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## Key Information - What you need to know for your 7-Week Self-Paced EMT Course – NC:



### Pre-requisites – Students must:

- Be a minimum of 18 years of age by last day of course
- Have a High School Diploma or equivalent
- Have current documentation of vaccination including but not limited to,
  - (MMR) Mumps, Measles and Rubella
  - (HBV) Hepatitis B - Students who started the HBV series meet the requirements
  - Varicella
  - TD/Tdap – must be from within 12 months of end date of course
- Have tuberculosis (TB) screen from within 12 months of the end date of course
- Complete background check and drug screen through CastleBranch
- Laptop/Computer with webcam and microphone

***See pre-course checklist for full list of pre-course requirements.***

### Course Outcomes:

- 240 course hours
- Prepares you for the Scope of Practice Exam for NREMT (Practical Examination for EMT)
- For the NREMT computer-based testing dates may be chosen 24 hours after course completion at a number of computer-based testing sites through [Pearson Vue](#)
- Eligibility for Written Exam Registration for NREMT (NC EMT is a 2-year certification) begins after course completion and first attempt must be made in two (2) years from course completion date.

### Course Tuition includes (\$3,395):

- Experienced Instructional Staff, certified as NREMT to NREMT-P
- American Heart Association Healthcare Provider CPR 2-year certification
- CEVO 5 Ambulance Driver and Traffic Incident Responder Training certifications.
- Clinical malpractice insurance
- All course equipment is provided for student use
- Access to all course equipment after class hours for study and practice
- 48 hours of clinical experience on ambulances
- Quizzes for material highlights and retention
- Learn additional advance life support assist skills that increase your abilities
- Oregon Community College Registration Fee

### Course cost does not include:

- Background Check & 12 Panel Drug Screen
- Required myClinicalExchange subscription – 6-month subscription
- Lodging – Limited on-campus lodging is available for an additional fee. Other students choose to stay off campus.
- Laptop/Computer with webcam and microphone
- Other Charges & Associated Costs (incurred by the student): Travel to and from the course location, food during the course, basic classroom supplies such as notebook and pencils, and costs associated with pre-course requirements such as background check, drug screen and immunizations.

### **Student expectations of our 7-Week Self-Paced EMT course:**

- Our instructors know the materials and teach the curriculum to individual learners
- Our pass rate for NREMT is approximately 90%
- Our online classroom learning focuses on clear information and rehearsal
- Realistic scenarios during the practical sessions meld the curriculum pieces for big picture understanding
- This is a self-paced course with pre-recorded lectures, weekly required check-ins and classroom hours
- Online weekly check-ins and classroom hours will be 11am-1pm EST (*subject to change*)
- Following the 7-week online self-paced module, students will attend a 11-day in-person practical at NCOAE's campus

Students can expect 7 weeks of online, self-paced pre-recorded lectures and assignments including text readings and quizzes. The online component is followed by 11 days of in-person, hands-on practical.

**The first 7 weeks of this self-paced course are extremely intense as we share a significant portion of the course material.** This structure is designed to provide flexibility while ensuring you receive the support you need to succeed in your EMT training. Students must be self-motivated and dedicated to completing this self-paced course and meeting all deadlines and benchmarks. Rest assured, we are here to guide you every step of the way.

You can view expectations of our students on the following page.

**Expectations of our students:**

- Students are required to attend all required weekly check-ins and classroom hours to ensure you remain on track, skill sessions and clinicals
- Follow the study schedule as outlined in the course syllabus to ensure you remain on track
- Stay engaged and be proactive about reaching out to instructors with questions and concerns
- Students are expected to participate 100%
- Students are expected to be accountable for an 80% average on all course exams
- Students are expected to retest any exams less than 75%
- Students are expected to be punctual to class and to clinical rotations
- Students are expected to ask for help when they are uncertain
- Students are expected to behave as community members at our campus

On the first day of our course, students will sign a contract agreeing to the statements above.

## FAQ's

### **Q: What is the cost for the Self-Paced EMT?**

**A:** The cost of tuition is \$3,395. There may be additional fees that are the responsibility of the student.

### **Q: Are there additional fees for this course?**

**A:** Tuition does not include the following items and out-of-pocket costs may apply:

- 6-month subscription to myClinicalExchange (*required for all NC students*)
- Background Check & Drug Screen
- Lodging (if applicable)
- Updated vaccines & immunization test (if applicable)
- NREMT exam fees (if applicable)
- NC State EMT exam fees (if applicable)
- Fingerprinting (if applicable)

For more information on estimated costs for any of the above potential out-of-pocket costs, please email [studentservices@ncoae.org](mailto:studentservices@ncoae.org).

