

LAKE TECHNICAL COLLEGE

2024-2025

MASTER PLAN OF INSTRUCTION

FIREFIGHTER / EMERGENCY MEDICAL TECHNICIAN – COMBINED PROGRAM

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Lake Technical College is accredited by the Council on Occupational Education

MISSION STATEMENT

The mission of Lake Technical College is to be an integral component of the economic growth and development in our communities by offering a variety of high quality career-education and training opportunities.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

FIREFIGHTER / EMERGENCY MEDICAL TECHNICIAN – COMBINED

The **Firefighter/EMT Combined** program is a 792-hour program offering a sequence of 4 courses with 3 occupational completion points. The program is comprised of comprehensive courses consisting of lectures, practical “LIVE” fire training, and EMT clinical rotation and field internship. Graduates will be eligible to take the state firefighter certification and state EMT certification National Registry examination.

OCP	Course Number	Course Title	Length	SOC Code
A	FFP0030	Firefighter I	191 hours	33-2011
B	FFP0031	Firefighter II	301 hours	33-2011
C	EMS0110	Emergency Medical Technician	300 hours	29-2041

Per Florida Statute 633.34.6, to become a Firefighter in the State of Florida, an individual must be a non-user of tobacco, and the individual must sign an affidavit stating he/she is not a user of tobacco.

ADMISSION CRITERIA

To apply for admission into the Firefighter/EMT Combined Program, each applicant must:

- Be at least 18 years of age, unless a dual-enrolled high school senior and 17 years old. A qualified high school student may be eligible if he/she has met all academic requirements for graduation. Dual-enrolled applicant must be 18 years old to test for fire certification and prior to beginning of the Emergency Medical Technician (EMS0159) course.
- Have earned a high school diploma or its equivalent.
- Be of good moral character.
- Possess a valid Florida driver's license.
- Take the TEAS test. As of July 1, 2023 LTC will not assign any point value to the Science section of the TEAS for individuals testing for the purpose of applying to the EMT (ATD) or Firefighter/Emergency Medical Technician - Combined programs.
- Take the TABE test and must achieve exit scores at level 10 in all subjects prior to graduation.
- Submit to a fingerprint background check. See Florida Statute 633 excerpt (page 3 of this document) related to background check.
- Submit to a drug screening. Additional drug screenings may be required during the program if suspicion warrants. If at any time the student's drug test is positive and has not been medically approved, the student will be withdrawn from the program. **NOTE: Students are responsible for payment of all fees related to drug screening.**
- Have passed a physical examination including EKG and hearing test by a licensed Florida physician, physician assistant, or nurse practitioner within six months of the starting date of the program, meeting the requirements of the Division of State Fire Marshal Bureau of Fire Standards and Training Medical Examination Form. The applicant is required to provide documentation of mandatory shots and immunization prior to beginning the Emergency Medical Technician (EMS0110) course.
- Possess a current Professional CPR card.
- Submit a **driver's license history** with the application packet. **This must be an official certified record from a Courthouse. An applicant with excessive points or license suspended within the last three years will be disqualified. Applicants with a DUI on their record should contact the Institute of Public Safety, Fire Academy Director's office before applying.**
- Complete LTC's online school application.

Along with the completion of the above-listed admission criteria, an applicant must submit a completed LTC's Firefighter/EMT Combined program application for conditional acceptance into the program.

Florida Statute 633 (excerpt) Firefighter Certification; Qualification for Certification

- * **A person making application for Firefighter Certification is ineligible if previously convicted of a misdemeanor relating to the certification or to perjury or false statements, or a felony or a crime punishable by imprisonment of 1 year or more under the law of the United States or of any state thereof or under the law of any other country, or dishonorably discharged from any of the Armed Forces of the United States. "Convicted" means a finding of guilt or the acceptance of a plea of guilty or nolo contendere, in any federal or state court or a court in any other country, without regard to whether a judgment of conviction has been entered by the court having jurisdiction of the case.**

Final admission to the Firefighter/EMT Combined program BASED ON THE FOLLOWING: Students are accepted

into the Firefighting program on a conditional admission basis. Final admission is contingent upon passing the Simulated Candidate Physical Ability Test (SCPAT), passing a drug screening test and fingerprinting background check. Refer to the Lake Tech web site for details.

Untruthfulness or omissions on any application will be grounds for dismissal if applicant is admitted to the program.

GENERAL INFORMATION

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Special Populations Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Special Populations Coordinator will schedule a meeting with the student, faculty and an administrator to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

Students in need of academic accommodations for a disability may consult with the Special Populations Coordinator to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.

BACKGROUND SCREENING – DRUG TESTING

The Agency for Health Care Administration requires all employees and other individuals (students) whose responsibilities may require them to provide personal care or services to residents or has access to their living area or personal property to undergo a background screening. A student whose background screening reveals prior arrest incidents will be counseled regarding a retention program and potential employment opportunities. The healthcare profession recognizes that substance abuse among its members is a serious problem that may compromise the ability of the abuser and jeopardize the safety of patients entrusted to their care. The College, in its effort to maintain high standards of education and clinical practice and to comply with requirements mandated by cooperating clinical facilities, has implemented a drug testing program.

INSURANCE

Personal injury/school accident insurance is required for all Career and Technical Education students. This insurance is provided through Lake Technical College at the rate of \$1.50 a month. The accident insurance fee will be charged upon registration and at each subsequent payment period.

Health programs with clinical experiences require liability insurance in conjunction with requirements by the healthcare facilities. The liability insurance fee is charged to students at the time of registration.

Hospitalization/accidental medical insurance is optional. For those who don't have insurance, a low cost plan is available. See the Admissions Office at Lake Technical College's main campus. Proof of insurance must be included with the application. For those who don't have insurance, the forms will be available the first day of class.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local

organizations (scholarships). For information on financial services, contact the Financial Aid Office at Lake Technical College's main campus 352.589.2250.

TESTING REQUIREMENTS

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy and Paramedic applicants, take a state mandated basic skills evaluation prior to enrollment. Basic skills evaluation scores must be valid at the time of enrollment. Testers must be 16 years of age or older.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Assessment instruments meeting this requirement include:

Per 2020, FS [1008.30](#) – Common placement testing for public postsecondary education and [Rule 6a-10.040](#) (eff. 2/16/21)

No expiration date:

- Tests of Adult Basic Education (TABE), Forms 11 and 12, 2017;
- Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series, 2019;
- 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score as required in [Rule 6A-6.0201, F.A.C.](#) (eff. 3/23/16), has been attained on each test.

Good for 2 years from the date of testing:

- A common placement test where a minimum score has been achieved pursuant to Rule 6A-10.0315, F.A.C.(eff. 9/24/19);
- PERT, SAT, The College Board, ACT, Next Generation, ACCPLACER, The College Board

Per 2020, FS [1004.91](#), FS [1008.30](#), and the [2021 CTE Basic Skills Assessment Technical Assistance Paper](#) – Requirements for career education program basic skills – Programs 450 hours or more

- An adult student with a disability may be exempted. (per [Rule 6a-10.040](#) (eff. 2/16/21), FS [1004.02\(6\)](#)(eff. 2020) – must follow LTC policy and process);
- A student who possesses a college degree at the associate in applied science level or higher;
- Any student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. (Graduated 2007+)
- A student who is serving as an active duty member of any branch of the United States Armed Services;
- A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled;
- An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446;
- A student who demonstrates readiness for public postsecondary education pursuant to s. [1008.30](#) (see testing chart below) and applicable rules adopted by the State Board of Education. If a student has met or exceeded standard scores in one area of one test, another test may be used to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test;
- A student who was previously tested and referred to developmental education at a Florida College System (FCS) institution college may be reported as meeting basic skills requirements once they successfully complete the required developmental education and will not need to be retested.
- Students enrolled in school district or FCS institution law enforcement training academies are not subject to basic skills exit requirements in s. 1004.91 F.S. or Rule 6A-10.040 F.A.C. The Florida Department of Law Enforcement (FDLE) has designated the Florida Basic Abilities Test (FBAT) for use with these students; please refer to [s. 943.17\(6\), F.S.](#), for more information.

