

**Emergency
Response** **ERT**
Technologies, Inc.

Our Mission Is Lifesaving!

PROGRAM CATALOG

Issued July 1, 2009

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SECTION 1

ORGANIZATIONAL INFORMATION

Main Office:

Emergency Response Technologies, Inc.
4625 W. Territorial Road
Rives Junction, MI 49277

Phone: (517) 589-9801

Websites: www.ERTzone.com
www.workplaceresponder.com

Mark W. Schooley, President and Program Administrator
Email: ERTMark1@aol.com

Judith Gunnett, Manager of Operations
Email: Judith@ERTzone.com

Instructional Faculty:

All Programs:

Mark Schooley, EMT-P IC
Mike Booher, EMT-P IC BSN
William Engelter, EMT-P IC FF
Ward Meldrum, EMT-P IC FF
Julia Chamberlain, EMT-P IC RN

CPR/AED/First Aid only:

Judith Gunnett, BLS Instructor
Ramona Booher, BSN
Stew Szczepanski, EMT

Hazardous Materials only:

Carl Hein, EMT FF

EMS Programs Approved by:

Michigan Department of Community Health
EMS & Trauma Systems Section
Capitol View Building, 6th Floor
201 Townsend Street
Lansing, Michigan 48913

Robin Shivley, Manager

Phone: (517) 241-3024

Email: rmshivl@michigan.gov

Proprietary School Licensure:

Michigan Dept of Energy, Labor & Economic Growth
Office of Postsecondary Services
Proprietary School Unit Staff
201 N. Washington Square
Lansing, MI 48913

Phone: (517) 373-6551

Fax: (517) 373-2759

Program Scheduling Information:

Emergency response courses are held on a periodic basis. ERT, Inc. does not follow the traditional college schedule of semesters. Therefore, each program will advertise separately and have an independent schedule.

Contact the ERT, Inc. main office for information regarding schedules of upcoming programs.

Students will be notified at the first class session as to the schedule of their program.

Schedules can be obtained in advance by contacting the ERT, Inc. main office during registration.

All programs will be closed on all official state and federal holidays.

SECTION 2

POLICIES AND PROCEDURES

Admission Criteria:

1. Students must be at least 18 years of age
2. Students are selected by the Host Site Organization (Industry, Business or Community Organization)
3. Open Programs:

Denial of admission to a program would be based on the student's ability to attend the program schedule and their ability to make financial arrangements for program expenses. Students must also conform to the other admission criteria contained in this handbook.

Industrial Programs:

Denial of admission to a program would be based on rules or guidelines established by the Host Site and not by the training organization.

Medical First Responder Programs:

The Medical First Responder Course is available to Michigan workplaces and their employees only.

4. Students who have disabilities which may make it difficult to continue the program will be afforded all reasonable opportunities of accommodation. This will include, but not be limited to reasonable changes in classroom design or location, accessibility to the building and other related changes, while working in cooperation with the Host Site.

Note: *Students with disabilities that wish to be state licensed (MFR only) must consider their ability to attempt the state examination process.*

Course Expenses:

1. Industrial/Business/Community Organization - Tuition and fees for programs are paid on a contract basis by the Host Site Organization.
2. Open Enrollment – Programs available for Open Enrollment will have a per student fee specific to each course. The enrollment fee may or may not include applicable text and material costs.

ERT, Inc. does not require an application fee.

ERT provides all essential equipment and supplies.

Refund Policy:

All tuition and fees paid by the applicant shall be refunded if the school rejects the applicant before enrollment or if the program is cancelled due to lack of enrollment.

All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school.

All refunds will be returned within 30 days.

Tuition, fees and expenses (including texts and supplies) will not be refunded for any reason after the first full session or after 4 classroom hours (whichever is less) for any program or class.

Program Facilities:

Programs will be held at Host Locations. Typical Host Locations will be Fire Departments, Industrial/Business Facilities or Community Organizations.

Host Locations will be provided upon inquiry.

The Host Location will provide an area large enough to accommodate the size and activities of the class with adequate seating with tables, adequate lighting, electrical outlets sufficient for media equipment, restrooms and

accessibility for students with disabilities as reasonably necessary.

A fire inspection report will be provided by the host organization prior to site use.

No smoking or use of alcohol or other controlled substances will be allowed on the premises of any site.