### **Q: When do we sign up for clinical?**

**A:** You will be assigned a clinical ride-along site and time during the first week of class.

### **Q: What is the average age of students?**

**A:** On average between 18 and 30 – but we commonly have older students as well.

### **Q: Is a textbook required for the course?**

**A:** A textbook is not required for this course. If you choose to purchase one, we recommend one of the following:

- Jones & Bartlett EMT, 13th Edition
- Brady Emergency Care, 15th Edition
- Emergency Care, 14th Edition by David Limmer

**Q: In the event that I do not pass my first NREMT exam attempts will the school assist me with resources and recommendation for retesting?**

**A:** Yes, we monitor all test scores from our students and are happy to serve as a resource.

**Q: Who takes the Self-Paced EMT Intensive course?**

**A:** This course is designed to provide flexibility for those who may not be able to take 21-days off to attend our Hybrid or Standard 'Intensive' EMT courses. Students must be highly self-motivated and dedicated to completing this self-paced course and meeting all deadlines and benchmarks on a weekly schedule.

**Q: Are financial scholarships available for the EMT course?**

**A:** No, not at this time.

**Q: What kind of computer/internet access to I need?**

**A:** You will need a functional computer and reliable internet access for the duration of your virtual training. We recommend a laptop or desktop, but students have successfully used tablets. For the virtual portion, you MUST have a functional webcam and be able to run Zoom and our course website simultaneously. We have found that Chrome and Firefox work best for most applications.

**Q: What is the duration of the NCOAE Self-Paced EMT course?**

**A:** The course spans 7 weeks for Part 1 (Didactic phase), followed by an 11-day in-person Part 2.

**Q:** How is the course structured?

**A:** The course includes self-paced learning with pre-recorded lectures, weekly assignments, and mandatory weekly virtual classroom hours for support and reinforcement.

**Q: What topics are covered during Part 1 of the EMT training?**

**A:** Topics include foundational EMT knowledge such as EMS systems, medical/legal/ethical issues, airway management, trauma and medical emergencies, and pharmacology.

**Q: Are there any live classroom sessions, and are they mandatory?**

**A:** Yes, there are weekly live virtual classroom sessions that are required. They provide a review of the week's material, introduce new content, and offer opportunities for Q&A.

**Q: What are the self-directed learning expectations?**

**A:** Students need to complete online modules, reading assignments, and quizzes according to the weekly schedule. The course requires active engagement and adherence to deadlines.

**Q: How many hours of self-directed learning are required per week?**

**A:** Self-directed learning varies by week, ranging from 7 to 29 hours, depending on the content focus.

**Q: What happens if I fall behind on the schedule?**

**A:** It is essential to stay on track as each week's assignments must be submitted by the set deadline (typically 11:59 p.m. on the last day of the week). Weekly check-ins with instructors are designed to help keep you on pace.

**Q: Is there any support available if I have questions during the course?**

**A:** Yes, you are encouraged to reach out to instructors for questions or concerns. The weekly live sessions also provide an opportunity to seek help and clarification.

**Q: What certifications or prerequisites must I complete during the course?**

**A:** Students need to complete FEMA courses (100, 200, 700, 800), a Blood-Borne Pathogens course, Haz-Mat Awareness, TIM, CEVO 4 Ambulance Driving, and HeartCode BLS during the first week.

**Q: What is the purpose of the live virtual classroom hours?**

**A:** These sessions reinforce learning, prepare students for upcoming exams, provide personalized support, and maintain connections with instructors and peers.

**Q: What is required to transition to Part 2 of the course?**

**A:** Completion of all learning objectives, quizzes, and exams in Part 1 is necessary to move on to the in-person Part 2.

**Q: How can I prepare for the final exam in Part 1?**

**A:** Weekly practice exams and review sessions are included in the schedule to help students prepare for the final exam.

**Q: Can I come to the course with my wife, husband, girlfriend or significant other?**

**A:** Yes, but we discourage exclusive relationships which are often taxed under intense conditions like our course.

**Q: Are meals included during the practical portion?**

**A:** No. A grocery store, several coffee shops, fast-food, and casual dining options are within walking distance from our campus. We provide both refrigerated and dry food storage space as well as some utensils, a coffee maker, hotplate, microwave, and toaster oven for students to prepare meals on site.

