

WIZARD MEDICAL EDUCATION

9516 West Peoria Ave #7
Peoria, AZ 85345

www.WizardEducation.com

623 388 8900 fax 623 388 9614

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Certified as True and Correct in Content & Policy

Beth Wichman *July 30, 2019*
Executive Director Effective Date

COURSE TITLE: EMT to Paramedic
Training Program

CLASS MEETING DAY AND TIME:

DIDACTIC:

Every Thur & Fri 8a to 6:00p

Nov 7, 2019 - Aug. 9, 2020

Session P101 : Nov 7, 2019 - Feb. 25,
2019

Session P202: Feb. 26, 2020 - May 18,
2020

Session P303: May 19, 2020 - Aug. 9,
2020

CLINICAL: Scheduled on a rotating basis

FIELD INTERNSHIP: Scheduled on a
rotating basis

WE) observes the following holidays (no courses conducted and the administrative offices are closed): New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, and Christmas Day. Courses are not scheduled between Christmas and New Year's Day

Acknowledgements:

Catalog shall be available to students and prospective students in a written or electronic format.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

History of Ownership

Wizard Education LLC was established January 1, 2003 for the sole purpose of providing advanced medical education and continuing education in the medical field. Three small continuing education companies combined to form Wizard Education. The companies were Advanced Certification and Training, an S Corporation, CERT Arizona an LLC, and Continuing Education Programs an LLC. The business of the new company was providing continuing education programs such as ACLS, PALS, BLS, AMLS, ITLS, Critical Care programs and EMT refresher and ALS refresher programs to hospitals, physicians, and EMS agencies in the state of Arizona. Wizard Education maintained only an administrative campus with offices for administrative activities, and all classrooms were provided by the contracting institutions and or EMS agencies. Requests for Wizard Education to provide a complete paramedic program to rural areas prompted the first complete paramedic program to be offered in Fort Mohave Arizona in 2008. The program was an enormous success with all program graduates passing the National Registry exam and becoming immediately employed as paramedics. Wizard Education continued to provide paramedic programs in different areas of the State to agencies by request. Several programs were provided at the Maricopa County Sheriff's Training Center, and Bullhead City Fire Department for multiple small fire departments and EMS agencies. It has become part of the mission of (WE) to not only provide Continuing Education programs to underserved areas of the State but to also provide paramedic programs to the same. Wizard Education has since provided paramedic programs in Parker, Prescott, Somerton, Lake Havasu and San Luis, Arizona. In 2011 it became clear that Wizard Education needed a dedicated campus with

classroom, and laboratory as well as administrative offices so all the business was moved to 9516 West Peoria. Paramedic class and continuing education programs are taught in the classrooms there and all administrative offices are located there. Wizard Education still offers ALS-Refresher programs and EMT-Refresher programs on a regular basis at several agencies around Arizona. In 2011 Wizard Education established the first remote site in Parker Arizona for the paramedic program beginning February 2012. With success at using teleconference equipment at this site mixed with on site instruction and attendance by the group at Parker for several classes at the main campus, it became clear that Wizard Education had an excellent means of providing paramedic education to the rural areas of Arizona in an effective and cost efficient manner.

Meet the Owners/Officers

Fredrick Killingbeck RN, EMT-P, CEN, FICN, E-TNS
President, CEO

Carl Lind, NRP
VP Operations

Laura Lind NREMT
Director Human Resources

Bonnie Killingbeck RN

MISSION STATEMENT

To improve Healthcare, by providing high quality education in a pleasant supportive environment.

The (WE) EMT & Paramedic Programs dedicates its efforts and resources toward assuring a quality education and learning environment for its students. The programs strive to produce EMT's & paramedics with outstanding clinical abilities, and critical thinking skills who will provide a high level of compassionate patient care that is thoughtful and intelligent in its approach.

To accomplish this mission (WE) will:

*Provide a comfortable classroom environment conducive to learning.

- *Seek out areas in the State that need EMT & Paramedic education and provide an opportunity to attend classes in that geographic area.**
- *Select textbooks and learning material relative and pertinent to EMS practice**
- *Provide equipment and supplies that allow students to gain expertise in psychomotor skills**
- *Provide high quality instruction from experienced educators specializing in medical education.**
- *Provide excellent opportunities for clinical experience in the hospital and pre-hospital environment.**
- *Guarantee that any graduate of (WE)'s EMT & Paramedic program that cannot pass the National Registry exam may repeat the entire program at no cost.**

Regulatory Oversight

Accreditation

Wizard Education is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).
 Accrediting Bureau of Health Education Schools (ABHES)
 7777 Leesburg Pike, Suite 314N
 Falls Church Virginia 22043
 (703) 917-9503 Fax: (703) 917-4109

Wizard Medical Education is granted Regular Vocational Program License # V1624 by State of Az State Board for Private Post Secondary Education
 The State Board address is:
 1740 W Adams St
 Phoenix, AZ 85007.
 Phone: 602/542-5709
 Website: www.azppse.gov

The Wizard Medical Education Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP)

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
 1361 Park Street
 Clearwater, Florida 33756
 (727) 210-210-2350 Fax: (727) 210-2354
www.caahep.org

Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP)

4101 West Green Oaks Blvd., Ste. 305-599
 Arlington, TX 86016
 (817) 330-0080 Fax: (817) 330 0089
www.coaemsp.org

Wizard Education (EMS #450372) is a Certified ALS Training Program by the Arizona Department of Health Services, 150 North 18th Avenue, Phoenix, AZ 85007, phone 602.542.1025
 Association Membership
 Wizard Education is an accredited provider by Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) (provider #WIZ6622) for EMT and Paramedic Refresher programs.