Dress Code:

Appropriate dress for all courses is “business casual” with consideration for modesty, safety and ease of movement during practical exercises. Students must follow additional dress codes specified by the Host Location or as described in each individual course syllabus.

As example: Safety glasses, steel-toed shoes, hearing protection may be required at some industrial locations.

This policy is not meant to be comprehensive of all possible dress and safety rules. Please contact a supervisor or course coordinator with any questions.

Prerequisite Requirements:

Students must meet all admission criteria.

There are no additional requirements for admission.

Graduation and Certification:

Students that successfully complete a course will be issued a dated Certificate of Completion.

Placement Assistance:

No placement assistance is available.

Credit for Previous Training:

There is no credit for previous training.

Classroom Conflicts:

Students are expected to initiate a conference with their instructors if they have a problem related to a course.

Conflict Resolution Policy:

The following steps are for the purpose of resolving conflicts and/or addressing concerns between faculty and students.

1. Students are encouraged to meet with the instructor to discuss the conflict and establish a clear understanding of the concern. A third party may be requested by either party to participate in this informal meeting in order to resolve the conflict.
2. If the conflict is not resolved in this first step, the student then meets with the Program Coordinator and a third party may be requested by either party to attend this meeting.
3. If the conflict is still not resolved in the previous steps, the student then meets with the Director to be given a final resolution to the matter.
4. Students will always have the right to make reports or complaints to the governing agencies listed in Section 1.

Participants Rights:

It is the policy of this organization not to discriminate on the basis of race, color, sex, national origin, disability, sexual orientation, religion, or age in its educational program, activities, admission procedures or employment practices as required by Title VI of the Higher Education Amendments, Title IX of the Civil Rights Act, Section 501 of the Rehabilitation Act and the Americans with Disabilities Act of 1990.

Reasonable accommodation will be made for those students that have disabilities. The program coordinator and the host site supervisor should be notified if you believe that you have a disability which might need assistance during the course of this program.

Violations of Civil Rights:

If any person believes that this organization has inadequately applied the principles and/or regulations of:

Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Section 501 of the Rehabilitation Act of 1973

That individual may bring forward a complaint to:

Mark W. Schooley, Director
Emergency Response Technologies, Inc.
4625 W. Territorial Road
Rives Junction, MI 49277
(517) 589-9801

Conduct:

It is the policy of this program to not tolerate any form of harassment or abuse (physical, verbal, mental, or sexual) of another individual or group.

The use of alcohol, improper use of a controlled substance, and illegal drugs is strictly prohibited during any portion of this program.

Please notify the Program Coordinator of any conditions or medications which may affect you or others safety during the program.

Student Privacy Act:

The release of student records will require a signed written request from the student. Employers who sponsor a student will be notified only of successful or unsuccessful completion of the program, not the specific details of the student's progress.

Attendance in the program will be provided to the employer.

Sexual Harassment:

Sexual Harassment is unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal comments or conduct of a sexual nature when; submission to or rejection of such conduct is used as the basis for academic decisions affecting that student, or such conduct has the purpose or effect of unreasonably interfering with a student's academic performance by creating an intimidating, hostile, or offensive academic environment.

SEXUAL HARASSMENT IS A VIOLATION OF FEDERAL LAW AND A VIOLATION OF THE POLICIES OF THIS ORGANIZATION AND WILL NOT BE TOLERATED

Academic Guidance:

It is the goal of ERT, Inc. to assure the successful knowledge and skill outcome of all participants at every level of training. If at any time a student feels that they need additional help, they may request support tutoring from the instructor.

If the instructor believes that a student needs additional and/or remedial help, that student will be given as much assistance as possible within the time constraints of each course to assure a successful outcome.

Leave of Absence:

Students will not be granted a leave of absence for any reason during the course of a program. Students should consider carefully their schedule and commitments prior to engaging in a program.

Illness and injury do not constitute a leave of absence. However, if a student provides a medical excuse written by a physician, the instructor of the program will allow special consideration for the student to make-up work when possible within the scope of the course. The student will be held to all usual academic standards provided by the instructor and the program.

Suspension/Probation/Dismissal:

ERT, Inc. does not provide suspension or probation for violation of policy. In the event a student violates a policy of the program the following will occur:

Minor Violation: (attendance or tardiness, non-offensive conduct, etc.)

1. The Instructor will notify student of the problem.
2. Student will be given measures to be taken for corrective action as necessary.
3. Repeat offense- Student will be given counseling.
4. Repeat offense-Student will be dismissed from the program.