**Q: What are my housing options during the practical portion?**

**A:** You can bring your own tent or stay in one of our 'basic' cabins. There is power in the cabins and each one contains 2 bunk beds. There is A/C in cabins, but no heat. A tent pad is \$220, and a cabin is \$385 for the 11-day practical. Housing includes shower access and cooking facilities. On-campus lodging is limited. Other students choose to stay off campus in Tygh Valley or Maupin, Oregon. Contact our office and we can recommend hotels and campgrounds close by.

**Q: Do I need a car during practicals?**

**A:** You are responsible for your own transportation for the duration of the course. That includes getting to/from all clinical rotations which are at a variety of locations throughout the region. Some of these rotations may be scheduled with other students, but some may not. Having your own vehicle is ideal, but students have successfully used options like Lyft and Uber. If you are carpooling with a friend and sharing a vehicle, let us know and we will do our best to work with you. You should not plan on relying on other students for your transportation.

**Q: Is the COVID-19 Vaccine required?**

**A:** At this time, a COVID-19 Vaccine series is not required for our program. Please note this is subject to change at any time.

## **NCOAE Policies**

### **Release/Assumption of Risk**

All participants will be asked to read and sign a release acknowledging the inherent risks that are involved in any of NCOAE's courses or programs. Minors will have a parent or guardian sign on their behalf.

### **Eligibility**

Participants must be of sound health and able to walk 3-4 miles a day. Although much of the day is occupied with classroom and practical skills time, this request serves to mark an appropriate level of physical fitness.

### **Deposits and Refunds**

1. A non-refundable, 10% tuition deposit required to hold a spot in a course.
2. Full tuition payment due 30 days before course start.
3. Registration within 30 days of course start requires full tuition at registration.

#### **4. REFUNDS**

- Please note the following general policy about requests for course and training refunds:
- If you request a refund more than 30 days prior to — or equal to 30 days prior to — the start date of your NCOAE course or training, you are entitled to refund minus the 10 percent (10%) tuition deposit.
- If you request a refund anytime between 29 days and the start date of your course or training, there will be no refunds — but a transfer may be possible (see below).
- If your NCOAE course or training is canceled due to low enrollment, 100 percent (100%) of your payment is fully transferable to another NCOAE course or training. Or, if you prefer, all fees paid for your course or training can be refunded at your request.
- All funds are forfeited under any and all circumstances in any attempt to cancel or transfer a second time, under the originally registered/enrolled course or training.

#### **5. TRANSFERS**

- Please note the following about transfer requests for NCOAE courses and trainings:
- If you request a course or training transfer (i.e., you request that we enroll you in a different course or training than the one registered for) within 30 days prior to the new course's or training's start date — or equal to 30 days prior to the new course's or training's start date — 50 percent (50%) of your tuition is transferable to the new course or training; the remainder is forfeited.

- Transfers must be made to courses or trainings (at the base, only) within one (1) calendar year of original course or training enrollment, or funds will be forfeited.
- Funds may not be transferred to an outside, sponsored course or training.
- Only one (1) transfer per student is allowed.

### **REFUNDS, AND TRANSFERS FOR EMT TRAINING STUDENTS**

- Please note the following about refund and transfer requests for students already enrolled and participating in NCOAE EMT trainings:
  - **Students who fail the virtual instruction portion of their EMT training:** Students who fail the virtual instruction portion of the Hybrid or Self-Paced or any portion of the Standard EMT training will be allowed to return for another EMT training at no additional tuition charge (on-campus housing fee still required, if applicable), within six (6) months of the original course start date. The new course must occur at a date and time that works for both the school's and student's schedule. Only one (1) retake is allowed at no charge. Students who fail a second time and wish to return for another attempt will be required to pay the full tuition amount plus any on-campus housing fee, if applicable.
  - **Students who fail the practical instruction portion of their EMT training:** If you fail the practical instruction portion of your Hybrid or Self-Paced EMT training, you will be allowed to return to campus to participate in another practical session within six (6) months of your original course start date for an additional fee.
  - **Students who are not able to complete the clinical component:** Students who pass both the final exam and psychomotor testing, but are unable to complete the clinical component, have 60 days to reschedule clinical hours. After 60 days, the student may return to campus to participate in another practical session within six (6) months of the original course start date for an additional fee.

