guidelines are meant to introduce students to some of these responsibilities. This document is not meant to be inclusive of all the guidelines and policies imposed by your high school, CTE, and/or KVCC. Consequently, CTE strongly suggests students also read the KVCC Student Handbook prior to the beginning of the fall term. A copy of the handbook can be found on the KVCC website (www.kvcc.edu) and searching for *student handbook*.

KRESA Career & Technical Education (CTE) is fortunate to partner with KVCC in the offering of the EMT program. KVCC has one of the finest Emergency Medical Services (EMS) programs in Southwest Michigan. As a Basic EMT student you will learn cardiopulmonary resuscitation (AHA Healthcare Provider), fracture splinting and bleeding control. You will also learn IV set up and emergency airway equipment, evaluating a patient with multi-system trauma, hazardous materials awareness and Automatic External Defibrillation (AED). The coursework will include lecture, discussion, lab and clinical experiences.

Detailed course descriptions can be found on the KVCC website.

Upon successful completion of KVCC's EMT 105, 111, 112, and EMT 115 courses:

- Students are eligible for **MFR licensing** through the Michigan Department of Health and Human Services, via the National Registry of EMTs certification exam, **after completing EMT 105.**
- Students are eligible for **EMT licensing** through the Michigan Department of Health and Human Services, via the National Registry of EMTs certification exam, **after completing EMT 105, 111, 112 and 115.**

ACADEMIC CALENDAR AND PROGRAM SCHEDULE

Student schedules require being open to extended class time and the college's calendar. Students are expected to attend every scheduled KVCC session, even when their high school is closed. This includes high school breaks that are different than KVCC's recesses listed below. The academic calendar can be found on the KVCC's website.

Fall 2023 Semester

Semester Begins: **Wednesday, September 6**

Thanksgiving Recess: **Wednesday, November 22 – Sunday, November 26**

Semester Ends: **Saturday, December 16**

Winter 2024 Semester

Semester Begins: **Monday, January 8**

MLK, Jr. Recess: **Monday, January 15**

Spring Recess: **Monday, March 11 – Sunday, March 17**

Semester Ends: **Monday, April 22**

FALL SEMESTER (September – December)					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
EMT 105 (weeks 3-14) Medical First Responder LAB 1:00 p.m. – 3:00 p.m.		EMT 105 (weeks 1-14) Medical First Responder 1:00 – 3:30 p.m.			3 credits
WINTER SEMESTER (January – April)					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
EMT 111 (weeks 1-7) EMT Basic I LAB 1:00 p.m. – 5:00 p.m.		EMT 111 (weeks 1-7) EMT Basic I 1:00 – 4:00 p.m.			3 credits
EMT 112 (weeks 8-14) EMT Basic II LAB 1:00 p.m. – 5:00 p.m.		EMT 112 (weeks 8-14) EMT Basic II 1:00 – 4:00 p.m.			3 credits
EMT 115 (concurrently with EMT 112 weeks 8-14) – Mandatory Orientation in March (date TBD) To be eligible for the CLINICAL ROTATION, student must be passing preceding coursework. Students will sign up for clinical time in EMT 112. Days and Times TBD					1 credit (PASS/FAIL) 1 credit

ATTENDANCE

Attendance requirements are determined by the Kalamazoo Valley course instructor. At the beginning of each course, the instructor will provide students with written attendance requirements. Pay close attention to these requirements as they may differ from attendance policies in high school. Failure to follow attendance requirements will negatively affect a student's grade. Students who do not meet the attendance requirements as determined by the instructor may be involuntarily removed from the course. Students who fail to attend the first scheduled class meeting or who fail to contact the instructor regarding absence before the first scheduled class meeting, may, at the option of the instructor, be removed from the course. A dual enrollment student follows the KVCC academic school calendar and is expected to be at every scheduled class session. This includes attendance during high school spring break and other high school closure dates.

CANVAS

Canvas is the course management system where faculty can place course materials and record grades. Each student will have a Kalamazoo Valley login which will give access to all courses through Canvas. Here KVCC students should be able to monitor grades, find instructional materials, take assigned quizzes and upload required work. Faculty use of Canvas may vary from course to course. CTE students are encouraged to log in weekly to keep track of his or her progress, however more frequent log in times may be required for certain classes.

FERPA

Family Educational Rights to Privacy Act (FERPA) grants an eligible student the right of privacy for all education records. An eligible student is someone who has reached 18 years of age or who is attending an institution of post-secondary education. At Kalamazoo Valley Community College, FERPA rights for a dual enrolled student begin the day the student is first admitted and enrolled in a class at Kalamazoo Valley (regardless of age). FERPA rights do not apply to prospects or students who have been admitted but have not enrolled at Kalamazoo Valley. Under these rules, parent/guardians may attend a student's orientation and initial academic counseling session. Kalamazoo Valley instructors will only communicate with the student. Students should check their Kalamazoo Valley email account daily for important messages from instructors. Consequently, it is the student's responsibility, not the parent/guardian, to consult with the instructor regarding assignments, tests, and grades.

INCLEMENT WEATHER

Students follow KVCC, NOT local high school, weather related closures. Listen to local news outlets for information about campus closures. The KVCC website provides information on how to receive campus closure notifications.

