



TCMI
Treasure Coast Medical Institute

PROGRAM CATALOG

Treasure Coast Medical Institute
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www.treasurecoastmi.com

Licensed by the Commission for Independent Education, Florida Department of Education
325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400
(850) 245- 3200 and (888) 224- 6684
License # 5638

Catalogs are made available to our students online.

Catalog: Jan. 2024 – Dec. 2024

CONTENTS

Introduction	3
State License and Affiliation	3
Accreditation	3
Mission	3
Vision	3
Faculty and Administration	4-5
Faculty and Equipment	5
Campus Security Report	5
Sexual Harassment	6
Admission Policies and Procedures	6
Applications	6
General Prerequisites for Admission	6-7
FERPA Policy	7
Enrollment	7
Finance	7
Costs/Payments	7-8
Cancellations and Refunds	8
Academics	8
Clock Hours	8
Course Numbering	8
Program Hours	8
Calendars	9
Transfer of Credits	9
Advanced Placement/Experiential Learning	9
Grade Appeal Procedures	9
Attendance Policy	9-10
Satisfactory Academic Progress Requirements	10
Academic Warning/Probation/Dismissal	10-11
Reinstatement	11
Withdrawals	11
Assignments	11
Student Evaluations	11-12
Code of Conduct	12-13
Skills Practice	13
Dress Code Policy	13-14
Academic Dishonesty/Plagiarism	14-15
Student Grievance Policy	15
Clinical & Field Externship Objectives	15
Clinical & Field Externship Policies	15-16
Class, Clinical, & Externship Cancellations	16
Ride-A-Longs	16
Student Services	16
Learning Resource Center	16-17
EMT Program Objectives	17
EMT Program Curriculum	17-18
EMT Program Costs	18-19
EMT Program Graduation Requirements	19
Paramedic Program Objectives	19
Paramedic Program Curriculum	19-20
Paramedic Program Hours	20
Paramedic Program Costs	20
Paramedic Program Graduation Requirements	20-21

INDEX

Academic Dishonesty/Plagiarism	14-15
Academic Warning/Probation/Dismissal	10-11
Academics	8
Accreditation	3
Admission Policies and Procedures	6-7
Advanced Placement/Experiential Learning	9
Applications	6
Assignments	11
Attendance Policy	9-10
Calendars	9
Campus Security Report	5
Cancellations and Refunds	8
Class, Clinical, & Externship Cancellations	16
Clinical & Field Externship Objectives	15
Clinical & Field Externship Policies	15-16
Clock Hours	8
Code of Conduct	12-13
Costs/Payments	7-8
Course Numbering	8
Dress Code Policy	13-14
EMT Program Costs	18-19
EMT Program Curriculum	17-18
EMT Program Graduation Requirements	19
EMT Program Objectives	19
Enrollment	7
Faculty and Administration	4-5
Faculty and Equipment	5
FERPA Policy	7
Finance	7
General Prerequisites for Admission	6-7
Grade Appeal Procedures	9
Introduction	3
Learning Resource Center	16-17
Mission	3
Paramedic Program Costs	20
Paramedic Program Curriculum	19-20
Paramedic Program Graduation Requirements	20-21
Paramedic Program Hours	20
Paramedic Program Objectives	19
Program Hours	8
Reinstatement	11
Ride-A-Longs	16
Satisfactory Academic Progress Requirements	10
Sexual Harassment	6
Skills Practice	12
State License and Affiliation	3
Student Evaluations	11-12
Student Grievance Policy	15
Student Services	16
Transfer of Credits	9
Vision	3
Withdrawals	11

Appendix A – Faculty Listing _____ **22-23**

Appendix B – Academic Calendar _____ **24-25**

INTRODUCTION

Treasure Coast Medical Institute, Inc. is owned by Kevin and Audrey Franklin. Treasure Coast Medical Institute, Inc. is located in Fort Pierce, Florida and offers State of Florida and National Association of Emergency Medical Technicians (NAEMT) approved curriculum in Emergency Medical Technician and Continuing-Education Courses. Treasure Coast Medical Institute, Inc. also serves as an Instructor Training Site for the American Heart Association (AHA).

“Treasure Coast Medical Institute” and “TCMI” are fictitious names used by Treasure Coast Medical Institute, Inc.

STATE LICENSE AND AFFILIATIONS

Treasure Coast Medical Institute, Inc. is a legal private entity having active registration with the Florida Dept. of State, Div. of Corporations. We are licensed by the Commission for Independent Education, Florida Department of Education, License # 5638.

Additional information regarding this institution may be obtained by contacting the Commission at:
325 West Gaines Street Suite 1414
Tallahassee, FL 32399-0400
Toll free telephone number (888)224-6684

ACCREDITATION

Treasure Coast Medical Institute, Inc. is fully accredited by
MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON SECONDARY SCHOOLS
3624 Market Street | 2 West | Philadelphia, PA 19104
Telephone: 267.284.5000 | FAX: 215.662.0957

"The Treasure Coast Medical Institute Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the National Registry's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:
214-703-8445
www.coaemsp.org

MISSION

To prepare competent entry-level EMS providers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in order to function as part of a comprehensive EMS response under medical oversight. Treasure Coast Medical Institute, Inc. provides a student-centered environment consistent with its core values preparing graduates to apply knowledge, critical thinking skills, and abilities to succeed in employment, advancement in careers, and services to the community. Our graduates leave prepared to pass the required examinations with the skills necessary to immediately function as proficient technicians in the EMS field.

VISION

We are striving to become one of the best training facilities in the Treasure Coast. We will achieve this goal by earning and maintaining a reputation that promotes high quality education and having a staff that has the dedication, skills, and heart to achieve this goal.

***Treasure Coast Medical Institute, Inc does not discriminate in any form.
Our students and staff are treated fairly and with respect.***

CURRENT OFFICERS

President: Kevin Franklin

Responsibility and governance for the organization Treasure Coast Medical Institute, Inc., a registered Florida “S” Corporation, rests with Kevin Franklin, the President and co-founder of TCMI. Kevin Franklin, along with other staff members, exercise responsibility for the establishment of the basic policies that govern the operation of the school. The members meet on a regular basis to review the implementation of these policies. Members are primarily concerned with the academic quality of the institution and regularly review data that allow them to ensure that the institution meets the needs of the students and serves the public interest of the communities the school serves.

FACULTY AND ADMINISTRATION

Kevin Franklin, EMT-P, Owner, President, Program Director, Instructor

Kevin Franklin started his career in emergency medicine in 1995. His experience ranges from being a paramedic on the street, critical care air transport, and training and educating Emergency Medical Technicians and Paramedics. Kevin holds a BA in Organizational Management from Warner University and an AS in Fire Science from Indian River State College. He is a state of Florida certified Paramedic and Firefighter. He holds provider and instructional certificates in BLS, ACLS, and PALS. During his 10 years at Indian River State College, he received the State of Florida EMT instructor of the year award from the Florida Association of EMS Educators. He also earned the Indian River State College Most Outstanding Adjunct of the Year award. He is currently a Paramedic with St. Lucie County Fire Department. He also assists with district wide training and education and assists with the quality assurance program at the Fire District. Throughout his career, Kevin has helped thousands of EMT and Paramedic students successfully complete National and State of Florida certifying exams.

Dr. Michael Ferraro, ER Physician, Medical Director

Dr. Michael Ferraro has been working in the medical field for over 25 years. His career began as an EMT in 1997. From there, he went on to gain his Bachelor’s in Marine Science and Masters of Physiology and Neurobiology Science. He graduated with his Doctorate of Osteopathy at Nova Southeastern University in 2004. He holds provider certificates in BLS, ACLS, PALS, and APLS. He is currently working as an ER Staff Physician at Cleveland Clinic Martin Health in Stuart. He is the Medical Director of Jupiter Island Public Safety and a Consulting Physician at Florida Association of EMS Medical Directors. Dr. Ferraro has received various awards including the “Kudos Award” featured in “Botsford on Rounds” for increased public relations (2007), Certificate of Appreciation at Florida Health-fair in Key West and Belle Glade (2003), and a Certificate of Appreciation from the Plantation Fire Department, Community Fire Education (2002). Michael has publications in the American College Emergency Physicians and the Southeast Surgical Congress. He is part of many professional societies including the Florida Association of EMS Medical Directors and the American College of Osteopathic Emergency Physicians.

Amy Brown, RN, Office Manager

Amy Brown is the Office Manager for Treasure Coast Medical Institute. She leads, directs, and oversees the everyday administrations of the office and staff at TCMI. Amy is a Registered Nurse who has worked the medical field for over 25 years in a variety of areas of nursing from ER/trauma to home health, as well as, in management and marketing. Amy holds her Bachelor of Science in Nursing from Florida Atlantic University.