(WE)'s programs do not offer a degree however, (WE)'s Paramedic course may be eligible for college credit from Arizona Western College, Yuma AZ. Through this partnership students have the opportunity to obtain college credits and/or earn an Associate of Applied Science (AAS) or an Associate of Science (AS) degree in Paramedicine.

Director of Emergency Medical Services
 Arizona Western College
 PO box 929
 Yuma, Arizona 85366-0929
 Cell: (928) 210-9442
 Office: (928)317-6068
 Fax:(928) 317-6230

(WE) does not participate in Title IV programs at this time.

(WE) does not contract any portion of its courses to a 3rd party.

Discrimination

(WE), its staff and instructors do not discriminate on the basis of race, ethnicity, gender, sexual preference or disability. Discrimination or acts of discrimination on the part of any student will not be tolerated.

Equipment Utilized

(WE) maintains a extensive inventory of educational and training equipment specifically designed for the training of Emergency Medical Services (EMS) personnel. This equipment is representative of the types of equipment currently in use by front-line EMS providers throughout the state and nation for the current practice of EMS. This inventory includes specialized anatomical models and human-like training manikins and

devices designed to simulate the human body. Cardiac monitors and defibrillators are available for hands-on training, and students will learn to manage airways, ventilate patients, support vascular status and treat shock, and in the advanced programs, start intravenous lines and administer medications as allowed by the state and national scope of practice.

Operating Schedule

(WE)'s administrative offices are open Monday through Friday from 8:00 a.m. to 4:00 p.m. Staff and/or faculty members are available to answer questions and process enrollments. Course hours are 8:00 a.m. to 6 p.m., Monday-Friday. Depending on the class schedule, instruction may be all day, part of the day. Generally, instructors are available on weekdays. However, if you have questions or problems with your classes or schedule, please contact the Business Office or Registration Office at (623) 388-8900, (WE) has voice mail capability for after-hour messages.

(WE) observes the following holidays (no courses conducted and the administrative offices are closed): New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, and Christmas Day. Courses are not scheduled between Christmas and New Year's Day.

Arizona State Approval Disclosure Statement

(WE) , 9516 West Peoria Ave. #7, Peoria, AZ 85345 is a private institution approved in the State of Arizona by: Arizona Department of Health Services 150 North 18th Avenue, Phoenix, AZ 85007, phone 602.542.1025 as a Certified ALS Training Program (EMS #450372). This approval means the institution complies with the minimum standards established under applicable law for the operation of a school engaged in occupational instruction. It does not however imply any endorsement or recommendation by the state. Approval must be renewed with minimum periodically as required and is subject to continuing review.

Approved are the following courses (in clock hours)

Paramedic

Length: 1308 Clock Hours/ 40 Instructional weeks
CREDENTIAL AWARDED: Certificate of Completion

WELCOME

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements. (WE) offers certificate of completion programs and does not offer degree programs. While (WE) Paramedic certificate of completion program is has received a letter of review by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), (WE) does not offer degree programs. The school's certificate of completion programs currently do not qualify for federal student financial aid, "All information in the content of this school catalog is deemed current and correct as of the date of revision, and is so certified."

Annette Topliff, RN

Program Director

Methods of Delivery

Paramedic programs currently offered at Wizard Education are offered both residential and in hybrid format. Students attend classes held at the main campus (residential) Or will attend a program that is offered in another approved location (Distance Education Classroom), via a Live Teleconference also, attending 5 main campus lab experiences and any clinical or externship experiences required by the program. Wizard Education is pleased to be able offer courses via a Live Teleconference for students attending from Rural Areas in Arizona. We feel that it is important for students to be able to access educational opportunities in multiple modes of delivery using technology that transcends the reach of geographic locations. Our goal in hybrid education to provide the quality education Wizard Education is known for and to advance the movement of technology and its diverse applications in the 21st century into our global classroom. Wizard Education uses a professional Learning Management System to provide distance education, whereby students can login from a remote classroom and attend their Live teleconference classes.

Wizard Education Main Campus

9516 W Peoria Ave #7

Peoria, AZ 85345

Wizard Education, is a privately owned and controlled, single institution with the geological on-campus location at 9516 W Peoria Ave, Peoria AZ 85345 Wizard Education does not have on-campus student housing. Wizard Education does not share or lease campus space to other Title IV institutions. Students, faculty, and administrative

employees are all housed in this single location. The campus area includes the side walk in front and to the side of the building, the parking lot in front. Wizard Education does not own or control any non-campus buildings or property.

Wizard Education is open from 8:00 a.m. to 6 p.m., Monday through Friday.

Facility info:

Wizard Education is a one-story facility with curb-ramp access. The restrooms are designed to meet all of the "Americans with Disabilities Act" codes. The class rooms are large enough to provide barrier-free wheelchair access. Anyone needing assistance, should check in at the front desk, so that accommodations may be provided. The campus houses two (2) lecture classrooms, The rooms contain a computer accessed In-Focus projector for displaying Power Point presentations, video or DVD presentations and wireless Internet access. The Internet is used to download current information into the classroom for instructional purposes.

Student Parking: Student parking is directly East of the main building. There are approximately 100 student parking spaces. Daytime student parking is from 7 a.m. until 7 p.m.

Students are asked to keep their cars locked to avoid potential problems. Wizard Education is not responsible for damage to/theft from student cars.

Disabled Parking/Campus Access: Disabled parking is available in front of the main entrance. A disabled tag is required to use this parking area.