Applicants transferring appropriately leveled TABE, CASAS GOALS, GED® test sections, or other common placement tests must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if the document provided by the outside testing center is in a sealed envelope.

Remediation of Basic Skills

According to Florida Department of Education rules, students who do not meet basic skills exit scores may only retest after 60 documented hours of remediation or three months if no documented remediation is available. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum basic skills exit scores set by the Florida Department of Education for their program may begin attending remediation classes prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the AAE faculty member. It is highly recommended students meet state mandated basic skills requirements by the time they have completed 50% of their program. Students who do not meet state mandated basic skills exit scores may not receive a certificate of completion as per Florida Department of Education rules.

Some basic skills test scores are only good for two years and must be valid at the start date of the initial enrollment period. Basic skills test scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of each semester. Continuous enrollment applies to attendance in a single program.

The TABE exit scores for this program are reading/language 10; math 10

TUITION

Tuition is charged to adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school, career dual enrolled students. Tuition is due prior to the first day of each payment period based on the Lake Technical College payment calendar. Failure to pay fees at the time class begins will result in not being able to attend class and/or clinical.

REFUND POLICY

If it becomes necessary for a student to withdraw from the program, the tuition refund may be given using the following applicable guidelines (excerpts from the LTC refund policy guidelines):

- If LTC cancels a class, a class does not open as scheduled, 100% of all tuition and eligible fees will be refunded.
- If a student registers but never attends, 100% of all tuition and eligible fees will be refunded.
- Withdrawal through the closing of the fifth day of class per enrollment period, 100% of all tuition and eligible fees will be refunded for programs in which new students may be added.
- Schedule changes through the closing of the fifth day of class per enrollment period, 100% of all tuition and eligible fees will be refunded.
- No fees will be refunded after the closing of the fifth day of class per enrollment period. Industry certification fees which are not used are refundable.
- Activity, facility use, payment plan, and accident insurance fees are refundable within the first five days of enrollment period.
- Student kits are non-refundable if ordered or received by the student.
- Registration fee is non-refundable.
- After drop/add (first five days of class), students are responsible for charges incurred during the enrollment period.
- Balances on ID cards of less than \$10.00 are non-refundable. Students who withdraw during a semester are responsible for tuition and payment plan fees.
- Testing fees for Florida Ready to Work, TEAS, TABE, eCASAS, CASAS GOALS, and Certiport are non-refundable and good for 30 days.
- No refund will be given for fees used to purchase required program malpractice insurance.
- Uniform items having personalized information (such as name) are not refundable.
- Refund requests for extenuating circumstances (e.g., death of immediate family member, hospitalization beyond one's control; elective surgery and vacations not included) should follow the appeals process.
- No refunds will be made until all financial obligations have been cleared.
- If student tuition has been paid by a scholarship, the refund due will be returned to the scholarship fund or the agency that sponsored the student.

ONLINE ACCESS

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your faculty have a current working email address for you. See your faculty for more information.

SOCIAL MEDIA

The advent of social media has created a worldwide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of “not-so-popular” problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

FIREFIGHTER / EMT PROGRAM PROCEDURES AND POLICIES

PROGRAM OBJECTIVES AND PURPOSE

- To provide the means of developing the basic firefighting and EMT knowledge and skills required by the State of Florida Division of Fire Marshal’s Office, the Florida Department of Health, and Lake Technical College.
- To impart to the student the proper attitude and discipline required for gainful employment within the fire service or pre-hospital emergency medicine.
- To provide training for firefighters that meet NFPA 1001 standards as outlined in Florida Statute 633, implemented by Rule 69A, and EMT training as outlined in Florida Administrative Code 64-J and Florida Statute 401.

ATTENDANCE

In an effort to develop appropriate work ethics, Lake Tech students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify faculty on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

Students may only miss a maximum of sixteen (16) hours of class time within the EMT portion of the EMT/FF Combo program.

Students having excessive absence, early departure, or tardiness exceeding 24 hours during the 492 Firefighter portion will be placed on probation or may be dismissed from the program pending the outcome of the Student Intervention Team (SIT) meeting.

Campus attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. Faculty are not expected to manually enter student attendance. Only one override is permitted for student failure to log in or out. Therefore, failure of a student to log in and out may result in a documented absence. Logging in or out for another student or having another student log in or out is unacceptable behavior and may result in dismissal.

Enrollment Period – period of time a student begins his education and training in a CTE program (i.e., August 15th, January 3rd) through the date of withdrawal or completion.

Payment Period – a set block of time in which a student pays for program hours (i.e., 300 hours, 450 hours)

Excused absence – one that is unforeseeable, unavoidable, and/or unusual. Examples of excused absences include

but are not limited to personal illness, court appearance, medical appointment, insurmountable conditions such as extreme weather conditions, religious observances, communicable disease outbreaks, and local conditions determined by LTC, and death in the immediate family. Documentation may be required. No more than 10% of program hours per payment period may be excused.

Unexcused absence – Absences that fall outside of the excused category. Students may make up a maximum of 5% of unexcused absences per payment period. Unexcused absences exceeding this amount will remain unexcused and may result in discipline and/or dismissal from the program. Make-up time must be completed within a reasonable amount of time in order remain in pace with the class and to remain in good standing with Lake Tech.

Make-up time – Students are required to successfully complete hours missed via attendance during designated hours outside of the regularly scheduled program hours. Failure to complete make-up time may result in withdrawal from the program. Make-up hours may not exceed 5% of the scheduled hours in the payment period. There is a \$25.00 make-up time fee per payment period.

Excessive absences - A student who is absent for six (6) consecutive class sessions will be withdrawn from his/her program. A student must petition and be approved in order to return. Students exhibiting a pattern of consecutive absences of less than six days will be subject to dismissal as determined by a School Intervention Team. A School Intervention Team will review all petitions for re-enrollment. No additional fees will be charged if the student returns during that current payment period, provided fees have not been refunded.

Absenteeism, tardiness, and leaving early are a reflection on the trainee's personal character and an indicator of disinterest in attaining professional status in the field. Excessive absence or tardiness will be grounds for reprimands and/or dismissal from the program. These areas are also a main point of interest that employing agencies explore when reviewing trainee records for employment or retention.

Classroom, lab and clinical rotations scheduling will not be arranged around a student's employment schedule. It is expected that the student's education comes first. Each student is expected to be punctual and in attendance for all classroom, lab, and clinical rotations. **Employment should in no way interfere with the student's academic or clinical responsibility.**

Students may only miss a maximum of sixteen (16) hours of class time within the EMT portion of the EMT/FF Combo program.

Specific attendance requirements are outlined in the Course Requirements section of this Master Plan of Instruction.

It is important to keep in mind that faculty in the Firefighter/EMT Combined program also work in their respective fields and hire new employees as well as give employment recommendations to other agencies. Think about your future – the first day of class in this program starts your interview!

DRESS CODES

Students who attend Lake Technical College shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive. Students are expected to display their valid student ID during the EMT portion of the program while on campus. Students must have the valid student ID displayed on their person during all clinical and internship rotations. Students will wear the valid student ID while in the firefighting portion unless protective clothing ensembles and/or workout attire prevent wearing it safely.

When off campus students will not engage in unprofessional behavior, such as but not limited to, alcohol consumption and unquestionable behavior while in uniform. Violation of this policy will result in the student being placed on probation. A second offense will result in termination from the program.

The Executive Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

The **Firefighter/EMT Combined** program has a **specific uniform dress code**. Students are expected to report to class and all related program activities in clean and maintained attire. Undergarments shall be worn at all times. Shirts are to be tucked in at all times.

