

**Fast
Response**

School of Health Care Education

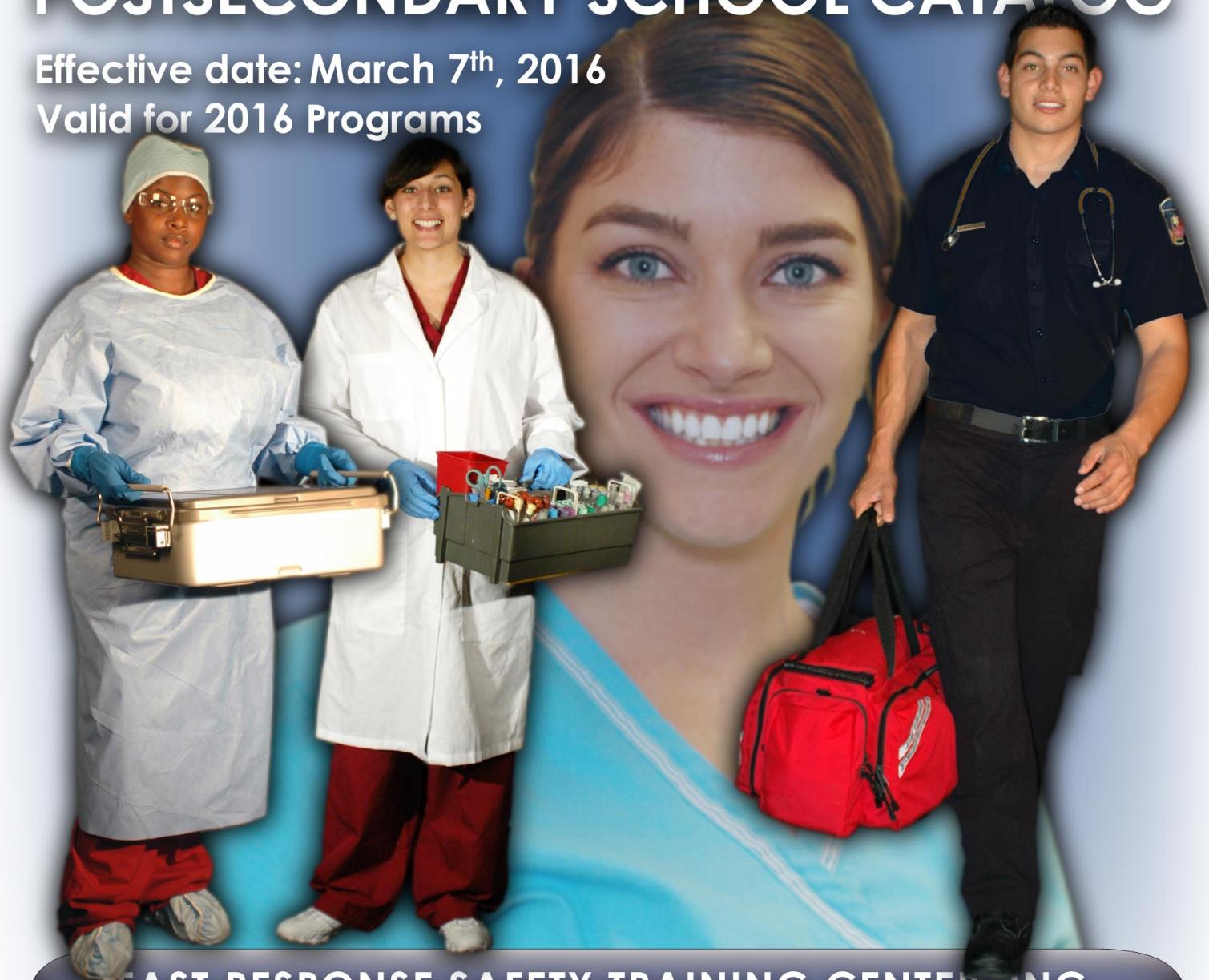


RISE ABOVE

Fast Response School of Health Care Education POSTSECONDARY SCHOOL CATALOG

Effective date: March 7th, 2016

Valid for 2016 Programs



FAST RESPONSE SAFETY TRAINING CENTER, INC.

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1.01
Owners'
Welcome

COMPANY

Congratulations on taking the first step toward a new and highly rewarding career in the medical field!

A career change can be an exciting and fulfilling adventure. You are now on the path to success and to becoming a proud member of the health care profession and a vital part of our community. We will provide you with the options and you choose which course and direction in the health care industry that is best for you.

Fast Response School of Health Care Education will expose you to the critical elements necessary in obtaining a job.

- During your classroom training, we will assist you in developing your extremely important soft skills, including professional work behavior, acceptable dress standards, and proper work ethics.
- We will assist you in creating a professional resume and a career marketing letter.
- We will provide you with valuable interview tips and videos so that you make your best and most memorable impression on future employers.
- We will provide you with current job listings in your field of study.

Fast Response School of Health Care Education is dedicated to helping our graduates reach their employment and career goals. We look forward to working with you!

Tom Peck

Chief Executive Officer / Co-Owner

Cathlin Torrence, B.S.

Chief Financial Officer / Co-Owner

1.02
Vision,
Mission
Statement,
and Values

Vision

Fast Response School of Health Care Education will be recognized as the most effective and efficient in its field by providing the most comprehensive education and resources in the industry.

Mission Statement

To create a highly stimulating and supportive learning environment that enables individuals to accomplish their personal and professional goals.

To create a culture that promotes high levels of performance, teamwork, accountability, and personal growth.

To be a driving factor in improving the quality of Health Care Education in our community.

Values

Excellence ----- We believe in striving to be the best, always

Innovation ----- We constantly seek to develop creative solutions

Collaboration ----- We believe in the power of teamwork

Caring ----- We are dedicated and compassionate

Integrity ----- We abide by the highest levels of ethical standards

1.03
Company
Profile

Fast Response School of Health Care Education is a private postsecondary educational school. In addition to providing training at our main campus in Berkeley, we also teach in a variety of healthcare and corporate settings in the greater Bay Area. We contract with hospitals, businesses, schools, daycares, community organizations, and individuals.

Since 1989, Fast Response School of Health Care Education has been the Bay Area's premier community and professional training center, offering certifications in:

POSTSECONDARY COURSES

Clinical Medical Assistant
Emergency Medical Technician
Paramedic
Pharmacy Technician
Certified Phlebotomy Technician
Sterile Processing Technician

CEU COURSES

AHA Advanced Cardiac Life Support (ACLS)
AHA Healthcare Provider CPR (BLS)
AHA Pediatric Advanced Life Support (PALS)
AHA HeartSaver CPR
AHA HeartSaver First Aid
AHA HeartSaver Pediatric First Aid
ECG Technician
ECG Basic Arrhythmia Recognition
ECG Introduction to 12-Lead
Emergency Medical Patients: Assessment, Care and Transport (EMPACT)
International Trauma Life Support (ITLS)

We promote an energetic, diverse, and challenging atmosphere where you are given the attention needed to lay the groundwork for success in today's exciting healthcare industry. Our Instructors are all certified or licensed medical professionals with years of field and teaching experience. Our school administrators are invested in the success of every student. Fast Response is family-owned and operated, fifty percent woman-owned business. The majority of our administrative and instructional staff are comprised of women and minorities.



2.01

Disclaimers & Required Verbiage**IMPORTANT:****GENERAL INFORMATION**

This Catalog is the official resource for all requirements and regulations of Fast Response Safety Training Center, Inc. dba Fast Response School of Health Care Education ("Fast Response", "the School"). Students enrolled are held to all of the following and enrollment constitutes an agreement by the student to abide by these requirements and policies. Failure to read this catalog does not excuse the student from compliance.

Fast Response School of Health Care Education reserves the right to change any portion of this catalog at any time without notice.

Fast Response School of Health Care Education reserves the right to withdraw a student for cause at any time.

Fast Response School of Health Care Education is a private institution and is approved to operate through January 27, 2016 by the California Bureau for Private Postsecondary Education. As a Bureau approved institution, the School is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CPPEA) of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The CPPEA is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

BPPE 94909.a.3.A: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., #400, Sacramento, CA 95833 or
P.O. Box 980818, West Sacramento, CA 95798-0818
<http://www.bppe.ca.gov/> • Phone: (888) 370-7589 or (916) 431-6959 • Fax: (916) 263-1897

BPPE 94909.a.3.B: As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

BPPE 94909.a.3.C: A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling toll free: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website: <http://www.bppe.ca.gov>

BPPE 94909.a.12: Fast Response School of Health Care Education does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition and has never had a petition in bankruptcy filed against it, that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 111 et seq.).

BPPE 94909.a.16: Fast Response is not accredited by an accrediting agency that is recognized by the United States Department of Education and students are not eligible for federal financial aid programs.

2.02

School Hours and Schedule

Each program of study has start dates at regular intervals throughout the year. Information on start dates for each program may be obtained from an Admissions Representative at 510.849.4009, or by email at info@fastresponse.org. All classes will be held at 2075 Allston Way, Suite B, Berkeley, CA. We do not offer distance education programs.

There will be no classes held on the following School holidays:

January 1 – New Year's Day	May 30 – Memorial Day	November 24 – Thanksgiving Day
January 18 – Martin Luther King, Jr. Day	July 4 – Independence Day	November 25 – Thanksgiving Holiday
February 15 – Presidents' Day	September 5 – Labor Day	December 25 – Christmas Holiday

Generally, postsecondary students will attend three to eight hours of instruction daily, depending on the program schedule. Instruction includes theory and practical lab experience. Programs at Fast Response are designed to expedite a student's progression into their field of choice. The nature of condensed courses requires the student to commit more time to reading, studying, and practicing skills than would be traditionally required with longer programs, or at a University. Students should expect to commit themselves almost entirely to their studies while enrolled in a program at Fast Response; part-time programs are delivered over a greater period of time, so they naturally afford the student more time to work and maintain their normal schedules while enrolled.

Schedules may vary if the scheduled date of instruction falls on a holiday, or if the program is altered to accommodate prerequisites.

It is customary that all students are advised of any variation to the standard schedule prior to enrollment. However, Fast Response reserves the right to change the scheduled days and times for any course for unforeseeable instructional or facility emergencies. Fast Response will make every effort to advise and accommodate students in these situations.

An externship assignment (clinical or field experience) is required for successful completion in most programs. Students will be required to attend externship sites during the hours assigned, which are often full-time and may vary from the program schedule. See Externship section 7.08.



2.03

Student Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and may not be shared with anyone except the student without written permission.

2.04

Student Records

The School Registrar supervises records.

Students have the right to review their academic records, including grades and attendance. School officials have access to student records for purposes of grading, attendance, finance, and guidance.

Students may request a review of their records under appropriate supervision by the School's administration. Students may not write in, remove anything from, copy, or add to their records without authorization from the school. All written tests must remain in the student record. A student may review tests but may not copy questions or answers from those tests or share test questions or answers with other students.

To request any documentation from the Registrar, students must fill out the Registrar Request form, available at the receptionist desk, and return it to the front desk or Registrar. See Section 6.01 for fee schedule.

IMPORTANT NOTE:

All students' educational records are confidential and are made available for approved purposes only. The School will not release education records to unauthorized persons without prior written consent from the student or, in the case of a minor, a parent or legal guardian.