Distance Education (Remote Classrooms)

The Distance Education students course schedule will be provided to the student prior to enrollment to ensure that the student understands the dates and times they are expected to be present at the Main campus*, or in remote classroom. In addition, Distance Education structure allows a student to remain as a full-time student in the pursuit of his or her credentials, but able to better focus on success without the barriers that oftentimes causes scheduling conflicts which interfere with their educational pursuits.

- **see Addendum A1 for classroom location and Main campus lab schedule.**

Clinical/Vehicular Externships:

Clinical and Vehicular experiences are conducted under the supervision and guidance of instructors and/or vehicular preceptors. Distance Education students will be supported by the Clinical coordinator in scheduling these. Every attempt will be made to use the fire departments, EMS agencies and hospitals in the area of the classroom.

Main Campus Lab Experiences

Students should expect to be prepared for lab experiences at the *Main campus as the lab lesson contents will be directly correlated to the classroom content. This is critical for the success of any student engaging in education in a Distance Education delivery format. The expectation of success in a competency assessment is dependent upon a student's full understanding of the theory which will provide the necessary preparation of knowledge, in order to perform a skill in the laboratory setting. Some of the lab activities will be discussion based and interactive, but will always correlate with skill sets and the application of knowledge in a simulated clinical setting.

Test Taking

A faculty member will be assigned to proctor exams for each Distance education classrooms offered. Paramedic courses will have 2 mid-term and 1 final exam. Quizzes and chapter tests will be administered via live teleconference by the instructor weekly.

Wizard Education Main campus and Distance Education Students will be provided with the same caliber of education and student services without regard to the method of instructional delivery.

Integrated Content

Wizard Education Paramedic courses include integrated electronic content from the Paramedic text companion web site, CD-ROM or other delivery device. This content is fully integrated into the related course of instruction with instructions for its use and purpose.

Ancillary Content

Some Paramedic Education courses include ancillary electronic content found on a text companion web site, CD-ROM or other delivery device. When a student is referred to ancillary content, instructions on how and when to access the content is included in the unit and its use is identified.

Satisfactory Academic Progress

(WE) requires students who are attending the college to be making satisfactory academic progress toward the period, as well as continuously monitored throughout the course or program to determine if a student is progressing satisfactorily.

Policy

Standards of satisfactory academic progress for students enrolled in full-time programs are as follows:

1. The student must maintain an 80% at the end of the Session and at the end of each Session thereafter; and
2. The student must be completing credit units at a rate which would enable him/her to complete the requirements for the program in a maximum time frame of 150 per cent of the published length of the academic program (40 Weeks)

Academic progress will be checked at the end of each Session for which the student is enrolled. A student who fails to meet any of the standards will be placed on Academic Probation warning for the remaining Session. During that Session, the student will continue to be eligible for Veterans assistance. At the end of a Session during which a student is on Academic Probation, if the student still fails to meet any of the requirements, the student will become ineligible for Veterans assistance.

A student who becomes ineligible for Veterans assistance at the end of a Session during which he/she was on Academic Probation may appeal the determination. The appeal will be reviewed by a committee which shall be composed of two individuals to be designated by the student's school, and one to be designated by the Director of Student Financial Aid. The committee shall review the student's progress in light of any extenuating circumstances that may be present, and make a recommendation to the Program Director of Student Financial Aid. The student may be placed on Academic Probation for an additional session if 1) the committee determines that the student should be able to meet the school's satisfactory academic progress standards by the end of the subsequent session, or 2) the school develops an academic plan for the student that, if followed, would ensure that the student is able to meet the school's academic progress standards by a specific point in time.

The student may continue to receive Veterans assistance during the probationary term. If the student has not met the academic progress standards or the requirements specified in the academic action plan by the end of the probationary term, he/she will be ineligible for further Veterans assistance until such time as he/she meets the standards.

At the end of each session, the Certifying Official will notify students who have failed to meet the academic progress requirements as quickly as possible.

In order to ensure that students are meeting the qualitative component, report cards will be issued to students at end of each Session . Weekly test and quiz scores are published on the website and posted in the main classroom. Students may review their report cards as well their assignments anytime.

Appeal Process

The letter of denial from the Certifying Official will describe the appeal process and an appeal form will be provided. Examples of special or unusual circumstances are a personal injury or illness, death of a relative, or other circumstances as determined by the student's college. The appeal must explain how the special or unusual circumstances have been resolved so that the student will now be able to complete the required number of credit hours or attain the required grade point average.

The appeal must be submitted to the student's college for evaluation. The college will respond to the appeal in writing within two weeks of receiving the complete appeal with a copy provided to the Program Director.

If the appeal is approved, the student's Veterans Assistance will be reinstated for one session. By the end of that session, the student must have successfully completed the required number of credit hours and attained the overall required grade point average. Students who fail to make SAP by the end of that session will have their future Veterans Assistance eligibility terminated. They will be notified in writing of their status by the Office of the Veterans Assistance Certifying Official.

Federal regulations prevent a student from submitting an appeal two sessions in a row. However, there is no limit to the number of appeals a student can submit if they can document there are new circumstances preventing the student from making SAP.

Standards for satisfactory academic progress shall be applied to all students in all courses and programs. Specific aspects of satisfactory academic progress such as attendance, grading, academic probation, leaves of absence and

maximum allowable program time, including the effect of failure to adhere to the standards as published, may be contained within separate, specific policies pertaining to each aspect. Where such policies exist, they will typically contain more detailed information and should be reference as needed for application.