In the classroom, students will wear the following:

- Long black pants for all courses.
- Fire and EMT courses - blue Lake Technical dress shirts (class A).
- Black belt with silver buckle.
- Back athletic shoes for fire only. **No athletic shoes allowed for EMT, duty boots only.**
- Black socks - length to wear with boots (student provided).
- Black socks for physical fitness (student provided).
- Jewelry is confined to a wedding and/or engagement ring, if applicable, and a watch. Body piercing, which includes, but is not limited to, ears, brows, nose, lips, and tongue, is not permitted.
- Make-up is to be moderately applied and should be consistent with the professional nature of Firefighting and EMS.
- Hair should be clean and groomed neatly. Hairstyle and color should be consistent with the professional nature of Firefighting and EMS. Extremes in either will not be allowed. Hair longer than shoulder length (men or women), must be tied back. Hair color must be a color found naturally (no blue, green, neon, etc.). For safety reasons, long hair must be kept under a hood during training. No hats may be worn in the classroom, lab areas, or during EMT clinical and internship. Students must be cleaned shaven. Neatly trimmed mustaches are permitted provided an air mask seal can be obtained. Sideburns cannot extend below the bottom of the ear.
- Fingernails are to be kept clean and trimmed not to exceed ¼" passed the nail tip. Polished nails must be clear or neutral in color. Bright and dark color nail polish as well as artificial and gel nails are not permitted.
- Body art must be covered for EMT clinical/Field Internship.
- Caps or hats are prohibited when in uniform.

During Physical Training (PT), students will wear the following:

- Lake Technical College (only) shorts and shirts for PT and under turnouts.
- Lake Technical College (only) sweatpants, sweatshirts, or jacket for PT and under turnouts.
- Black socks.

Emergency Medical Technician (EMS0110) course, the following items are required:

- Lake Technical College student photo ID badge.
- Watch with second hand.
- Student kit (included in supply fee).
- Blue ink pen.
- Safety glasses.
- Small spiral-bound notebook.

At the discretion of the faculty, Lake Technical College shorts may be worn under turnout gear. No tank tops or lettered tee shirts are permitted other than Lake Technical College PT shirts. No sandals or flip-flops are allowed. No jewelry, which includes any type of body piercing jewelry, is allowed. Watches and wedding rings are the only exceptions. Students are not permitted to wear watches during state MSC exams. Academic integrity is a concern to the Fire and EMS programs; therefore, utilizing cell phones and other programmable devices smartwatches are not permitted during testing. Requirements may be altered at the discretion of the program director or coordinator.

For the **Firefighter State Exam**, students are required to wear uniform pants and PT shirt.

DISCIPLINE/REPRIMANDS

As set forth in the College's catalog, it is the student's responsibility to read and comply with school policies and procedures. The catalog is available on the College's website, www.laketech.org.

Failure to comply with the rules and regulations of the Firefighter/EMT Combined program may result in one or more of the following:

- First offense: a verbal warning.
- Second offense: a formal written warning (with a letter to student's sponsor outlining the problem, when applicable).
- Third offense: a suspension may occur for a minimum of eight hours and the student may be subject to dismissal. A School Intervention Team (SIT) meeting will be scheduled to consider appropriate disciplinary action. **All reprimands will be documented in the class log.**

EQUIPMENT

Bunker gear is not provided by Lake Technical College. The College will make available to you a vendor for rental of the gear. If you have other gear sources, the gear must be approved by the Fire Academy Director or designee. It is the responsibility of the **student** to keep the gear clean. The gear will be inspected on a regular basis for cleanliness.

FACULTY OFFICES

Students are not permitted in any staff member's private office without permission. Please be respectful to knock and wait for permission before entering. Please note that the Institute of Public Safety (IPS) front office is not considered a private office.

FOLLOW UP

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes, so be sure to communicate with your faculty any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

GROUNDS FOR PROGRAM DISMISSAL

The faculty and staff of Lake Technical College work closely with all students to help them succeed in their chosen profession. Violation of any established program regulation or policy may result in disciplinary action up to and including dismissal from the program. There are zero tolerance infractions, however, that will result in a student's dismissal from the program:

1. Unsatisfactory academic, practical, lab or clinical work.
2. Demonstration of unsafe performance and poor professional judgment in the practical area (to include clinical and field internship) such as, but not limited to, endangering safety of self or others by:
 - a. Violating standard safety practices;
 - b. Delaying care that is within the student's realm of ability and/or knowledge; or
 - c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge.
3. Being found in any restricted or unauthorized area.
4. Unethical conduct such as fraud, drug abuse, alcohol abuse, breach of confidentiality (HIPAA violation); inappropriate student/patient interaction or interpersonal relation; or aggressive or dishonest behavior towards any school or hospital staff member, physician, patient, or other student, defined as follows:
 - a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others.
 - b. Dishonest behavior is defined as an untruthful, untrustworthy, or unreliable action.
5. Cheating in any manner.
6. Withdrawal from a hospital or participating agency as the result of due process proceedings based upon a written request from the agency that the student be withdrawn.
7. Violations of the attendance policy.
8. Failure to satisfy identified probationary requirements within the stated time.
9. Failure to comply with requirements as stated in the Master Plan of Instruction.

INJURY/ILLNESS

ANY STUDENT RECEIVING INJURY OR COMPLAINING OF ILLNESS WILL BE REQUIRED TO PROVIDE A MEDICAL EXCUSE. THE STUDENT MUST REPORT ALL INJURIES TO THE FACULTY IMMEDIATELY!

LOCKERS/SHOWERS

Lockers and showers are provided for the convenience of the students. It is expected that each student will clean up after himself/herself and leave this area in the same condition as found. Each student must furnish his/her own lock for a locker and give the number of the locker being used to the Program Office. The team leader will oversee cleanup of this area.

PARKING

Students shall park in the designated parking area provided. Students shall walk on the concrete walks from the parking

lot to the training area and **NOT ON THE GRASS**. Students do not play loud car and/or portable radios while in parking areas.

TESTING and GRADING

Lake Technical College is a postsecondary institution designed to provide trained individuals for industry. The approved postsecondary program grading requirements must be met for the student to receive a program certificate.

Lecture/Classroom

Written and Practical exams are administered for combined subjects of instruction.

Grading Policy:

Students participating in the Firefighter Emergency Medical Technician – Combined program will take multiple tests and examinations throughout the program. Successful completion of each test and examination is critical to the overall success of the student. The student's academic progress will be monitored closely and students who fail to achieve a proficiency of at least 75% on quizzes and tests during each 25 hour block of hours in the EMT portion and 80 hours block of time in the Firefighter portion may be placed on probation or considered for removal from the course. During each 25 hour EMT portion and eighty hour block of hours in the Firefighter portion each student's grade will be calculated to insure that a 75% average is maintained. If the average is below 75%, the student may use their retake option to improve their average.

Exam Retake Policy: During the program students are eligible to request a retake of up to a maximum of two failed tests in the EMT section and two failed exams in the Firefighter sections of the program. Students will have their choice to retake any two failed tests in order to achieve at least a 75% average. During the program students are eligible to request a retake of up to a maximum of two failed Platinum tests. Retake examinations should be scheduled with availability of program staff. It is the student's responsibility to choose the exam to be retaken. The student will be given one hour to review the failed test and the test answers in the classroom or instructor's office, the exam cannot be copied or an image taken by any device. Failure to comply with this will result in dismissal from the program.

Appeal: Students requesting to appeal this policy may submit their written appeal to the Executive Director.

Fire Academy Final Exams

To successfully complete the Fire Academy, a student must pass a comprehensive written and practical final exam with a score of 75% or higher. One retake is allowed on the written final. One retake is allowed on the final practical. The entire practical or a portion of the practical as needed can be retaken. average of the first attempt is not required on the written or practical final exams.

Clinical/Internship Practical Experience – This is the clinical component for EMT (EMS0110)

A final grade for the student's clinical and ambulance internship activities is calculated and based on the following criteria:

- a. Knowledge and skills: These required components are very closely integrated in the training and work of an EMT or paramedic and, therefore, will be weighted together to make up this portion of the curriculum. The knowledge and skills grade will encompass the following areas of study:
 1. Clinical chronology/clinical essay
 2. Skills Check Off and competency examinations
- b. Professional Skills:
 1. Attendance/tardiness to clinical rotations
 2. Professional appearance
 3. Professional interaction and rapport (teamwork and diplomacy, respect, patient advocacy)
 4. Professional conduct (integrity, empathy, self-motivation, and self-confidence)

The student must successfully complete both the clinical/internship portion of the program independent from the classroom portion. The minimum satisfactory grade for the clinical/field internship portion is 75%.