2.05

Student Housing

Fast Response is a "non-residential" campus and does not have dormitory facilities. The School is not responsible for assisting students with their lodging needs. The School has compiled the following list of hotels in the area that students may contact.

Piedmont House (Hostel) 2434 Piedmont Ave, Berkeley (\$55 - \$70) 510-849-4800 berkeleyhostel.com	Berkeley YMCA 2001 Allston Way, Berkeley (\$54 - \$65) 510-848-6800 baymca.org	Hotel Shattuck 2086 Allston Way, Berkeley (\$270 - \$300) 510-845-7300 hotelshattuckplaza.com	Rodeway Inn 1461 University Ave, Berkeley (\$159- \$169) 510-848-3840 berkeleyri.com
Super 8 1619 University Ave, Berkeley (\$79 - \$150) 510-841-3844 super8.com	Hotel Durant 2600 Durant Ave, Berkeley (\$170 - \$200) 510-845-8981 hoteldurantberkeley.com	Downtown Berkeley Inn 2001 Bancroft Way, Berkeley (\$119 - \$130) 510-843-4043 downtownberkeleyinn.com	Quality Inn at University 1761 University Ave, Berkeley (\$129 - \$179) 510-841-4242 qualityinnberkeley.com
Golden Bear Inn 1620 San Pablo Ave, Berkeley (\$100 - \$120) 510-525-6770 goldenbearinn.com	Nash Hotel 2045 University Ave, Berkeley (\$99 - \$120) 510-841-1163 nashhotel.com	Travelodge 1820 University Ave, Berkeley (\$89 - \$130) 510-843-4262 travelodge.com	La Quinta Inn 920 University Ave, Berkeley (\$109 - \$120) 510-849-1121 laquintaberkeley.com

Fast Response makes no recommendations on the above accommodations. The student is encouraged to research reviews and rates online. Fast Response cannot guarantee the rates listed above.

2.06

Student Advisement

Students are encouraged to seek assistance with issues that may inhibit academic success. Students are encouraged to discuss concerns with Instructors and Program Directors/Coordinators.





2.07

Student Library

Fast Response has researched online libraries, and recommends www.thefreelibrary.com for research purposes. The Free Library hosts both periodicals and literature based texts. Students may use The Free Library without creating a user name and password; however, if the student would like to save any articles or references, they will be required to have a user name and password.

2.08

Students With Disabilities

Fast Response does not discriminate on the basis of age, race, color, sex, disability, sexual orientation, or national origin and will provide reasonable and appropriate accommodations to our students in accordance with the Americans with Disabilities Act. Students seeking academic adjustments or auxiliary aids must submit a written request with appropriate documentation of disability to the Admissions Department at least two weeks before the start of the program. Requests will be reviewed by the CEO and Program Coordinator to determine whether reasonable accommodations can be effective and/or are available. Students are encouraged to meet with the Program Coordinator of the program they are interested in to discuss academic expectations of students enrolled in the program. Requests should include the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The CEO will provide a decision on the request within two weeks of receiving the request. Fast Response cannot advise students and is not liable for accommodation requests that involve third parties (i.e., externship sites, testing agencies).

2.09

Career Resources

As students complete training and begin looking for employment, Fast Response provides career services support.

Career Services offers free assistance on a variety of topics to all current students and graduates, including:

- Professional resume writing
- Job interview assistance
- Cover letter writing
- Job search skills assistance

The Career Services department will assist students in obtaining employment in their field of study by sending monthly emails for program related job postings.

Please keep in mind that job placement is never guaranteed.

2.10

Grievance Procedure

Fast Response takes pride in offering high-quality training that effectively serves students and leads to success in their career choices. However, if a student perceives a problem or has a concern, the following steps should be taken:

1. The student should first attempt to resolve the grievance with the Instructor. If the grievance is with the Instructor, skip to Step 2.
2. In writing, the student must detail the specific grievance, including examples and dates whenever possible. This statement should be submitted to the Program Coordinator/Director via email or hardcopy delivered to the reception desk.
3. The Program Coordinator/Director will contact the student within three business days to attempt resolution.
4. If the Program Coordinator/Director is unable to successfully resolve the issue, the matter should be referred to Tom Peck, CEO. Again, this should be in writing via email or hardcopy delivered to the reception desk.
5. The CEO has the final responsibility for resolving student grievances.

There will be no punitive action or negative bias placed on a student as a result of filing a grievance.



3.01
Code of Conduct

POLICIES

Fast Response expects all students to act in a professional manner at all times, and to comply with School policies and City, State and Federal regulations.

Acceptable Behavior:

- Commit to and participate in the successful completion of the training program, including required attendance, satisfactory academic progress, and financial obligations.
- Maintain a safe learning and working environment.
- Treat fellow students, Instructors, staff, and patients with dignity and respect. Maintain a professional manner at all times, including language, behavior, and dress.

Unacceptable Behavior:

- Cheating, plagiarism, and/or fraud of any kind.
- Theft of any kind; be it from the School, fellow students, staff, or a clinical facility.
- Falsification of any records, including attendance and enrollment information.
- Computer fraud, software piracy, accessing inappropriate websites, installing or removing software (including instant messaging services), alteration of hardware or software.
- Carrying or possessing any weapon on campus.
- Use of illicit drugs or intoxicants, including alcohol, on campus.
- Use of licit drugs or prescribed drugs, without the prior approval of the School.
- Prejudicial behavior.
- Physical abuse or harassment, inappropriate sexual behavior or innuendos, including sexual harassment, violent, disorderly, disruptive, or offensive behavior.
- Behavior that indicates the student is unwilling or unable to act in a professional manner.
- Behavior harmful to the School's image, function, contractual arrangements, interfering or distracting from the educational process.

NOTE:

Eating, drinking, and smoking on campus are restricted to designated areas only.

Fast Response reserves the right to immediately dismiss any student found in violation of Unacceptable Behavior.

3.02
Dress Code

Proper dress is required for safety reasons as well as for professional appearance. This dress code not only applies to on-campus, but also to clinical and externship sites. All clothing should be neat, clean, in good repair, and appropriate for a professional setting.

1. An ID badge must be worn at all times when on campus.
2. Uniforms:
 - a. **Clinical students** will be required to wear clean, pressed scrubs (purchased separately from Fast Response) and lab coat in the lab. A solid color long or short-sleeved shirt may be worn underneath. Regulation shoes with non-skid soles are required for safety purposes. Shoes must be close-toed with either leather or vinyl uppers and free from ornamentation.
 - b. **EMT and PAR students** will be required to wear the assigned Fast Response uniform, which they must purchase from Gall's Uniform of San Francisco or Butler's Uniform in El Cerrito. A Fast Response skills shirt may be worn underneath the uniform shirt. Students may purchase a jacket from the pre-approved jacket selections. Boots with non-skid soles are required for safety purposes. Boots must be tactical duty boots between 6 and 10 inches in height with close-toed leather or vinyl uppers and must be clean and free from ornamentation.
3. No shorts, bare midriff tops, spaghetti-strap tops, tube tops, sandals, or hats/caps/do-rags are to be worn on campus. Clothing that is sheer, or excessively tight, or exposing undergarments or midriff, or low-cut garments which expose cleavage or the buttocks, is not permitted on campus.
4. Hair must be neat and professional in appearance. Beards and moustaches are permitted for certain programs, but must be neatly kept and trimmed. Hair that is longer than shoulder-length must be pulled back.
5. The use of makeup should be kept to a minimum to be consistent with professional appearance.





6. Jewelry must be kept to minimum for safety and to be consistent with professional appearance. Dangling and noisy jewelry is not permitted. Gauges are prohibited. Facial piercings, including tongue rings, nose rings, and labrets are not considered consistent with professional appearance and are not acceptable on campus, nor at externship or clinical sites.
7. Good personal hygiene is imperative. Students that do not perform regular hygiene upkeep may be asked to leave campus. In courtesy to those who suffer from allergies, please do not wear strong perfumes, colognes, or scented lotions to the School.
8. Nails must be free of debris and must not exceed one-quarter (1/4) inch beyond fingertips. Artificial nails are not permitted. Neutral tone nail polish is acceptable; extreme colors and designs are not permitted.
9. Visible tattoos are not permitted on campus or at externship and clinical sites.
10. Chewing gum is prohibited on campus and at externship and clinical sites.

IMPORTANT:

This dress code policy includes when students come to campus for make-up work and/or make-up hours and while present at externship and clinical sites.

READ THIS:

If this dress code is not adhered to, the student will be asked to leave campus, and marked absent for the period of time missed, which could affect their academic status.

3.03

Visitors & Guests

Guests, including children, and pets are not permitted on campus. Service animals are permitted. All guests must be pre-approved. If approval is granted, it is the students responsibility to ensure that their guests obey all school rules and policies, and are not left unattended.

3.04

Emergency Contact

No student will be called out of class for a telephone call or personal visit except for an emergency. Students should inform family and friends of this rule.

Personal telephones and pagers must be turned off and put away during class time or during externship or clinical time.

3.05

Discipline

The CEO, CFO or Program Coordinator will determine discipline in proportion to the offense. Discipline may include warnings, probation, suspension, or dropping the student.

Student misconduct on an assigned externship will not be tolerated. Appropriate discipline, including removal from Program and/or externship, will result from poor attendance, insubordination, or unprofessional conduct.

IMPORTANT:

Failure to be acquainted with or understand rules and policies set forth in this catalog, does not excuse students from potential disciplinary action.





4.01

**Licenses,
Approvals,
& Licensure****PROGRAMS**

Fast Response School of Health Care Education is an affiliated training facility of the following organizations:

- American Heart Association (AHA)
- American Academy of Pediatrics (AAP)
- American Academy of Orthopedic Surgeons (AAOS)
- American Safety and Health Institute (ASHI)
- International Trauma Life Support (ITLS)
- American Geriatrics Society (AGS)

Fast Response School of Health Care Education is approved to provide Continuing Education from the following organizations:

- California Board of Registered Nurses (BRN)
- California EMS Authority (EMSA)

CLINICAL MEDICAL ASSISTANT CERTIFICATE PROGRAM (MAC):

MAC Program has been approved by the following:

- California Bureau for Private Postsecondary Education (BPPE).

Graduates have met the requirement to test for the National Center for Competency Testing (NCCT) exam to become a Nationally Certified Electrocardiogram Technician (NCET) and a Nationally Certified Phlebotomy Technician (NCPT). Graduates are also eligible to test for Clinical Medical Assistant certification by the California Certifying Board for Medical Assistants (CCBMA). See *Phlebotomy Technician Certificate Program for further approvals*.

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE PROGRAM (EMT):

EMT Program has been approved by the following:

- California Bureau for Private Postsecondary Education (BPPE)
- California Emergency Medical Services Authority (EMSA)
- Alameda County EMS Agency

Graduates have met the requirement to test for EMT certification by the National Registry of Emergency Medical Technicians (NREMT).

Requirements for EMT Initial Certification:

1. Be 18 years of age.
2. Apply for certification within two years of EMT course completion.
3. Complete County EMT Certification Application.
4. Submit a copy of your course completion certificate from Fast Response.
5. Submit a copy of your current NREMT card and your NREMT certificate.
6. Submit a copy of your AHA BLS Provider card.
7. Submit a copy of your California Department of Justice and FBI Live Scan background report.
8. Submit a copy of a photo ID (current driver's license, ID card, or valid military ID).
9. Pay the non-refundable application fee, which will vary by county.