Yvon Paiement, EMT-P, Paramedic Instructor

Yvon Paiement started his career in emergency medicine in 1995. Yvon’s experience consists of being a Firefighter / Flight Paramedic in the street for the St. Lucie County Fire District that responds to over 50,000 calls a year. He is also assigned to one of the busiest critical care air transport helicopters in the south-east region of the United States. He holds provider and instructional certificates in BLS, ACLS, PALS, and PHTLS. He has trained and educated various healthcare providers over the last 17 years including Emergency Medical Technician and Paramedic students. He has successfully trained and assisted hundreds of students to pass the National Registry and State of Florida Emergency Medical Technician and Paramedic exam while teaching at Indian River State College. He has earned the Indian River State College Lead lab instructor of the year award two years in row. He has been involved in the training, education, and recertifying of employees of the St. Lucie County Fire District for the last 17 years. He is also a member of the quality assurance program at the St. Lucie County Fire District. He has been Instrumental in the development in various programs at the St. Lucie County Fire District such as the Field Training Instructor program, Air Rescue’s Flight Paramedic program, Medical Protocols, Field Training Office program, and Trauma Transport Protocol. Yvon holds a Bachelor of Science Degree in Fire Science from Columbia Southern University, Master of Science in Emergency Services Management from Columbia Southern University, and currently completing a Master of Art in Organizational Leadership Fire/Rescue from Waldorf University.

Andrew Willmore, BS, SPO/FF/PM Lead Paramedic Instructor

Andrew Willmore started his career in emergency medicine in 2016. Andrew Willmore’s experience consists of being a Special Operations Firefighter Paramedic in the street for the St. Lucie County Fire District that responds to over 60,000 calls a year. He holds provider and instructional certificates in BLS, ACLS, PALS, and PHTLS, LFAT, and Fire Officer I. He has trained and educated various healthcare providers over the last 3 years including Emergency Medical Technician and Paramedic students as well as 4 years at the university level. He has successfully trained and assisted hundreds of students to pass the National Registry and State of Florida

Emergency Medical Technician and Paramedic exam while teaching at TCMI. He also serves as Treasurer for the Firefighters Union with Local 1377 and a Trustee for the Employee Health Insurance Trust at the St. Lucie County Fire District. Andrew Willmore holds a Bachelor of Science Degree in Molecular Biology from Florida Atlantic University.

Craig Stolzer, EMT-P, Lead Paramedic Instructor

Craig Stolzer started his career in EMS in 2006 with American Medical Response in Belle Glade, Florida. In 2008 he began with St. Lucie County Fire Department as a Firefighter EMT and attended the IRSC Paramedic program with Dr. Marjorie Bowers and Kevin Franklin as his instructors. Craig is currently part of the St. Lucie County Fire Department special operations division as a Firefighter Paramedic. Craig has a Bachelors in Communications from Texas Christian University and has been teaching since 2010. He is certified through the State of Florida as Level A EMS instructor, Fire instructor 3, and BLS, ACLS, and PALS instructor through AHA. He has been with TCMI since 2021 as an adjunct instructor, Lead lab instructor, and Lead instructor.

Casey Hogan, BS, Captain/FLUSAR Rescue Specialist, Lead EMT Instructor

Casey Hogan has over twenty years of experience with the St. Lucie County Fire District. He is currently a Paramedic for the SLCFD, a FLUSAR Rescue Specialist, and Hazmat Tech, and a Special Operations Captain for the St. Lucie County Fire District. He has a Bachelor's degree in Fire Science from Columbia Southern, an Associate's degree in Business Administration from IRSC, and an Associate's degree in EMS from IRSC. Casey began instructing at TCMI in 2019 and was previously an instructor at IRSC. Combined, he has over fifteen years of instruction experience and has received the IRSC Instructor of the Year award numerous times.

John Craton, BS, Captain/paramedic, Lead EMT Instructor

John Craton began his career in emergency medicine in 2001 when he started working for the St. Lucie County Fire District (SLCFD) as a Firefighter EMT. In 2004 he completed paramedic school at Indian River State College (IRSC). John began teaching EMS in 2005 as an adjunct instructor at IRSC and became part of the staff at Treasure Coast Medical Institute in 2020 where he is currently the lead instructor for the night EMT class. John continues to work as a Captain with SLCFD responding to emergencies in the St. Lucie West neighborhoods. John also participates in his Fire Departments Honor Guard team, Pipes and Drums band, Cadet Program, and the departments diversity committee. In addition to being a firefighter and paramedic, John has a Bachelors degree in Business Management as well as being state certified as a Fire Officer III and Fire Instructor III and holding a Level A EMS instructor certification. John continues to enjoy "bending the minds" of future EMS professions after nearly 19 years of instructing.

Travis Deckers, FF/PM, Lead EMT Instructor

Travis Deckers started his career in EMS in 2018 with the volunteer program at North Palm Beach Fire Rescue and became hired with City of Stuart Fire Rescue in early 2020. He attended Indian River State College for EMT and Fire School then completed his certifications with Paramedic at the Coral Springs Regional Institute of Public Safety. Travis has been working as a Preceptor for Paramedics in training at Stuart Fire Rescue for the past 2 years and has obtained his certifications for Fire Officer I as well as Safety Officer. Travis completed the Level A EMS Instructor with the state of Florida when he started working at Treasure Coast Medical Institute and has worked through nearly every position at the school from Lab, Clinical, and Lead positions in the time that he has been with TCMI.

Instructors

All of our instructors are experienced educators who are currently employed in the medical profession. (See Appendix A)

FACILITY AND EQUIPMENT

Our classrooms are located at the Renaissance Business Park in Fort Pierce, Florida. It is 2.4 miles from our former location. Our location is close to 8,000 sq/ft and has 4 large classrooms, 4 lab bays, a breakroom, a conference room, a learning resource center, and 6 offices. At our location, there is an abundant amount of parking and there is also a security team during open hours. The classrooms and laboratories are outfitted with updated equipment to meet all training needs. Student break and restroom areas are conveniently located on campus. Ample (free) parking is available near the classrooms. Although the school does not provide housing, transportation or childcare for students, faculty, or staff, there are lodging options close to the facility and public transit bus lines run nearby. Treasure Coast Medical Institute will always endeavor to aid all students including those students requiring any special attention.

School Office Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday.

CAMPUS SECURITY REPORT

Treasure Coast Medical Institute, Inc. is a safe campus. No crime of any type has been reported to date. Students and employees should report any theft, vandalism, or any crime no matter how minor to the President or staff. A campus security report is published annually by Treasure Coast Medical Institute, Inc to the Commission of Independent Education. All students and employees should take reasonable precautions, such as not leaving personal possessions unattended and seek an escort to one's vehicle after dark.

NO SMOKING POLICY

Treasure Coast Medical Institute provides a non-smoking work and study environment. Those who wish to smoke during breaks must go outside to do so. Under no circumstances may one smoke within 200 feet of any building entrance.

DRUGS AND ALCOHOL POLICY

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all locations on the property of, or as part of any of the activities of Treasure Coast Medical Institute, Inc. We recognize the dangers of drug and alcohol abuse in the workplace, and it is our policy to ensure that our campuses are free of drug and alcohol abuse. The school will take appropriate action consistent with local, state, and federal law against a student or employee who violates the standards of conduct contained herein, up to and including termination from academic study or employment, and referral for prosecution for violations of the standards of conduct described above. All students enrolled at Treasure Coast Medical Institute, Inc. assume an obligation to always conduct themselves as responsible members of the community, to respect the personal and property rights of others, and to support the educational mission of the school. The school insists that its students demonstrate personal and professional integrity in addition to academic excellence.

SEXUAL HARASSMENT

Treasure Coast Medical Institute, Inc. strives to provide a work environment free of sexual harassment. Harassment on the basis of sex is a violation of Section 703 of Title VII of The Civil Rights Act of 1964. It is also a violation of The APA Code of Conduct. It is the policy of Treasure Coast Medical Institute, Inc that sexual harassment of employees or students is regarded as unprofessional and demonstrative of improper conduct. Sexual harassment is defined as unwelcome sex advances, request for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature. Conduct of this nature is improper whether 1) submission to the conduct is either an explicit or implicit term or condition of employment or student status; 2) submission to or rejection of the conduct is used as a basis of employment or student standing; 3) the conduct has the effect of substantially interfering with an individual's work or academic performance; or 4) the sexually suggestive conduct or language has the effect of causing uncomfortable living or working conditions. All employees and students of Treasure Coast Medical Institute, Inc. are expected to avoid any behavior or conduct toward any other employee or student that could be interpreted as sexual harassment. Reporting Harassment Students who believe they have been the victim of sexual or other harassment should immediately report the matter to the school President.

Any faculty member or administrator who has received a complaint from an employee or student alleging harassment should immediately notify the President of Treasure Coast Medical Institute, Inc. Similarly, any administrator, faculty member, or supervisor who becomes aware of a situation involving potential harassment of an employee or student should contact the President. All complaints of harassment will be investigated promptly and will be kept confidential to any and all extents possible. Appropriate disciplinary action up to and including termination from academic study or employment will be taken against any employee or student found to have engaged in harassment. Reporting Health or Safety Hazards Students should immediately report health or safety hazards to the nearest available school representative and then to the President. Any accident or injury, no matter how slight, must also be reported immediately.

ADMISSION POLICIES AND PROCEDURES

Applications

Applications are available to download from our website at www.treasurecoastmi.com upon paying the application fee.

Follow this five-step application process:

1. THOROUGHLY read the "Functional Job Description" and "Americans with Disability Act" information on the EMT/Paramedic Application. It is imperative that applicants new to the EMS field fully comprehend the challenges ahead.
2. Be certain that you can meet all the pre-requisites.
3. Pay the \$150 non-refundable Application Fee to reserve your spot in the class.
4. Come in, tour our facility.
5. Submit the registration paperwork, and participate in an admissions appointment.