STATE TESTING

For the convenience of the student, the State practical test for Firefighter I (FFP0030) and Firefighter II (FFP0031) is given at IPS.

The State written tests for Firefighter I (FFP0030) and Firefighter II (FFP0031) are given at the Lake Technical College Testing Center on the College's main campus.

Florida Statute 401.2701 requires the student to pass a comprehensive final written and practical examination given at the end of EMT (EMS0110). To become a State certified EMT, the graduate must apply for and pass the Florida EMT (National Registry EMT) certification examination. The certification examination is given off-campus.

VISITORS

All visitors to the main campus of Lake Technical College must check in at the Admissions kiosk in the lobby, and all visitors to the IPS campus must check in at the Front Office. Students will not have visitors in the program training areas without approval of the Fire Program Director, MSC Coordinator, or the EMT Program Coordinator.

COURSE REQUIREMENTS

The State of Florida Bureau of Fire Standards and Training, the Department of Health, Division of Medical, the Florida Department of Education (FLDOE), and the US Department of Transportation (DOT), National EMS Education Standards for EMT set the curriculum of instruction required to sit for the state certification and licensure examinations. The specific requirements for each of the courses that make up the Firefighter/EMT Combined program are outlined in this section.

It should be noted that to be certified as a graduate of the Firefighter/EMT Combined program, the student must demonstrate mastery of all competencies in the program, and the student's final grade for the program will be an average of the final grade for Firefighter I and II and the final grade for EMT. The instructional staff reserves the right to assign additional practice to any student who, in their professional opinion, requires additional work to master specific program requirements.

FIREFIGHTER I (FFP0030) and FIREFIGHTER II (FFP0031)

Students must receive live fire training in structure, flammable liquids, LP gas fires, and wild lands fires for a mandatory of 54 hours of live burns in Firefighter I and Firefighter II. Protective breathing apparatus, rescue, ladder, and hose training must be experienced by the student in order to successfully complete the courses. In addition, all students must rappel from the top floor of the tower and each station as well as climb to the top of the aerial ladder. Failure to complete any portion of the requirements will be grounds for failure.

Attendance:

Lake Technical College's FF1/FF2 classes which are part of the Combo course is 492 hours in length. **Students having excessive absence, early departure, or tardiness exceeding 24 hours** during the 492 hours will be placed on probation or **may be dismissed from the program pending the outcome of the Student Intervention Team (SIT) meeting.** All absences after the student is placed on probation will require documentation. Only documented sickness or personal emergencies will be approved. Only the Program Training Director or their designee may give approval of absence. If the total absences exceed 25 hours, the student may be exited from the class. The exception for this will be if the absences were for documented medical reasons. Absenteeism and tardiness are a reflection on the trainee's personal character and an indicator of disinterest in attaining professional status in the public safety field. These areas are also a main point of interest that employing agencies explore when reviewing trainee records for retention or employment. Class attendance will be documented by an attendance roster. The instructor will verify attendance. Any tardiness is recorded on the daily attendance sheets, regardless of the amount of time. Ex: two minutes, five minutes, etc. All will be recorded.

Firefighter I (FFP0030)

The Firefighter I course is 191 hours. Class attendance will be documented by an attendance roster. Students are required to sign in for every session, and the faculty will verify attendance. Any tardiness, regardless of the amount of time (i.e., two minutes, five minutes, etc.), is recorded on the daily attendance sheets.

Any student who exceeds **16** hours of absence during the 191 hours will be placed on probation. All absences after a student is placed on probation will require documentation, and only documented sickness or personal emergencies will be approved. Only the Program Training Director or their designee may give approval of absence. Failure to meet these requirements will result in suspension and/or dismissal from the program.

Firefighter II (FFP0031)

The Firefighter II course is 301 hours. Any student who is absent more than 24 hours will be placed on probation. All other rules regarding absences listed in Firefighter I (FFP0030) apply also to Firefighter II (FFP0031).

Students are required to be in attendance at all times when class is in session. Absence from class for any reason other than illness requires prior authorization from the respective Coordinator. Should an emergency arise requiring the student's absence from any class, the student will inform the respective **MSC Coordinator** as soon as possible. Failure to call in to report one's inability to report for class on time may be considered grounds for dismissal from the program. Students must call in at least 30 minutes prior to the start of class. Feigning sickness or injury to avoid class work may be grounds for dismissal from the program.

Make-up work may be assigned for time missed, and the MSC Coordinator shall evaluate, on a case-by-case basis, whether or not the missed instruction can be made up. Failure to complete make-up work may result in dismissal from the program after a Student Intervention Team (SIT) meeting. Students who have not completed all make-up work will be ineligible for the Minimum Standards State Exam for Certification. Students will not receive a graduation certificate until all make-up work is completed.

Attendance during certain areas of training is mandated by the State in order to meet competency standards.

STUDENTS UNABLE TO PERFORM PHYSICAL TRAINING (PT) OR TRAINING EVOLUTIONS MAY BE ALLOWED TO SIT OUT FOR **ONE CLASS**. ABSENCE FROM MORE THAN ONE CLASS REQUIRES AN EXCUSE FROM A DOCTOR STATING THE REASON HE/SHE CANNOT PARTICIPATE AND THE DATE WHEN HE/SHE CAN RESUME NORMAL FIREFIGHTER TRAINING. STUDENTS UNABLE TO PARTICIPATE IN REQUIRED DRILLS DUE TO INJURIES OR ILLNESS DOCUMENTED BY A DOCTOR WILL BE UNABLE TO COMPLETE THE REQUIREMENTS FOR THE PROGRAM AND WILL BE EXITED.

Tardiness

Students who are tardy to class or tardy returning from breaks shall perform one tower* for every minute late. Students displaying unprofessional attitudes or patterns of tardiness will have an additional one to three towers to complete. Any lateness exceeding 30 minutes shall require make-up work as stated above and be counted in one-hour increments. All tardiness will be recorded against the student's attendance. A Certificate of Perfect Attendance will not be awarded to a student who has been tardy. Continued tardiness will result in reprimands and discipline (push-ups, etc.). If tardiness continues, it may result in dismissal from the program after a Student Intervention Team (SIT) meeting.

*Tower means the student will climb the training tower stairs to the sixth floor and return to the ground floor.

Firefighter I (FFP0030) and Firefighter II (FFP0031) Class Procedures

The student must be standing on his/her assigned number at the designated class start time.

Students shall line up and be inspected daily before each class session for proper attire, grooming, and equipment. This shall include all of the student's personal protective equipment (PPE), which includes the student's personal rescue rope (20 feet of 7/16 Kermantle rope). The student will be in proper uniform, including rope, while on campus. The student shall be sent home to retrieve the proper attire or equipment and docked for the time absent if any items are missing. In addition, for every violation, the student may do one tower. Towers may be done at the end of the class day. Violations will be noted on the daily attendance form and in the logbook.

When the inspection is completed, the class will recite the "Firefighter Creed." Students will have two weeks to learn the "Creed." After that, at any time during the class the student may be required to recite the "Creed." The penalty for failure to know the "Creed" will be 3 towers in full bunker gear.

FIREFIGHTER CREED

WE ARE FIREFIGHTING RECRUITS. OUR CHOSEN PROFESSION IS RICH IN TRADITION AND HONOR. OUR ABILITIES ARE FORGED IN THE FLAMES OF EXPERIENCE AND TEMPERED IN THE HALLS OF EDUCATION. WE MUST REMAIN VIGILANT TO HELP THOSE IN NEED WHO CANNOT HELP THEMSELVES. WE ARE A BROTHERHOOD, THE FINE LINE BETWEEN CHAOS AND NORMALCY, WE ACCEPT THE SACRIFICES WE MUST MAKE, AND ARE WILLING TO EARN THE TITLE OF "AMERICA'S BRAVEST." WHILE WE ARE UNCERTAIN WHAT THE FUTURE HOLDS FOR US, WE DO NOT FEAR THE FUTURE... FOR WE ARE THE FUTURE!