An EMT certificate will be issued upon successful completion of these steps. The expiration date shall be two years from the date of your passing the NREMT exam. An EMT certificate issued by any county is valid statewide.



**PARAMEDIC CERTIFICATE PROGRAM (PAR):**

PAR Program has been approved by the following:

- California Bureau for Private Postsecondary Education (BPPE)
- Alameda County EMS Agency
- California Emergency Medical Services Authority (EMSA)

Graduates have met the requirement to test for Paramedic certification by the National Registry of Emergency Medical Technicians (NREMT). California State law requires that Paramedic Training Programs must be approved by both the State of California EMS Authority, as well as the local EMS Agency (LEMSA). Fast Response Paramedic Academy is approved by both California EMSA and the Alameda County EMS Agency. Further, in order for Paramedic Training Program graduates to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination, the Paramedic Training Program shall be accredited and maintain current accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP). Students graduating from a Paramedic Training Program that fails to apply for accreditation with, receive accreditation from, or maintain accreditation with, CAAHEP by the dates required will not be eligible for state licensure as a paramedic.

All Paramedic Training Programs approved by a Paramedic Training Program-approving authority January 1, 2000, or thereafter, shall submit their application, fee, and self study to CoAEMSP for accreditation within twelve (12) months of the start up of classes and receive and maintain accreditation no later than two (2) years from the date of application to CoAEMSP accreditation in order to continue to operate as an approved Paramedic Training Program.

When the first Paramedic Academy started in July 2013, Fast Response began the accreditation process by applying for a "Letter of Review" from CoAEMSP. On June 13, 2013 Fast Response received a "Letter of Review" from CoAEMSP, which states:

Under the authority of this LOR, the Paramedic Academy graduates will meet the eligibility requirements of the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination related to "graduation from a CAAHEP accredited Paramedic program". All other NREMT requirements for admission to the Paramedic examination must be met by the individual.

By applying for and receiving a "Letter of Review" from CoAEMSP, Fast Response is in the process of actively working towards full accreditation.

Fast Response has partnered with Berkeley Adult School to form the Fast Response School of Health Care Education/ Berkeley Adult School (FRSHCE/BAS) EMS Consortium. Berkeley Adult School is currently accredited by The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC).

To contact CAAHEP:

Commission on Accreditation of
Allied Health Education Programs
1361 Park Street, Clearwater, FL 33756
(727) 210-2350 • www.caahep.org

To contact CoAEMSP:

Committee on Accreditation of Education Programs
for the Emergency Medical Services Professions
8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088
(214) 703-8445 • FAX (214) 703-8992 • www.coaemsp.org

To contact ACS WASC:

The Accrediting Commission for Schools, Western Association of Schools and Colleges
533 Airport Boulevard, Suite 200, Burlingame, CA 94010-2009
(650) 696-1060 • FAX (650) 696-1867 • www.acswasc.org

Requirements for California EMT-Paramedic Licensure

1. Submit the Paramedic License Application – Initial Licensure Application.
2. Submit the Statement of Citizenship, Alienage, and Immigration Status for
3. State Paramedic License Form (Form IS-01) with documentation required by form.
4. Submit fingerprints for a California Department of Justice and FBI criminal history checks.
5. Submit a copy of your course completion certificate from Fast Response.
6. Submit a copy of your current NREMT card and your NREMT certificate.
7. Pay \$250 license fee.

A California EMT-Paramedic license will be issued upon successful completion of these steps.

1. The expiration date shall be two years from the date of issue.
2. You must also be accredited to practice in the county in which you work.
3. You may be accredited by multiple counties.

Please contact the local EMS Agency having jurisdiction over the county in which you will work for more detailed information.





PHARMACY TECHNICIAN PROGRAM (PHM)

PHM program has been approved by the following:

- California Bureau for Private Postsecondary Education (BPPE)

Graduates have met the requirement to test for the Pharmacy Technician Certification Examination (PTCE).

Requirements for California Pharmacy Technician License

1. Submit completed Pharmacy Technician application.
2. Submit a certified copy of your high school transcripts or GED.
3. Submit Self-Query report from the NPDB-HIPDB.
4. Submit a copy of your California Department of Justice and FBI Live Scan background report.
5. Pay \$105 non-refundable application fee.

A California Pharmacy Technician License will be issued upon successful completion of these steps.

The expiration date shall be two years from the date of issue.

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM (PHL):

PHL program has been approved by the following:

- California Bureau for Private Postsecondary Education (BPPE)
- California Department of Public Health, Laboratory Field Services (CDPH/LFS)

Graduates have met the requirement to test for the National Center for Competency Testing (NCCT) exam to become a Nationally Certified Phlebotomy Technician (NCPT). This exam is hosted at Fast Response, but administered independently.

Requirements for California Certified Phlebotomy Technician 1 (CPT-1) License

1. Submit high school transcripts.
2. Submit a copy of your course completion certificate from Fast Response.
3. Submit a copy of your NCCT exam test scores.
4. Submit completed CPT application.
5. Submit documentation of 50 venipunctures and 10 skin punctures.
6. Pay \$100 for license fee.

A California CPT-1 License will be issued upon successful completion of these steps.

The expiration date shall be two years from the date of issue.

STERILE PROCESSING TECHNICIAN CERTIFICATE PROGRAM (SPT):

SPT Program has been approved by the following:

- California Bureau for Private Postsecondary Education (BPPE)

Graduates have met the requirements to test for certification by the Certification Board for Sterile Processing and Distribution (CBSPD) and International Association of Healthcare Central Service Materiel Management (IAHCSMM).

READ THIS:

All fees incurred for outside agency licensing or certifications are the sole responsibility of the student. Fast Response will not reimburse or pay for graduates to obtain National, State, or County certifications or licenses.





Clinical Medical Assistants provide support services for a physician or other health practitioner. Duties vary from office to office, but may include taking and recording vital signs and medical histories, administering injections, drawing blood, performing commonly ordered lab tests, rooming and preparing patients for exams. Our MAC training program includes a minimum of 245 hours of classroom instruction and skills lab, followed by 200 hours of supervised externship experience.

MAC w/ PHL graduates will receive:

- Medical Assistant Certificate of Course Completion
- Phlebotomy Certificate of Course Completion
- OSHA Certificate

MAC graduates will be able to test for certification by the National Center for Competency Testing (NCCT) and the California Certifying Board for Medical Assistants (CCBMA).

MAC hours:

Morning Session:

Classroom : M - F 9:00 am - 12:00 pm

Phlebotomy: M - F 9:00 am - 4:30 pm

Evening Session:

Classroom : M on 6:00 pm - 9:00 pm

T - Th 6:00 pm - 10:00pm

Phlebotomy: M - Th 6:00 pm - 10:00 pm

Externship: M - F 8 hours per day; hours vary

Courses (modules) are listed below. Please note that exams and quizzes may be required for each module.

Course / Module Code	Course/ Module Name	Total Hours	Days	Credits	Cost
MAC 210	Clinical MA Basics and Cultural Development	15	5	1.25	\$199.59
MAC 211	Charting, Documentation, and Communication	15	5	1.25	\$199.59
MAC 220	The Immune System/Health & Safety	15	5	1.25	\$199.59
MAC 221	The Cardiovascular System / ECG Basics	15	5	1.25	\$199.59
MAC 222	The Respiratory System	15	5	1.25	\$199.59
MAC 223	The Endocrine System	15	5	1.25	\$199.59
MAC 224	The Digestive and Urinary Systems	15	5	1.25	\$199.59
MAC 225	The Skeletal and Muscular System	15	5	1.25	\$199.59
MAC 226	The Nervous System	15	5	1.25	\$199.59
MAC 227	The Reproductive System	15	5	1.25	\$199.59
MAC 230	Medical Math / Pharmacology	15	5	1.25	\$199.59
MAC 231	The Integumentary System/Injections	15	5	1.25	\$199.59
MAC 201	MAC Externship	160	20	5	\$350.00
PHL 211	Phlebotomy-Basic Curriculum and Skills for CPT-1	32.5	5	2.5	\$887.50
PHL 212	Phlebotomy-Advanced Curriculum and Skills for CPT-1	32.5	5	2.5	\$887.50
PHL 150	Phlebotomy Externship	80	10	2	\$200.00





Tuition & Fees

Registration Fee	\$ 250.00	Non-Refundable
Background Check	\$ 200.00	Non-Refundable after 1st day of class
Insurance	\$ 200.00	Non-Refundable after 1st day of class
MA Textbooks	\$ 400.00	Non-Refundable unless returned unopened; includes BP cuff and Stethoscope
PHL Textbooks	\$ 195.00	Non-Refundable unless returned unopened
Uniform	\$ 30.00	Lab Coat- Scrubs are required to attend and are purchased separately
MA Tuition	\$ 2,395.00	\$13.31 per clock hour, prorated upon the withdrawal before 60% completion
PHL Tuition	\$ 1,775.00	\$27.31 per clock hour, prorated upon the withdrawal before 60% completion
MA Externship	\$ 350.00	Non-Refundable after completion of didactic
PHL Externship	\$ 200.00	Non-Refundable after completion of didactic
STRF	\$ 0.00	\$ 0.50 for every \$1,000.00, rounded to nearest \$1,000.00)
Total	\$ 5,995.00	

IMPORTANT:

ALL PRICES ARE SUBJECT TO CHANGE.

Estimated Additional Fees

Scrubs	\$ 20.00	Per set
Drug Screen	\$ 55.00	Performed by a third party company on-site
Immunizations	\$ 100.00	Cost will vary
CCBMA	\$ 115.00	Exam administered by Pearson Vue
NCCT Exam - CPT	\$ 90.00	Exam administered by NCCT at Fast Response
NCCT Exam - EKG	\$ 90.00	Exam administered by NCCT at Fast Response
NCCT Exam - MA	\$ 90.00	Exam administered by NCCT at Fast Response
CPT licensure fees	\$ 100.00	California Department of Public Health/Laboratory Field Services
Total	\$ 660.00	

***IMPORTANT
NOTE:***

Students who wish to work as a Phlebotomist in the State of California will need to pay for and pass the NCCT certification examination, and apply for licensure by the California Department of Public Health. Fees incurred by immunizations, health exams, uniforms, CDPH State of California Certification, and basic class supplies are the sole responsibility of the student and will not be paid for, reimbursed, or refunded by Fast Response.





Clinical Medical Assistant Certificate Program (MAC w/o PHL)

Students with a current California CPT-1 license may take our Clinical Medical Assistant Certificate Program without the Phlebotomy section. Our MAC training program without Phlebotomy includes a minimum of 180 hours of classroom instruction and skills lab, followed by 160 hours of supervised externship experience.

MAC w/o PHL graduates will receive:

- Medical Assistant Certificate of Course Completion
- OSHA Certificate

Pre-requisite:

Current California CPT-1 license.