General Prerequisites for Admission

- Be at least 18 years of age with a valid FL Driver's License
- Provide current State of Florida EMT License (Paramedic Application Only)
- Be financially capable of covering the cost of the course
- Provide a copy of a High School Diploma, G.E.D., College Transcript, or College Diploma
- Be free of any felony convictions.
- Be, and remain, drug and substance abuse free.
- Complete and provide proof for an AHA BLS CPR card that must remain current throughout entire course (available for students at the school for \$45 (not included in Tuition))
- Obtain personal health insurance valid through the duration of the program
- Register for the physical and immunization CastleBranch tracker (MANDATORY - \$121 (not included in Tuition)) that includes;
 - 10-panel Drug Screening
 - Background Investigation
 - Signed statement (form provided by the school) from a Physician proclaiming you are of sufficient health to participate in the chosen course and are free of any communicable diseases
 - Up-to-date Shot Record showing MMR, Hep B, Varicella, PPD/TB, Tetanus, & FLU vaccines

- Ability to comply with the requirements for EMS personnel set forth in the Americans with Disabilities Act.
- Able to participate in clinical rotations at various hours/days.
- Participate in an admissions appointment.
- Read, sign, and submit all applicable paperwork.

FERPA Policy

FERPA is the Family Educational Rights and Privacy Act enacted in 1974 (aka the Buckley Amendment) that protects the privacy of students' education records and provides guidelines for the appropriate maintenance and release of those records. Under FERPA, students have the right:

- To inspect and review their education records,
- To request an amendment to an inaccurate education record,
- To provide written consent before disclosure of personally identifiable information, and
- To file a complaint with the U.S. DOE concerning potential compliance issues.

FERPA rights are assigned to all students when they reach 18 years of age or when they enroll in postsecondary education. All students admitted to TCMI are protected by FERPA. Education Records regulated by FERPA are divided into two types of student information: Directory Information and Personally Identifiable Information. Directory Information is defined by the institution and is not considered to be an invasion of a student's privacy if disclosed. In general, requests for student Directory Information should be referred to the Office of Student Records. TCMI Directory Information that may be released in accordance with TCMI procedures includes:

- Student Name
- Student Address
- Dates of Attendance
- Program of Study
- Degrees/Awards/Scholarship

Personally Identifiable Information is any part of a student's education record that is not Directory Information and is defined by FERPA as protected and confidential. Personally Identifiable Information includes student education records such as:

- Academic standing
- Email address
- Gender
- GPA
- Grades
- Race
- Social Security Number
- Student ID Number
- Student Schedule
- Test Scores
- Financial aid information
- Billing information
- All information required for the processing of scholarship applications and financial aid

Enrollment

Treasure Coast Medical Institute, Inc. does not discriminate regarding race, color, gender, ethnic background, or religion. Acceptance is dependent on the staff's determination that the applicant can handle the financial responsibility and meet the prerequisite requirements. If met, an individual Enrollment Agreement listing monies submitted, monies due and a payment schedule will be developed for the student's signature.

FINANCE

Costs/Payments

Students receive individual Enrollment Agreements detailing payment amounts.

- The Schedule of tuition and fees are published with each program/course description of this catalog.
- Each program will show a breakdown of total costs per course including books and other materials.
- The non-refundable Application fee, Lab Fee, tuition/payment plan, required documents, and related fees must be fulfilled prior to the start of the program and acceptance of the enrollment agreement.
- Students may be required, in certain programs, to purchase uniform components.
- Students withdrawn for non-payment will not be reinstated into their classes.

Current Administrative Fees

Non-refundable Application Fee	\$ 150.00
Rejected Bank Transfer Fee/Returned Check Fee	\$ 10.00

All Tuition Costs and Fees are Subject to Change

Payment may be made in the form of cash, counter check, online bank transfer, or credit/debit card (service fees may be applied for credit/debit payments). Counter Checks are to be made payable to “Treasure Coast Medical Institute, Inc.

CANCELLATIONS AND REFUNDS

Treasure Coast Medical Institute, Inc. offers a refund to the student who withdraws from the program, or to the sources from which the student’s prepaid fees came, accordingly to the schedule outlined below. This refund is based on tuition charged for the semester. Any student wishing to withdraw should complete and sign a Withdrawal form. The Withdrawal form may be obtained at Treasure Coast Medical Institute, Inc.’s registration desk. Cancellations can be made in person, by electronic mail, by Certified Mail, or by termination. The termination date will be the last date of actual attendance by the student.

The refund schedule is as follows:

1. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
2. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
3. Lab and PPE Fees are non-refundable within three (3) business days after signing the Enrollment Agreement.
4. All monies due, will be refunded to the payee within 30 days of the date of determination of the student’s withdrawal. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. Date of determination is based on the student’s withdrawal based on the school’s programmatic attendance policy the student is enrolled in.
5. Tuition for the EMT and Paramedic program will be refunded on a pro-rated basis:
 - For the EMT Program, cancellations after attendance has begun, through 40% completion of the semester, will result in a prorated refund computed on the number of hours completed to the total semester hours. Cancellation after completing more than 40% of the semester will result in no refund.
 - For the Paramedic Program, cancellations after attendance has begun, through 20% completion of the semester, will result in a prorated refund computed on the number of hours completed to the total semester hours. Cancellations after completing more than 20% of the semester will result in no refund.
6. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student.
7. All monies will be refunded in the event that Treasure Coast Medical Institute, Inc. cancels the class.

A student can be dismissed, at the discretion of the Director and/or President, for unsatisfactory progress, non-payment of tuition and fees, or failure to comply with rules and regulations.

Students called to Active Military Duty must submit a copy of their orders. The student may opt to drop from the course and receive a refund under the Standard Refund Policy or, enter Military Leave Status and have their files and finances put on hold. The student is to notify the school within 180 days of discharge as to his/her intention to return or drop. At what point in the course the student will be allowed to re-enter will be determined by the Lead Instructor. Those dropping out will receive the Standard Refund.

ACADEMICS

Clock Hours

A clock hour is defined as fifty (50) minutes of instruction followed by a ten (10) minute break.

Course Numbering

The course numbering system is comprised of letters and numbers representing the content of the course or program. One clock hour equals a minimum of 50 minutes of Instructor-led training plus an appropriate break.

Credit Hours: 1 Credit Hour Lecture = 15 Clock Hours; 1 Credit Hour Lab = 30 Clock Hours; and 1 Credit Hour Externship = 45 Clock Hours

Program Hours

We offer various Traditional course schedules tailored to the needs of our students, such as:

EMT – Day Class:	9:00 AM-1:00 PM	Monday, Tuesday, & Wednesday
EMT – Day Class:	9:00 AM-1:00 PM	Tuesday, Wednesday, & Thursday
EMT – Night Class:	6:00 PM-10:00 PM	Tuesday, Wednesday, & Thursday
Paramedic Class:	9:00 AM-6:00 PM	A-Shift Schedule (Closed Class)
Paramedic Class:	9:00 AM-6:00 PM	B-Shift Schedule (Spring)
Paramedic Class:	9:00 AM-6:00 PM	C-Shift Schedule (Fall)

Clinical and Field Internship hours are scheduled according to availability of the student and clinical/field internship site(s) and administered by the Clinical Coordinator.

Calendars

Academic Calendars are based on semesters (See Appendix B.) Four months or sixteen weeks will begin every January, April, and August. The school observes the following Federal Holidays:

New Year's Day	Martin Luther King, Jr. Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day	

Transfer of Credits

Transferability of credit is at the discretion of the accepting institution, and that it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Advanced Placement/Experiential Learning

No advanced placement credit or experiential learning credit can be applied to any part of a student's EMS education, including paramedic training.

Grade Appeal Procedures

The only grounds on which a formal grade appeal will be entertained are instances in which there is evidence of discrimination or factual error on the part of the faculty member. Mere disagreement with a faculty member's professional judgment is not sufficient grounds for a grade appeal. Any appeal by students of a grade or evaluative comment shall be initiated within one week of the day the grade or evaluative comment was given.

The initial step is for the student is to consult the faculty member who issued the grade or evaluative comment for reconsideration. If after consultation with the faculty member, the student wishes to pursue the issue, the student should request, in writing, a determination from the Program Director/President. The Program Director/President conducting the investigation should consult the parties involved, gather all pertinent information, and review the relevant facts. At the conclusion of the investigation, the Program Director/President shall issue a finding, in writing, that will decide the matter.

Attendance Policy

The administration and faculty recognize that proper attendance is essential to the overall effectiveness of the training the student receives in his/her educational pursuits. Cultivation of positive habits is as important as the acquisition of knowledge and the development of skills needed later in life. Consistent attendance is required in order to complete each program as scheduled. If a student is suspended, must repeat a course due to lack of academic progress, or withdraws and re-enters, TCMI is unable to ensure completion of the student's program in the prescribed amount of time. In this event, the student will be scheduled for any remaining courses as soon as they are offered in accordance with the normal schedule and on space available basis.