THERE WILL BE A FLAG-RAISING CEREMONY PRIOR TO THE INSPECTION. A STUDENT WILL BE ASSIGNED TO TAKE DOWN THE FLAG AT THE END OF THE CLASS.

At the end of the class, each squad leader will ring the bell one time to signify that his/her squad has completed

their assignments and are ready to be dismissed.

IPS Lunch Periods

Students in the day Firefighter class will have one (1) hour for lunch. Since class times are 9 am to 6 pm for these courses, the lunch period runs from 1 pm to 2 pm, unless otherwise instructed, which allows 4 hours before and after lunch for class work. There are no lunch periods for the evening Firefighter class during the week. Students will have one (1) hour for lunch on Saturday class sessions. While off campus, students will conduct themselves in a manner that is a credit to themselves, the program, and the school. The rules of conduct will be the same as on campus.

Breaks and Class Times

Breaks will be given at the discretion of the faculty in charge of the class. All classes must meet for the scheduled time stated.

If a faculty does not report for class at the scheduled time, the class leader will contact the IPS front office, the MSC Coordinator, and/or the Fire Program Training Director.

Etiquette

Students will step to the side and assume a parade rest position when they are on the IPS campus north of the training area (this area is designated by a red line on the sidewalk) during the following conditions:

- When approached by instructional staff or other persons are known not to be students.
- When approaching persons in the hallway who are not wearing the uniforms of students.
- When in the break areas and visiting dignitaries in uniform (or suits) are touring the facilities. Exception: During training exercises, students will continue to train unless otherwise instructed.
- All students will stand when being instructed on the drill field. While observing or waiting to perform an exercise, all students will stand unless drills being taught require kneeling, i.e. hose rolls, and tool hoisting. Students will focus on the training exercise; this is not the time for socializing. No lying down, kneeling down, leaning against walls or sitting down is allowed on the training grounds. Exception: Designated breaks under the pavilions.

The Fire Service is a paramilitary organization, and the chain of command must be followed. The chain of command for the Firefighter class will be:

1. Lead Faculty for the day
2. MSC Coordinator
3. Fire Program Director

FAILURE TO FOLLOW ETIQUETTE RULES WILL BE GROUNDS FOR DISCIPLINE.

Practical Testing for Firefighter I and Firefighter II Courses

1. Simulated Candidate Physical Agility Test (SCPAT) The test consists of 8 events. This test is given three times during the FF1/FF2 course. At qualifying maximum time 12 minutes with no weight. At mid-term, all candidates are required to complete the SCPAT in **11 minutes 25 seconds** with 50 pounds of weight The final SCPAT must done in 10 minutes and 20 seconds with **75** pounds while on the stair climb (the candidate wears a 50-pound vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds, using two 12.5-pound weights that simulate a high-rise pack (hose bundle), is added to the shoulders for the stair climb event).

Throughout these events, students must wear long pants, a hard hat with chinstrap, work gloves and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted.

To ensure the highest level of safety and to prevent exhaustion, no running is allowed between events. This time walking allows approximately 20 seconds to recover and regroup before each event. To ensure scoring accuracy, two stopwatches are used to time the SCPAT. One stopwatch is designated as the official test time stop-watch, the second is the backup stop watch.

Two attempts will be allowed. Failure to meet this time will mean the student will be exited from the class.

This test is to ensure Firefighter I and Firefighter II students are physically able to perform essential job tasks required to successfully complete this program. See below the 8 separate events.

- Stair Climb
- Hose Drag

- Equipment Carry
- Ladder Raise & Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach & Pull

2. Protective Breathing Apparatus (PBA) Day Test consists of successfully going through the maze:
 - Negotiating the Maze

The student must negotiate the maze blindfolded while breathing air from the SCBA and the face-piece. Failure of this portion of the test occurs when the student removes the blindfold or face-piece, quits the evolution, or is stopped by the faculty because of safety or health reasons. Due to the possibility of a malfunction of the breathing apparatus in a confined space, the student will be given three (3) attempts to complete this area of the test. Failure to successfully complete the maze will result in dismissal from the class.

Mid-Term Practical Review consists of all the skills taught in the Firefighter I course. The midterm practical is to make the student aware of skills they need to work on.

Physical Training (PT)

It is the student's responsibility to maintain adequate physical fitness. This will require the student to exercise on his or her own time as well as scheduled workouts. The gym, tower, etc. are available for student use during appropriate times.

PT consists of calisthenics and running. All students will participate as scheduled and meet the requirements as listed in the physical fitness schedule. A PT leader will be appointed. Students are required to follow the instructions of the PT leader. Students shall be inspected for proper attire for PT. Those who do not meet the standards shall be sent home to retrieve the proper clothing. The time will be docked from the student's attendance record. Firefighter training is very stressful on the body. It is very important to stay hydrated. Students will be given adequate water breaks, but it is the individual's responsibility to stay hydrated before, during, and after physical activity.

EMERGENCY MEDICAL TECHNICIAN (EMS0110)

Attendance Policy

Attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. This mechanism will not be amended / over-ridden more than one time by the faculty for the duration of the program.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or professional skills grade and can result in termination from the program.

Tardiness

As in the workplace, students are expected to be in their seats promptly in the morning, after break, and after lunch. Students are expected to notify the faculty before the start of class of any anticipated tardiness.

Lecture/Classroom Attendance Policy

- Students are required to log in and out every session.
- Students who miss more than eight (8) class hours of the Emergency Medical Technician (EMS0110) 300 course hours are subject to dismissal from the program. Absences and tardiness are significant areas of interest by potential employers such that any violation of the above will lower the student's professional skills grades.
- All assignments missed during the student's absence must be made up. It is student's responsibility to meet with the faculty to get missed assignments and handouts.
- Per F.S. 401.2701 5.b.5.c., attendance at the 2-hour Trauma Methodology and Trauma Registry lecture is mandatory.
- Per F.S. Section 383.3361 (1) & (3), attendance at the SUID training is mandatory.
- No member of the class will be permitted to leave the classroom, clinical site, or field internship without first discussing with and receiving the expressed permission of the lead faculty or preceptor.

Clinical/Field Internship Student Policies**

1. Each student is to abide by the policies and procedures of Lake Technical College, the EMS program and the facilities utilized by the EMS Program for clinical and internships. Any student not in compliance with the set guidelines may be

- asked by the lead faculty to leave the clinical or internship facility. The student will not be allowed to return to that clinical or internship. The lead faculty will notify the EMS Program Coordinator of the event.
2. Pursuant to 64J 1.020(1)(a) Florida Administrative Code, the student may not be subject to call or serving as part of the ambulance or fire department required staffing while participating in class, hospital clinical, or field internship.
 3. Each student must carry on his/her person a current and valid "professional" CPR certification.
 4. The student will observe patient care activities and assist only as directed by the faculty or paramedic in charge. Students will perform only patient care that has been covered and completed in his/her present program.
 5. No student is allowed to be alone with patients at any time per 64J1.020(1)(b). The student must be accompanied by a Lake Technical College faculty, a clinical site employee, or an approved preceptor at all times.
 6. All school, hospital and ambulance and/or fire department regulations are to be followed by every student during clinical and field internship training.
 7. Remember to protect patient privacy and confidential information. What you hear and see is not for general discussion. Any violation of this policy will be considered a serious breach of professional ethics. A Confidentiality Statement with each student's signature is kept on file.
 8. Each student will attend clinical and field internship according to the clinical and field internship schedule. The student will schedule clinical and field internship through FIDAP. Any schedule change must be completed 24 hours prior to the clinical and field internship time or it will be considered an unexcused absence.
 9. Students are authorized to be at the stations only for scheduled times. Please do not arrive early or stay late unless permitted to do so in order to complete a run. Students are not to be in any field internship station unless accompanied by a crewmember or faculty. **IF AN INCIDENT OCCURS WHILE AT A CLINICAL SITE OR FIELD SITE, THE EMS COORDINATOR MUST BE CONTACTED IMMEDIATELY.**
 10. Unauthorized clinical and field internships are not allowed. Hours for students attending any clinical or field internship (including scheduled dates but not scheduled stations) without prior approval from the EMS Coordinator will not be counted toward clinical/field internship hours.
 11. Students are to occupy only those areas specified for training during clinical and field internships. They are not to be in areas such as the sleep quarters.
 12. Students are expected to utilize their time productively by studying, practicing with equipment, etc., in order to maximize clinical and field internship experiences, not watching television, sleeping, or other non-program related activities.
 13. Any student not in a proper, professional, maintained uniform will be sent home, and he/she will have to reschedule.
 14. During all skills activities, whether inside or outside, proper and appropriate personal protective equipment shall be worn, and the student is responsible for providing the protective eyewear. No student will be permitted to assist in patient extrication or hazardous incident as determined by the incident commander unless the student is dressed in the proper rescue/turnout gear.
 15. During a potentially harmful or dangerous patient care situation, the student may be required to remain in the vehicle. Please follow this directive without question.
 16. Certain records must be maintained in order to document clinical and field internship experiences and skill performance. It is the responsibility of the student to adequately and accurately maintain these records.
 17. The paramedic/preceptor on duty must approve use of the station telephone by the student. Personal cell phones are not to be used during patient care and transport.
 18. No student will drive emergency vehicles.
 19. Additional policies and regulations may be established by the school or by the EMS Coordinator during the course of the program. After due and proper notification, students will be expected to comply fully with all regulations.