Records Responsibility

It shall be the responsibility of the college's Program Director (s) and the Lead Faculty, in cooperation with the assigned Educational Assistant, other administrative and business office staff to maintain student records that will allow monitoring of satisfactory academic progress.

Exams

All students must complete all written exams with an 80% or greater score. Any student that does not achieve 80% correct on any test must complete a repeat exam on the same material within the same Trimester and pass it with at least an 80%. The final score entered into the test record for any retake of at least 80% will be entered as 80%. Students are allowed 3 attempts to pass the course final exam with a score of at least 80%.

Academic Probation

Students who fail an exam, and have to retake exams in two consecutive weeks will be placed on probation. Students will receive a letter of academic probation which will describe the reason for probation and define the terms for removal from probation. The student will sign the letter of probation and a copy will be kept in the student's file. Students who fail to report to Hospital clinical or Rescue Vehicle assignments without prior notice given to the clinical or vehicular coordinator will be placed on immediate probation. Any repeated failure to report to a Hospital clinical or Rescue Vehicle assignment without prior notice given to the clinical or vehicular coordinator will be cause for termination from the program. Students on academic probation are expected to show commitment to removing themselves from probationary status. Students may be removed from probation after not requiring any retake exams for the remainder of the session. A student on academic probation who does not achieve this minimum at the close of the probationary or grading period will be dismissed. Academically dismissed students are not allowed to make application for readmission for at least one full session following dismissal. A student may appeal (see appeal/complaint procedure) academic dismissal beginning at the level if academic dismissal was caused by

mitigating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family or other special circumstance. If the appeal is granted, the student will be entered on academic probation.

Maximum Time in Which to Complete

All Paramedic students must have completed all objectives and successfully completed all exams in any session prior to the beginning of the next session. Students must complete all objectives and pass the course Terminal Competency exam within 10 weeks after the official end of the program. Failure to do so will result in termination from the program without graduation.

Attendance Policy

Paramedic students may not be absent for more than 32 hours total for the program. Students are to notify (WE) by phone prior to class time if they are going to be absent or late. Notice of prolonged absence must be made in person or by letter to the appropriate school administrator, as designated by the Program Director. All absent time, including late arrivals and early departures, regardless of reason, is recorded and becomes part of the student record. Students absent for four (4) consecutive class days from the last date of academically related activity, including externship, will be terminated.

Hospital clinical rotations

Students must complete all (168 Hours) of hospital clinical rotations with a satisfactory performance evaluation for each rotation. These must also be entered into FISDAP. No credit is given for skills or clinical time that has not been recorded into FISDAP.

Rescue Vehicle rotations

Students must complete all (500 Hours minimum) of Rescue Vehicle rotations and skills evaluations with a satisfactory evaluation for each rotation. Additional Rescue Vehicle rotations may be needed to complete all required skills (additional hours cannot be certified for GI Bill® funding). All required skills must be completed. These must also be entered into FISDAP. No credit is given for skills or clinical time that has not been recorded into FISDAP.

Student attendance is necessary to complete the program. Satisfactory progress towards earning a certificate means students must meet academic and attendance requirements. Students must maintain attendance as described in the college catalog and as set forth in the Paramedic program specific

policy. Failure to maintain this standard will lead to dismissal. All applicable rules for attendance and tardiness, in accordance with published program policy, shall remain in force and effect at all times.

Graduation and Completion Requirements

Upon satisfactory completion of all phases of the training course, including such testing as may be required by the institution, a certificate will be issued in the name of the student, bearing the official name and insignia of the institution where the course was completed.

To be eligible for graduation, students must have

- Accumulated, with passing grades, the required number of academic hours.

- Maintain an 80% or higher grade in the course at all times, Final exams must also be completed with at least an 80% correct. (Students will be offered 2 attempts to pass the Trimesters final exams.)

- Completed 204 hours of Clinical Rotations

- Completed 300 hours (min) of Vehicular Rotations

- In some cases it may take more than 300 hours to complete the objectives of the Field Internship rotations. Students have six months from the last day of the program to complete all of the Field Internship objectives.

- Verified satisfactory completion of all program criteria for graduation with the Director of Education, Registrar.

- Returned any school property, including books and equipment (not purchased)

- All tuition and fees must be paid in full in order to receive completion certificates.

- Must complete and pass the NREMT Paramedic Skills exam.

- **This certificate serves only as evidence that all aspects of training set forth by the institution have been completed. It is not intended or implied that the certificate of the course completion in any way licenses the student to perform the prescribed skills.**

PRIVATE PAY STUDENTS

CANCELLATION AND REFUND POLICY:

An applicant denied admission by the school is entitled to a refund of all monies paid.

All tuition and fees, excluding the application fee (\$200.00), shall be refunded if a student does not commence class attendance.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide 100% refund.

Full refunds will be issued in the event courses/programs are discontinued.

Refund after the commencement of classes:

Withdrawing is the formal discontinuance of a student's enrollment at Wizard Medical Education and involves the student dropping all classes after the course begins. Depending on the time of withdrawal, a student may be entitled to a refund of some part of the tuition.(See refund schedule below)

A student choosing to withdraw from the school after the commencement of classes is required to provide written notice to the Program Director. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

Refund Schedule: (Private Pay Students)

A student who withdraws or is terminated for any reason is provided a refund based upon the refund policy.

Prior to Third week of instruction.....50%
 Prior to Fourth week of instruction.....25%
 After Fourth week of instruction.....0%

Any refund issued is for PAID tuition only.

All refunds will be issued within 30 days of the determination of the withdrawal date.