MAC hours:

Morning Session:

Classroom : M - F 9:00 am - 12:00 pm

Evening Session:

Classroom : M on 6:00 pm - 9:00 pm
T - Th 6:00 pm - 10:00pm

Courses (modules) are listed above. Clinical Medical Assistant without Phlebotomy attends all MAC modules and does not attend PHL 211, PHL 212, and PHL 150. Please note that exams and quizzes may be required for each module.

IMPORTANT:

Tuition & Fees

Registration Fee	\$ 250.00	Non-Refundable
Background Check	\$ 200.00	Non-Refundable after 1st day of class
Insurance	\$ 200.00	Non-Refundable after 1st day of class
Textbooks	\$ 400.00	Non-Refundable unless returned unopened; includes BP cuff and Stethoscope
Tuition	\$ 2,395.00	\$13.31 per clock hour, prorated upon the withdrawal before 60% completion
Externship	\$ 350.00	Non-Refundable after completion of didactic
STRF	\$ 0.00	Non-Refundable (<i>\$0.50 for every \$1,000.00, rounded to nearest \$1,000.00</i>)
Total	\$ 3,795.00	

ALL PRICES ARE SUBJECT TO CHANGE.

Estimated Additional Fees

Scrubs	\$ 20.00	Per set
Drug Screen	\$ 55.00	Performed by a third party company on-site
Immunizations	\$ 100.00	Cost will vary
CCBMA	\$ 115.00	Exam administered by Pearson Vue
NCCT Exam - MA	\$ 90.00	Exam administered by NCCT at Fast Response
Total	\$ 380.00	

Fees incurred by immunizations, health exams, uniforms, and basic class supplies are the sole responsibility of the student and will not be paid for, reimbursed, or refunded by Fast Response.



4.03

Emergency Medical Technician Certificate Program (EMT)

IMPORTANT NOTE:

The Fast Response School of Health Care Education's Emergency Medical Technician Program provides students with comprehensive skills to perform competently and safely in the pre-hospital setting. The training program includes a minimum of 5 hours of HCP CPR, 170 hours of classroom instruction and skills laboratory, and 28 hours of supervised externship experience.

Our EMT graduates will receive a Certificate of Course Completion and be eligible to test for certification by the National Registry of Emergency Medical Technicians. Students will also graduate with American Heart Association Basic Life Support CPR Certification (BLS) certification.

Due to the rigorous nature of the course, as well as requirements set by California State law, the minimum academic and attendance standards differ from general School Policy. Minimum passing standards for the EMT Program are:

Satisfactory Academic Progress: ----- 75% or greater in each module

Satisfactory Attendance: ----- 90% or greater in each module

EMT hours:

Classroom:	T - F	8:30 am – 5:00 pm
First day of all Day courses is held Monday,		8:30 am – 5:00 pm
Evening/Weekend class:	M, T, Th	6:00 pm – 10:00pm
	Sat	8:30 am – 5:00 pm
First day of all Evening / Weekend courses is held Saturday,		8:30 am – 5:00 pm
Externship:	M – Sun	8-10 hours per day; day, hours, and shifts vary

Courses (modules) are listed below. Please note the EMT Program has a mandatory online component. All students must have access to a computer and the internet.

Course/ Module Code	Course/Module Name	Total Hours	Days	Credits	Cost
EMT CPR	American Heart Association Healthcare Provider CPR	5	1	0	\$ 59.00
EMT 311	EMT Foundations & Trauma Emergencies	75	10	6	\$ 886.50
EMT 312	Medical Emergencies & Specialties	75	10	6	\$ 886.50
EMT 320	EMT Cumulative Didactic and Practical Final Examination	15	2	1	\$ 177.25
EMT 121	Externship – Clinical (Hospital)	8	1	0.5	\$ 94.50
EMT 122	Externship – Field (Ambulance/EMS Provider)	20	2	1	\$ 236.25

Tuition & Fees

Registration Fee	\$ 250.00	Non-Refundable
Background Check	\$ 200.00	Non-Refundable after 1st day of class
Insurance	\$ 200.00	Non-Refundable after 1st day of class
Textbooks	\$ 250.00	Non-Refundable unless returned unopened; includes online access code
Equipment	\$ 50.00	T-Shirt, Blood Pressure Cuff, Stethoscope, Penlight, & Trauma Shears
Uniform	\$ 5.00	EMT patch (x2) – Uniform purchased separately – Required to attend school
Tuition	\$ 2,340.00	\$11.82 per clock hour, prorated upon the withdrawal before 60% completion
STRF	\$ 0.00	Non-Refundable (\$0.50 for every \$1,000.00, rounded to nearest \$1,000.00)
Total	\$ 3,295.00	

IMPORTANT:

ALL PRICES ARE SUBJECT TO CHANGE.



**Estimated Additional Fees**

Uniform	\$ 150.00	Shirt, Pants, Boots, Belt, Name Plate
Drug Screen	\$ 55.00	Performed by a third party company on-site
Live Scan	\$ 69.00	Performed by a third party company on-site
DMV Live Scan	\$ 50.00	Performed by a third party company on-site
Immunizations	\$ 100.00	Cost will vary
Physical	\$ 75.00	We recommend a DOT physical. See Important Note below
Ambulance License fee	\$ 25.00	
NREMT Exam	\$ 90.00	See Important Note below
County EMS Certification Fee	\$ 50.00	May vary by county

Total \$ 714.00

***IMPORTANT
NOTE:***

Students who wish to work as EMTs in the State of California will need to pay for and pass the NREMT certification examination, and apply for registration in their County. Fees incurred by immunizations, health exams, uniforms, NREMT exam registration, Live Scan background check and fingerprint costs, and basic class supplies are the sole responsibility of the student and will not be paid for, reimbursed, or refunded by Fast Response.

***IMPORTANT
NOTE:***

In order to obtain an Ambulance Drivers License in the State of California, a physical examination is required. Prospective students wishing to work in Ambulances Services are strongly recommended to obtain the proper forms from the DMV and complete a DOT physical with a physician as soon as possible.



4.04

**Paramedic
Certificate
Program
(PAR)**
**IMPORTANT
NOTE:**

The Fast Response School of Health Care Education's Paramedic Program provides students with comprehensive skills to perform competently and safely in an ALS role in the pre-hospital setting. The training program includes a minimum of 576 hours of classroom instruction and skills laboratory, and examinations, 160 hours of supervised clinical externship experience and 480 hours of field internship experience.

Our Paramedic graduates will receive a Certificate of Course Completion and be eligible to test for certification by the National Registry of Emergency Medical Technicians. Students will also graduate with the following certifications:

- American Heart Association Advanced Cardiac Life Support Certification (ACLS)
- American Heart Association Pediatric Advanced Life Support Certification (PALS)
- Prehospital Trauma Care course (ITLS or PHTLS)

Due to the rigorous nature of the course, as well as requirements set by California State law, the minimum academic and attendance standards differ from general School Policy. Minimum passing standards for the Paramedic Program are:

Satisfactory Academic Progress: 75% or greater in each module

Satisfactory Attendance: 90% or greater in each module

Paramedic hours:

Classroom: M, T, W 9:00am – 6:00pm

Externship: M – Sun 8 hours per day; days, hours, and shifts vary

Courses (modules) are listed below. Please note that exams and quizzes may be required for each module.

Course/ Module Code	Course/Module Name	Total Hours	Days	Credits	Cost
PAR 100	Intro to ALS Care, Medical-Legal, Communications and Documentation	48	6	24	\$ 4,470.00
	Anatomy & Physiology and Pathophysiology	48	6		
	Observation Day	8	1		
	Pharmacology and Medication Administration	48	6		
	Patient Assessment and Airway Management	48	6		
	Observation Day	8	1		
	Medical 1 – Respiratory and Endocrine	48	6		
	Medical 2 – Cardiovascular	48	6		
	Observation Day	8	1		
	Formative Examination – PAR 100	12	2		
PAR 200	Medical 3 – Abdominal, Renal, and Gynecologic	48	6	24	\$ 4,470.00
	Medical 4 – Neuro, Hematological, and Immunologic	48	6		
	Observation Day	8	1		
	Medical 5 – Infectious Diseases, Toxicology, & Psychiatric	48	6		
	Trauma 1 – Head, Neck, Spine, Chest and Abdominal	48	6		
	Observation Day	8	1		
	Trauma 2 – Environmental, Orthopedic, Burns, & Shock	48	6		
	Special Patient Population and Operations	48	6		
	Observation Day – MCI	8	1		
	Formative Examination – PAR 200	12	2		





Course/ Module Code	Course/Module Name	Total Hours	Days	Credits	Cost
PAR CEU	Certification Division (ACLS, PALS, & ITLS or PHTLS)	48	10	(CEU)	\$ 661.00
PAR 201	Clinical Internship	160	Var	5	\$ 300.00
PAR 202	Field Internship	480	Var	16	\$ 500.00

IMPORTANT:
Tuition & Fees

Registration Fee	\$ 250.00	Non-Refundable
Background Check	\$ 200.00	Non-Refundable after 1st day of class
Insurance	\$ 250.00	Non-Refundable after 1st day of class
Supplies	\$ 1,845.00	Textbooks and tablet; includes online access code
Uniform	\$ 49.00	Uniform Patch Set – Uniform purchased separately – Required to attend school
Tuition	\$ 9,601.00	\$13.79 per clock hour, prorated upon the withdrawal before 60% completion
Clinical Externship	\$ 300.00	Non-Refundable after completion of didactic
Field Externship	\$ 500.00	Non-Refundable after completion of didactic
STRF	\$ 0.00	Non-Refundable (<i>\$0.50 for every \$1,000.00, rounded to nearest \$1,000.00</i>)
Total	\$12,995.00	

Additional Costs

Preceptor fee – Each student will be responsible for the Preceptor fees required by the internship Sites. These fees may vary. This fee will be discussed individually, once field internship has been scheduled.

ALL PRICES ARE SUBJECT TO CHANGE.

Estimated Additional Fees

Uniform	\$ 150.00	Shirt, Pants, Boots, Belt, Name Plate
Drug Screen	\$ 55.00	Performed by a third party company on-site
Live Scan	\$ 69.00	Performed by a third party company on-site
DMV Live Scan	\$ 50.00	Performed by a third party company on-site
Immunizations	\$ 100.00	Cost will vary
Physical	\$ 75.00	Estimated
Preceptor fee	\$ 1,000.00	Estimated
NREMT Exam	\$ 90.00	
CA Paramedic licensure fee	\$ 250.00	
County EMS Accreditation fee	\$ 50.00	May vary by county
Total	\$1,889.00	

**IMPORTANT
NOTE:**

Students who wish to work as a Paramedic in the State of California will need to pay for and pass the NREMT certification examination, and apply for licensure by the state EMS Authority. Fees incurred by preceptor, immunizations, health exams, uniforms, NREMT exam registration, Live Scan background check and fingerprint costs, and basic class supplies are the sole responsibility of the student and will not be paid for, reimbursed, or refunded by Fast Response.

**IMPORTANT
NOTE:**

Students are required to submit all immunizations prior to the first day of class.



The Fast Response School of Health Care Education's Pharmacy Technician Certificate Program trains students in the workings of the hospital and retail pharmacies, how to interact with patients, and assemble medications for prescriptions. The training program includes a minimum of 246 hours of didactic instruction and skills laboratory, 134 distance education hours, and 240 hours of supervised externship experience.