To initiate a course or training transfer, please contact NCOAE Headquarters via email ([info@NCOAE.org](mailto:info@NCOAE.org) – Subject Line: Transfer Request) or by phone (we're available Monday through Friday between 8:30 a. m – 4:30 p.m. Eastern Time by calling [\(910\) 399-8090](tel:9103998090)).

To request a refund, first call the NCOAE office to determine refund eligibility. We're available Monday through Friday between 8:30 a. m – 4:30 p.m. Eastern Time by calling [\(910\) 399-8090](tel:9103998090). Please note: A signed letter is required for refund consideration.

### **Community Living**

Much of the instruction will be led as a participatory and hands-on activity, with micro-lecturettes for specific topics and workshops. In our course, each person is expected to participate fully within the class context. This includes participating in general chores like classroom power cleans, collecting and maintaining classroom equipment. All participants should be prepared to work within the group's dynamics.

## **Drugs and Alcohol – This is a ZERO TOLERANCE policy**

No controlled substances or alcoholic beverage are permitted on NCOAE property or during courses. Violation of this policy will result in immediate expulsion from the program with no fee or tuition reimbursement.

All participants under the influence of a prescription medication must inform the administration on their health forms, and the course instructors will also have access to that information. Medications and health issues should not disqualify you from a program; instructors need to know how to help you in the event that you need it. We encourage participants to bring all medications needed during course hours.

## **Travel to and from NCOAE's Campus**

If you plan to fly or take a bus instead of driving your own vehicle, make your plans with the following in mind: Do not make airline reservations before thirty days from the course, when we commit to or cancel a course based on the enrollment. Please be aware that you are responsible for arranging your own transportation to our campus. You may take an Uber, Cab, or a Taxi from Wilmington International Airport.

We frequently have people attend our courses from all over the country and internationally, and they often come without a personal vehicle. Our campus is near almost anything you may need. It's easy to share a ride and expenses with other classmates to grocery stores, clinical sites, beach, or river areas, all of which are within easy access of our campus in Wilmington.

## **Parking at NCOAE**

NCOAE's 17-acre campus is squeezed in between the Cape Fear and the Atlantic Ocean. Much of the campus is wooded, so parking is limited. If you are coming with a friend or small group, please try to carpool to limit the number of vehicles.

## **Facility**

Lodging is available for and additional charge, which provides access to indoor plumbing and hot showers. It also provides access to hotplates, microwaves, refrigerators, and space for eating. Space is limited, so please reserve in advance for either camping or cabin living.

NCOAE campus has 'rustic' cabins for H-EMT students. These cabins are equipped with two bunk beds. There is basic power down at the cabins (i.e. ceiling light/fan, a/c and outlets). If you are attending a course December through February, be sure to bring a warm sleeping bag (or 2). Cabins are not heated.

The classroom has a bathroom, a coffee maker, refrigerator, microwave, toaster oven, hot plates and more available for students to share in the classroom. Be considerate of others and keep refrigerated items to a minimum – we are close to town and it's easy to make a trip to a grocery store every few days to restock.

### **Tobacco**

Class times are inappropriate for tobacco product use (chew, cigarettes, etc.). During 10-minute breaks, lunch, and after class we ask folks to smoke, etc. in the parking lot in the designated area only. Violation of this request can result in immediate expulsion from the course with no fee or tuition reimbursement. Please field dress your butts and dispose of them in the appropriate receptacles – the nicotine in the filters is not only dangerous to you, but highly toxic to the wildlife in our environment. If your nicotine needs interfere with class attendance, you should investigate other nicotine alternative (the patch, gum, or other).

### **Transportation**

In courses that continue in other locations, participants are responsible for transportation to the destination. We will arrange carpools to program sites when we are together as a class. At all times, we attempt to find suitable parking option; however, NCOAE assumes no responsibility for vehicles left unattended.

### **Safety**

It is our primary mission to provide EMT Training while paying close attention to plans for risk management. Our instructors are outdoor professionals who hold current certification in EMT, Wilderness First Responder, Wilderness EMT, and professional level CPR. In the event of an accident, NCOAE staff will aid in medical care of the ill or injured until EMS arrives or evacuation is executed. Any costs of medical care and evacuation beyond the initial medical care given by our staff, is the sole responsibility of the ill or injured.

### **Pets**

Please leave your animal companions at home. *No animal will be tied outside of a vehicle or kept inside of a vehicle during our courses.* If you do arrive with an animal, we will direct you toward a kennel for the duration of your course. If this is unacceptable, we will ask that you dis-enroll in the course. Cancellation policies will be in effect.

