

Congratulations on Your Acceptance into the 2025-2026 CTE Emergency Medical Technology Program!

WELCOME TO CTE EMT Dual Enrollment!

Students must complete this required paperwork to be eligible for **EMT**.

To ensure you are fully prepared for the dual enrolled EMT course, at KVCC's Culinary Allied Health Campus, please read the enclosed **Student Guidelines Packet** thoroughly and complete the following steps by the deadlines listed on the timeline. *NOTE: You are receiving this packet because your school counselor has identified you as enrolled in this course. If you are unsure about your enrollment, please discuss with your counselor.*

IMPORTANT: Per KVCC you will need to have a current physical on file and be up to date on immunization. Do not wait until the last minute to complete the forms, it takes time to get into the doctor. Do not wait until the last minute to complete the forms, it takes time to get into the doctor.

Students may be dropped if this deadline and all others are not met.

EMT Guidelines for High School Students

The EMT classes take place in the KVCC Culinary Allied Health Building, located at the Bronson Healthy Living Campus at 418 E. Walnut, Kalamazoo. <https://www.kvcc.edu/locations/maps/CulinaryAlliedHealth.php> **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 lectures, 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.**

Sose Klein, Registrar
KRESA Career & Technical Education
Sose.klein@kresa.org
269-443-7531

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

EMT Student Checklist

<div>By June 1</div> <div>STEP 1</div>	<div><input type="checkbox"/> ADMITTANCE TO KVCC</div> <div>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.</div> <div>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. Students should keep their acceptance letter for future reference.</div> <div>IMPORTANT: Begin to monitor your KVCC email on a <u>regular</u> basis. CTE and KVCC will communicate with you via email during the summer.</div>																								
<div>STEP 2</div>	<div><input type="checkbox"/> COMPLETE KVCC HEALTH CAREERS ONLINE APPLICATION</div> <div>Students will need their Valley number to complete the online application. Therefore, students must apply to KVCC prior to completing the health careers online application.</div> <div>Health Careers Application Link: https://p2.kvcc.edu/utilities/CTE_Health</div>																								
<div>STEP 3</div>	<div>SUBMIT THE FOLLOWING FORMS TO CTE REGISTRAR sose.klein@kresa.org</div> <div><i>Please convert documents to PDF prior to sending them.</i></div> <div><div>1) Dual Enrollment Guidelines Acceptance Form</div><div>2) KVCC’s Authorization for Release of Information High School Dual Enrollment Form - FERPA</div><div>3) American Heart Association (AHA) Basic Life Support (BLS) Certification, if already obtained in a previous CTE course or other location (Email e-card of Basic Life Support (BLS) certification if already certified)</div></div>																								
<div>July 1</div>	<div><input type="checkbox"/> KVCC PLACEMENT TESTING</div> <div><div>1) Students are required to demonstrate that they have met the minimum benchmarks in Reading, Writing, and Math, as defined by KVCC (see table below).</div><div>2) Students will need to complete placement testing with KVCC testing centers, if they don’t meet one or more benchmarks through SAT scores.</div><div>3) To view available hours, please follow this link to the KVCC Testing Center: https://www.kvcc.edu/services/testing/</div><div>4) Students must apply to KVCC before this step can begin if taking placement tests at KVCC</div><div>5) Provide SATs official score report through College Board placement test scores and meet KVCC’s minimum benchmarks.</div><div>6) Placement test scores must be on file prior to KVCC allow student to register for course(s).</div></div> <table><tr><th></th><th>ACT</th><th>Accuplacer</th><th>Aleks</th><th>NG Accuplacer</th><th>SAT</th></tr><tr><td>Writing</td><td>13</td><td>50</td><td></td><td>230</td><td>480</td></tr><tr><td>Reading</td><td>14</td><td>53</td><td></td><td>248</td><td>480</td></tr><tr><td>Math</td><td>18</td><td>80</td><td>14</td><td>260 Arithmetic OR 200 Quantitative Reasoning Quantitative Reasoning</td><td>530</td></tr></table>		ACT	Accuplacer	Aleks	NG Accuplacer	SAT	Writing	13	50		230	480	Reading	14	53		248	480	Math	18	80	14	260 Arithmetic OR 200 Quantitative Reasoning Quantitative Reasoning	530
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August 26 6PM	ATTEND MANDATORY ORIENTATION FOR STUDENTS AND PARENTS Bring this packet and your KVCC acceptance letter.
September 8	CLASS BEGINS - Welcome, Kalamazoo Valley Cougar! <i>EMT Lab classes take place on the KVCC Culinary Allied Health Building, located at the Bronson Healthy Living Campus at 418 E. Walnut, Kalamazoo Transportation is the responsibility of the student.</i>
October 15	<input type="checkbox"/> SUBMIT PROOF OF FLU VACCINE TO AMY MURRAY, KVCC

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 or any other legally protected category be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Executive Director of Human Resources. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

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 KVCC's website.

