



## Catalog



### Contact Us

480-461-1806

[www.lifework.edu](http://www.lifework.edu)

9516 W. Peoria Ave. #7  
Peoria, AZ 85345

# 2024

This Page Is Left Blank Intentionally

# Table of Contents

<b>THIS CATALOG .....</b>	<b>1</b>
<b>REGULATORY OVERSIGHT .....</b>	<b>2</b>
Accreditation .....	2
Licensed by .....	2
<b>ABOUT LIFEWORk EDUCATION .....</b>	<b>3</b>
Ownership & History .....	3
Purpose & Mission Statement .....	3
Our Purpose .....	3
Our Mission .....	3
Description of School Facilities.....	4
Requirements for Admission .....	5
To Qualify for Admission.....	5
Application .....	5
Hardware and Software Requirements .....	5
Ability to Benefit.....	6
Special Needs .....	6
Ability to Gain Employment.....	6
Denial of Admission .....	6
Re-Admissions .....	6
<b>ACADEMIC POLICIES AND PROCEDURES .....</b>	<b>7</b>
Transfer of Hours/Units .....	7
Credit for Previous Education and Life Experience.....	7
Graduation Requirements.....	7
<b>ACADEMIC INFORMATION.....</b>	<b>7</b>
Academic Calendar .....	7
Paramedic Program Schedule.....	7
Didactic .....	8
Hospital Clinical Externship .....	8
Vehicular Externship .....	8
Clock Hours & Semester Credit.....	8
2023 Administrative Holiday Schedule .....	8
Attendance.....	9
Attendance Requirements .....	9
Leave of Absence.....	9
Satisfactory Academic Progress.....	9
Maximum Time in Which to Complete.....	9
Course Completion & Grading .....	10
Examinations .....	11
Grade Appeals .....	11
Probation .....	12
Procedures for Officially Withdrawing.....	12
Procedures for Unofficially Withdrawing.....	12
<b>PROGRAM OFFERED .....</b>	<b>12</b>

<b>Delivery Format</b> .....	<b>12</b>
Methods of Delivery .....	12
Lab Sessions .....	12
Clinical/Vehicular Externships .....	12
Hospital Clinical Externship .....	13
Vehicular Externship .....	13
<b>Paramedic</b> .....	<b>13</b>
Program Description .....	14
Paramedic Program Objectives: .....	14
Required Courses .....	14
<b>LICENSURE, CERTIFICATION, AND REGISTRATION</b> .....	<b>15</b>
<b>NREMT Certification Requirements</b> .....	<b>15</b>
<b>STAFF &amp; FACULTY</b> .....	<b>15</b>
<b>Officers</b> .....	<b>15</b>
<b>Administrative Staff</b> .....	<b>16</b>
<b>Faculty</b> .....	<b>16</b>
<b>STUDENT SERVICES</b> .....	<b>16</b>
<b>Student Parking</b> .....	<b>16</b>
<b>Child Care</b> .....	<b>16</b>
<b>Student Housing Services</b> .....	<b>16</b>
<b>Student Advising &amp; Tutoring</b> .....	<b>16</b>
<b>Resource Center</b> .....	<b>16</b>
<b>Graduate Placement Assistance</b> .....	<b>17</b>
<b>Orientation</b> .....	<b>17</b>
<b>Blended Distance Education Orientation</b> .....	<b>17</b>
<b>STUDENT POLICIES</b> .....	<b>17</b>
<b>School Notification</b> .....	<b>17</b>
<b>Dress and Appearance</b> .....	<b>17</b>
Hygiene .....	17
Dress Code .....	17
<b>Student Conduct</b> .....	<b>18</b>
<b>Disciplinary Action</b> .....	<b>18</b>
Definitions: .....	18
<b>Appeals</b> .....	<b>19</b>
General Grievance/Appeal Procedure: .....	19
Formal Grievance/Appeal Process: .....	19
<b>COURSE DESCRIPTIONS</b> .....	<b>20</b>
<b>EMS200 Foundations of Paramedicine</b> .....	<b>20</b>
<b>EMS250 Advanced Paramedicine</b> .....	<b>20</b>
<b>EMS275 Paramedicine Clinical Experience</b> .....	<b>20</b>
<b>EMS300 Paramedicine Capstone</b> .....	<b>20</b>
<b>EMS350 Field Internship</b> .....	<b>20</b>
<b>ADMINISTRATIVE POLICIES</b> .....	<b>21</b>
<b>Non-Discrimination Policy</b> .....	<b>21</b>
<b>Student Records</b> .....	<b>21</b>
<b>Termination</b> .....	<b>21</b>

**PROGRAM COSTS & FINANCIAL AID ..... 21**

**Program Costs .....21**

    Tuition & fees to be paid to Lifework: .....21

    Other costs required to attend, graduate and practice: .....21

**Student Finance Options .....22**

**Book List .....22**

**Cancellation Policy.....22**

**Last Date of Attendance and Date of Determination.....22**

**Official Withdrawal.....22**

**Unofficial Withdrawal .....23**

**Refund Policy.....23**

**Financial Aid .....23**

**Student Loans.....23**

## THIS CATALOG

Catalog shall be available to students and prospective students in a written or electronic format.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Lifework Education makes every effort to ensure accuracy of the information contained in this catalog. The school reserves the right to change policies, regulations, fees, books and courses of instruction during this catalog period upon direction of the Lifework Education administration and its headquarters. The Arizona Private Postsecondary Education, Department of Veteran Affairs, and the Accrediting Bureau of Health Education Schools will be notified of changes as deemed necessary and in accordance with regulations. These changes will not affect currently enrolled students without prior written notice.