**** Violation of any of the above may result in disciplinary action up to and including suspension/dismissal from the program.**

FIREFIGHTER / EMERGENCY MEDICAL TECHNICIAN – COMBINED MASTER PLAN OF INSTRUCTION SUMMARY OF RULES

The Lake Technical College faculty and staff are dedicated to preparing students for successful entry and advancement into the professions that they themselves have pursued. The rules and regulations of the program have been established with the assistance and approval of the Program Advisory Committee, our industry partners who are agency leaders in the community, and the administration of the College. To ensure that every student entering the **Firefighter/Emergency Medical Technician – Combined** program understands the high standards of the program and the expectations put on each student admitted to the program, a summary of those rules and regulations follows.

- Students will conduct themselves in a manner that is a credit to themselves, the program and Lake Technical College.

- Students shall obey all federal, state, and local laws as well as school and program rules and regulations.
- Each student agrees to have his/her picture taken for identification and security purposes for the school.
- Students may not register to attend other classes during the duration of the FF/EMT program. They will not be excused to attend other classes.
- Students shall park only in designated parking areas.
- Students will show respect for faculty.
- All faculty are to be addressed as “Mr.,” “Sir,” “Ms.,” or “Mrs.” together with their last name.
- Profane, obscene, or vulgar language and/or conduct are not a characteristic of professional demeanor and **will not** be tolerated.
- Harassment of fellow students **will not** be tolerated. Racial, gender, or ethnic comments will be grounds for dismissal.
- Students will perform tasks as instructed. Failure to do so will be considered insubordination, and the student will be recommended for termination from the program.
- Attendance is very important. There are no excuses for absences or tardiness. Be on time!
- Students will contact the school 30 minutes prior to class if they will be arriving late or if they will be absent.
- In the event of inclement weather (tornadoes, hurricanes, etc.), it is the student’s responsibility to check local news stations to see if Lake Tech classes (part of Lake County School System) have been canceled. Information will also be posted on the College’s website, www.laketech.org.
- All students will report to class clean and neatly groomed as noted in the Dress Code Policy.
- Students will report to class in appropriate uniform unless otherwise indicated by the faculty. Refer to scheduled activities.
- Shoes and socks are to be worn at all times.
- Each student shall bring paper, pen, books, and turnout gear (for Firefighter courses only) with them to each class unless otherwise indicated by the faculty.
- Students are required to take notes in class and maintain a notebook that may be checked periodically.
- Laptops and tablets are allowed for access to digital versions of the text. Any other uses of these devices are prohibited. Digital recorders are allowed for lectures. Twitter, Facebook and any other social media may not be used during class. Violation of this rule may include dismissal from the program.
- Cell phones are permitted in the classroom for program-related activities only. Cell phone usage is not allowed during testing or class lecture.
- The Lead Faculty may make an exception to the academies electronic device policy upon a request from the student. An exception will be granted for illness or pending emergencies only. The exception will be recorded in the daily log and must be re- approved each day.
- Any student needing to leave the training area for any reason must first secure permission from the faculty. This is a serious safety violation and could be cause for disciplinary action.
- Students will not be allowed to leave class early with the exception for EMT state test or a job interview. All leaves must be documented before the scheduled date. Even with approved leaves, time will be docked, and make-up work will be assigned.
- Water bottles (water only) are allowed in the classroom. Food and drink are not permitted in the classrooms or training

areas. Food and drink are only allowed in the pavilion areas, break rooms, and cafeteria.

- Breaks shall be given at the discretion of the faculty. Students must return to class and be seated prior to the end of each break (lecture class). Lateness will be documented, and a reprimand given.
- Attendance at the 2-hour Trauma Methodology and Trauma Registry lecture is mandatory (per F.S. 401.2701 5.b.5.c.)
- Attendance at the SUID training is mandatory (per F.S. Section 383.3361 (1) & (3))
- Attendance is mandatory at all scheduled skill labs.
- Horseplay is a safety violation and **will not** be tolerated.
- The use of drugs or alcohol is prohibited on school property. Students reporting to class with intoxicants on their breath or in a state of intoxication will be suspended from the program immediately!
- Vehicles and lockers are subject to random drug searches by law enforcement canines.
- Lake Technical College is a tobacco free institution. The use of tobacco products, including e-cigarettes, of any kind is not permitted at any Lake Technical College location. Again, the use of tobacco products of any kind is **strictly prohibited!** Any student found using tobacco—on or off campus—will be dismissed from the program.
- Gambling will not be permitted on school property.
- No firearms are permitted on campus.
- Damage to school property because of negligence or carelessness will result in the responsible party being liable. Students sit in chairs only. No resting of feet or sitting on tables is allowed.
- Watches are not allowed during the state test.
- During the state examinations, no exceptions for phones are allowed.
- Students shall notify the IPS front office and the EMS Coordinator of any changes in address or phone numbers as soon as the change becomes effective.
- No student shall enter program private offices without first receiving permission to do so.
- An individual will be designated to take pictures during program activities, exercises, and events. No other cameras are allowed unless prior approval has been given. No video cameras or cell phone cameras will be allowed.
- Students in course EMS0110 cannot be subject to call while participating in class, hospital clinical, or field sessions per F.A.C. 64J-1.020 (1)(a).
- Students who know of other students violating the rules and regulations or school rules shall report them to the faculty.
- Students will not drive the pumper trucks.
- For Firefighter courses only, all students will be at their assigned place in front of the apparatus bay ready for inspection unless otherwise indicated by the faculty.
- Students issued Lake Technical College gear are responsible for proper care of that gear.
- The faculty must approve any equipment that is not provided by Lake Technical College prior to its use by the student.
- No fire boots or turnout gear is to be worn in the classroom or on the IPS main campus.
- Full turnout gear will be worn for all practical drills unless otherwise indicated by the faculty.

- No exceptions can be made for PBA Day Test, Burn Days, Rappelling, or State Exam.
- No chewing gum allowed while in the classroom, lab, or clinical rotations.
- The student will have on his/her person at all times his/her 20 ft. of 7/16 personal rope unless exempted by the faculty.
- Truck and equipment maintenance: On the last day of the week, all trucks will be washed/cleaned inside and out. All equipment will be cleaned and inventoried. (Thursdays for day class and Saturdays for night class)
- Each student will be assigned a SCBA with a number. The MSC coordinator will assign a student to check the units out and in each day/night. A log will be maintained.
- If a faculty feels that pushups are not appropriate for discipline, other physical exercises such as tower stair climbing, or hose pull may be issued.
- Only authorized personnel will fill air bottles and drive the Polaris. Selected students will be trained to fill air bottles.
- At the discretion of the faculty, students will be assigned classroom and grounds cleanup as well as apparatus and equipment maintenance on a rotational basis.
- All students must rappel from the top floor of training tower.
- All students must climb to the top of the aerial ladder.
- All campus rules and regulations not listed here will apply.