GI BILL® FUNDED STUDENTS

CANCELLATION AND REFUND POLICY:

Withdrawing is the formal discontinuance of a student’s enrollment at Wizard Medical Education and involves the student dropping all classes after the course begins. Depending on the time of withdrawal, a student may be entitled to a refund of some part of the tuition. A student choosing to withdraw from the school after the commencement of classes is required to provide written notice to the Program Director. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

Any GI BILL® Funded student who Officially withdraws from a course is eligible for a refund according to the following schedule:

GI BILL STUDENTS ONLY
Refund Schedule

% of the clock hours attempted:	**Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

*The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance, by the total number of clock hours in the program.

Student Policy - Student Grievance and Appeal

Policy:

Wizard Medical Education recognizes the importance of providing prompt and efficient procedures for fair and equitable resolutions of a student grievance or appeal. The following are procedures to follow for resolving a grievance or appeal.

Definitions:

Grievance: A grievance is an alleged unfair, inequitable, or discriminatory interpretation, application, or implementation of college policy or procedure.

Appeal: An appeal is a request for reconsideration of a decision or sanction of the application of a college policy or procedure. Appealable decisions include sanctions/actions taken for student conduct, housing, or parking violations. Academic grades and financial aid decisions are also appealable.

Specific Procedures:

Grade Appeals : Students who receive a grade that they believe does not correctly reflect their performance should discuss the grade with the instructor. If the matter is not resolved, it should be discussed with the appropriate program manager or department chair. If the matter is still not resolved, it should be discussed with the Dean of Academic Affairs. The decision of the Dean is final and Not subject to appeal.

General Grievance/Appeal Procedure:

Informal Process: The purpose of the informal procedure is to allow the parties involved in a grievance or appealable decision to attempt to resolve the problem themselves through the following steps:

1. The student should attempt to discuss the complaint with the person who appears to be the source of the grievance or who made the appealable decision. This should be done within 10 class days of the incident or situation.
2. If the problem is not resolved in the first step, the student should take the complaint to the respondent’s immediate supervisor.
3. If the problem is not resolved in to the satisfaction of the student through the informal process, the student may enter the formal grievance process. This should take place within 5 class days after talking to the supervisor in step 2.
4. If the student does not initiate the informal process within 10 class days of the incident or situation but at a later date, either the student or the respondent may refer the issue to the formal grievance process.

Formal Grievance/Appeal Process:

1. The student shall submit a complaint in writing to the appropriate college representative of the area responsible for the action which forms the basis of the grievance or appeal. The complaint shall contain a clear and concise statement of the grievance or appeal, the remedies sought and a request for a meeting with the involved person or persons. The complaint must be submitted within 10 class days of the event, unless there are extenuating circumstances.

2. The representative shall schedule a meeting with the student within 10 class days of receiving the written grievance or appeal, to discuss the matter. A written reply by the representative to the student indicating the results of the meeting and including further action, if any, to be taken shall be attached to the written grievance or appeal.

3. The student shall be given every reasonable opportunity to present the case, including the presentation of written and oral testimony, alone or by witnesses, and all parties will have the right to be assisted by an advisor, friend or counsel.

4. The representative shall submit a written report of the proceedings to the student within 2 class days of the decision. The report must include all matters upon which the final recommendations are made.

5. If the problem is not resolved in to the satisfaction of the student through the formal process the student may appeal to Program Director Annette Topliff.

6. If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must

Contact the State Board for further details. The State Board address is:
1400 W. Washington, Room 260
Phoenix, AZ 85007.
Phone: 602/542-5709
Website: www.azppse.gov

Leave of Absence

Due to the intensity of the EMT and Paramedic programs, a leave of absence is not permitted except as approved between phases of training.

Termination

A student may be terminated from class or a program due to excessive absenteeism, grade failure, conduct, violation of rules and regulations, unpaid tuition, falsifying application information, or academic dishonesty. A student will be **terminated** from the institution if the student has not attended any class for (Paramedic) 32 consecutive class hours.

A student who withdraws or is terminated for any reason is provided a refund based upon the refund policy.

Readmission

Paramedic: Students reapplying to the Paramedic program immediately following a withdrawal or termination must first follow general readmission policy and retake applicable entrance exams and procedures unless otherwise waived by the program director. A student may be required to take and successfully pass finals from session prior to their withdrawal if applicable. Any course resulting in failing grade must be taken the first time the class is offered again. Program directors have at their discretion the right to request students to retake any course he/she deems necessary.

Students reapplying for ANY program after being dismissed for disciplinary reasons will be readmitted ONLY at the discretion of the program directors, faculty and Chief Academic Officer.

Student Conduct

Professionalism is required of all EMS professionals. The following list is illustrative of, but not inclusive of, situations that may result in counseling, discipline and/or sanctions up to and including program dismissal. Any violation of medical ethics for patient care and patient confidentiality will result in a meeting with the Program Director and Medical Director.

These infractions will result in counseling by the Program Director.