The school must be able to ensure to potential employers that a student will be a reliable employee. Therefore, punctual attendance is required at all classes, training sessions and externships. Attendance is an absolutely crucial part of the training program and a requirement for graduation. Attendance is taken by instructors at every class (lab, externship, & clinical) for the entire time the class meets. Students will not be excused from part of a class to attend to personal business. The only excused absences are for illness and or emergency. TCMI recognizes that there are many times when a student cannot attend class or arrives late because of unusual circumstances. The attendance policies have been formulated to allow for those circumstances, while at the same time ensuring that each student attends class a sufficient amount of time to acceptably master the subject matter and to meet the minimum criteria for National Standard curriculum. Makeup work is given at the discretion of the instructor.

Attendance

- Students are allowed to miss up to but not to exceed 2 days. Being tardy 3 times equals one absence. Absences exceeding this will result in academic withdrawal.
- All students must inform Treasure Coast Medical Institute, Inc. if they will be absent or tardy as soon as possible before their scheduled start time.
- Students are responsible for the material covered in ALL scheduled classes: lectures, reading assignments, practical sessions, and testing sessions. This work must be made up and cannot be skipped.
- Subject material cannot always be written as notes during classes; therefore, it is important to attend each session.
- Students, who leave class early without prior permission from the instructor or EMS Coordinator, will have an absence recorded for that class period.
- Other attendance requirements for externships are explained in detail within the program requirements.
- Students are to ensure that they are not to be subject to call or duty or duty during the training program.

- No less than 100% of Clinical attendance will be accepted. Clinical hours are scheduled based on availability of the student and the facility.
- Rescheduling or cancellation of any scheduled Clinical or Field Internship will result in a \$25 fee, apart from cancellations due to illness, natural disasters, or other extenuating circumstances.
- Missing any Clinical or Field Internship hours is unacceptable. Students who are a “No Show” will be fined \$50. If proper notification is not given to clinical coordinator or lead instructor at least 30 minutes prior to time assigned the absence will be considered unexcused. Additional violations are grounds for dismissal.

Leave of Absence Policy

Occasionally situations arise, family tragedies or medical emergencies, making it necessary for students to briefly interrupt their program of study. Recognizing this, TCMI permits students to request a Leave of Absence under the following conditions:

- Students must complete a Leave of Absence Request Form available from the Student Services Department.
- The leave must not exceed one hundred (180) calendar days (excluding scheduled school breaks).
- Only one leave will be granted in a twelve (12) month period
- The leave must be approved by the Program Director/President.

On the Leave of Absence Request form the student must provide a written explanation as to the reason for the leave request, specify the expected duration of the leave, obtain the appropriate signature, and return the completed form to the Student Services Department. A leave of absence may not exceed 6 months. Students who stop attending classes without following the procedure for requesting a leave, or do not receive approval for their leave will be considered Withdrawn from the program. Students who do not return from their approved leave of absence by the specified date will also be considered Withdrawn.

Satisfactory Academic Progress Requirements

The vast majority of our students make satisfactory progress to their diploma and placement. This is due in part to the high level of personal attention that each student receives. At the same time, experience shows that the number one factor contributing to satisfactory academic progress is an individual’s strength of motivation coupled with strong commitment. In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific course grade point average (see Required Grades) and must progress through the program at a specific minimum pace. Satisfactory academic progress is evaluated at the end of each five-week session. The maximum time frame shall not exceed 1.5 times the normal duration of the program.

Grading Scale

A	90-100
B	80-89
C	70-79
D	65-69
F	64-below

Required Grades

- A grade of (70%) or higher is required for the Emergency Medical Technician Course.
- A grade of (80%) or higher is required for the Paramedic Course.

Academic Warning

Students will be placed on Academic Warning for:

- A grade of less than 70% on any Emergency Medical Technician test or exams.
- A grade of less than 80% on any Paramedic test or exams.

Academic Probation

Students can be placed on Academic Probation for:

- More than the allowed absences of any course
- A violation of the Student Code of Conduct

Unsatisfactory Grades

A student who is placed on Academic Warning will be required to meet with the Program Director/President and Lead Instructor for a formal, documented counseling session. Based upon the student’s willingness to learn, attendance, and motivation, the faculty will draw up a Student Academic Progress Form designed to clarify academic expectations and discuss how the student can meet them, included but not limited to tutoring, study groups, extra credit or assignments, and specific objectives.

- The student placed on Academic Warning will be required to bring his/her GPA up to the required average within the next two written exams.
- If after two written exams, the student has brought their average to School standards, the student will be evaluated for release from probation.
- If a student is having trouble with the practical application portions of the program, he/she will be brought in for counseling as mentioned in paragraph one and two above.

- If, however, the student's academic standards remain below average or the student cannot grasp the practical aspects of the program, the student will be recalled for counseling and either an alternative resolution developed or evaluation for dismissal from the program will be considered.

Academic Dismissal

A student will be dismissed for the following reasons:

- Failure to meet the requirements of Academic Probation.
- Failure to follow Satisfactory Academic Progress Requirements.
- A second violation of the Student Code of Conduct.

Dismissal occurs when the institution determines that the student cannot satisfactorily meet the academic, professional, ethical expectations of the program and or a failure to comply with rules and regulations set forth herein.

Conditions for Reinstatement

A student who has withdrawn or has been dismissed and desires to return must, within ten (10) working days, request to meet with the Program Director for consideration of reinstatement.

A student presenting just cause for reinstatement must agree to comply with stipulations set forth by the school, including being placed on probation. The reinstatement does not guarantee the student's return to his/her original class. Placement into a later class may be more convenient and/or appropriate.

Students who are dismissed for disciplinary reasons will not be asked back to the school. Students requesting readmission must meet the following criteria:

- Had an 80% or higher GPA prior to withdrawal or dismissal
- Had received satisfactory practical skills evaluations prior to withdrawal or dismissal
- Had received satisfactory clinical evaluations prior to withdrawal or dismissal
- Had no outstanding financial balance to the school at time of dismissal
- Pay a non-refundable \$50.00 re-admission application/testing fee

Withdrawals

Notification of withdrawal must be made in writing and as far in advance as possible. An exit interview with the Program Director will be required.

Scholastic Dishonesty

Anyone, regardless of status, caught cheating in any manner will be dropped from enrollment or dismissed, as applicable.

Assignments

Students will be given various assignments during the program that will count towards their course over-all average. These assignments are important and must be completed in the allotted time. The assignments may include, but are not limited to, the following:

- Group research projects.
- Individual oral presentations.
- Written reports.
- Homework assignments
- Research project utilizing both in-house library resources and on-line resources

Failure to complete or to participate in any assigned project will result in a zero (0). The grade assigned will be calculated into the student's overall average. Points will be deducted for assignments turned late, incomplete, or un-submitted and may disqualify the student from participating in the Final Exam and/or be evaluated for dismissal.

STUDENT EVALUATIONS

Students will be constantly evaluated on their academic, psychomotor, and affective performance during the program. This will be done by examinations, quizzes, and skill evaluations.

Cognitive Evaluation: Didactic evaluation will consist of written tests, quizzes, and oral examinations. The student will be made aware of the objectives being evaluated for each instance. Topics are derived from:

- Lecture Materials
- Reading Assignments
- Handouts
- Policies and Procedures

- Texts
- Any other material covered in the course

Psychomotor/Skills Evaluations: Practical skills examinations are the indicators of the student's actual capability to comprehend and apply the subject matter of the course. While there are often many ways to perform a particular procedure correctly, only those variants sanctioned by National Registry and Florida Department of Health are acceptable. The school will maintain a 1:6 instructor-per-student ratio during lab/skills testing components.

Affective Evaluation: Evaluations in these areas of professional behavior will include:

- **Integrity:** Consistent honesty, trust, confidentiality, accurate documentation of patient care and learning activities.
- **Empathy:** Showing compassion, appropriate handling of emotional responses from patients and family members; demonstrating respect for others; presenting a calm, compassionate and helpful demeanor toward those in need; being supportive and reassuring to others.
- **Self-motivation:** Taking the initiative to complete assignments and/or to improve/correct behavior; take on and follow through with tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence, accepting constructive criticism in a positive manner; and taking advantage of learning opportunities.
- **Appearance and Personal Hygiene:** Required uniform is appropriate, neat, clean, and well maintained; good personal hygiene and grooming.
- **Self-confidence:** Demonstrating ability to trust personal judgment, awareness of strengths and limitations, exercising good personal judgment.
- **Communications:** Speaking clearly; writing legibly; listening attentively; adjusting communication strategies to various situations.
- **Time Management:** Consistent punctuality, completing task and assignments on time.
- **Teamwork and Diplomacy:** Placing the success of the team above self-interest; not undermining the team; helping and supporting others; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.
- **Respect:** Being polite; not using derogatory or demeaning terms, behaving in a manner that brings credit to the profession.
- **Patient Advocacy:** Not allowing personal bias or feelings to interfere with patient care; placing the needs of the patient above self-interest; protecting and respecting patient confidentiality and dignity.
- **Careful Delivery of Service:** Mastering and refreshing skills; performing complete checks; demonstrating careful and safe ambulance operations; following policies, procedures, and protocols; following orders.
- These professional behaviors will be assessed during classroom activities, practical lab sessions, clinical rotations, and field internships. Interactions between the student and other students, instructors, preceptors, patients, and others will form the basis for evaluations in this area.