Fall 2025 Semester

Semester Begins: **Wednesday, September 3**

Thanksgiving Recess: **Wednesday, November 26 – Sunday, November 30**

Semester Ends: **Saturday, December 13**

Winter 2026 Semester

Semester Begins: **Monday, January 12**

MLK, Jr. Recess: **Monday, January 19**

Spring Recess: **Monday, March 2 – Sunday, March 8**

Semester Ends: **Monday, April 27**

FALL SEMESTER (September – December)					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
EMT 105 (weeks 1-14) Medical First Responder 1:00 p.m. – 5:30 p.m. 3 Credits					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. 3 Credits		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. 3 Credits		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 Clinical Orientation in March (date TBD) To be eligible for the CLINICAL ROTATION, students must be passing preceding coursework. Students will sign up for clinical time in EMT 112. <u>Days and Times TBD</u>					1 credit (PASS/FAIL) 1 credit

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. The faculty use of Canvas may vary from course to course.

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 students. 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 email Sose Klein at sose.klein@kresa.org 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.

OFFICE OF STUDENT ACCESS

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 Office of Student Access**, located in room 9300 (Texas Township Campus), brings together campus services to help students navigate through the college experience. Individualized Education Plan (IEP) and 504 plans are not applicable at the college level; however other services may still be available. Students currently eligible for accommodation 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.

IMPORTANT: 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 / FailPractical examinations/standard selection of skills..... Pass / FailProfessional Behavior Evaluation..... Pass / Fail						
<p>KVCC EMT 105 requires a minimum 2.0 GPA to continue with EMT 111. KVCC EMT 111 requires a minimum 2.0 GPA to continue with EMT 112. Correspondingly, students must pass EMT 112 with a 2.0 or better to be eligible for EMT 115 (clinical).</p>						

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 Sose Klein, Registrar, in the CTE office at sose.klein@kresa.org.

If you decide not to enroll in this program at any time, 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)
White Undershirt		Stethoscope	Online Clinical Data Tracking Tool (\$30)	Name badge (approx. \$10)
		Wristwatch w/ Second Hand	Textbooks (\$200)	Tuition & Fees (\$2,000)
			EMS Program T-shirt (\$20)	Shirt link: Link to EMT t-shirt for class every day

LEAVE AS BLANK SHEET

Turn in this page by June 1, 2025, to Sose Klein at sose.klein@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: _____

Parent/Guardian Email: _____

Mailing Address: _____

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 or any other legally protected category be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Executive Director of Human Resources. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

LEAVE AS BLANK SHEET



Authorization for Release of Information High School Dual Enrollment

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of eligible students' education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Directory Information, including a student's name, address, telephone numbers, date of birth, enrollment status, enrollment dates, major and degrees earned, may be shared without consent unless the student has placed a confidential hold on their records.

Kalamazoo Valley Community College will not release information, other than directory information, without an Authorization for Release of Information signed by the student, unless it is expressly allowed within the act. Even with this authorization, Kalamazoo Valley is not required to release any information. Upon request of the designated individual or organization, Kalamazoo Valley will use discretion when determining what information may be released.

Information will only be released to authorized parents or individuals in person with photo ID or by written request. Based on established relationships and allowances within FERPA, communication with high school personnel and college coordinators will occur via their identified contact methods or address. Only the most recently signed authorization will be honored. Your authorization will remain effective for the dates you specify up to a maximum of one year or until you submit a written request to terminate this release authorization.