- Any incident of intoxicated or impaired behavior
- Possession of drugs or alcohol on school premises
- Testing positive for a controlled or illegal substance (by Federal law)
- Possession of weapons on school premises
- Behavior creating a safety hazard to other individuals
- Dishonesty pertaining to investigations, documentation, examinations, or evaluations of any type

- Any form of academic dishonesty, including copying the work of others and plagiarism
- Disobedient or disrespectful behavior to other students, staff, or faculty members
- Disruptive behavior in class and failure to modify behavior when requested
- Vulgarity or profanity during classroom, lab, hospital clinical, or field rotations
- Breach of patient confidentiality/privacy
- Falsification of documents
- Theft or destruction of school property
- Violation of Program policy
- Inappropriate behavior unbecoming to an EMS professional

Disciplinary Procedures

Charges of misconduct or breach of the program's ethical or professional behavior standards against a student at any stage of the program will be investigated. The Program strives to assure due process in the event of any disciplinary action that is taken against a student who violates the standards of conduct and/or fails to meet the academic requirements of the Program as outlined in this manual. Corrective action is generally progressive. For most minor incidents, verbal counseling, documented warnings, and/or a written reprimand may precede probation and/or dismissal/withdrawal from the Program. The purpose of this disciplinary action is to provide feedback that encourages accountability and behavior that reflects Program values. Correction action plans are intended to be positive, non-punitive interventions that allow an individual time to correct an identified deviation from expected behavior. In each instance, the correction action is to be fair, just, and in proportion to the seriousness of the violation. Feedback is to be communicated privately, out of sight and sound of peers or coworkers, and delivered in a timely manner. For more severe offenses, the disciplinary process may begin with probation or dismissal/withdrawal from the Program. Paramedic Program – students are required to wear the uniform shirt provided by (WE). Students should attend class in appropriate dress as required by the instructor. Students must wear shirts and shoes at all times, and may not wear T-shirts containing offensive or objectionable picture or words.

Transferability of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Wizard Education (WE) is at the complete discretion of an institution to which you

may seek to transfer. Acceptance of the Paramedic certificate from (WE)'s Emergency Medical Services-related programs is also at the complete discretion of the institution to which you may seek to transfer.

Placement Assistance

While (WE) does not have an active Placement Office and does not represent itself as offering active placement assistance, the Programs Administrator, the instructors and the staff are available at any time to provide information on jobs available in the area. It is also important to note the graduation from (WE) courses will be looked upon favorably in job application and interviews with American Medical Response – (WE)'s co-organization. **However, no expressed or implied guarantee of placement or employment is made by (WE) or any of its representatives.**

Housing Services

(WE) does not have under its control, operate or provide dormitory facilities or housing services of any type. For long-term programs, adequate monthly housing is readily available at students' sole expense. For short-term courses, numerous weekly and daily hotels are available in close proximity to each campus. Daily hotel costs in the area are estimated to be less than \$150.

Student Services

Counseling: Students are encouraged to seek the counseling services of any instructor, or the Institute Director. Counseling issues may include anything that impedes the student's success or potential success in the program. The Institute Director is also available for answering generalized question about potential success in the program, potential employment and/or employers in the EMS industry.

Library Services

Due to the unique and specialized nature of the Emergency Medical Services education and training provided by (WE), the college had developed and maintains its own *Virtual Library*. The (WE) *Virtual Library* is available to all enrolled (WE) students at all campuses, 24/7, and contains unlimited access to specialty resources and interactive patient simulators. In addition, (WE) maintains a small physical library of media, materials and resources at each campus to augment the more robust, *Virtual Library*. At some campuses, arrangements also exist for student to have access to major university and medical school libraries during their time as an enrolled (WE) student.

Study Practices

(WE) acknowledges the fact the programs offered are extremely challenging academic undertakings. Students need to dedicate many hours on a routine basis to study time outside the classroom. Typical expectation is two hours of study for everyone one hour of classroom time. Students are also encouraged to group together for study purposes, which often facilitate semi-structured study time and present an opportunity to challenge and be challenged by fellow students. Equipment, supplies and classroom space are available for practice outside of normal labs if an (WE) instructor is present throughout the practice session.

Records Retention

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a (5) five-year period. Letters of confirmation of Course Completion/Transcripts will be retained indefinitely. These records are maintained at the main campus: 9516 W Peoria Ave #7 Peoria, AZ 85345. Students may request copies of records or letters of confirmation of course completion/transcripts in writing. A copy of records or letter of confirmation/transcript of course completion fee may apply.

Ability to Benefit

(WE) requires all applicants to the Paramedic certificate program to possess a high School diploma or GED Equivalent.
(WE) does not offer Ability to Benefit (ATB) exam.

English as a Second Language

(WE) does not provide instruction for English as a Second Language (ESL)

English Language Services

(WE) instructs all programs and courses in the English language only.

Student from Other Countries

(WE) will admit students from other countries if they can provide the documents required by (WE)'s admission requirements. (WE) does not provide visa services or vouch for student status, and any associated degree at this time.

Special Needs

(WE) will provide reasonable and appropriate accommodations for students with documented disabilities. In accordance with the Americans with Disabilities Act (ADA), it is the student's responsibility to notify (WE), in writing, of any diagnosed disabilities along with the appropriately prescribed accommodations requested. This documentation must be provided at the time of enrollment and at least 15 business days prior to the first day of the program or course.

Student/Instructor Ratio

The laboratory ratio of students to instructor does not exceed 8 to 1. The classroom ratio of students to instructor in technical courses does not exceed 24 to 1. Remote classroom ratios will not exceed 24 to 1.

Academic Calendar

(WE) publishes its full academic calendar on-line. It is available at all times for reference on the worldwide web at www.wizardeducation.com. Courses are scheduled from 8:00 a.m. to 6:00 p.m., Monday – Friday, and Saturdays 8:00 a.m. to 6:00 p.m. Depending on the class schedule, instruction may be all day, part of the day, or evenings, and many include Saturday sessions. Generally, instructors are available on weekdays. However, if you have questions or problems with your classes or schedule, please contact the Business Office or Registration Office at (623) 388 8900. (WE) has voice mail capability for after-hours messages.