Areas in need of improvement will be discussed with the student in counseling sessions. Documentation will include the areas in need of improvement as well as corrective actions that need to be taken. Continued problems in this area could lead to dismissal from the program.

Course Certificates will not be issued until all requirements are met.

GENERAL POLICIES AND PROCEDURES

Ethical Code of Conduct

Students are expected to conduct themselves in an ethical, professional, and civil manner. One of the most important standards of conduct at Treasure Coast Medical Institute is the individual's responsibility to the classroom community. This entails not only being attentive and respectful in class, but also helping one another toward success.

Students found guilty of violating the Ethical Code of Conduct, committing academic dishonesty or plagiarism, or failing to meet the professional standards of the school shall be liable for sanctions up to and including dismissal from the school. Any student suspected of violating these standards will be referred to the President's office to investigate the allegations. The investigation is conducted by the President, the Director of the Program, and a faculty representative. Students are not permitted to bring or be represented by legal counsel during committee proceedings. The student will be provided an opportunity to respond to the allegations in writing and/or in person. The committee may elect to exonerate the student, issue a warning to the student, place the student on an administrative leave of absence, place the student on general probation, or dismiss the student from the school. Students will be informed in writing of the disciplinary action, as well as the conditions that must be met in order to remove the disciplinary action.

Student Conduct Code

Each student, while in attendance at Treasure Coast Medical Institute, assumes the responsibility of becoming familiar with and abiding by the standards of conduct expected by the school.

The student:

- Will abide by all local, state, and federal laws.
- Will abide by all school policies.
- Will abide by all conditions of school warning, probation, or suspensions.
- Will assist other students with clean-up of lab, classroom and other areas used for instruction.

The following actions are violations of the Student Conduct Code:

- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of the school.
- Academic dishonesty of any kind with respect to examinations or course work. This includes any form of cheating and plagiarism from the internet.
- Falsification or alteration of school documents, records, or identification cards.
- Using the computer password of another or in any way accessing computer files other than one's own.
- Forgery, issuing bad checks, or not paying financial obligations to the school.
- Theft or the deliberate damaging or misusing of property belonging to others or the property of the school.
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on school property.
- Possession, display, or use of any dangerous instrument, weapon, or explosives.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of the school community
- Discrimination towards any individual or group, verbal or nonverbal.

Violations of the Student Conduct Code may result in, reprimand, probation, suspension, or dismissal, depending upon the seriousness of the violation. All violations will be handled according to the disciplinary procedures outlined in the school catalog.

Skills Practice

During the course of our program's students will be taught skills necessary for the assessment and management of patients in emergency situations. Mannequins will be used at first, but it is essential, especially for Paramedics students, that they practice and perfect these skills using human subjects. Students are hereby advised that the practice of non-invasive skills will be conducted on each other under the supervision of instructors. This includes limited physical contact with all areas of the human body including the chest and pelvis.

PARTICIPANTS ARE EXPECTED TO DISPLAY TACT, PROFESSIONALISM, RESPECT, AND BEHAVE UNDER ETHICAL AND LEGAL GUIDELINES AT ALL TIMES!

Should a student believe that the practice of a particular skill places him or herself in an uncomfortable position, that student has the responsibility to advise the instructor prior to beginning the exercise.

Should a student feel that the practice of a skill on themselves by another student or as demonstrated by an instructor, crosses the line of professionalism into overt sexual contact, that student has the responsibility to immediately make that belief known to the student or instructor involved and take the complaint up the chain-of-command.

Dress Code Policy

As a professional and a representative of Treasure Coast Medical Institute, Inc., students should be acutely aware of the image they project to the public and other healthcare professionals. First impressions are based on appearance and a poor appearance not only reflects on the student, but also on the entire profession and EMS program.

Treasure Coast Medical Institute, Inc. issued clothing are to be worn only during lecture, lab, ride-time, and clinical sessions. Students must not go to any commercial establishments (Restaurant, Bar, etc.) while in uniform.

The designated student uniform shall be worn in its entirety with no additions or deletions during all lecture, lab, ride-time, and clinical sessions.

Uniform Shirts

EMT students must wear the supplied Treasure Coast Medical Institute, Inc. grey polo shirt and Paramedic students must wear the burgundy polo shirt. The shirts are embroidered and must be picked up at Daydream Uniforms Inc. in Port St Lucie. One shirt is provided to each EMT student, and two shirts are provided to each Paramedic student. EMT students must purchase a 2nd shirt because they need to have another shirt to change into if their shirt is soiled in the field. Uniform shirts must always be tucked into belted pants. A white, black, or grey crew-neck short or long-sleeved t-shirt is permitted to be worn under the student uniform shirt. The undershirt shall be free of any graphics and/or lettering which may show through the uniform shirt.

Pants

Long, navy blue, BDU-style cargo pants are the only pants permitted for both EMT and Paramedic students. They can be purchased from Daydream Uniforms Inc. in Port St. Lucie or an alternative store. Pants shall not be tucked into or bunched at the top of shoes. Students must always wear an all-black belt with a plain belt buckle while in uniform.

Shoes

All black closed-toe boots, sneakers, or dress-type shoes shall be worn in both programs. Slides, sandals, “Crocs,” or “Hey Dudes” are not permitted at any time. Only plain navy blue, white, or black socks are permitted.

Outerwear/Hats

Students may only wear jackets, sweatshirts, or hats with the Treasure Coast Medical Institute, Inc. logo. These items are available for purchase at Daydream Uniforms Inc. in Port St. Lucie. Hats are permitted in all settings, except when during clinical rotations at hospitals. No other outerwear or hats are permitted at any time.

Jumpsuit

Students who plan on doing 24-hour ride time rotations must have a jumpsuit, which can be purchased from Daydream Uniforms, Inc. in Port St. Lucie. Jumpsuits are required to be worn during night ride-time rotations after receiving approval from a preceptor at the station. When wearing the jumpsuit, it shall not be tucked into the boots and shall be zipped completely up.

Uniform Inspections

All students must be clearly identifiable as a Treasure Coast Medical Institute, Inc. student for lecture, lab, ride-times, and clinicals. No other clothing, such as fire-department uniforms, are permitted. Should a student’s appearance be deemed unacceptable, the student will be asked to comply. Any personal issues that would result in not complying shall be discussed with the lead instructor. Violations will be documented, and violators may be suspended or dismissed from the program.

Jewelry

No jewelry is permitted to be worn, except a wedding band and/or a watch. If a student wears a smart watch, they must have the ability to download a face with a second hand. No earrings, facial jewelry, necklaces, or bracelets are permitted. Sunglasses may be worn outside with the uniform but may not be worn indoors during operations.

Fingernails

Fingernails should be trimmed to not extend beyond the end of the fingers. Fake nails or nail extensions are a health concern and may not be worn while in the program. The risk of infection and spread of disease, as well as safety to self and others, is always a concern. Clear nail polish is the accepted uniform standard.

Hair/Facial Hair

Hair must be professional, neat, and clean. Only naturally occurring hair colors are allowed. For males, hair must be cut above the ear, above the eyebrow, and above the collar. For males, no buns, ponytails, or pigtails are permitted. Females’ hair should be in a ponytail during lecture but must be pinned up in a bun while in lab or out in the field. Students must be clean shaven while enrolled in the class. No beards, goatees, or long sideburns are permitted. The only facial hair permitted is a mustache not to extend further down than 2 inches from the corner of the mouth.

Tattoos

The following tattoos are prohibited: Anti-American, Racist, Ethnically or Religiously Discriminatory, Obscene, and those depicting drug use or paraphernalia. Tattoos must be completely covered while on clinical rotations and ride times. Use of long sleeve undershirts and/or sleeves are permitted to cover tattoos in the field. No neck, face, head, or hand tattoos are permitted at any time.

Cologne/Scented Toiletries

Students shall not wear cologne/perfume or other strongly scented toiletries during any EMS training activities or clinical assignments due to the risk of patient sensitivity and/or allergies. Deodorant/Antiperspirant is encouraged.

COMPLAINTS AND DISCIPLINARY PROCEDURES

Academic Dishonesty/Plagiarism

The school seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. The school further considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student’s responsibility to seek clarification from the course instructor about how much help may be received in completing an assignment or exam or project and what sources may be used.

Students found guilty of academic dishonesty or plagiarism shall be liable for sanctions up to and including dismissal from the school.

Student Grievance Policy

Treasure Coast Medical Institute has a formal procedure to resolve complaints and concerns that students may have about the implementation of the policies and procedures that govern the institution. The institutional community benefits from prompt resolution of any issue that may arise. The general student grievance procedure will be followed only in cases where there is not a grievance procedure governing a specific policy. Before pursuing the general student grievance procedure, every reasonable effort will be made to constructively resolve issues with faculty, staff, or administrators. Therefore, the problem or complaints must first be discussed with the individuals involved in the grievance. Faculty, staff, and administrators will make a prompt response in order to answer any questions or resolve the complaints brought to their attention. Should these efforts be unsuccessful, the following process should be undertaken. If the grievance is with a faculty member, the issue should be referred directly to the Program Director/President by the complainant who will have filled out a Complaint Form for the Program Director/President who will investigate the grievance and present a recommendation. Students presenting grievances for resolutions must present them within 14 days of the incident that prompted the grievance.