Major Violation: (offensive conduct, excessive absence, controlled substance use, etc.)

1. Student will be notified of the problem and counseling will be initiated.
2. Student will be held back from clinical rotation (if necessary) until the student successfully demonstrates remediation of the problem.
3. Repeat offense-Student will be dismissed from the program.

Dismissal from any program will not include refund of any tuition or fees and student will not be allowed to repeat the program without written permission from the program administrator.

See conflict resolution policy for appeal of these decisions.

Note: It is ultimately the responsibility of the employer to assure training and/or operational compliance with any local, state, or federal regulatory agency. Although our training programs are designed to assist employers with compliance of content and frequency regulations, we cannot guarantee that each course or program will be in compliance due to unique safety & health issues that are individual to each workplace.

SECTION 3

WORKPLACE RESPONDER CERTIFICATE PROGRAM

This program is designed for workplace responders that are sponsored by their employer to attend the following courses.

The individual classes (aka courses) and the Workplace Responder Certificate Program as a whole is not intended as a career objective, but as a tool to prepare workers and help employers to prevent and respond to emergencies in the workplace.

This program requires on-going education and training to maintain certification.

Application to the program is free when an employer sends at least 1 student to a course or program conducted by ERT, Inc. The student must fully complete the attached application at the start of their first course. Students will be provided the recertification procedure and form at the first course.

INITIAL CERTIFICATION REQUIREMENTS:

All initial certification courses must be completed within 3 years and be conducted by ERT, Inc. Additional training is required to maintain certification and involves required and elective topic criteria over a 3-year period, as mentioned in the continuing certification section.

A minimum of 96 clock hours is required from the following categories:

(estimated program cost ranges from \$1025-\$6860 per student with 1- 15 students per program)

Required courses:

One of the following:

Workplace First Aid/CPR/AED-Basic
Workplace First Aid/CPR/AED-Intermediate
Workplace First Aid/CPR/AED-Advanced
Pediatric First Aid/CPR/AED
Wilderness First Aid-Basic
Wilderness First Aid-Advanced
Medical First Responder

AND

One of the following-

Industrial Hazardous Materials First Responder
○ Level 1
○ Level 2
○ Level 3

Industrial Confined Space Responder
○ Non-Entry
○ Entry

Fire Extinguisher

Fire Brigade

High Angle Rescue

Industrial Incident Management

NIMS

Elective courses:

Utilize the elective courses found in **Section 6 – Certificate Seminars** of this Program Catalog to complete the 96-clock hour requirement.

CONTINUING CERTIFICATION REQUIREMENTS:

For Continuing Certification, applicant must complete the requirements of the following four categories (detailed below) over a period of 3 years. Only courses approved and/or provided by ERT, Inc will be considered for continuing certification.

- 7 hours required EMS CEU topics
- 8 hours elective EMS CEU topics
- Mandatory Annual Training
- Maintenance of CPR certification

1. **Required EMS CEU topics:** 7 hours (one hour each)

Repeated categories will be credited towards elective requirements, up to 2 each.

- Airway/Oxygen
- Cardiovascular
- Shock
- Respiratory
- Spinal Immobilization
- Patient Assessment
- Pediatrics (MFR only)

2. **Elective EMS CEU topics:** 8 hours minimum (maximum of 2 hours per category)

Select additional EMS CEU classes (*that do not repeat the required EMS CEU classes from #1 above*) from Section 6 of the Program Catalog.

3. **Mandatory Annual Training**

- Bloodborne Pathogen review - 1 hour
- HazMat Awareness review - 1 hour or more as necessary for site compliance

4. **Maintenance of current CPR/AED Certification:**

- Layperson - Adult CPR/AED (AFA)
- Professional Rescuer CPR/AED (MFR)

Application Process for Continued Certification:

1. Complete procedures as above and transfer information to the form provided by ERT, Inc.
2. Provide written evidence of compliance by attaching certificates, cards, or letters to the application.
3. Submit application within 30 days of expiration of initial certificate.
4. Late certificates can be renewed with a fee of \$25 if within 90 days of expiration. Applications beyond 90 days will be denied and will require student to fully complete an initial program.
5. Applications that are incomplete or inaccurate will be rejected and subject to the same deadlines and late fees.
6. Replacement for lost certificate or card fee is \$5 per copy.