THE FOLLOWING UNACCEPTABLE BEHAVIORS WILL RESULT IN THE IDENTIFIED DISCIPLINARY ACTION.

- **Arrival for class after the start time (with no notification, written reprimand)**
- **Arrival for class after the start time (after notification, towers, manikin CPR, or, make-up work, towers)**
- **Second late return for class (verbal reprimand)**
- **Absent from class without notification (written reprimand and make-up work, towers)**
- **Absent from class after notification, make-up work, towers)**
- **Reporting to class without complete uniform (towers, manikin CPR)**
- **Reporting to class with soiled uniform (towers, manikin CPR)**
- **Failure to have book/notebook in the classroom (verbal reprimand)**
- **Wearing of hats/caps in classroom after one verbal warning (second occurrence, written reprimand)**
- **Reporting to class without complete set of turnouts (first occurrence, verbal warning; second occurrence, written reprimand)**
- **Not giving the faculty full attention after one verbal warning (second occurrence, written reprimand)**
- **Sitting or lying down during class without a directive by an faculty (first occurrence, verbal warning; second occurrence, written reprimand)**
- **Distracting others from the faculty to the detriment of the learning after one verbal warning (second offense, written reprimand)**
- **Eating or drinking (other than water) during class meeting after one verbal warning (second occurrence, written reprimand)**

- **Sitting on classroom tables after one verbal warning (second occurrence, written reprimand)**
- **Actions on drill ground that endanger other persons as determined by the Course Coordinator (written reprimand)**
- **Sleeping in class (first offense verbal warning, second offense written reprimand)**
- **Sleeping during practical drills (dismissal from the program)**
- **Dropping hose coupling after one verbal warning (second occurrence, wearing a coupling necklace)**
- **Misuse of Personal Protective Equipment (first occurrence, verbal warning; second occurrence, written reprimand)**
- **Inappropriate use of cell phones.**
- **At any time during the class, a faculty may ring the fire alarm bell, which will require the student to be on their number completely in their PPE within 1.5 minutes. Failure to do so will require one tower for every 5 seconds over the time limit.**

Due to the hazardous nature of the training, students involved in a gross safety violation that may result in injury to other students or instructional staff may be exited from the program IMMEDIATELY upon documentation of such acts and Fire/Ems Programs Training Director review

The staff at Lake Technical College takes great pride in the Firefighter/EMT Combined program and its students. The staff has the responsibility to train students to be professional firefighters and EMTs and to certify that students will be a credit to the program and the profession. During the class, students who are not meeting the professional standards, whether academic, practical, or attitude, will be counseled. If improvement is not made, the student may be dismissed from the program.

Students enrolled in this program are training to enter a dangerous, responsible, adult occupation in which the civilian public, as well as your work partners, will be dependent upon your ability. With this in mind, use your training hours wisely.

If any problems arise during the course of the program, students may contact the Lake Technical College's Institute of Public Safety staff members or administrators at 352.742.6463 or Lake Technical College's EMS Department Coordinator or College administrators at 352.589.2250.

FIREFIGHTER/EMT COMBINED PROGRAM INFORMATION

Time Allotted 792 hours

Program Oversight

Fire/EMS Programs Training Director	Donald R. Adams, Sr., EdD, 352-742-6466, ext. 1925
EMS Program Coordinator:	Eric D. Harper, BS, EMT-P, 352-589-2250, ext. 1880
EMS Program Medical Director:	Alicia Buck, MD. 352-589-2250, ext. 1880

Methods of Instruction

Lectures/Discussions
Demonstration/Role Playing
Simulation
Collaborative Learning
Cooperative Learning
Case Studies
Problem-Based and Inquiry Learning

Clinical – Hospital-based Patient Care

Field Internship – ALS Prehospital Care and Transport

Textbooks

For the most recent book list for the Firefighter program, visit Lake Technical College's Institute of Public Safety campus.

For the most recent book list for the Paramedic program, visit Lake Technical College's bookstore located in the Business Office of the main campus.

Florida Department of Education
Curriculum Framework

Program Title: Firefighter/ Emergency Medical Technician - Combined
Program Type: Career Preparatory
Career Cluster: Law, Public Safety, & Security/ Health Science

Career Certificate Program					
Program Number	P430217				
CIP Number	0743020313				
Grade Level	30, 31				
Program Length	792 Hours				
Teacher Certification: OCPs A&B	Refer to the Program Structure section.				
Teacher Certification: OCPs C & D	Refer to the Program Structure section.				
CTSO	FPSA, HOSA				
SOC Codes (all applicable)	Please see the CIP to SOC Crosswalk located at the link below.				
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml				
Basic Skills Level	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Computation (Mathematics):</td> <td style="width: 10%; text-align: center;">10</td> <td style="width: 40%;">Communication (Reading and Language Arts):</td> <td style="width: 10%; text-align: center;">10</td> </tr> </table>	Computation (Mathematics):	10	Communication (Reading and Language Arts):	10
Computation (Mathematics):	10	Communication (Reading and Language Arts):	10		

These certifications can only be used for adjunct faculty. Please refer to 64J-1.201, F.A.C. for the EMS instructor qualifications.

Purpose

The purpose of this program is to provide the necessary training required for students to become certified firefighters as well as licensed Emergency Medical Technicians. It is not intended for those who are currently certified/licensed as either firefighters or EMTs. Students wishing to add an additional certification to an existing credential must enroll in either the Firefighter program or the Emergency Medical Technician program.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security and Health Science career clusters; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills.

Program Structure

This program is a planned sequence of instruction consisting of 3 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S. **(NOTE: Bureau of Fire Standards and Training (BFST) course number system on their frameworks is not the same as SCNS. Ensure to report the FDOE SCNS Course Number.)**

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	FFP0030	Firefighter I	FIRE FIGHT 7G	191 hours
B	FFP0031	Firefighter II		301 hours
C	EMS0110	Emergency Medical Technician	PARAMEDIC @7 7G # EMT 7G # REG NURSE 7 G # PRAC NURSE @7 %7%G *(Must be a Registered Nurse)	300 hours

Regulated Programs

Firefighter Regulation

Pursuant to 633.128, Florida Statutes, the Department of Financial Service, Division of State Fire Marshal, has established training requirements for firefighters and volunteer firefighters. These requirements are implemented by Rule 69A-37.055, Florida Administrative Code. This program is a planned sequence of instruction consisting of two occupational completion points. **(NOTE: The curriculum frameworks are subject to change by the Bureau of Fire Standards and Training (BFST) in accordance with statutory or Florida Administrative Code (F.A.C.) rule changes.)**

EMT Regulation

The EMT component of this combined program prepares students for certification as EMT's in accordance with Chapter 64J of the Florida Administrative Code. The program must be approved by the Department of Health, Office of Emergency Medical Services, and the curriculum must adhere to the US Department of Transportation (DOT), National EMS Education Standards for EMT. This is the initial level for a career in emergency medical services and the primary prerequisite for paramedic training and certification.

The EMT component of this program meets the Department of Health trauma score card methodologies and Sudden Unexpected Infant Death Syndrome training education requirements. Upon completion of this component, the instructor will provide a certificate to the student verifying that these requirements have been met. Programs may also teach domestic violence and prevention of medical errors education and may choose to provide a certificate to the student verifying that this education has been completed.

Please refer to chapter 401, F.S. for more information on disqualification for the EMT license through the Office of Emergency Medical Services, Department of Health.

The EMT component of this program must be taught by an instructor meeting the qualifications as set forth in 64J-1.0201, FAC.

An American Heart Association or Red Cross certification or equivalent in "professional" Basic Life Support is required of all candidates for entrance into the EMT component of this program.

The Student Performance Standards for Emergency Medical Technician were adapted from the US Department of Transportation (DOT) National EMS Educational Standards for EMT.