(WE) observes the following holidays (no courses conducted and the administrative offices are closed):

New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, and Christmas Day. Courses are not usually scheduled between Christmas and New Year's Day.

Financial Aid & Student Loans

(WE) does not provide any form of student financial aid and does not participate in any federal or state financial aid programs.

Students are advised that if they obtain a Bank loan to pay for an educational program, he or she will be responsible for repaying the full amount of the loan plus interest.

Financial Condition of the College

(WE) has been in operation continuously and without interruption since it was founded in 2003. As an institution, as of the date of publication of this catalog, it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

Class Starts and Postponement

Classes for the various programs start throughout the year. Please see catalog addendum.

Postponement by the school within thirty (30) days of the original starting date will not alter the terms and conditions of the enrollment agreement. Postponement by the school beyond thirty (30) days of the original starting date will terminate the enrollment agreement with all monies paid by the applicant to be refunded in full.

Credit for Previous Education and Life Experience

Wizard Education does not offer Advanced Placement or Credit for Experiential Learning

Review of prior education and Training (GI BILL® students only)

This institution will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. VA beneficiaries utilizing VA education benefits must have all previous education and training submitted to Wizard Education, so that credit can be evaluated and granted appropriately

See Paramedic Policy & Procedure Manual for complete rules and regulations.

Paramedic
EMERGENCY MEDICAL SERVICES: EMT to
PARAMEDIC

LENGTH: 1308 CLOCK HOURS

INSTRUCTIONAL WEEKS 40

CREDENTIAL AWARDED: Certificate of Completion

Desirable Qualifications

Prior 2 years experience as an EMT with an ambulance or fire service provider agency is preferred, but not required.

To Qualify for Admission

Applicants must be at least 18 years of age and possess a high school diploma or GED equivalent. Applicant must also have an EMT certification that is current, and must have a current American Heart Association Healthcare Provider-CPR card. All applicants must take an entrance exam and pass with a minimum score 80%. A passing entrance exam score is good for one year from date of testing.

How & When to Apply

Each applicant will be required to submit a completed application packet. The number of students accepted into each program is dependent on the site location. (WE) also accepts alternates per program, provided students have both passed the entrance exam and submitted a complete application packet. Students will not be accepted without a completed application packet. Students may contact the Registration Office during regular business hours to request application, or refer to our website at: www.Wizardeducation.com.

Course Charges & Fees

Tuition Costs	5210
Books/Supplies	3240
TOTAL	8450

Tuition Payment Options

Option #1: Payment in full of \$8450.00 Due the first day of Course

Option #2: Payment Plan of \$3950.00 Due First Day of Course + \$2500.00 prior to (first day of 2nd Session) + \$2500.00 prior to (first day of 3rd Session = Total \$8950.00 Both options are available to all students

(payable by cash, check or credit card)

Course Description

This course fulfills all of the training requirements set forth by the state of Arizona for Paramedics. The paramedic program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will be eligible to take the National Registry exam (as well as any state-sponsored exam in non-National Registry states), the final step towards licensure can lead to employment in a wide range of job opportunities, to include: Ambulance Paramedic, Firefighter Paramedic, Emergency Room Technician, Private industry paramedic, special functions standby paramedic (i.e. concerts, sporting events, state and county fairs, etc.) and others.

Paramedic Program OBJECTIVES:

1. Demonstrate an understanding of the Emergency Medical System, the roles and responsibilities of the paramedic.
2. Exhibit knowledge, understanding, and application of the human anatomy.
3. Demonstrate an understanding and apply good history taking, clinical decision making, to develop a working diagnosis.
4. Apply your knowledge and understanding of the required medications in the scope of practice for paramedics in accordance to AZ Department of Health Services.
5. Exhibit your knowledge of airway management and ventilation of the patient.
6. Explore trauma systems and develop an understanding of mechanism of injury.
7. The student will demonstrate an knowledge of the cardiac system and emergencies.
8. Demonstrate your knowledge of pulmonary emergencies.
9. The students will learn and demonstrate their knowledge of pediatric emergencies.
10. Exhibit their understanding of ambulance operations.
11. The student will demonstrate and have an understanding in other medical issues.

Instructional Faculty

Instructional faculty members employed by (WE) are properly-qualified by professional EMS experience and additional education relating to instructional methodologies. (WE) selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds

Neurologic Emergencies
 Renal & Urologic Emergencies
 Toxicology
 Hematology
 Environmental Emergencies
 Allergies and Anaphylaxis
 Critical Thinking II
 Emergencies
 Clinical Rotations

Ophthalmologic

Lab 5

Lab 6 Week 23

EKG / ACLS / Cardiology

Patient Assessment

Course Progress and Completion

Upon successful completion of Session P202, the Paramedic Intern will become eligible to progress into the subsequent session P303.