Student's Identification		
Name: _____		
First	Middle Initial	Last
Valley Number: <u>V</u> _____		
If Valley Number is unknown, provide your birth date: _____		
Reason for Disclosure		
<input checked="" type="checkbox"/> Participation in the Postsecondary Enrollment Options Act (PSEO)		
Information to be Released		
<input checked="" type="checkbox"/> All Educational Records (including, but not limited to, the items listed below)		
Or, specify individual records: (check all that apply)		
<u>Enrollment</u>	<u>Grades</u>	<u>Financial</u>
<input type="checkbox"/> Class Schedule	<input type="checkbox"/> Grade Point Average (GPA)	<input type="checkbox"/> Tuition, fees, payment and refunds
<input type="checkbox"/> Number of credit hours enrolled in	<input type="checkbox"/> Grades	<input type="checkbox"/> Tuition Bill (includes class schedule)
<input type="checkbox"/> Program of Study Plan	<input type="checkbox"/> Unofficial Transcript	
<input type="checkbox"/> Other: _____		
Effective Dates of Authorization		
<input checked="" type="checkbox"/> Valid for one academic year beginning June 1, 2025 and ending with reporting PSEO participation to the State June 30 the following year.		
<input type="checkbox"/> Valid from this date: _____	to this date: _____	Note: The period cannot exceed one year.
Student's Authorization		
I authorize Kalamazoo Valley Community College to release the specified information to the individual or organization identified. This release remains in effect for the period defined above or until I provide a signed termination letter to the Kalamazoo Valley Admissions, Registration and Records office prior to that expiration date.		
Signature: _____	Date: _____	

Please indicate on the back of this form to whom the information can be released.

Rev. 5/13/2025

High School Authorization

Authorization allows KVCC faculty and staff to communicate with your high school principal, counselor or business/finance office representatives to provide appropriate support services, program evaluation, and grade reporting requirements. E-mail addresses are provided solely for the exchange of information that does not contain personally identifiable information from your education record, unless the message is encrypted or the confidential information is in a secured attachment.

Kalamazoo County Schools:

- ☐ Climax-Scotts High School
Ph: 269-746-2300
@cssschools.net
- ☐ Comstock High School
Ph: 269-250-8700
@comstockps.org
- ☐ Galesburg-Augusta High School
Ph: 269-484-2010
@gacsnet.org
- ☐ Gull Lake Community Schools
Ph: 269-548-3500
@gulllakecs.org

Van Buren County Schools:

- ☐ Bangor High School
269-427-6844
@bangorvikings.org
- ☐ Bloomingdale High School
269-521-3917
@bdalecards.org
- ☐ Covert High School
269-764-3700
@covertps.org
- ☐ Decatur High School
269-423-6853
@raiderpride.org

- ☐ Loy Norrix High School
Ph: 269-337-0200
@kalamazoopublicschools.net
- ☐ Kalamazoo Central High School
Ph: 269-337-0300
@kalamazoopublicschools.net
- ☐ Parchment High School
269-488-1100
@parchment.k12.mi.us
- ☐ Portage Central High School
269-323-5200
@portageps.org

- ☐ Portage Northern High School
269-323-5400
@portageps.org
- ☐ Schoolcraft High School
269-488-7350
@schoolcraftschools.org
- ☐ Vicksburg High School
269-321-1100
@vicksburgschools.org

- ☐ Gobles High School
269-628-9347
@gobles.org
- ☐ Hartford High School
269-621-7000
@hpsmi.org
- ☐ Lawrence High School
269-674-8232
@lawrencetigers.com
- ☐ Lawton High School
269-624-7806
@lawtoncs.org

- ☐ Mattawan High School
269-668-3361
@mattawanschools.org
- ☐ Paw Paw High School
269-415-5611
@ppps.org
- ☐ South Haven High School
269-637-0507
@shps.org

☐ Other: _____

Ph: _____

E-mail: _____

PSEO College Coordinators

Authorization allows Kalamazoo Valley faculty and staff, school district representatives who coordinate with the high schools, and the high schools to exchange information and communicate with each other to provide appropriate support services and program evaluation.

- ☒ Kalamazoo Regional Educational Service Agency (KRESA)

Ph: 269-443-7500

E-mail: @kresa.org

- ☐ Van Buren Intermediate School District (VBISD)

Ph: 269-674-8001

E-mail: @vbisd.org

☐ Other: _____

Ph: _____

E-mail: _____

Parent or Individual Being Authorized

- ☐ Parent's name(s) _____

FERPA permits Kalamazoo Valley to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes.

- ☐ I certify that my parent(s) claim me as a dependent for federal income tax purposes.
- ☐ I am authorizing my parent(s) even though I am not a dependent for tax purposes, or I do not know if I am.

- ☐ Individual's name _____

Relationship: _____

Admissions, Registration and Records Office, Room 9140
6767 West O Ave, PO Box 4070, Kalamazoo, MI 49003-4070
Phone: 269-488-4281, Fax: 269-488-4161, arr@kvcc.edu