Student Complaint Procedure

Schools licensed by the Florida Commission of Independent Education must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing a Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Phone: 850-245-3200; Toll-free Phone number: (888)224-6684
www.fldoe.org/cie

Suggestion Box

There is a suggestion box in the front lobby where students are welcome to offer comments.

CLINICALS & FIELD EXTERNSHIPS

Objectives

Clinicals and Externships are designed to provide the student the opportunity to experience, firsthand, the application of EMS procedures and protocols. Preceptor feedback is essential to determining how well the student is learning.

Students are expected to perform assessments and skills on patients, following the standards taught in class. Students are required to document those assessments and skills utilizing the forms provided.

Policies and Procedures

- Students are not permitted to be on-duty or on-call with any EMS organization while participating in a Clinical or Externship rotation or class.
- Students must be in a properly worn full uniform, always present a professional appearance and demeanor, adhere to all grooming standards, and comply with all Rules and Regulations of the Clinical and Externship Sites.
- Students will observe patient care activities and assist only as directed by the Preceptor.
- Students will perform only patient care that has been covered and checked off in his/her present program of study.
- Patient privacy and confidentiality are paramount. Limit your discussion of the case to the necessary facts and only with the medical personnel involved.
- A Staff member will, at a minimum, meet with the student at each of his/her new clinical experience. Some clinical sites will require a staff member to be present the entire shift.
- Students must contact our Staff IMMEDIATELY if any incident occurs on their Clinical or Externship and observe all personal and patient safety rules and where protective equipment as required. Students must always wear their seatbelt while in rescue trucks.
- Students are required to have the following equipment/material for all clinical and externships:
 - Watch with second hand or counter.
 - Stethoscope
 - Trauma Scissors
 - Pen (black ink)
 - Clinical Evaluation Forms

- All Personal Protective Equipment required by Clinical Site

We are fortunate in having several Hospital and Ambulance/Rescue sites available in the local area. Attempts will be made to assign students to Clinical and Externship locations as conveniently as possible. The Clinical Coordinator, under the guidance of the Program and Medical Directors, may substitute areas of training such as Dialysis Unit, Burn Unit or Assisted Living Facility hours due to non-availability of Clinical sites.

Scheduling

- Clinical and externship hours will begin for students when the appropriate level of training is reached in accordance with the applicable syllabus.
- Site day/hour assignments will depend on availability and timing.
- Available hours will be promulgated and assigned by the Clinical Coordinator. Students are not authorized to make any clinical rotation schedule of their own accord.
- Students are responsible for signing up for the hours needed to fulfill their clinical responsibilities.
- Once assigned to a specific clinical slot, the student accepts the responsibility of satisfying all aspects of the clinical rotation.
- Except for true emergency situations, tardiness, or no-shows at clinical or externships will not be tolerated. Contact the Clinical Coordinator as soon as possible should such a situation occur. Unacceptable excuses will reflect poorly on one's evaluations and may result in disciplinary action or removal from the program.

Clinical & Field Externship paperwork must be turned in within three (3) working days.

CLASS, CLINICAL, & EXTERNSHIP CANCELLATIONS

We follow the St. Lucie County School system's lead on cancelling classes due to inclement weather or emergency situations. Monitor the local news stations, our website, and our Facebook page for updates.

The Clinical Coordinator will reschedule clinical & externship rotations.

Closure of the School facility due to power outage, maintenance, etc. does not excuse students from attending scheduled off-site clinical and externships.

ALL CLINICAL AND FIELD INTERNSHIP HOURS MUST BE COMPLETED PRIOR TO THE FINAL EXAM.

RIDE-ALONGS

Enrolled students may take advantage of opportunities to ride along with EMS agencies as citizens of the community. However, they will not be considered to be on a clinical rotation and are not authorized to imply or present themselves in uniform or any manner that they are representing the school.

STUDENT SERVICES

- Student Records are kept online and in files maintained by the Student Services Coordinator. Access to Student Records is restricted to staff members on a need-to-know basis. Students may obtain copies of their own files by sending a request to info@treasurecoastmi.com.
- The Student Services Coordinator may serve as liaison between the student and senior staff personnel.
- As a service to our students, we provide a regularly updated job listing board at the school and invite area recruiters to come to give presentations relative to hiring EMTs and Paramedics.
- We will provide placement assistance as aggressively as possible, but there exists no guarantee of employment.

LEARNING RESOURCE CENTER

Our Learning Resource Center includes:

- The most current student textbook, hard copy, and on-line components.
- Current on-line resources such as skills tracker, scheduler, practice exams, preceptor courses, required student forms, student evaluations.
- Current titles of student manuals, relevant current periodicals, relevant reference materials, and professional journals and magazine relevant to the EMS Profession.
- Current unabridged dictionary, a thesaurus.
- BLS and CPR AHA books for reference and other medical reference materials.

The Learning Resource Center is available when students are at the school. The students have availability 24/7 on-line resources and reference material including texts, practice exams and professional periodicals. The school has appropriate and adequate terminals for students to access these online materials. The Learning Resource Center has open office hours Monday-Friday, 9:00 AM-5:00 PM.

EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAM

An instructional program designed to prepare students for employment as Emergency Medical Technicians SOC 29-2041, to function at the basic pre-hospital Emergency Medical Technician level and treat various medical/trauma conditions using appropriate procedures, equipment, and materials. This is the initial level of education for those entering EMS and a prerequisite for paramedic training and certification. The student must be proficient in-patient assessment/evaluation, the use of suctioning devices, oral and nasals airways, oxygen equipment, sphygmomanometer and stethoscope, splints, pneumatic anti-shock garments, patient assist medication, paramedic assist skills, extrications, dressings and bandages, and patient carrying devices. This program also meets the Dept. of Health's HIV/AIDS education requirements as specified in Sect. 381.0034, Fl. Statutes.

EMT PROGRAM OBJECTIVES

- Understand, apply, and evaluate clinical information relevant to the role of an EMT. This will be accomplished by a comprehensive course of exam and skill practical competencies, culminating in being prepared to pass the NREMT Examination.
- Demonstrate technical proficiency in all medical skills necessary to fulfill the roll of entry level EMT. This evaluation will be completed by a final comprehensive exam, hospital clinical rotations and field externship evaluations
- Demonstrate personal behaviors consistent with professional and employer expectations for an EMT.

Upon successful completion of the course, the student will have met State of Florida minimum requirements to take the State Certification exam.

EMT PROGRAM CURRICULUM

The EMT-100 Course requires a minimum of 300 program hours, broken down as follows:

- 220 Didactic and Lab hours
- 60 Ambulance/Rescue hours (Five 12-hour Fire Rescue Shifts)
- 20 Emergency Room hours (Two 10-hour Medical Facility Shifts)

The student will utilize the current course textbook, workbook, and skill exercises to learn and demonstrate proficiency in pre-hospital patient care. Emphasis will be placed on hands-on applications.

EMT-101 Preparatory (30 hours)

- Introduction to Emergency Medical Care
- Medical and legal issues
- Human Body/Anatomy & Physiology
- Introduction to Taking Vital Signs and Patient History
- HIV/AIDS awareness (FS 401.2701(1)(a)5c)

The student will learn medical and legal issues surrounding the emergency medical services field, how to take patient vital signs, obtain relevant history concerning the present and any recent illnesses or injuries. This is presented through lecture and practical skill sessions.

EMT-102 Airway (10 hours)

- Proper use of oxygen therapy and ventilation techniques.
- How EMTs maintain a patient airway, along with respiratory illnesses and treatments.
- Hands-on airway management, oxygen therapy and assisting the Paramedic with intubations. This portion will emphasize equipment familiarization and application.

EMT-103 Patient Assessment (30 hours)

- Access a medical emergency scene.
- Conduct a proper physical examination on both trauma and medical patient.
- Assessment of pediatric, adolescent, and geriatric patients.
- Evaluate patients with various medical emergencies, assess vital signs and provide patient care.
- Manage patients in both stable and unstable conditions.

Emphasis will be placed on practical skills to obtain accurate and thorough patient assessment.

EMT-104 Medical Emergencies (40 hours)

- General Pharmacology

- Respiratory Emergencies
- Allergies/Allergic Reactions
- Cardiovascular Emergencies
- Diabetic Emergencies
- Altered Mental Status/Neurological Problems
- Behavioral Emergencies
- Poisoning and Overdoses
- Environmental Emergencies
- Obstetrical/Gynecological Emergencies

The student will learn when the EMT can administer certain medications and what treatments can be given for various medical emergencies.

EMT-105 Trauma Emergencies (26 hours)

- Bleeding and Shock
- Soft tissue Injures
- Musculoskeletal Care
- Head/Spinal Injuries
- Florida Trauma Score Methodology (FS 401.2701(1)(a)5c)

Proper techniques of bleeding control. Specific management of spinal injuries is covered in lecture and practical skills. The student will learn to manage and properly package patients for transportation.

EMT-106 Pediatrics (10 hours)

- Care of Infants and Children
- SUIDS (FS 383.3362(1)(3))

Infant and children with medical emergencies can be challenging and emotional scene to manage. This chapter covers the different anatomy of pediatrics and the unique medical treatments involved. The student is instructed on how to interact with children on their level to provide proper care. Sudden Infant Death Syndrome (SUIDS), child neglect and abuse are also covered.