Session P303 (Wks 28-41)

Start 05/19/2020

End 08/09/2020_____

Didactic Hours 200_____

Lab Hours 24_____

Field Internship 500 (min)_____

(22 hours weekly)_

Field Internship Phase(500 Hrs): Scheduled according to Advanced Life Support (ALS) provider agency availability, typically consists of two to three days per week, pre-scheduled eight, ten, twelve hour shifts, for a period of fourteen weeks. **Students must be available for clinical scheduling during this portion of the program.**

Behavioral Emergencies
 Gynecology
 Neonatology
 Obstetrics
 Neonatal Resuscitation
 Pediatrics
 Pathophysiology III
 Pediatric Advanced Life Support
 Pediatric Care
 Abuse Neglect & Assault
 Special Health Care Needs
 Home High Tech Health Care

Emergency

Chronic Illness Care
 Ambulance Operations
 Incident Command
 Weapons of Mass Destruction
 Rescue Awareness
 Hazardous Materials Incidents
 Abdominal Pain
 Advanced Medical Life Support
 Trauma Life Support
 Critical Thinking III & Dif Dx
 Laboratory Values
 Blood Products and Administration
 Vehicular Rotations
 National Registry Preparation
 National Registry Practical Exam

International

Lab 7 Week 34

PALS / OB/Gyn /Neonates / PEDs / Chronic / Special Needs

Lab 8 Week 37

National Registry Practice / Paramedic Oral Boards

Exit interview w/ Program Director

Course Progress and Completion

When all Sessions of training have been successfully completed, the Paramedic Intern will receive a Completion Certificate and become eligible for State and/or National EMT-Paramedic certification testing.

Course Completion & Grading

Completion of the Paramedic program is subject to following criteria:

1. Successful completion of all section MAJOR exams. Maintaining a 80% grade point average (GPA). Completion of the course FINAL exam with a minimum grade of 80%.

Grading	90% - 100%	A
Excellent		
Above Average	80% - 89%	B

Unsatisfactory	79% or less	F
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2. Active participation in all Skills practice sessions and successful demonstration of all required SKILLS EXAMS. Skills exams are rated on a "Pass/ Fail" basis.

3. Active participation in and successful completion of ACLS, PALS, BLS, AMLS and ITLS, according to the pre-set guidelines of the course.

4. Compliance with all attendance requirements

Attendance Expectations

Paramedic students may not be absent for more than 32 consecutive hours total for the program. Students are to notify (WE) by phone prior to class time if they are going to be absent or late. Notice of prolonged absence must be made in person or by letter to the appropriate school administrator, as designated by the Program Director. All absent time, including late arrivals and early departures, regardless of reason, is recorded and becomes part of the student record. Students absent for four 32 consecutive class hours from the last date of academically related activity, including externship, will be terminated.

NREMT Certification Requirements:

- Pass the Paramedic course including written exams, NREMT skill exam and clinical and vehicular rotations.
- Complete NREMT Application form online at www.nremt.org.
- Pay applicable fees to NREMT
- Successfully pass the NREMT cognitive exam
- Other information regarding National Registry certification can be found online at www.nremt.org

LICENSURE, CERTIFICATION, AND REGISTRATION

Graduation does not guarantee eligibility to sit for licensure, certification, or registry exams

As part of the licensure, certification, and registration application process, arrest and court records of final adjudication for any offense other than a minor traffic violation may be submitted to credentialing agency for review.

Applicants who have been convicted of a felony and whose civil rights have not been restored may be considered to be incomplete by the Institution until documentation of restoration of civil rights is received.

Students should consult with the credentialing agency for more specific information.

Paramedic Licensing

Final Paramedic Licensure in the State of ARIZONA, Arizona Department of Health Services, 150 North 18th Avenue, Phoenix, AZ 85007, phone 602.542.1025

ADDENDUM A1

Site #1

Sedona Fire Dept: 125 Slide Rock Rd Sedona, AZ
86351

Site #2

River Medical Training Center: 415 El Camino Way
Lake Havasu City, AZ 86403

Site #3

Peoria Classroom: 9516 W Peoria Ave #7 Peoria, AZ
85345

Site #4

Life Line Ambulance 915 Hinman, Prescott, AZ 86301

Site #5

American medical Response, 222 E Main St
Mesa AZ 85048

**Distance education students are required to attend
these dates at the main campus.**

Main Campus Lab Requirements:

BLS Skills Lab -June 3, 2019

Medication Administration Lab - July 15, 2019

Cadaver/Skills Lab - August 5, 2019

ACLS Skills Lab - September 10, 2019

ITLS Skills Lab - October 21-22, 2019

Patient Management Lab -November 12, 2019

PALS Skills Lab - January 21, 2020

AMLS Skills Lab -February 3, 2020

NREMT Skills Practice - February 10-11, 2020

NREMT Skills Final - March 20, 2020

Labs start at 8am.

ADDENDUM A2**Staff and Faculty Listing:****Medical Director:**

Marc R Matthews, M.D., M.S.,
F.A.C.S.,LTC

Program Director**Annette Topliff, RN**

Diploma in Nursing -Toledo Hospital School of
Nursing, Toledo OH

Bachelors of Science in Nursing

University of Phoenix, Phx AZ

Critical Care Transport Specialist

Wizard Education Bullhead City, AZ

Lead Instructors:

Carl O. Lind NREMT-P

EMT & Fire Science

Glendale College 1991

Glendale Arizona

Paramedic

Glendale College 1992

Glendale Arizona

Fred Killingbeck RN, EMT-P, CEN, FICN, E-
TNS,CCTS

Paramedic Phoenix College 1984

Associate in Applied Science

Registered Nurse University of State of
New York 1983 Associate in Science

Clinical Coordinator/Student Services:

Laura Lind NREMT

Suzanne Fratini

Registrar/ Admissions/ Finances:

Beth Wichman EMT

Plant Services/Equipment:

Suzanne Fratini

Part-time Instructors/Adjuncts:

Angie Ropicky NREMT-P, CCEMT-P
Paramedic
Lakeshore Tech 2002 Cleveland, WI

Robert Tackett NREMT-P
Paramedic
Grandview Hospital Paramedic Program,
1975

Notes.....

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