401.2701, F.S. requires that the instructor-student ratio should not exceed 1:6. Hospital activity shall include a minimum of 20 hours of supervised clinical supervision, including 10 hours in a hospital emergency department. Clinical activity shall include appropriate patient assessment skills, intervention and documentation relevant to each clinical rotation.

Field internship shall include a competency based program to assure appropriate pre-hospital assessment and management of medical and trauma patients, as well as associated manual skills. The field internship activity shall include a minimum of 5 emergency runs resulting in patient care and transport appropriate for the EMT. In addition, the patient care component should include minimum competencies in patient assessment, airway management and ventilation, trauma and medical emergencies.

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

Firefighter Component

The BFST approved curricula **Firefighter I & II** is available at:

<https://www.myfloridacfo.com/division/sfm/bfst/standards/fire-certifications/certification---florida-firefighter>.

Emergency Medical Technician Component

- 01.0 Demonstrate a simple depth, foundational breadth of knowledge of EMS systems.
- 02.0 Demonstrate a simple depth, simple breadth of knowledge of research and evidence-based decision making.
- 03.0 Demonstrate a fundamental depth, foundational breadth of knowledge of workforce safety and wellness.
- 04.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the principles of medical documentation and report writing.
- 05.0 Demonstrate a simple depth, simple breadth of knowledge of the EMS communication system, communication with other health care professionals, and team communication.
- 06.0 Demonstrate a simple depth, simple breadth of knowledge of the principles of therapeutic communication.
- 07.0 Demonstrate a fundamental depth, foundational breadth of knowledge of medical legality and ethics.
- 08.0 Demonstrate a fundamental knowledge of the anatomy and function of all human systems to the practice of EMS.
- 09.0 Demonstrate a fundamental knowledge in the use of medical terminology.
- 10.0 Demonstrate a fundamental knowledge of the causes and pathophysiology of shock and the components of resuscitation.
- 11.0 Demonstrate a fundamental knowledge of life span development to patient assessment and management.
- 12.0 Demonstrate a simple knowledge of the principles of illness and injury prevention in emergency care.
- 13.0 Demonstrate a simple depth, simple breadth of knowledge of pharmacology, medication safety, and medication types used during an emergency.
- 14.0 Demonstrate a fundamental depth, simple breadth of knowledge of emergency medications within the scope of practice of the EMT.

- 15.0 Demonstrate a foundational depth, fundamental breadth of knowledge of airway management across the life span within the scope of practice of the EMT.
- 16.0 Demonstrate a fundamental depth, foundational breadth of knowledge of respiration.
- 17.0 Demonstrate a fundamental depth, foundational breadth of knowledge of assessment and management utilizing ventilation across the life span.
- 18.0 Demonstrate a fundamental depth, foundational breadth of knowledge of scene management and multiple patient situations.
- 19.0 Demonstrate a fundamental depth, simple breadth of knowledge of the primary assessment for all patient situations.
- 20.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the components of history taking.
- 21.0 Demonstrate a fundamental depth, foundational breadth of knowledge of techniques used for a secondary assessment.
- 22.0 Demonstrate a simple depth, simple breath of knowledge of monitoring devices within the scope of practice of the EMT.
- 23.0 Demonstrate a fundamental depth, foundational breadth of knowledge of how and when to perform a reassessment for all patient situations.
- 24.0 Demonstrate a simple depth, foundation breadth of knowledge of pathophysiology, assessment and management of medical complaints.
- 25.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of neurologic disorders/emergencies across the life span.
- 26.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of abdominal and gastrointestinal disorders/emergencies across the life span.
- 27.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of immunology disorders/emergencies across the life span.
- 28.0 Demonstrate a simple depth, simple breadth of knowledge of the assessment and management of a patient who may have an infectious disease across the life span.
- 29.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of endocrine disorders/emergencies across the life span.
- 30.0 Demonstrate a fundamental depth, foundational breadth of knowledge regarding the assessment and management of psychiatric emergencies across the life span.
- 31.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of cardiovascular emergencies across the life span.
- 32.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of toxicological (poisoning and overdose) emergencies across the life span.
- 33.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of respiratory disorders/emergencies across the life span.
- 34.0 Demonstrate a simple depth, simple breadth of knowledge of the assessment, and management of hematology disorders across the life span.
- 35.0 Demonstrate a simple depth, simple breath of knowledge of the assessment and management of genitourinary/renal emergencies across the life span.
- 36.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of gynecologic emergencies across the life span.
- 37.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the assessment and management of non-traumatic fractures across the life span.
- 38.0 Demonstrate a simple depth, simple breadth of knowledge of assessment and management of diseases of the eyes, ears, nose, and throat across the life span.
- 39.0 Demonstrate a fundamental knowledge of the causes, pathophysiology, and management of shock and respiratory failure across the life span.
- 40.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of the trauma patient across the life span.
- 41.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of bleeding across the life span.
- 42.0 Demonstrate a fundamental depth, simple breadth of knowledge of pathophysiology, assessment, and management of chest trauma across the life span.
- 43.0 Demonstrate a fundamental depth, simple breadth of knowledge of pathophysiology, assessment, and management of abdominal and genitourinary trauma across the life span.
- 44.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of orthopedic trauma across the life span.
- 45.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of soft tissue trauma across the life span.

- 46.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of head, facial, neck, and spine trauma across the life span.
- 47.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of nervous system trauma across the life span.
- 48.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of trauma patients with special considerations across the life span.
- 49.0 Demonstrate a fundamental depth, foundational breadth of knowledge of pathophysiology, assessment, and management of environmental emergencies across the life span.
- 50.0 Demonstrate a fundamental depth, foundational breadth of knowledge of the pathophysiology, assessment, and management of multi-system trauma and blast injuries across the life span.
- 51.0 Demonstrate a fundamental depth, foundational breadth of knowledge of management of the obstetric patient within the scope of practice of the EMT.
- 52.0 Demonstrate a fundamental depth, foundational breadth of knowledge of management of the newborn and neonatal patient within the scope of practice of the EMT.
- 53.0 Demonstrate a fundamental depth, fundamental breath of knowledge of the management of the pediatric patient within the scope of practice of the EMT.
- 54.0 Demonstrate a fundamental depth, foundational breadth of knowledge of management of the geriatric patient within the scope of practice of the EMT.
- 55.0 Demonstrate a simple depth, simple breadth of knowledge of management of the patient with special challenges across the life span.
- 56.0 Demonstrate a simple depth, foundational breadth of knowledge of risks and responsibilities of transport.
- 57.0 Demonstrate a fundamental depth, fundamental breadth of knowledge of establishing and working within the incident management system.
- 58.0 Demonstrate a simple depth, foundational breadth of knowledge of responding to an emergency during a multiple casualty incident.
- 59.0 Demonstrate a simple depth, simple breadth of knowledge of safe air medical operations and criteria for utilizing air medical response.
- 60.0 Demonstrate a simple depth, simple breadth of knowledge for safe vehicle extrication and use of simple hand tools.
- 61.0 Demonstrate a simple depth, simple breadth of knowledge of risks and responsibilities of operating in a cold zone at a hazardous material or other special incident.
- 62.0 Demonstrate a simple depth, simple breadth of knowledge of risks and responsibilities of operating on the scene of a natural or man-made disaster.

LAKE TECHNICAL COLLEGE

FIREFIGHTER / EMERGENCY MEDICAL TECHNICIAN – COMBINED PROGRAM

STATEMENT OF UNDERSTANDING

I attest that I have received a copy of the Lake Technical College Firefighter/Emergency Medical Technician - Combined program's Master Plan of Instruction and Code of Student Conduct. I know it is my responsibility to understand the rules and regulations and any infractions of the aforementioned rules and regulations may result in disciplinary actions as outlined in the Master Plan of Instruction. I also understand that I cannot be a user of tobacco and enrolled in this program.

STUDENT'S NAME - PRINTED

DATE

STUDENT'S SIGNATURE

LAKE TECHNICAL COLLEGE STAFF

DATE