Our PHM graduates will receive a Certificate of Course Completion and be eligible for licensure by the California Board of Pharmacy and may optionally sit for the Pharmacy Technician Certification Examination (PTCE).

Pharmacy Technician Hours:

Classroom:	Tu - Th	6:00 pm - 10:00 pm
	Sat	9:00 am - 6:00 pm
Externship;	M - F	8 hours per day; hours vary

Courses (modules) are listed below. Please note that exams and quizzes may be required for each module as well as other teaching tools to include but not limited to online interactive learning activities, scenarios, and practice activities. All students must have access to a computer and the internet.

Course/ Module Code	Course/Module Name	Total Hours	Days	Credits	Cost
PHM 101	Pharmacy Profession, Law, Regulations, and Standards	12	3	1	\$ 150.96
PHM 102	Basic Concepts of Pharmacology	12	3	1	\$ 150.96
PHM 103	Basic Math Review	12	3	1	\$ 150.96
PHM 104	Dosage Forms, Routes of Administration, and Dispensing Medications	12	3	1	\$ 150.96
PHM 105	Pharmaceutical Measurements and Calculations	12	3	1	\$ 150.96
PHM 106	Medication Safety	12	3	1	\$ 150.96
PHM 107	Labs for Drug References	12	3	1	\$ 150.96
PHM 108	Communication	12	3	1	\$ 150.96
PHM 109	Community Pharmacy	12	3	1	\$ 150.96
PHM 110	Labs for the Community Pharmacy	15	3	1.25	\$ 188.86
PHM 111	Business of the Community Pharmacy	12	3	1	\$ 150.96
PHM 112	Labs for Business of the Community Pharmacy	12	3	1	\$ 150.96
PHM 113	Non-Sterile Compounding	12	3	1	\$ 150.96
PHM 114	Labs for Non-Sterile Compounding	12	3	1	\$ 150.96
PHM 115	Institutional Pharmacy	12	3	1	\$ 150.96
PHM 116	Labs for Institutional Pharmacy	12	3	1	\$ 150.96
PHM 117	Infection Control	12	3	1	\$ 150.96
PHM 118	Sterile Compounding	12	3	1	\$ 150.96
PHM 119	Labs for Sterile Compounding	12	3	1	\$ 150.96
PHM 120	Your Future as a Pharmacy Technician	15	3	1.25	\$ 188.86
PHM 150	Pharmacy Technician Externship	240	20	5	\$ 300.00



**Tuition & Fees**

Registration Fee	\$ 250.00	Non-Refundable
Background Check	\$ 200.00	Non-Refundable after 1st day of class
Insurance	\$ 200.00	Non-Refundable after 1st day of class
Textbooks	\$ 150.00	Non-Refundable unless returned unopened
Uniform	\$ 0.00	Scrubs are required to attend and are purchased separately
Tuition	\$ 3,095.00	\$ 12.58 per clock hour, prorated upon the withdrawal before 60% completion
Externship	\$ 300.00	Non-Refundable after completion of didactic
STRF	\$ 0.00	<i>Non-Refundable (\$0.50 for every \$1,000.00, rounded to nearest \$1,000.00)</i>
Total	\$ 4,195.00	

IMPORTANT:

ALL PRICES ARE SUBJECT TO CHANGE.

Estimated Additional Fees

Scrubs	\$ 20.00	Per set
Drug Screen	\$ 55.00	Performed by a third party company on-site
Live Scan	\$ 69.00	Performed by a third party company on-site
Immunizations	\$ 100.00	Cost will vary
PTCE	\$ 129.00	Optional; Exam administered by Pearson Vue
Self-Query Report	\$ 5.00	Performed by the National Practitioner Data Bank Healthcare Integrity and Protection Data Bank (NPDB-HIPDB)
PT licensure fees	\$ 105.00	California Board of Pharmacy
Total	\$ 483.00	



4.06

**Phlebotomy
Technician
Certificate
Program (PHL)**



The Fast Response School of Health Care Education's Phlebotomy Technician Certificate Program trains students in the workings of the hospital laboratory, how to interact with patients, and acquire and process blood samples. The training program includes a minimum of 65 hours of didactic instruction and skills laboratory and 80 hours of supervised externship experience.

Our PHL graduates will receive a Certificate of Course Completion and be eligible to test for certification by the National Center for Competency Testing (NCCT).

Phlebotomy hours:

Classroom:	M - F	9:00 am – 4:30 pm
Evening class	M - Th	6:00 pm – 10:00 pm
Week One of all Evening courses is held:	Monday	5:00 pm – 10:00 pm and
	T - Th	6:00 pm – 10:00 pm

Externship: M - F 8 hours per day; hours vary

Courses (modules) are listed below. Please note that exams and quizzes may be required for each module.

Course/ Module Code	Course/Module Name	Total Hours	Days	Credits	Cost
PHL 211	Phlebotomy – Basic Curriculum for Phlebotomy Technicians	32.5	5	2.5	\$ 1,060.00
PHL 212	Phlebotomy – Advanced Curriculum for Phlebotomy Technicians	32.5	5	2.5	\$ 1,060.00
PHL 150	Phlebotomy – Externship	80	10	2	\$ 200.00

Tuition & Fees

Registration Fee	\$ 250.00 Non-Refundable
Background Check	\$ 200.00 Non-Refundable after 1st day of class
Insurance	\$ 200.00 Non-Refundable after 1st day of class
Textbooks	\$ 195.00 Non-Refundable unless returned unopened
Uniform	\$ 30.00 Lab Coat- Scrubs are required to attend and are purchased separately
Tuition	\$ 2,120.00 \$32.62 per clock hour, prorated upon the withdrawal before 60% completion
Externship	\$ 200.00 Non-Refundable after completion of didactic
STRF	\$ 0.00 Non-Refundable (\$0.50 for every \$1,000.00, rounded to nearest \$1,000.00)
Total	\$ 3,195.00

IMPORTANT:

ALL PRICES ARE SUBJECT TO CHANGE.



ADVANCED PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM:

Students who meet the CA State prerequisites of documented on-the-job training will be exempt from taking PHL 211 and PHL 150. Admissions representatives have information on qualifiers for the Advanced Phlebotomy Program.

Phlebotomy hours:

Classroom: M - F 9:00 am - 4:30 pm

Evening class M - Th 6:00 pm - 10:00 pm

Courses (modules) are listed below. Please note that exams and quizzes may be required for each module.

<i>Course/ Module Code</i>	<i>Course/Module Name</i>	<i>Total Hours</i>	<i>Days</i>	<i>Credits</i>	<i>Cost</i>
PHL 212	Phlebotomy – Advanced Curriculum for Phlebotomy Technicians	32.5	5	2.5	\$1,060.00

Tuition & Fees

Registration Fee	\$ 250.00	Non-Refundable
Background Check	\$ 200.00	Non-Refundable after 1st day of class
Insurance	\$ 200.00	Non-Refundable after 1st day of class
Textbooks	\$ 195.00	Non-Refundable unless returned unopened
Uniform	\$ 0.00	Lab Coat -Scrubs are required to attend and are purchased separately
Tuition	\$ 1,060.00	\$32.62 per clock hour, prorated upon the withdrawal before 60% completion
STRF	\$ 0.00	Non-Refundable (\$0.50 for every \$1,000.00, rounded to nearest \$1,000.00)
Total		\$ 1,905.00

IMPORTANT:

ALL PRICES ARE SUBJECT TO CHANGE.

Estimated Additional Fees

Scrubs	\$ 20.00	Per set
Drug Screen	\$ 55.00	Performed by a third party company on-site
Immunizations	\$ 100.00	Cost will vary
NCCT Exam – CPT	\$ 90.00	Exam administered by NCCT at Fast Response
CPT licensure fees	\$ 100.00	California Department of Public Health/Laboratory Field Services
Total		\$ 365.00

**MPORTANT
NOTE:**

Students who wish to work as a Phlebotomist in the State of California will need to pay for and pass the NCCT certification examination, and apply for licensure by the California Department of Public Health. Fees incurred by immunizations, health exams, uniforms, CDPH State of California Certification, and basic class supplies are the sole responsibility of the student and will not be paid for, reimbursed, or refunded by Fast Response.





Sterile Processing Technicians provide a critical service in the health care environment. The role of the technician focuses on infection prevention and aseptic techniques to sort, disassemble, clean, and disinfect surgical trays, instruments, carts, supplies, and patient care equipment. The technician is responsible for providing instrument sets for surgical procedures and all supplies for booked and emergency surgeries as well as understanding regulatory and safety standards. The training program includes a minimum of 200 hours of classroom instruction and skills laboratory and a 200 hour externship.

Our SPT graduates will receive a Certificate of Course Completion and are eligible to test for certification by the Certification Board for Sterile Processing and Distribution (CBSPD) and International Association of Healthcare Central Service Materiel Management (IAHCSMM).

NOTE:

Candidates who successfully complete the IAHCSMM exam must complete 400 hours of documented work or volunteer experience within 6 months of exam completion to receive certification.

SPT hours:

Classroom: M, W, Th 6:00 pm – 10:00 pm

Sat 9:00 am – 6:00 pm

Externship: M – F 8 hours per day; hours vary

Courses (modules) are listed below. Please note that exams and quizzes may be required for each module.

Course/ Module Code	Course/Module Name	Total Hours	Days	Credits	Cost
SPT 101	Introduction to Central Service Processing	20	4	1.5	\$ 253.00
SPT 102	SPT Policies, Procedures, and Regulatory Bodies	20	4	1.5	\$ 253.00
SPT 103	Instrumentation and Decontamination	20	4	1.5	\$ 253.00
SPT 104	Wrapping, Packaging, and Sterilization	20	4	1.5	\$ 253.00
SPT 105	Inventory, Safety, and Professionalism	20	4	1.5	\$ 253.00
SPT 106	Clinical Practice	100	20	5	\$ 1,265.00
SPT 200	SPT – Externship	400	50	5	\$ 300.00

Tuition & Fees

Registration Fee	\$ 250.00	Non-Refundable
Background Check	\$ 200.00	Non-Refundable after 1st day of class
Insurance	\$ 200.00	Non-Refundable after 1st day of class
Textbooks	\$ 170.00	Non-Refundable unless returned unopened
Uniform	\$ 0.00	Scrubs are required to attend and are purchased separately
Tuition	\$ 2,530.00	\$12.65 per clock hour, prorated upon the withdrawal before 60% completion
Externship	\$ 300.00	Non-Refundable after completion of didactic
STRF	\$ 0.00	Non-Refundable (\$0.50 for every \$1,000.00, rounded to nearest \$1,000.00)
Total	\$ 3,650.00	

IMPORTANT:

ALL PRICES ARE SUBJECT TO CHANGE.

Estimated Additional Fees

Scrubs	\$ 20.00	Per set
Drug Screen	\$ 55.00	Performed by a third party company on-site
Immunizations	\$ 100.00	Cost will vary
CBSPD Exam	\$ 125.00	
IAHCSMM Exam	\$ 125.00	
Total	\$ 425.00	

IMPORTANT NOTE:

Fees incurred by immunizations, health exams, certifications, uniforms, and basic class supplies are the sole responsibility of the student and will not be paid for, reimbursed or refunded by Fast Response.

IMPORTANT NOTE:

Due to the length of the externship for this program, placement may be delayed by more than 90 days.