* * *

OPTIONAL ADVANCED FIRST AID RECERTIFICATION:

For students who wish to maintain continuing certification of Advanced First Aid only, the same criteria and procedures outlined above must be completed. (The required Pediatrics CEU credit may be replaced by an additional Elective CEU topic.)

SECTION 4

MEDICAL FIRST RESPONDER COURSE SYLLABUS

The Medical First Responder course within this program is available to Michigan workplaces and their employees only.

Program Instructor/Coordinator:
Mark W. Schooley, EMT-P IC
(517) 589-9801

Lecture/Lab Instructor/Coordinator: TBD

When calling any instructor, please clearly leave a detailed message, a phone number and an available time that you can be reached.

Course Goal

To train and qualify individuals for the National Registry Examination Process for Medical First Responder (MFR) as established by the State of Michigan.

Course Description:

This course is a Michigan Department of Community Health EMS & Trauma Systems Section approved program leading to certification as a Medical First Responder.

Michigan Department of Community Health EMS & Trauma Systems Section course approval number: M-09-0070

Sponsor number: 0070

Go to www.michigan.gov/ems for more information pertaining to course outlines, units of instruction, skills to be learned, approximate clock hours of instruction in each course and process for examination with National Registry. This website is operated by the State of Michigan EMS Division.

Eligibility for Michigan State Licensure:

The student will be eligible for state licensure upon successful completion of the course. The program will provide an application for testing with the National Registry and licensure to be submitted to the State of Michigan.

Students with criminal records including misdemeanors and felony convictions may not be able to become licensed by the State of Michigan. Careful consideration of this matter should be given prior to starting the program.

Course Expenses:

1. Industrial/Business - Tuition and fees for this program are paid on a contract basis by the Host Site Organization.
2. Open Enrollment-MFR Tuition \$600-\$1200
Text/Workbook/Pocket mask/classroom supplies \$105

Required Texts & Materials:

First Responder, Your First Response in Emergency Care 4th Edition - Text & Workbook
MFR State Objectives CD Rom
Pocket Mask
Note Taking Supplies

Recommended Materials & Equipment:

Blood Pressure Cuff and Stethoscope
(Sprague type or better)

Items are available for purchase at a local medical supply store or at www.ERTzone.com)

Prerequisite Requirements:

Students must meet the admission criteria.

There are no additional requirements for admission.

Cancellation Policy:

In the event that a scheduled MFR program is cancelled, students will be contacted by the lead instructor or course coordinator. The refund policy as described in Section 2 above will apply.

If a session within the MFR course is postponed or cancelled, (due to weather, building mechanical problems, etc.) the lead instructor will be responsible to contact students and/or organizations as soon as the decision is made.

Graduation and Certification:

Students that are successful with a course will be issued a dated Certificate of Completion containing the appropriate program approval numbers for licensure application to the State of Michigan and examination with the National Registry (when applicable). Instructions and forms are provided to the students upon program completion and certification.

Dress Code/Hygiene Policy:

Safety glasses with side shields are required when entering any restricted area of the plant. Some areas may require steel-toed boots or shoes and hearing protection. Most facilities require full-length trousers and shirts such as tank tops may not be acceptable. This policy is not meant to be comprehensive of all possible dress and safety rules. Please contact a supervisor or course coordinator with any questions.

Additionally, students are expected to be clean and well groomed for all class sessions. Consideration of freshly washed clothing, cleaned and groomed hair, clean body and good oral hygiene are important factors associated with classroom hygiene in a course such as Medical First Responder, where students work closely together.

Some organizations will not allow the display of body piercing and/or the wearing of jewelry. Please inquire about these policies on the first day of the program.

Participants Rights:

It is the policy of this program not to discriminate on the basis of sex, age, race, religion, or ethnic background.

Reasonable accommodation will be made for those students that have disabilities. The program coordinator and the host site supervisor should be notified if you believe that you have a disability which might need assistance during the course of this program.

Attendance:

Attendance in the MFR Program is a critical factor. Students must prepare in advance for the Lecture & Lab components of the course. Any student that misses more than 8 hours of the course will be dropped from the program.

Tardiness:

Tardiness will be taken into consideration as absence time. Excessive absence may require the student to be dropped from the program.

Make-up Work:

Students that have an absence, which requires the make-up of work, will be afforded one additional day to complete the work. This make-up will include homework and tests of all types. Additional assignments may be given to the student based on the instructor's discretion due to the nature of the information which was missed. This policy does not apply if the student misses excessive amounts of hours or violates the attendance policy.

