



# WVPST Martinsburg

## Student/Instructor Commitment Statement

### Emergency Medical Technician

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The EMT Course consists of a minimum of 156 hours of classroom lectures, skills practice, and clinical time. Students must maintain a 90% attendance rate (15 hours). Electronic exams through EMS Testing will be required throughout the course. If the student's average falls below 70 percent in a review of material, the student may not be eligible to continue in the program. A course comprehensive exam will be required to prepare students to take the National Registry certification examination. A score of 70% is required on this exam for a student to be eligible for National Registry texting. Upon successfully completing the course, including the clinical component, and passing the Practical Skills Evaluations, students will take the computer-adaptive National Registry of EMTs exam. It will be the student's responsibility to submit application for the NREMT certification exam. Tuition and course fees are based on enrollment not completion of the class and are not refundable. Certification as an EMT in West Virginia is issued by the WV Office of EMS only after meeting all requirements. Failure to complete exams, the cumulative final, or any other part of this program shall result in the student forfeiting the ability to complete the National Registry exam process.

#### **Student Responsibilities:**

1. Applicants must be 16 years of age prior to program completion and testing.
2. Applicants must possess or be enrolled in a program to obtain a high school diploma or equivalent certification.
3. Act professionally during the course (No gossip during breaks; Do not refer to names of individuals when talking about personal experiences, no cell phone usage or texting during class, etc.)
4. Approach the instructor if you have a problem with another student or the instructor, course structure, instructional content, personal abilities, etc. A student can also contact the WV Public Service Training Coordinator with concerns.
5. A "Grievance/Suggestion Form" is available to submit a written record of any concern or suggestion. It is recommended that the student first informally approach either the course instructor or the WV Public Service Training Coordinator to discuss the issue. Most issues can be resolved without formal written procedures, but the form can be used if the student is not satisfied with the initial informal response to a concern.
6. If the health or physical abilities of a student do not allow technical standards to be met the student can continue in class, but certification cannot be issued to anyone physically unable to perform all required practical skills. Students having problems academically may be able to obtain assistance from the WVDE Adult Basic Education program.
7. Read assigned chapters prior to class, come to class prepared, be attentive during class, and do not cause any disturbance during class.
8. Be on time for the class and return from breaks at designated times.
9. Actively participate in the classroom and practical skills learning sessions to become proficient in the practical skills.
10. Abide by policies and regulations set forth by governing agencies (including agencies providing clinical time).
11. Report any injuries that occur during class or clinical time to the course instructor within 24 hours of occurrence. Students *may* be covered by Workers' Compensation through their squads. WVPST does not provide any type of insurance coverage to students enrolled in Public Service Training classes.
12. The student shall have the responsibility of full payment to include all book, workbook (if desired), and course fees on or before the fourth day of class. It is the students' responsibility to work out reimbursement details with their respective departments.

#### **Instructor Responsibilities:**

1. Present material in a professional manner, using acceptable teaching methods (lectures, slide presentations, videos, activities, and skills demonstrations).
2. Be prepared for class and have appropriate materials present for class when needed.
3. Start and end classes and breaks on time.
4. Clarify important material by using personal experiences or relate experiences of others on related matters. (DO NOT teach the class utilizing war stories.)
5. Demonstrate the skills prior to having students practice them.
6. Give tests when scheduled. Tests are to measure the student's retention of material; instructors shall not under any circumstances review an evaluation test or assist students during or prior to the test. Instructors can review answers to chapter quizzes or other tests that are designed as a teaching tool.
7. Privately speak with students who appear to be having difficulty.
8. Answer questions to the best of your ability or get the answer from a reliable source. Never give false or unreliable information.
9. Remain responsible for any and all equipment issued by WVPST. Agree to return equipment clean and in operating order. Should an item become inoperable immediately report it to the WVPST Office.

I have read, understand, and accept the above statements; I agree to abide by them.  
Student's signature verifies that the student meets the age and education requirements for entry into the class.

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*Student's Printed Name*

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*Date*

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*Student's Signature*

## STUDENT REQUIREMENTS:

- I. Attendance: This is a 150-hour class. If you miss more than 10% (15 hours) of class, you will be removed from class. You must make up any missed classes.
- II. Complete Student/Instructor Commitment Statement and return to instructor.
- III. Enroll into the Platinum Educational Program with access code provided to you.
  - Complete assessments ASAP (This is a requirement for course completion).
  - Complete all module exams with a rating of Good or Exceptional. You have unlimited attempts to do this (This is a requirement for course completion).
  - Complete the comprehensive exam with a score of 70% or higher and a rating of Good or Exceptional You have unlimited attempts to do this (This is a requirement for course completion)
  - Course instructors may also provide additional tests throughout the program to assist the student learning process, but the above requirements are the minimum standard that students must meet.
- IV. Redeem and launch JBL Navigate 2 with access code provided to you. (Online Courses ONLY)
  - Complete all chapter exams with a score of 90% or higher. You have unlimited attempts to do this (This is a requirement for course completion).
  - Complete the mid-term and final exams with a score of 70% or higher. You have unlimited attempts to do this (This is a requirement for course completion).
- V. Create an account on WVOEMS Imagetrend website  
<https://westvirginia.imagetrendlicense.com/lms/public/portal#/login>
  - Once you receive your WVOEMS number tell your instructor what it is.
  - Do not create your application or pay the \$120.00 fee at this time you will do this **after** you pass your NREMT test.
- VI. When your instructor lets you know, you are ready to start your clinical training. You will look at the list of clinical training providers. Do not contact the agency until your instructor tells you to.
  - You will do 10 patient assessments. Your instructor will explain how to fill out the paperwork for the assessments. (This is a requirement for course completion).
  - Once you are done with your clinicals. Turn the 10 patient assessments and your preceptor evaluations to your instructor.
- VII. You must pass the practical exam at the end of the course with a score of 70% or higher. (This is a requirement for course completion).