5.01

General Admission**ADMISSIONS**

Steps for Admission to postsecondary programs:

1. Interview with an Admissions Representative.
2. Student to provide evidence of age. Minimum age of 18 on the first day of class.
3. Student to provide evidence of high school diploma or GED.
4. Student to complete Wonderlic entrance examination. Score must be 16 or greater.
5. Execution of enrollment agreement.
6. Execution of financial agreement.
7. Registration fees, installment payment, if applicable.

NOTE:

Clinical Medical Assistant students must attend orientation no less than one week prior to the first day of class.

Fast Response is an equal opportunity school and accepts qualified students without regard to race, color, creed, sex, sexual orientation, age, national origin, or disability.

Students must be eligible to study in the United States in order to enroll in postsecondary programs. Fast Response does not provide any visa services for foreign students.

IMPORTANT NOTE:

Fast Response does not provide English as a Second Language (ESL) instruction. All programs are taught in English. Students must be able to read, write, and understand English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED, or passage of the California high school proficiency exam in order to absorb the concepts, videos, and skills of the class and complete all assigned homework and exams.

Students seeking to re-enter after withdrawing or being dropped from a program must complete a Petition to Re-enter. If the Petition is approved, the student must complete the admissions steps listed above to re-enroll. See Section 7.13.

Drug Screening

After enrollment, but before externship, all students are required to have drug screening tests performed on campus by an independent agency.

Immunizations

After enrollment, but before externship, all students are required to furnish immunization records as required by the externship site.

Current students who have not completed externship will not be allowed to enroll into a second program until they have completed all the requirements, including externship, for their current program.

5.02

Paramedic Program Admission

Steps for Admission to the Paramedic Program:

1. Contact the Admission Department at (510) 849-4009.
2. Complete an Application for Consideration.
3. Complete Wonderlic entrance examination. Score must be 20 or greater.
4. Proof of age (Must be 18 at start date).
5. Proof of legal ability to work in the US.
6. Proof of high school diploma, GED, or college transcripts.
7. Proof of current EMT Certification and CPR card.
8. Proof of at least 1040 hours (six months) EMT experience or equivalent.
9. Successfully pass oral board interview.
10. Clear 10 panel drug screen.
11. Completion of, or enrollment in, Anatomy and Physiology class or Paramedic A & P.
12. Execution of an Enrollment Agreement.
13. Execution of a Financial Agreement.
14. Registration fees, installment payment, if applicable.
15. Submit immunizations prior to the first day of class.





5.03

Background Checks

Criminal background checks are required for all students enrolled. The background check looks for criminal and civil convictions based on the student's name, date of birth, social security number, current and/or former residency. A \$200 fee is charged to the student for this background check.

Convictions and registrations that disqualify students from continuing their education at Fast Response:

- Any felony conviction within the past seven (7) years.
- Any conviction that is sexual or violent in nature in the past ten years.
- Registration as a sex offender, violent offender, or drug offender.

IMPORTANT NOTE:

If a student's background check returns with an open or pending case for a felony or a misdemeanor which is sexual or violent in nature, the student will not be allowed to continue in their program until the case has been resolved. The student will be placed on Hold - Enrollment for a maximum of 6 months. If the case has not been resolved by that time, the student will be dropped and will need to Petition to Re-enter to continue in their program of study once the case is resolved. See Section 7.14.

NOTE:

Any conviction of any kind may disqualify a student from receiving an externship due to the site's policies. Any conviction of any kind may also disqualify a student from receiving county, state, or national certification and may be an obstacle for a student's ability to become employed. All decisions regarding certification and employment availability are at the discretion of the certifying or employing agency.

5.04

Immunizations

All postsecondary programs at Fast Response require the student to complete an externship at one or more clinical sites. Immunization requirements are specific to externship sites and may vary depending on where students complete their clinical or field rotations.

Admissions representatives will furnish a list of Fast Response required immunizations for each program during the enrollment process. Additional immunizations may be required depending on externship site.

Students will not be placed on the Externship List until all immunizations have been completed and submitted to the School Registrar.

Students will have up to 30 (thirty) days after the last day of didactic training to submit immunization documentation. Failure to provide required immunizations within this time frame will result in the student being dropped from his/her program of study.

NOTE:

Students are responsible for all immunization costs.

NOTE:

Paramedic students are required to submit all immunizations prior to the start of class.

5.05

Drug Screening

Prior to externship, students must participate in a 10-panel drug screening. Drug screens reveal a wide range of substances.

If a student's drug screen is returned with a positive result for any substance for which the student is screened, the student will be placed on a "Hold Enrollment" status. The student must submit to another drug screening no sooner than 30 days after the School received the results for the initial screening. If a student's second drug screen is positive, the student will be dropped from the School and will be placed on an "Ineligible" status for all future enrollments and programs.

NOTE:

Many clinical externship sites will not accept prescription or medical marijuana use in the acceptance of students.





5.06

Pre-Requisite & Experiential Learning Credit

Fast Response accepts pre-requisite coursework or experiential learning credit for the following programs:

- EMT: American Heart Association Health Care Provider CPR certification obtained within six months prior to the start date of the program. Upon verification of the CPR certification, the student will earn tuition credit for five clock hours and receive a "complete" as the grade. The burden of proof of the pre-requisite is on the student by providing a valid AHA HCP CPR card. The student is responsible for attending Expectations and Orientations which is held on the same day as the Health Care Provider CPR certification class.
- PHL: Documented on the job experience of 1040 hours with a minimum of 50 venipunctures and 10 capillary punctures per the California Department of Public Health/Laboratory Field Services. If accepted, the student will be entered into the School's Advanced Phlebotomy Technician Certificate Program. The burden of proof of successful pre-requisite completion is the responsibility of the student and requires a valid 30-hour Phlebotomy Technician Certificate Program (Advanced) Prerequisite Requirement sheet. Advanced students are not required to participate in a field externship.

Provision for Appeal:

If the prospective student submits, but is denied, prerequisite or experiential learning credit, the prospective student may file a request to appeal the decision in writing to the CEO, Tom Peck. If the denial for prerequisite or experiential learning is upheld, a formal written explanation will be furnished to the prospective student.

No other programs are eligible for consideration for prerequisite credit awards.

Fast Response does not accept credits through challenge examinations or achievement tests.

5.07

Transferability of Credits

BPPE 94909.a.15:

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits and acceptance of credits you earn at Fast Response is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Fast Response program of your choice is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Fast Response to determine if your certificate will transfer."

Fast Response has not entered into an articulation or transfer agreement with any other college or university. BPPE 94909.a.8.A





FINANCE

Explanation of Charges

\$250.00

Registration Fee

The registration fee is assessed at the time of enrollment and is non-refundable once enrollment is accepted. The registration fee covers costs for processing admission and enrollment.

\$200.00

Background Check

The background check is used to determine enrollment eligibility. This fee is assessed on the first day of class, as the background check is not performed until the student is physically present for course.

\$200.00

Insurance

Insurance is carried by Fast Response to cover the student in the case that they are injured. Additional insurance covers the student while working with patients, as required by externship sites.

Varies

Textbook

Textbooks are required for every postsecondary course. Textbook prices fluctuate depending on recent book editions and pricing changes by publishers. Textbooks for some programs include an online access code. Students are encouraged to purchase their textbook prior to the start of class. If students have not purchased their textbooks prior to class, they will receive textbooks on their first day of class. Clinical Medical Assistant students must purchase their textbooks by the start of orientation.

Varies

Uniform

Students enrolled in clinical programs will receive their lab coat when they are assigned an externship.

Scrubs are required for most courses and are not provided by the School.

EMT students receive two patches once the Registration Fee has been paid and a Financial Agreement has been executed. Patches must be brought to a Fast Response contracted uniform supplier when the student purchases their uniform. The uniform supplier will attach the patch while the student waits.

Varies

Tuition

Tuition is calculated based on clock hours of class time and externship time. Each program has different rates and hours, and will be discussed during enrollment.

If a student is unsuccessful in a module, they will need to repeat the module. The student will be responsible for additional fees for repeating modules.

Varies

Student Tuition Recovery Fund (STRF)

Please see Section 6.02

\$25.00 NCCT Review Session (approximately 2 hours)

\$100.00 3-Hour Phlebotomy Skills Lab Practice Refresher

\$45.00 Intensive Phlebotomy tutoring session with Instructor (approximately 45 minutes)

\$175.00 NREMT Psychomotor Examination (remediation or make-up)

\$45.00 Intensive EMT skills tutoring session with Instructor (approximately 45 minutes)

\$65.00 Intensive Paramedic skills tutoring session with Instructor (approximately 45 minutes)

\$100.00 3-Hour Sterile Processing Technician Lab Practice Refresher

\$45.00 Intensive SPT skills tutoring session with Instructor (approximately 45 minutes)

\$10.00 Credit check fee for students on payment plans. An additional \$10.00 credit check for a co-signer may be required.

\$45.00 Payment plan processing fee

\$25.00 Certificate of Completion replacement fee

\$40.00 Returned check / closed account / NSF fee / Declined automatic credit card payments

\$10.00 Late fee applied to accounts 5 business days past due

\$20.00 Official Transcript fee per Transcript

\$30.00 Documentation Rush fee, based on desired time frame and document retrieval fees

\$10.00 Replacement Student Badge

Unused tuition is transferrable to other programs. Tuition that has already been applied to attended clock hours in non-transferable. Fees are transferrable between programs within 30 days of first enrollment.

IMPORTANT:

IMPORTANT:

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.



6.02

Student Tuition Recovery Fund



BPPE 94909.a.14: You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

NOTE:

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

.You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- A. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- B. Your total charges are not paid by an third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from STRF and you are not required to pay STRF if:

- A. You are not a California resident.
- B. Your tuition and fees are paid by a third party, such as an employer, government program, and you have no separate agreement to repay the third party.

The STRF assessment is \$0.00 for every increment of \$1,000.00 of tuition. Fast Response will forward STRF fees to the State of California on a quarterly basis.

6.03

Financial Aid

Private Loans

Fast Response is not a Title IV School and does not offer federal financial aid. BPPE 94909.a.10

Private third-party loans may be an option for a student to finance their education. Options for loans can be discussed with the Student Finance Department.

BPPE 94909.a.11: If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund in the case of the student's withdrawal. If the student has received federal student financial aid funds, and the student withdraws, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Fast Response has partnered with Mechanics Bank, 2301 Shattuck Ave, Berkeley, CA to offer students options for alternative financing. Please ask your Admissions Representative for more details.

Fast Response, in conjunction with the Alameda County Health Pipeline Partnership, Youth Bridge, and others, may provide tuition reduction or scholarships for qualified students. If you are interested in more information on this, please contact the Fast Response CEO for additional information and list of requirements.



6.04

Payment Options

Fast Response offers payment options as follows:

Payment Plan 1 (PP1)

Due at enrollment:	\$ 250.00 STRF Patch Fee	Registration Fee (<i>non-refundable</i>) Student Tuition Recovery Fund (if applicable) (EMT students only)
Due prior to first day of class:	Remaining fees & tuition	

Payment Plan 2 (PP2)

Due at enrollment:	\$ 250.00 STRF Patch Fee	Registration Fee (<i>non-refundable</i>) Student Tuition Recovery Fund (if applicable) (EMT students only)
Due prior to first day of class:	Remaining fees	
Tuition installments:	To be paid in full before expected graduation date; credit application required; credit check, co-signer, and automatic recurring payments may be required.	