Academic Guidance:

Students will be given a grade sheet at the beginning of each course to help them keep track of their progress. If at any time a student feels that they need additional help they may request support tutoring from the lead instructor or program instructor coordinator. This will be arranged for the student at no additional cost.

If the lead instructor or program coordinator believes that a student needs additional help they will be counseled about the situation and given advice as to how to remedy the situation. In addition, when necessary the student will be given support tutoring.

The lead instructor will perform an affective evaluation on each student at the midpoint of the program. This evaluation will help the instructor and student to identify potential problem areas in the student's progress concerning behavior, actions, and academic achievement.

Grading Scale:

- 93-100% = 4.0
- 89-92% = 3.5
- 86-88% = 3.0 *
- 80-85% = 2.5
- 75-79% = 2.0
- 70-74% = 1.5
- 65-69% = 1.0
- 0-64% = 0.0

* A 3.0 grade or higher is required for students to successfully complete this program. This grade is determined by adding all points that are available from lecture and lab and by averaging them for a percent grade.

The EMS Program will utilize the Michigan Department of Community Health, EMS & Trauma Systems Section objectives, task analysis, and state exam guidelines in MFR Program.

Rounding Off:

Numerical grades will be consistently recorded to the tenth place and at no time will be rounded off. For example, 79.7% will not be rounded up to 80%.

Program Outline:

The following grid provides a detailed outline of topics covered, both in lecture and skill experience, and which accumulate to a total of 64 total program hours.

PROGRAM TOPIC OUTLINE

Topic	Hours
Intro to EMS	1
Medical/Legal	2
Well-Being of MFR	2
The Human Body	2
Lifting/Moving	1
CPR (Healthcare Provider)	8
AED	4
Cardiovascular	3
Patient Assessment	2
Communications	1
Special Situations (Geriatrics)	1
Airway/Oxygen/Ventilation	3
Respiratory	2
Poison/Overdose/Allergic	1
Injuries to the Head/Spine	2
Diabetic	.5
Abdominal Illness	.5
CNS Illness	1
Environmental	2
Behavioral	1
Bleeding/Shock	3
Infant/Child CPR	4
Pediatrics	4
Childbirth	1
Soft Tissue Injury	2
Musculoskeletal	2
Injuries to Head/Spine	1
Rescue/Extrication	1
Triage	1
Disaster Management	1
HazMat	4

SECTION 5

Emergency Response Certificate Courses

Medical First Responder
 64 Clock Hours
 Estimated tuition based on enrollment
 (up to 15 students)
 \$600-\$9000

SECTION 6

Emergency Response Certificate Seminars

Course Name	Clock Hours	Currently offered (yes/no)	Estimated Tuition based on enrollment (up to 15 students) *
Workplace First Aid-Basic	8	yes	\$80-\$1200
Workplace First Aid-Basic, Spanish	8	yes	\$80-\$1200
Workplace First Aid-Intermediate	24	yes	\$216-\$3240
Workplace First Aid – Intermediate Spanish	24	Yes	\$216-\$3240
Workplace First Aid-Intermediate Recertification	8	yes	\$80-\$1200
Workplace First Aid-Advanced	48	yes	\$432-\$6480
Workplace First Aid-Advanced, Spanish	48	yes	\$432-\$6480
Wilderness First Aid-Basic	16	no	\$144-\$2160
Wilderness First Aid-Advanced	32	no	\$288-\$4320
Health Care Provider CPR	6-8	yes	\$80-\$1200
Health Care Provider CPR Recertification	3-4	yes	\$40-\$600
Professional Rescuer CPR	6-8	yes	\$80-\$1200
Professional Rescuer CPR Recertification	3-4	yes	\$40-\$600

Community CPR-Adult, Child, Infant	3-4	yes	\$40-\$600
First Aid/CPR/AED Instructor	16	yes	\$216-\$3400
Pediatric First Aid/CPR/AED	8	yes	\$80-\$1200
BLAST-Baby Sitter Lessons and Safety Training	8	no	\$80-\$1200
Oxygen Administration	3-4	yes	\$40-\$600
Bloodborne Pathogens	2/4	yes	\$20-\$300 \$40-\$600
Preventing Infectious Diseases	4	yes	\$40-\$600
BLS Skills Review	8/16	yes	\$80-\$1200 \$160-\$2400
Hazard Communication	1-2	yes	\$25-\$250
HazMat Awareness	4	yes	\$65-\$850
Industrial HazMat Responder-Level 1	8	yes	\$135-\$2000
Industrial HazMat Responder-Level 2	16	yes	\$270-\$4000
Industrial HazMat Responder-Level 3	24	yes	\$450-\$6500
Fire Extinguisher /Safety	1-2	yes	\$60-\$500
Fire Brigade	16/32/64	no	\$400-\$6000 \$800-\$12,000 \$1200-\$18,000
Confined Space Awareness for Industry	4	yes	\$100-\$1500