EMT-107 Operations (22 hours)

- Ambulance Operations
- Gaining access and Special Operations

Proper lifting techniques of an ambulance stretcher, extrication and other applicable techniques are covered emphasizing hands-on practical skills.

EMT-108- Lab Skills (52 hours)

- BLS
- Spinal Immobilization
- Ambulance operations
- Pediatrics

EMT-109 Clinical Externship (20 hours)

- Hospital Emergency Department

EMT-110 Ambulance Externship (60 hours)

- Fire/EMS Agency Advanced Life Support Ambulance Service

EMT PROGRAM COSTS

Tuition is based on a 300 Clock Hour Diploma Course.

Tuition and Fees

Tuition	\$ 1400.00
Externship/Lab fee	\$ 1200.00
Non-refundable Application Fee	\$ 150.00
	<hr/>
	\$ 2750.00

Tuition and Lab Fees includes:

Personal Liability Insurance, instructor fees, texts and study guides, instructional materials/supplies and teaching aids, provider and course fees, certificates, one uniform shirt, and a one-time National Registry Fee.

Tuition does not include:

AHA BLS CPR card that must remain current throughout entire course, CastleBranch tracker that includes State Background Check and 10-panel Drug Screening (\$121), Inoculations, vaccinations, titers, physical examination, black closed-toe shoes, navy cargo pants, and black belt.

EMT PROGRAM GRADUATION REQUIREMENTS

To be eligible for graduation and receive a certificate, the student must have:

- Completed required clock hours for the program in which they were enrolled.
- Successfully completed the course requirements for the program in which they were enrolled.
- Repeated and successfully completed any failed courses, with the understanding that the maximum time frame shall not exceed 1.5 times the normal duration or number of clock hours required to complete the programs.
- Completed each course with a minimum grade of 70

Graduates of the EMT program are eligible to take an examination to become certified by the State of Florida through the Florida Bureau of Emergency Medical Services or become Nationally Certified through the National Registry of Emergency Medical Technicians.

PARAMEDIC PROGRAM

This certificate program is offered for the student who wishes to complete the core curriculum and be eligible for certification by the State of Florida to practice as a paramedic. Paramedics are trained to provide advanced life support in medical and trauma related emergencies. Approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch connect 401, FS, Ch. 64J-1, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum [FS 401.2701(1)(a) 5a].

PARAMEDIC PROGRAM OBJECTIVES

- Understand, apply, and evaluate clinical information relevant to the role of a paramedic. This will be accomplished by a comprehensive course of exam and skill practical competencies, culminating in being prepared to pass the National Registry Examination.
- Demonstrate technical proficiency in all medical skills necessary to fulfill the roll of entry level paramedic. This evaluation will be completed by a final comprehensive exam, hospital clinical rotations and field externship evaluations.
- Demonstrate personal behaviors consistent with professional and employer expectations for a paramedic.

Upon successful completion of the course, the student will have met State of Florida minimum requirements to take the National Registry Exam.

PARAMEDIC PROGRAM CURRICULUM

The Paramedic course requires a minimum of 1110 programs hours, broken down as follows:

- 734 Lecture and Lab hours
- 64 Hospital Clinical hours
- 312 ALS Ambulance hours

Paramedic I Term

PARA2100 Lecture/Lab (296 hrs.)

This is the first of three, limited access didactic/lab, courses in the Paramedic program. It will cover Modules I, II, and III of the January 2009 D.O.T. Paramedic National EMS Education Standards, as well as CPR, Anatomy and Physiology, and basic ECG interpretation. Two hours of instruction on the Trauma scorecard methodologies.

PARA2100C Clinical (128 hrs.)

This is the first of three, limited access clinical rotations, in the Paramedic Program. Based upon knowledge and skills being taught in EMS2000C, the paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors.

Paramedic II Term

PARA2200 Lecture/Lab (296 hrs.)

This is the second of three, limited access didactic/lab, courses in the Paramedic Program. It will cover Modules IV and V of the January 2009 D.O.T. Paramedic National EMS Education Standards, as well as ACLS, ITLS and 12 Lead ECG. Sudden Unexpected Infant Death Syndrome (SUIDS) training.

PARA2200C Clinical (128 hrs.)

This is the second of three, limited access clinical rotations, in the Paramedic Program. Based upon knowledge and skills being taught in EMS2001C, the paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors.

Paramedic III Term

PARA2300 Lecture/Lab (142 hrs.)

This is the third of three, limited access didactic/lab, courses in the Paramedic Program. It will cover Modules V, VI, VII and VIII of the January 2009 D.O.T. Paramedic National EMS Education Standards and certifications in ACLS, PALS, and PHTLS.

PARA2400 Paramedic Capstone Field Internship (120 hrs.)

This is the third of three, limited access didactic/lab, courses in the Paramedic Program. It will cover Modules V, VI, VII and VIII of the January 2009 D.O.T. Paramedic National EMS Education Standards

PARAMEDIC PROGRAM HOURS

The Paramedic Program consists of 3 semesters and is approximately 12-months long, excluding observed holidays.

Lecture/Lab Hours

- Semester 1 & 2 – 592 Hours combined (32 Classes each semester)
- Semester 3 – 142 Hours (16 Classes)

Clinical/Hospital Externship Hours

- Semester 1 & 2 – 64 Hours combined (Four, 8-hour Medical Facility Shifts per semester)

Ambulance/Field Externship Hours

- Semester 1 & 2 – 192 Hours combined (Eight, 12-hour Fire Rescue Shifts per semester)
- Semester 3 – 120 Hours (Five, 24-hour Fire Rescue Shifts per semester)

Total Externship Hours = 376 Hours

PARAMEDIC PROGRAM COSTS

Tuition is based on a 1110 Program Hour Diploma Course.

Tuition and Fees

Non-refundable Application Fee (1st Semester Only): \$150.00

Paramedic I Term Costs		Paramedic II Term Costs		Paramedic III Term Costs	
Tuition	\$2925.00	Tuition	\$2925.00	Tuition	\$1050.00
Lab/Insurance	\$700.00	Lab/Insurance	\$700.00	Lab/Insurance	\$700.00
PPE	\$100.00	PPE	\$100.00	NREMT Review	\$150.00
Total:	\$3725.00	Total:	\$3725.00	Total:	\$1900.00

Total Program Cost with All Three Semester Fees \$9500.00

Tuition and Lab Fees includes:

ACLS/PALS/PHTLS certifications, Personal Liability Insurance, instructor fees, texts and study guides, instructional materials/supplies and teaching aids, provider and course fees, certificates, two uniform shirts, and a one-time National Registry Fee.

Tuition does not include:

AHA BLS CPR card that must remain current throughout entire course, CastleBranch tracker that includes State Background Check and 10-panel Drug Screening (\$121), Inoculations, physical examination, black closed-toe shoes, navy cargo pants, and black belt.

PARAMEDIC PROGRAM GRADUATION REQUIREMENTS

The Paramedic student must complete the following to receive a diploma upon successful completion of graduation. These requirements must be met prior to sitting for the final exam:

- Complete all class, lab skill sheets and clinical hours as stated above.
- Complete certification in ACLS, PALS, PHTLS, & NREMT Paramedic Exam Review Class.
- Pass each module exam, cumulative final, and the comprehensive final with a minimum of 80%
- Demonstrate competencies in required critical tasks including passing a comprehensive final scenario.
- Meet all financial responsibilities.
- All required paperwork has been turned in and checked by EMS Program Director including but not limited to the required number of patient contact reports.

This stipulation must be met each semester as well as prior to the Comprehensive Final.

Graduates of the Paramedic program are eligible to take an examination to become certified by the State of Florida through the Florida Bureau of Emergency Medical Services. Graduates must receive final approval (release) from the EMS Program Director and the Medical Director before registering for State of Florida Certification.