I certify to the best of my knowledge that this catalog is true and correct in content and policy, and states progress requirements for graduation.

**Andrew Johnston**

Regional Director & Program  
Director

**Andrea Johnston**

Director of Student Services

**Sandy Andersen**

Student Services Coordinator

Effective Date: 01 January 2024

### **Administrative Hours**

Monday - Friday

9:00 AM - 5:00 PM

## REGULATORY OVERSIGHT

### Accreditation

Lifework Education is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730, North Bethesda, MD 20852  
Telephone: (301) 291-7550  
Website: [www.abhes.org](http://www.abhes.org)

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP)

Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
9355 - 113th St N, #7709, Seminole, FL 33775  
Telephone: (727) 210-2350  
Fax: (727) 210-2354  
Website: [www.caahep.org](http://www.caahep.org)

Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP)  
8301 Lakeview Parkway, Ste. 111-312 Rowlett, TX 75088  
Telephone: (214) 703-8445  
Website: [www.coaemsp.org](http://www.coaemsp.org)

### Licensed by

Lifework Education is granted Regular Vocational Program License # V1624 by State of AZ State Board for Private Post-Secondary Education

State Board for Private Post-Secondary Education  
1740 W. Adams Street, #3008  
Phoenix, AZ 85007  
Telephone: (602) 542-5709  
Website: [ppse.az.gov](http://ppse.az.gov)

Lifework Education (EMS #450372) is a Certified ALS Training Program by the Arizona Department of Health Services

Arizona Department of Health Services  
150 North 18th Avenue  
Phoenix, AZ 85007  
Telephone: (602) 542-1025  
Website: [www.azdhs.gov](http://www.azdhs.gov)

### Approval Disclosure Statement

Lifework Education 9516 West Peoria Ave. #7, Peoria, AZ 85345 is a private institution approved in the State of Arizona by: Arizona Department of Health Services 150 North 18th Avenue, Phoenix, AZ 85007, telephone (602) 542-1025 as a Certified ALS Training Program (EMS #450372). This approval means the institution complies with the minimum standards established under applicable law for the operation of a school engaged in occupational instruction. It does not imply any endorsement or recommendation by the state.

# ABOUT LIFEWORk EDUCATION

## Ownership & History

Lifework Education is a small business corporation which has elected to be treated as a C corporation under Section 1362 of the Internal Revenue Service Code.

Wizard Education LLC was established January 1, 2003, for the purpose of providing advanced medical education and continuing education in the medical field. In 2011, a dedicated classroom and business office was established in Peoria AZ. In January 2021, Wizard Education was acquired by S&S Training Acquisitions Corp., and in February 2021, S&S Training Acquisitions Corp. changed its name to Lifework Education, Federal ID # 85-1117451.

**Frank Swiger**

CEO

**Ted Frank**

Chairman of the Board

**Matt Scantland**

Board Member

## Financial Condition of the School

Lifework Education has been in operation continuously and without interruption since it was founded in 2003. As an institution, as of the date of publication of this catalog, it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

Dr. Frank J. Swiger, CEO

### Headquarters

Lifework Education

P O BOX 43489

Cleveland, Ohio 44143

530-384-5172

## Purpose & Mission Statement

### Our Purpose

The purpose of Lifework Education is to enable our students to acquire both the knowledge and the practical skills necessary to obtain gainful employment and to achieve their career goals within the healthcare industry.

### Our Mission

Lifework's mission is to help students build and maintain the skills they need to have successful careers.

The student body that Lifework intends to serve with the Paramedic program is EMTs who wish to further their careers by becoming paramedics. Lifework's objectives in support of its mission are:

- Offer high-quality approved educational programs
- Develop innovative delivery models that will maximize student access to programs
- Recruit professional and supportive faculty to lead program delivery



- Develop outreach plans to inform prospective students of the existence of programs
- Include in marketing and programmatic materials information about career pathways stemming from Paramedic certification

## Description of School Facilities

The Peoria campus is located in a one-story facility and occupies approximately 4950 square feet. The school has administrative space, two classrooms/labs, bathrooms, and clean and well-lit hallways. The entrance has a ramp, and the facilities are designed to meet Americans with Disabilities Act (ADA) codes. Each classroom/lab contains appropriate instructional equipment and furniture, including a computer-accessed In-Focus projector for displaying PowerPoint presentations, video or DVD presentations and wireless internet access.