Industrial Confined Space Responder	8/32	yes	\$200-\$3000 \$800-\$12,000
High Angle/Rope Rescue	4/8/16	no	\$100-\$1500 \$200-\$3000 \$400-\$6000
Water Safety/Rescue	1/4/8	no	\$30-\$300 \$100-\$1500 \$200-\$3000
Industrial Incident Management	8/16	no	\$200-\$3000 \$400-\$6000
Incident Management (NIMS)	4/8/16	yes	\$100-\$1500 \$200-\$3000 \$400-\$6000
CBRNE-MCI	4/8	yes	\$100-\$1500 \$200-\$3000

* Travel cost is not included.

Class sizes over 15 students will have added cost.

SECTION 7

EMS CEU Seminars

As approved by the
Michigan Department of Community Health
EMS & Trauma Systems Section
Approval Number CE-09-5065

CEU Topic	Clock Hours	Estimated Tuition-based upon enrollment *
Airway/Oxygen-Basic	1	\$25-\$135 per class hour
Airway/Oxygen-Advanced	1	\$25-\$135 per class hour
Cardiovascular-Basic	1	\$25-\$135 per class hour
Cardiovascular-Advanced	1	\$25-\$135 per class hour
Shock	1	\$25-\$135 per class hour
Respiratory	1	\$25-\$135 per class hour
Spinal Immobilization	1	\$25-\$135 per class hour
Patient Assessment	1	\$25-\$135 per class hour
Triage/MCI	1	\$25-\$135 per class hour
Pediatrics	1	\$25-\$135 per class hour
Abdominal Illness/Injury	1	\$25-\$135 per class hour

Anatomy & Physiology	1	\$25-\$135 per class hour
Behavioral Emergencies	1	\$25-\$135 per class hour
Chest Injury	1	\$25-\$135 per class hour
CNS Illness/Injury	1	\$25-\$135 per class hour
Communications	1	\$25-\$135 per class hour
Documentation	1	\$25-\$135 per class hour
Disaster Planning	1	\$25-\$135 per class hour
EMS Systems Operations	1	\$25-\$135 per class hour
Environmental	1	\$25-\$135 per class hour
Geriatrics	1	\$25-\$135 per class hour
Medical Legal Issues	1	\$25-\$135 per class hour
OB/GYN	1	\$25-\$135 per class hour
Poisoning	1	\$25-\$135 per class hour
Substance Abuse	1	\$25-\$135 per class hour
Hazardous Materials	1	\$25-\$135 per class hour

Rescue/Extrication	1	\$25-\$135 per class hour
Stress Management	1	\$25-\$135 per class hour
Patient Handling	1	\$25-\$135 per class hour
Bleeding/Soft Tissue Injury	1	\$25-\$135 per class hour
Burns	1	\$25-\$135 per class hour
Diabetic Emergencies	1	\$25-\$135 per class hour
Musculoskeletal Injuries	1	\$25-\$135 per class hour
Communicable Diseases	1	\$25-\$135 per class hour
Vehicle Operations	1	\$25-\$135 per class hour
Incident Command	1	\$25-\$135 per class hour
Education Administration	1	\$50-270 per class hour
Measurement & Evaluation	1	\$50-270 per class hour
Instructional Techniques	1	\$50-270 per class hour
Misc.	1	\$25-\$135 per class hour

SECTION 8 Form(s)

The following forms are attached as **Addendum A**:

- Medical First Responder (MFR) Registration
- Advanced First Aid (AFA) Registration
- Intermediate First Aid Registration
- Basic First Aid Registration
- Confined Space Registration
- Industrial HazMat Responder Registration
- Workplace Responder Recertification Record
- Request for duplicate copy of certificate or transcript

SECTION 9 Certificate Course Descriptions & Outlines

* Travel cost is not included.

Class sizes over 15 students will have added cost.