Payment Plan 3 (PP3)

Due at enrollment:	\$ 250.00 STRF Patch Fee	Registration Fee (<i>non-refundable</i>) Student Tuition Recovery Fund (if applicable) (EMT students only)
Due prior to first day of class:	Remaining fees	
Tuition installments:	To be paid in full no later than 3 months after expected graduation date; credit application and credit check required; co-signer and automatic recurring payments may be required. Third party agency may administer the payment process.	

NOTE:

Student will NOT receive Certificate of Course Completion until paid in full.

NOTE:

Students who default on their payment plans will not be allowed to attend class. Delinquent accounts and student's information will be turned over to an outside agency for collection; this may have a negative impact on the student's credit.

6.05

Financial Default & Probation

Students must maintain their payment obligations to maintain their status with the School.

Students are contacted immediately if a payment is past due.

- A student with a payment past due more than 2 days will be considered on Financial Probation.
- A student on Financial Probation with a payment 5 days past due will be assessed a \$10 late fee and will receive a final warning and have 1 day to bring their account current.
- A student with a payment 8 days past due will not be allowed to continue in class until their account is brought current.
- A student with an account 30 days past due will be dropped from the program and will be turned over to an outside agency for collection; this may have a negative impact on the student's credit.

IMPORTANT:

Any student who is removed from class due to a past due balance on their account may fail a course/module due to poor attendance and be required to repeat the course/module in its entirety. The student will be financially liable for the repeated course/module.

IMPORTANT NOTE:

Students seeking to re-enter after being dropped due to financial obligations from a program must complete a Petition to Re-enter. See Section 7.15. If the Petition is approved, the student must complete the admissions steps listed in Section 5.01 to re-enroll and will be financially responsible for all fees and tuition associated with the new enrollment.

Any student payment that is returned or declined for non-sufficient funds or closed account will be assessed a NSF fee. See Section 6.01 for fee schedule. The student will be placed on Financial Probation until their account is current.





6.06

Refund

Fast Response School of Health Care Education calculates refunds according to BPPE guidelines.

Refunds are calculated as follows:

Tuition

$$\frac{\text{Tuition}}{\text{Program Clock Hours}} = \text{Cost per Clock Hour} \times \text{Classroom Hours Attended} = \text{Cost of Instruction}$$

Students will receive a refund of amounts paid to the School in excess of their calculated Cost of Instruction. Non-refundable fees do not figure into refund calculations. Non-refundable fees may include:

- \$250.00 Registration fee
- Background Check
- Insurance
- Textbooks
- Uniform
- Student Tuition Recovery Fund (STRF)

Refunds will be made within 45 days of the Determination Date of Withdrawal.

In the event the calculated refund amount is less than the student's current unpaid balance, a refund will not be issued. The student remains responsible for the amounts due to the School.

If the student has completed more than 60% of the scheduled classroom didactic hours through their last day of attendance, the student is not eligible for a refund for the didactic portion of tuition. Externship tuition is not refundable if the student has started the externship.

6.07

Hypothetical Refund Example

The following table outlines the refund due based on the percentage of training completed, assuming you paid the following:

Total Program Cost	\$ 2,546.50
Less Registration Fee	\$ 250.00
Less Books / Equipment	\$ 250.00
Tuition Fee	\$ 2046.50

Percentage of training complete:	10%	25%	50%	60%	>60%
Refund due:	\$1,841.85	\$1,534.88	\$1,023.25	\$818.60	No Refund





7.01
Method of Instruction

ACADEMICS

7.02
Facilities & Equipment

Fast Response maintains extremely high academic standards. Our programs are designed to be efficiently condensed, yet effective. Because of this, the programs are rigorous, requiring a high level of participation, regular attendance, and ample time for homework, including large amounts of reading. Students should expect to spend up to two hours or more on homework for each hour of classroom lecture. Fast Response provides traditional classroom lectures, quizzes, examinations, and active participation in the skills lab. This provides our students with the knowledge and confidence to pass national exams and become compassionate and successful medical professionals.

Clinical Medical Assistant Certificate Program:

Lecture is provided in a classroom setting utilizing both PowerPoint and practical, hands-on demonstrations. Other teaching tools include access to online, interactive learning activities and quizzes. Students are able to practice skills in a clinical setting by utilizing exam beds, vital monitors, autoclave equipment, specimen and hematocrit centrifuges, 12 lead EKG machines, specimen collection supplies, and patient screening essentials. Students are able to obtain a strong working knowledge through thought-provoking lectures and by practicing skills in a realistic clinical setting.

Emergency Medical Technician Certificate Program:

Lecture is provided in a classroom setting utilizing both PowerPoint and practical, hands-on demonstrations. Other teaching tools include access to online, interactive learning activities and a simulated NREMT exam, which will prepare students for the national exam. Skills training is provided in a large skills lab setting at our School. The Skills Lab is equipped with patient gurneys, hospital beds, a motorcycle, a mock apartment, a simulated ambulance, and a Sim Lab setting with Sim Man and recording equipment and playback features.

Paramedic Certificate Program:

Lecture is provided in a classroom setting utilizing both PowerPoint and practical, hands-on demonstrations. Other teaching tools include access to online interactive learning activities and a simulated NREMT exam, which will prepare students for the national exam. Skills training is provided in a large skills lab setting at our School. The Skills Lab is equipped with patient gurneys, hospital beds, a motorcycle, a mock apartment, a simulated ambulance, and a Sim Lab setting with Sim Man and recording equipment and playback features.

Pharmacy Technician Certificate Program

Lectures are provided in a classroom utilizing PowerPoint on a flat-screen television. Skills training is provided in a simulated laboratory with hospital and retail pharmacy settings. During skills lab, students will role-play customer interactions and receive, process, and fulfill prescriptions.

Phlebotomy Technician Certificate Program:

Lectures are provided in a classroom utilizing PowerPoint on a flat-screen television. Skills training is provided in a simulated laboratory. Skills lab is equipped with phlebotomy draw chairs, simulated venipuncture arms, hematocrit centrifuges, and skin blocks. During skills lab, students will be exposed to live demos, a variety of laboratory supplies and processing techniques, and hands-on experience running key laboratory tests, including blood smears.

Sterile Processing Technician Certificate Program:

Lectures are provided in a classroom utilizing PowerPoint on a flat-screen television. Skills training is provided in a skills lab setting stocked with surgical instruments. The Skills Lab is designed to simulate a Central Service Department and is equipped with multiple sets of surgical instrumentation, surgical bins, and surfaces.





7.03

Quarter Credit Hours

Instruction at Fast Response may include lecture and/or laboratory and/or externship. Quarter credit hours are based on a minimum 10 week term and are defined as follows:

- 1 quarter credit granted for a minimum of 1 clock hour of lecture per week for a quarter
- 1 quarter credit granted for a minimum of 2 clock hours of lab per week for a quarter
- 1 quarter credit granted for a minimum of 3 clock hours of externship per week for a quarter

7.04

Grading Scale

Instructors assign grades based on appropriate weighting of classroom participation, skills lab, project work, homework, written exams and quizzes, attendance, and externship evaluation.

Percentage Grade	Letter Grade	Grade Points	Description
≥ 90%	A	4.0	<i>Performance far exceeds that expected for entry level employment in the field.</i>
80 – 89%	B	3.0	<i>Performance is better than expected for entry level employment in the field.</i>
70 – 79%	C	2.0	<i>Performance is the quality expected of an entry level employee in the field.</i>
0 – 69%	F	0.0	<i>Must repeat course.</i>

A grade of "TC" will be applied for all accepted transfer credits. No grade point will be assigned for this grade.

7.05

Grade Point Average (GPA)

Grade Point Average (GPA) is an important measure of student progress. Every student must maintain the program minimum cumulative GPA in order to graduate. The following Grade Points are assigned to each grade:

A = 4, B = 3, C = 2, and F = 0.

Example:

Student receiving grades of one A, two Bs, one C and one F

Credits Attempted	Grade	Calculation	Grade Points
1.0	A	4 x 1.0	4.0
2.0	B	3 x 2.0	6.0
1.0	C	2 x 1.0	2.0
1.0	F	0 x 1.0	0.0
			12.0

GPA = (total grade points divided by credits attempted) = 12/5 = 2.4

7.06

Attendance

Regular attendance for the duration of the course is essential for academic and professional success. Fast Response requires students to meet standards of attendance and promptness that are generally required of employees in the workforce. Attendance is strictly enforced.

Students must be in class during assigned hours and be prepared for the day's activities.

Instructors take attendance, which factors into assigning grades for courses. Poor attendance may result in the student earning a failing grade regardless of the student's academic performance. If a student misses more than 20% of the scheduled hours of a course/module, they will be required to retake that course/module and will be placed on Attendance Probation.

A student placed on Attendance Probation due to unsatisfactory attendance will be dropped from a program if attendance does not improve. The student remains financially liable for the time the student was enrolled.

If a student is absent for more than 20% of the total hours for the module, the student will be dropped from their program of study due to unsatisfactory attendance.

In general, Fast Response does not offer make-up hours for class hours missed.





7.07

Leave of Absence

Because our courses are accelerated, Fast Response does not grant Leaves of Absence. Military personnel called to active duty must discuss situation with the CEO or CFO.

7.08

Externship

Each program offered at Fast Response includes an Externship. Students will spend time in the field and/or in a clinical rotation. During the externship, students practice skills under the supervision of a qualified professional. Fast Response School of Health Care Education guarantees that all students in good standing will be placed at an externship site after the completion of their coursework. In some cases, externship placement may result in a significant commute from the campus (up to 100 miles).

NOTE:

Paramedic students may be assigned to externship sites outside of the 100 mile limit.

The School does not guarantee that student preferences will be met.

By enrolling in a Fast Response program, the student agrees to attend any externship assignment required by that program at the times and locations assigned by the School. If the student declines a scheduled assignment, and/or the School is unable to contact the student, the student may be dropped from the program, and no certificate will be issued. Declining an externship may result in the student being required to attend a skills refresher course and pay for any costs associated with the refresher course. See Sections 6.01 and 7.10.

Many externship assignments are for eight hours per day. Assigned hours may be during the day, evenings, weekends, or holidays. It is the student's responsibility to be available to complete their required externship commitment. The student is responsible for arranging transportation to the assigned externship site.

IMPORTANT:

Students may not obtain their own externship sites. Externships must be performed at Fast Response contracted sites.

Externship placement priority is based on receiving all necessary documents including immunizations, drug screening, criminal background check, and Live Scan, and student must be current in their financial obligation to the School. The student has 30 days after completing the didactic portion to submit the required documentation, including immunization records.

IMPORTANT:

Fast Response will make best efforts to ensure that externships start within 90 days from the students last day of classroom activity. If a student does not begin externship within this timeframe, the student may be dropped from their program or be required to participate in a refresher course. See Section 7.10. Students wishing to re-enter after being dropped from their program must participate in a skills refresher course and may be required to retake the final written exam.