KVCC COMMUNICATION

Due to FERPA, KVCC instructors will communicate student progress only to the student. Postsecondary instructors do not initiate communication with parents or other third parties such as school counselors, principals, etc. Parents, counselors, and principals should call Diane Fort at 250-9316 with any questions. Students are asked to complete an authorization for release form to release limited information to an organization or individual (i.e. parent). The form can be found in this packet.

STUDENT SUCCESS CENTER AND SPECIAL SERVICES

As a new college student, you will be responsible for advocating for yourself to access special services and college resources that may be needed to be successful at KVCC. Neither your high school, nor your parents, can initiate this communication for you. **The Student Success Center**, located in room 9300 (Texas Township Campus), brings together campus services to help students navigate through the college experience. From academic and career counseling to tutoring, mentoring and more than 20 different clubs and activities, the Student Success Center has something for everyone. Special Education and 504 plans are not applicable at the college level, however other services may still be available. Students currently eligible for accommodations and services in high school must register with Kalamazoo Valley's Office for Student Access in Room 2220 on the Texas Township Campus to receive academic support in college-level courses. For more information, call 269-488-4397, TTD 269-488-4358.

TEXTBOOKS

CTE will purchase the required textbook(s) and loan them out for student use. All textbooks, not purchased by students, are to be returned to the instructor on the last day of each semester in useable condition. Students are liable for lost or unusable textbooks. High schools will be notified to place a HOLD on diplomas until any liability is cleared. If you need to replace a textbook, used textbooks, deemed as in reasonable condition, by CTE, are acceptable, provided the textbook is the same publisher's edition issued to you.

TRANSCRIPTS, GRADES and CREDITS

Students have the option of earning both high school and college credit for successfully passing dual enrolled courses. Local high schools set the number of high school credits awarded for each class. For each course, the KVCC transcript grade will be reported to the high school at the end of the corresponding KVCC semester. **It is extremely important to take your dual enrolled course seriously. CTE dual enrolled course grade(s) will go on your official college transcript! If you do not pass according to the scale below, you are not eligible to continue for the next course in the sequence.**

Grading Scale

100-94% = 4.0	93-88% = 3.5	87-82% = 3.0	81-76% = 2.5	75-70% = 2.0	69-65% = 1.5	64-60% = 1.0
<ul style="list-style-type: none"> ▪ Clinical Evaluations..... Pass / Fail ▪ Practical examinations/standard selection of skills..... Pass / Fail ▪ Professional Behavior Evaluation..... Pass / Fail 						

KVCC EMT 105 requires a minimum 2.0 GPA to continue with EMT 111.

Correspondingly, students must pass EMT 112 with a 2.0 or better to be eligible for EMT 115 (clinical).

Changing or Dropping an CTE dual enrolled course

Dual enrolled CTE students are enrolled in their program through the high school and through KVCC. To register, withdraw, or DROP a course, a student needs to communicate enrollment change with the high school AND KVCC Admissions, Registration and Records Office (My Valley Account on the KVCC website). ***A student who does not properly drop or withdraw from KVCC will have a failing grade of 0.00 entered on his/her permanent college record.***

TUITION and CLASS FEES

CTE covers tuition and class fees associated with enrollment in this program. If you receive communication from KVCC that your tuition and/or fees are due, please contact Nora Hafez, Registrar, in the CTE office at 269-250-9309 or nora.hafez@kresa.org. **If at any time you decide not to enroll in this program, immediately notify your high school and CTE. You will need to drop the college course correctly through KVCC.**

Tentative Out of Pocket Student Expenses			Expenses CTE Covers	
Black Pants	Black Shoes	Dark Socks	Live Scan Fingerprinting (\$60)	Drug Screen (\$25)
EMT/KVCC polo shirt (\$16-20)		Stethoscope	Online Clinical Data Tracking Tool (\$30)	Name badge (approx. \$10)
White Undershirt		Wristwatch w/ Second Hand	Textbooks (\$200)	Tuition & Fees (\$2,000)

The instructor will go over program expectations, in detail, during the first week of class.

Turn in this page at orientation or by June 1, 2023 to Nora Hafez at nora.hafez@kresa.org.

I received a copy of the CTE Dual Enrollment Guidelines and reviewed them. By signing below, I acknowledge understanding the requirements for successful completion of this program. **I understand if I do not pass each sequential course with a 2.0 GPA, I will not be eligible to continue in the EMT program.**

Student name (printed): _____

Student signature: _____

By signing below, I acknowledge understanding the requirements for successful completion of this program.

Parental/Legal Guardian name (printed): _____

Parental/Legal Guardian signature: _____

Date: _____

Summer Contact Information (please print legibly)

KVCC email: _____ **@mail.kvcc.edu** Valley #: **V00** _____
 (Plan to check this on a regular basis, beginning with your acceptance. KVCC & CTE will communicate with you through this email.)

Student Cell Number: _____ Parent/Guardian Phone Number: _____

Mailing Address: _____

I have applied and been accepted to KVCC: Yes ___ No ___

I have ACT/Accuplacer/Aleks/NG Accuplacer/SAT scores on file with CTE and KVCC, meeting minimum requirements: Yes ___ No ___

I have submitted Authorization for Release of Information High School Dual Enrollment: Yes ___ No ___

If you answered NO to any of the above statements, please explain why:

Notice of Non-discrimination:

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Mindy Miller & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.