## **Phones/Computer/Faxes**

NCOAE courses are designed with outdoor recreationists and professionals in mind. There is no phone or computer available for personal use. A phone is available if the office should you need to call 911 in an emergency, or for incoming emergency calls. We do request that cell phones be turned off during class hours.

Wi-Fi connectivity is available in our classroom on campus with your own computer equipment.

## **Harassment**

Students, staff, or administrators will not tolerate harassment of any kind during courses and after course hours on NCOAE property. It is your responsibility to report any misconduct to the administration of NCOAE. If you are suspected of harassing others, you will be asked to leave, and your tuition will not be refunded.

## **Down Time**

NCOAE is just a few miles from two colleges and several coffee shops. Our campus is also just couple minutes from Carolina Beach, a few miles from downtown Wilmington with a variety of grocery stores, restaurants, and fast-food places. NCOAE campus is only a couple minutes away from great surfing, sea kayaking, canoeing, fishing or just a nice sunset study session on the beach!

## **Required Background Check**

NCOAE requires all students to obtain a background check before the start of your course. Without one, you will not be allowed to attend the course. The background check is completely confidential and will automatically be transferred directly to the database at NCOAE, releasing you for clinical. To obtain your background check, please follow specific link included on the confirmation email you received upon enrolling. Please follow the directions carefully and feel free to contact the **NCOAE office at 910-399-8090** if you have any trouble accessing the website.

**\*\*Any felony convictions or charges automatically disqualify students for clinicals at NCOAE's clinical partner, Novant Health. Misdemeanor convictions or charges — other than minor traffic violations — may result in ineligibility to attend and participate in the clinical component of an NCOAE course. This would result in failure to progress through the course and an unsuccessful completion of the course. When this occurs, NCOAE cancellation policies will be in effect.**

## **Clinicals**

The National Center for Outdoor & Adventure Education (NCOAE) does not guarantee the admission of any student to a clinical site. A student's acceptance, participation, and continuation at a clinical site is subject to the approval and consent of the clinical site. Students must be able to attend and complete 100 percent of their clinical rotations at the assigned clinical site to successfully complete their NCOAE EMT course.

## 'INTENSIVE' SELF-PACED EMT PRE-COURSE CHECKLIST

This document is meant to guide you through the required steps that you need to complete before the start of your course. **Please compile the following items all together then submit** using the below instructions.

### **General Required Items**

- Course textbook: Emergency Care and Transportation of the Sick and Injured, 12th Edition\* [Discount Link](#)
- myClinicalExchange Student Account – 6-month subscription\* ([use these instructions to register](#))
- Laptop computer to complete quizzes, exams, and assignments
- Set travel/ housing for practical dates. NCOAE offers a limited amount of 'basic cabin' and tent pad rentals\*

### **Pre-Course Tasks: Due 30 days prior to the start of your course**

- Course tuition paid in full
- Request P-Number using [these instructions](#) and submit it using [this form](#)
- myClinicalExchange (myCE): Create and pay for a user account on myCE [using these instructions](#)
- Initiate background check & 10 Panel with Expanded Opiates (*aka 10 Panel + MDMA + Oxy*) drug screen\* ([using this link](#))

### **Pre-Course Paperwork: Due the Friday before your course begins**

- NCOAE Releases ([Participant](#) and [Health Form](#))
- Proof of age: license, passport, or official picture ID with birth date
- Proof of education: HS Diploma or equivalent
- Photograph/Headshot – from the shoulders up, **must be on white or light neutral background**
- Vaccination records:
  - Flu immunization (***ONLY required for courses during October-April months***)
  - History of Chicken Pox, Titer Test or 2 Varicella immunizations
  - 2 MMR or Titer Test
  - TD and/or TDap (***must be from last 10 years and valid through the end date of your course***)
  - Hep B vaccinations or [signed declination statement](#)
  - Tuberculosis (TB) (*2 parts*):
    - TB skin or blood test or chest x-ray (***must be from last 12 months of the end date of your course***)
    - Novant Health TB Attestation Form – *found in myCE*
- Novant Health Badge Form – *found in myCE*
- 2 Novant Health Orientation Training Modules – *found in myCE (modules take roughly 3.5 hours to complete)*
- Complete Novant Health Student ID Process

\*-Not covered in tuition cost.

If you have questions or concerns please let us know! We can be reached at 910-399-8090 from 9am-4pm EST, Monday-Friday or by email at [StudentServices@NCOAE.org](mailto:StudentServices@NCOAE.org).