APPENDIX A- FACULTY LISTING

INSTITUTION DATA					
Name: Treasure Coast Medical Institute, Inc					ID No.: 5638
FACULTY					
FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:	FLORIDA PROFESSIONAL CREDENTIAL(S)		
			TYPE:	LICENSE NUMBER:	EXP. DATE:
Kevin Franklin	EMT Paramedic	BA Organizational Management, Warner University	Paramedic	PMD 200110	12/01/2024
Scott Adams	EMT Paramedic	BS Business, Barry University	Paramedic	PMD 511759	12/01/2024
Matthew Amato	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 206322	12/01/2024
Andrew Angelone	EMT Paramedic	Paramedic, Treasure Coast Medical Institute	Paramedic	PMD 539370	12/01/2024
Hunter Aranda	EMT Paramedic	Paramedic, HCI College	Paramedic	PMD 541460	12/01/2024
Eric Barnes	EMT Paramedic	BS Fire & Emergency Services, University of Florida	Paramedic	PMD 205035	12/01/2024
Richard Bellomy	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 15974	12/01/2024
Kyle Bergener	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 542711	12/01/2024
Michael Blazek	EMT Paramedic	AS Culinary Arts, New England Institute of Technology	Paramedic	PMD 206334	
Sarah Chacon	EMT Paramedic	AA General Studies, Palm Beach State College	Paramedic	PMD 537552	12/01/2024
Allen Civita	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 200195	12/01/2024
Roger Clark	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 540231	12/01/2024
Madelyn Cook	EMT Paramedic	Paramedic, Treasure Coast Medical Institute	Paramedic	PMD 543915	12/01/2024
Kevin Cornine	EMT Paramedic	BS, Industrial Organizational Psychology	Paramedic	PMD 529919	
Leigh Cottrell	EMT Paramedic	AS EMS, Health Career Institute	Paramedic	PMD 16468	12/01/2024
John Craton	EMT Paramedic	BS Business Administration, Columbia Southern University	Paramedic	PMD 509419	12/01/2024
Devin Cruse	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 536645	12/01/2024
Corey Curtis	EMT Paramedic	AA Criminal Justice, Indian River State College	Paramedic	PMD 541609	12/01/2024
Travis Deckers	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 539064	12/01/2024
Edward Doonan	EMT Paramedic	AS EMS, Palm Beach State College	Paramedic	PMD 512262	12/01/2024
Drew Duplessis	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 538116	12/01/2024
Jordan Feck	EMT Paramedic	Paramedic, Indian River State College	Paramedic	PMD 534079	12/01/2024
Maria Fernandez	EMT Paramedic	BS Health Science, Florida Gulf Coast University	Paramedic	PMD 532017	12/01/2024
Dr. Michael Ferraro	EMT Paramedic	Doctorate of Osteopathy, Nova Southeastern University	Osteopathic Physician	OS 10265	3/31/2024
Nathaniel Fuentes	EMT Paramedic	Paramedic, Treasure Coast Medical Institute	Paramedic	PMD 539437	12/01/2024
Fred Griffin	EMT Paramedic	BA Journalism, University of Florida	Paramedic	PMD 523512	12/01/2024
Cheyenne Guggeri	EMT Paramedic	Paramedic, Treasure Coast Medical Institute	Paramedic	PMD 539425	12/01/2024
Casey Hogan	EMT Paramedic	BS Fire Science, Columbia Southern University	Paramedic	PMD 510881	12/01/2024
Thomas Hutchinson	EMT Paramedic	AS Fire Science, Indian River State College	Paramedic	PMD 19487	12/01/2024

Dorian Jackson	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 512564	12/01/2024
Katherine Kaltenbach	EMT Paramedic	Paramedic, Health Career Institute	Paramedic	PMD 532603	12/01/2024
Matthew Kenney	EMT Paramedic	BS Criminal Justice, Indian River State College	Paramedic	PMD 542988	12/01/2024
Roberto Lara	EMT Paramedic	AS EMS, Palm Beach State College	Paramedic	PMD 537609	12/01/2024
Bailey Laster	EMT Paramedic	AS Fire Science, Braxton College	Paramedic	PMD 535204	12/01/2024
Oscar Leiva	EMT Paramedic	AS EMS, Health Career Institute	Paramedic	PMD 514354	12/01/2024
Edward Muniz	EMT Paramedic	AA General Studies, Palm Beach State College	Paramedic	PMD 531475	12/01/2024
Andrew Murphy	EMT Paramedic	AA General Studies, Eastern Florida State College	Paramedic	PMD 540184	12/01/2024
Timothy Myers	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 510261	12/01/2024
Matthew Neilson	EMT Paramedic	AS EMS Technology, Indian River State College	Paramedic	PMD 206875	12/01/2024
Rob Newman	EMT Paramedic	BS Business, Columbia Southern University	Paramedic/ RN	PMD 206301 RN 9520014	12/01/2024 4/30/2025
Yvon Paiement	EMT Paramedic	MS Emergency Services Management, Columbia Southern University	Paramedic	PMD 17581	12/01/2024
Brandon Parramore	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 538976	12/01/2024
Robert Pedreira	EMT Paramedic	MBA Public Administration, Columbia Southern University	Paramedic	PMD 15603	12/01/2024
Anthony Pesaturo	EMT Paramedic	Paramedic, Palm Beach State College	Paramedic	PMD 525737	12/01/2024
Christopher Prieto	EMT Paramedic	BS Public Administration, Indian River State College	Paramedic	PMD 537545	12/01/2024
Briana Ramos	EMT Paramedic	Paramedic, Emergency Education Institute	Paramedic	PMD 537934	12/01/2024
Ciaran Reilly	EMT Paramedic	Paramedic, Health Career Institute	Paramedic	PMD 532309	12/01/2024
Markus Rodriguez	EMT Paramedic	AA General Studies, Indian River State College	Paramedic	PMD 541613	12/01/2024
Richard Smith	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 517333	12/01/2024
Austin Spiegelhalter	EMT Paramedic	Paramedic, Coral Springs Regional Institute of Public Safety	Paramedic	PMD 534103	12/01/2024
Craig Stolzer	EMT Paramedic	BS Communications, Texas Christian University	Paramedic	PMD 517331	12/01/2024
Ryan Tang	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 538048	12/01/2024
Jean Carlos Torres Vazquez	EMT Paramedic	AS EMS, Indian River State College	Paramedic	PMD 535526	12/01/2024
Conner Wallace	EMT Paramedic	AS EMS, Palm Beach State College	Paramedic	PMD 535943	12/01/2024
Andrew Willmore	EMT Paramedic	MS Biological Science, Florida Atlantic University	Paramedic	PMD 534907	12/01/2024
Eric Wright	EMT Paramedic	Paramedic, Indian River State College	Paramedic	PMD 18070	12/01/2024

APPENDIX B – ACADEMIC CALENDAR

Treasure Coast Medical Institute Academic Calendar

| Jan. 2024 - Dec. 2024

Jan 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan. 3: EMT 38/39/40 Orientation
 Jan. 3: Para 08/09 (C-Shift) Sem. 2 Begins
 Jan. 4: Para 10 (A-Shift) Orientation
 Jan. 5: Para 11 (B-Shift) Orientation
 Jan. 15: Martin Luther King Jr. Day – School Closed

Feb 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb. 15: Registration Opens for Summer EMT Classes at 9am

Mar 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar. 18-22: Para 11 (B-Shift) Spring Break
 Mar. 25-29: Para 08/09 (C-Shift) Spring Break

Apr 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr. 1-5: Para 10 (A-Shift) Spring Break
 Apr. 17: EMT 38/39/40 Admin Day
 Apr. 23: EMT 41/42/43 Orientation

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 20: Para 08/09 (C-Shift) Sem. 2 Ends
 May 21: Para 10 (A-Shift) Sem. 1 Ends
 May 22: Para 11 (B-Shift) Sem. 1 Ends
 May 27: Memorial Day – School Closed
 May 28: Para 11 (B-Shift) Sem. 2 Begins
 May 29: Para 08/09 (C-Shift) Sem. 3 Begins
 May 30: Para 10 (A-Shift) Sem. 2 Begins

Jun 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jun. 1: Registration Opens for Fall Paramedic Classes at 9am
 Jun. 1: Registration Opens for Fall EMT Classes at 12pm

Color Key

A-Shift Paramedic Dates
B-Shift Paramedic Dates
C-Shift Paramedic Dates
EMT Dates
Holidays
Registration Dates

Note: The dates listed above are subject to change.

Treasure Coast Medical Institute Academic Calendar

Jan. 2024 - Dec. 2024

Jul 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jul. 4: Independence Day – School Closed

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 6: Para 08/09 (C-Shift) Graduation

Aug. 8: EMT 41/42/43 Admin Day

Aug. 9: Para 12 (C-Shift) Orientation

Aug. 15: EMT 44/45 Orientation

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sep. 2: Labor Day – School Closed

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct. 7: Para 11 (B-Shift) Sem. 2 Ends

Oct. 9: Para 10 (A-Shift) Sem. 2 Ends

Oct. 10: Para 11 (B-Shift) Sem. 3 Begins

Oct. 15: Registration Opens for Spring EMT/Paramedic Classes

Oct. 15: Para 10 (A-Shift) Sem. 3 Begins

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 27: EMT 44/45 Admin Day

Nov. 28-29: Thanksgiving Break– School Closed

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 9: Para 11 (B-Shift) Graduation

Dec. 17: Para 10 (A-Shift) Graduation

Dec. 19: Para 12 (C-Shift) Sem 1 Ends

Dec. 21-Jan 2: Christmas Break – School Closed

Color Key

A-Shift Paramedic Dates
B-Shift Paramedic Dates
C-Shift Paramedic Dates
EMT Dates
Holidays
Registration Dates

EMT Program Dates:

EMT 36/37: 8/10/2023 – 11/28/2023

EMT 38/39/40: 1/3/2024 – 4/17/2024

EMT 41/42/43: 4/23/2024 – 8/8/2024

EMT 44/45: 8/15/2024 – 11/27/2024

Paramedic Program Dates:

Para 07 (B-Shift): 1/10/2023 – 12/12/2023

Para 08/09 (C-Shift): 8/9/2023 – 8/6/2024

Para 10 (A-Shift): 1/4/2024 – 12/17/2024

Para 11 (B-Shift): 1/5/2024 – 12/9/2024

Para 12 (C-Shift): 8/9/2024 - TBD

Note: The dates listed above are subject to change.