7.09

HIPAA And Confidentiality

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects patient information, which includes, but is not limited to, patient records, treatments, health status, and medical payment history. During the program, students may be exposed to confidential patient, student, or client information. Students are required to maintain patient confidentiality and may not use or share, in any way, any personal or medical information about a patient, student or client. Student may not share any patient, student or client information with any individual or group, including family, friends and coworkers, or post any patient information on any social media sites, including, but not limited to, Facebook, Twitter, YouTube, Tumblr, personal blogs, message boards and community-based sites, inside or outside of the facility or school. Any use or sharing of information is a direct violation of HIPAA is a criminal offense and may result in immediate expulsion from the program with possible fines and imprisonment.

7.10

Refresher Courses

Under certain circumstances, if a student experiences a break between the end of didactic and the start of externship, that student may be required to participate in a skills refresher course before going on externship. If the delay was through no fault of the student, this refresher course will be free of charge. If the delay was caused by the student for any reason, including, but not limited to, declining an externship assignment or failing to submit immunizations and/or drug screen within 30 days of the last day of didactic, the student will be required to pay for the refresher course.

See Section 6.01.





7.11

Satisfactory Progress

Students are required to maintain satisfactory progress for both academics and attendance throughout the duration of their program. Unless otherwise noted in the Program Description (Section 4), School satisfactory progress is defined as follows:

- Satisfactory academic progress ----- 70% or greater in each module
- Satisfactory attendance ----- 80% or greater in each module

Students who do not meet the minimum satisfactory progress standard will be placed on probation.

All programs must be completed within 1.5 times the normal program length. This equals a period of time during which the student attempts 1.5 times the maximum clock hours required to complete the program.

7.12

Probation

The intent of probation is to allow the student to continue their education while improving performance, attendance, and/or meeting their financial obligation. During probation, the student will continue to attend class. If the student is receiving financial assistance from an outside agency, the student's sponsor will be notified of the probation.

Fast Response has the following types of probation:

- Academic Probation
- Financial Probation
- Attendance Probation
- Professionalism Probation

Probation will be lifted when the student has met the conditions of probation. If the student does not meet the probation conditions, the student will be dropped from the program and the School. Dropped Students wishing to continue in their program of study must petition to re-enter. See Section 7.15.

7.13

Failed & Repeated Courses

In order to graduate, every student must earn a passing grade in every module in the curriculum. A passing grade is 70% or above, unless otherwise noted by Program. If a student does not receive a passing grade, the student can repeat the course. Students are responsible for additional costs for re-taking classes. Students may only take any given module twice.

If the next available module is more than 45 days out, the student will be dropped from the program and will be refunded any applicable tuition. Prior to retaking the module, Students must pay for all associated tuition and fees.

Academic and attendance standards may vary based on the program of study. For specific graduation requirements, please refer to the Program Descriptions (Section 4) in this catalog.

7.14

Performance Improvement Plan(PIP)

A Performance Improvement Plan (PIP) will be issued to students who are unsuccessful or having difficulty in a program. The PIP will serve to assist the Instructor and student in finding avenues and tools to increase the student's success in the program.

7.15

Petition for Re-Entry (Appeals Process)

Students who "withdraw" or are "dropped" from their program, and wish to continue their program, must petition for consideration to re-enter the next available class within 5 days of the Determination Date of Withdrawal or Drop. If a student fails to petition for re-entry within this time period, the student will be unable to "carry over" any non-refundable fees listed in Section 6.01 towards the next class and will be required to pay any fees associated with re-enrolling in the program. Petition forms are available at the Admissions Department or from your Program Coordinator. Students may or may not be granted re-entry. Students who are granted re-entry may or may not be placed on Probation throughout the remainder of their program.

7.16

Graduation Requirements

A Certificate of Course Completion is awarded to each student who successfully completes the classroom, skills lab, and externship requirements for their program of study. See Section 7.10. The student's account to the School must be paid in full.

Certificates of Course Completion are generally mailed within two weeks of fulfilling the academic and financial requirements. An official copy of each student's certificate is available upon written request.

See Section 6.01 for schedule of fees.





8.01

Student's Right to Cancel

ENROLLMENT CESSATION

For programs 200 hours or more (MA, Paramedic, SPT), a student has the right to cancel their enrollment, without obligations or tuition charges, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.

For programs with fewer than 200 hours (EMT & PHL), a student has the right to cancel their enrollment, without obligations or tuition charges, through attendance at the first class session.

The student has the right to quit school at any time. The student has the right to receive a pro-rate refund of tuition charges if they have completed 60% or fewer of the scheduled classroom didactic hours through their last day of attendance. Externship tuition is refunded if the student has not yet started externship.

Acceptable Notice of Cancellation:

- Written notice mailed to: Fast Response School of Health Care Education 2075 Allston Way, Suite B, Berkeley, CA 94704. With proper address and proper postage, effective cancellation date will be the postmarked date.
- Hand delivered notice to their Admissions Representative at Fast Response School of Health Care Education,
✓ 2075 Allston Way, Suite B, Berkeley, CA 94704.
- Email sent to their Admissions Representative at Fast Response School of HealthCare Education.

NOTE:

Students must cancel in writing. Telephoning the school, leaving voice mail messages, or failing to come to class are not acceptable methods of cancelling a course.

Applicable refunds will be processed within 45 days after Notice of Cancellation is received. Please see Section 6.06 for additional refund information.

8.02

Pre-Start Cancellation

Students are designated as a "Pre-Start Cancellation" when all of the following events occur:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Executed Enrollment Agreement • Executed Financial Agreement | <ul style="list-style-type: none"> • Payment of Registration Fee has been processed • School receives Notice of Cancellation before the first day of class |
|---|--|

Applicable refunds will be processed within 45 days after Notice of Cancellation is received. Please see Section 6.06 for additional refund information.

8.03

No Start

Students are designated as a "No-Start" when all of the following events occur:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Executed Enrollment Agreement • Executed Financial Agreement | <ul style="list-style-type: none"> • Payment of Registration Fee has been processed • Student fails to show up for the first day of class |
|---|---|

Applicable refunds will be processed within 45 days after the first day of class. Please see Section 6.06 for additional refund information.

8.04

Withdrawal

Students are designated as a "Withdrawal" when all of the following events occur:

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Executed Enrollment Agreement • Executed Financial Agreement | <ul style="list-style-type: none"> • Payment of Registration Fee has been processed • Student starts class | <ul style="list-style-type: none"> • Student submits a Notice of Cancellation |
|---|--|--|

Applicable refunds will be processed within 45 days after Notice of Cancellation is received. Please see Section 6.06 for additional refund information.

8.05

Academic, Attendance, Financial Drop

Students are designated as a "Drop" when all of the following events occur:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Executed Enrollment Agreement • Executed Financial Agreement • Payment of Registration Fee has been processed | <ul style="list-style-type: none"> • Student starts class • Student fails to meet satisfactory academic progress, financial obligation to the School, and/or satisfactory attendance requirements | <p>OR</p> <ul style="list-style-type: none"> • Student fails to abide by School's policies |
|---|---|---|

Applicable refunds will be processed within 45 days of Drop date. Please see Section 6.06 for additional refund information.

8.06

Graduation

Students are designated as a "Graduate" when all of the following events occur:

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • Executed Enrollment Agreement • Executed Financial Agreement | <ul style="list-style-type: none"> • Successful completion of all academic program modules • Successful completion of their externship | <ul style="list-style-type: none"> • Financial obligations to the School have been met |
|---|--|---|

Certificates of Course Completion are generally mailed within two weeks of fulfilling the academic and financial requirements.





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**Chris Barney, Paramedic**

- EMT Lead Lecture Instructor, Fast Response School of Health Care Education
- 10 years experience – Pre-hospital Care
- 6 years experience – San Francisco Fire Reserves
- 3 years experience – teaching
- Instructor Certifications:
 - a) AHA BLS, ACLS, and PALS
- Other Certifications:
 - a) PHTLS

Melissa Cheung, Pharm.D.

- Pharmacy Technician Program Director, Fast Response School of Health Care Education
- Doctor of Pharmacy
- 10 years experience – Pharmacist

Mark Chance, EMT-P

- Paramedic Clinical Coordinator and Instructor, Fast Response School of Health Care Education
- 10 years experience – Pre-hospital care
- 1 year experience – teaching
- Instructor Certifications:
 - a) AHA BLS, ACLS, and PALS
 - b) ITLS, EMPACT, and GEMS
- Other Certifications:
 - a) AHA BLS, ACLS, and PALS
 - b) ITLS, EMPACT, and GEMS

Lisa Dubnoff, MICP, RN, Paramedic

- Paramedic and ALS Programs Director, Fast Response School of Health Care Education
- EMT Program Director, Fast Response School of Health Care Education
- B.S. – Psychology
- 15 years experience – Fire Captain
- 29 years experience – Firefighter/Paramedic
- 10 years experience – Director of Advance Life Support Programs, Fast Response School of Health Care Education
- Regional Faculty:
 - a) AHA ACLS and PALS
- Instructor Certifications:
 - a) AHA BLS, ACLS, and PALS
 - b) ITLS, PHTLS, EMPACT, GEMS

Fereshteh Heidary, CPT-1

- Phlebotomy Skills Instructor, Fast Response School of Health Care Education
- 9 years experience – Phlebotomist
- 1 year experience – teaching

Julie Jones, RN

- Phlebotomy Program Director, Fast Response School of Health Care Education
- AAS – Nursing
- 15 years experience – Nurse educator
- Instructor Certifications:
 - a) AHA ACLS and PALS



Ritu Malhotra, MBBS

- Clinical Medical Assistant Program Coordinator, Fast Response School of Health Care Education
- 15 years experience – Medical Doctor
- 6 years experience – teaching

Charissa Purefoy, CPT-1

- Phlebotomy Coordinator and Lead Instructor, Fast Response School of Health Care Education
- 21 years experience – Phlebotomist
- 3 years experience – teaching
- Other Certifications:
 - a) AHA BLS

Paul Sabatini, CPHT, FCPTA

- Pharmacy Technician Program Coordinator, Fast Response School of Health Care Education
- M.Ed. – Adult Education and Training
- Nationally Certified Pharmacy Technician
- California Registered Pharmacy Technician
- 11 years experience – Pharmacy Technician
- 10 years experience – teaching

Lucas Williams, EMT, CPT-1

- EMT Program Coordinator, Fast Response School of Health Care Education
- 2 years experience – Pre-hospital care
- 4 years experience – teaching
- Other Certifications:
 - a) AHA BLS, ACLS, and PALS

Clinical Medical Assistant Certificate Program (MAC)

Coordinator: Ritu Malhotra

Emergency Medical Technician Certificate Program (EMT)

Director: Lisa Dubnoff
Coordinator: Lucas Williams
Administrator: Jeff Johnson

Paramedic Certificate Program (PAR)

Director: Lisa Dubnoff
Administrator: Amy Nordgren

Pharmacy Technician Certificate Program (PHM)

Director: Melissa Cheung
Coordinator: Paul Sabatini

Phlebotomy Technician Certificate Program (PHL)

Director: Julie Jones
Coordinator: Charissa Purefoy

Sterile Processing Technician Certificate Program (SPT)

Administrator: Aaron Dames

Continuing Education

BLS Coordinator: Nina Hurwitz
ALS Coordinator: Mark Chance



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