Lifework Education maintains an extensive inventory of educational and training equipment specifically designed for the training of Emergency Medical Services (EMS) personnel. This equipment is representative of the types of equipment currently in use by front-line EMS providers throughout the state and nation for the current practice of EMS. Paramedic equipment includes but is not limited to specialized anatomical models and human-like training manikins and devices designed to simulate the human body, blood pressure cuffs, diagnostic tools, suction equipment, gurneys, acrylic shields, various and venipuncture supplies. Cardiac monitors and defibrillators are available for hands-on training, and students will learn to manage airways, ventilate patients, support vascular status and treat shock, and in the advanced programs, start intravenous lines and administer medications as allowed by the state and national scope of practice.

The student lounge is an area open to all current, enrolled Lifework Education students during normal business hours. It is located on the West end of the facility, outside of the classrooms, and is internally accessible via well-lit hallways. The area has tables, chairs, vending machine, refrigerator, and coffee machine.

## CoAEMSP Granted Satellite Locations

Arizona Academy of Emergency Services

- 1833 W. Main St. Suite 131 Mesa, AZ 85201

AMR – Prescott

- 915 Hinman St. Prescott, AZ 86305

AMR – Lake Havasu

- 415 El Camino Way Lake Havasu City, AZ 86403

## Requirements for Admission

### To Qualify for Admission

- Applicants must be at least 18 years of age
- Applicants must possess a high school diploma or equivalent<sup>1</sup>
- Applicants must have a current EMT certification
- Applicants must have a current American Heart Association Healthcare Provider-CPR (BLS) card.
- All applicants must provide proof of reading comprehensions at or above a normative 9<sup>th</sup> grade level. We provide a reading comprehension test or can accept other third-party test results that show a normative grade level test result or provide a key to convert a raw score to a grade level.
- Students enrolling must attest that they are physically able to perform the required functions for successful completion of the program. This includes sitting, standing, stooping, kneeling and lifting 50 lbs.

### Application

Each applicant will be required to submit a completed application. The necessary documents (enrollment agreement, prerequisites, etc.) are all delivered digitally when prospective students begin the registration process on our website. For assistance with completing the application, students may contact the school during regular business hours or refer to our website at: [www.lifework.edu](http://www.lifework.edu)

### Hardware and Software Requirements

Students enrolling in a program at Lifework Education must have regular access to a device with high-speed internet access that complies with the following Minimum System and Browser Requirements. These requirements are verified during the application and enrollment process by having applicants complete a series of tasks. If the student's home computer is not compatible with our Minimum Computer Systems and Browser requirements, the student will be able to use the computers on campus for required coursework.

---

<sup>1</sup> The equivalent to a high school diploma includes:

- GED®, HiSET™, TASC™, or other approved high school equivalency certificate.
- For homeschooled students, a transcript, or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of secondary school education.

High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE). Please note that some agencies have more specific requirements and accept only original documentation sent directly from the educational institution. All applicants must provide evidence\*\* of a high school diploma or its equivalent to the school prior to the commencement of the first day of the student's scheduled start date.

- Evidence of high school graduation or its equivalent must include the applicant's name and graduation date as well as the name and location of the high school attended including, city, state, and graduation year. Where necessary, Lifework Education will evaluate the validity of a high school diploma and verify that the high school or program was approved by the applicable governing or state authority, if approval is required by applicable law.

An applicant who graduated from high school in a homeschool setting must provide documentation signed by the applicant's parent or guardian that lists the secondary school courses completed by the applicant and that certifies the successful completion of secondary school education in a home school setting. Such documentation must include all information that Lifework Education requires on a high school diploma, in addition to the parent or guardian's signed attestation that the homeschool was approved by the applicable governing or state authority if approval is required by applicable law. If the state where the applicant was homeschooled requires by law that homeschooled students obtain a secondary school completion credential (other than a high school diploma or its recognized equivalent), the applicant must submit a copy of that credential.

	Recommended		Minimum	
	PC	MAC	PC	MAC
<b>Operating System</b>	Windows10, version 1903 or superior	MacOS 10.13 or superior	Windows10, version 1803 or superior	MacOS 10.12 or superior
<b>Processor</b>	Intel or AMD with virtualization instruction support VT-x/AMD-V (Intel Core i5 and superior)			
<b>Memory</b>	16GB		4GB	
<b>Free Hard Disk Space</b>	60GB SSD		30GB	
<b>Additional Hardware</b>	Wi-Fi network adapter with QPA2 Enterprise support			
<b>Internal Browser</b>	Chrome 77.0.3865.120 or superior			
<b>Antimalware</b>	Malwarebytes 3.0 or superior – or equivalent security software			

### Ability to Benefit

Lifework Education does not enroll applicants under the Ability to Benefit (ATB) exam.

### Special Needs

Lifework Education will provide reasonable and appropriate accommodations for students with documented disabilities. In accordance with the Americans with Disabilities Act (ADA), it is the student’s responsibility to notify Lifework Education, in writing, of any diagnosed disabilities along with the appropriately prescribed accommodations requested. This documentation must be provided at the time of enrollment and at least 15 business days prior to the first day of the program or course.

### Ability to Gain Employment

Lifework Education’s Paramedic program is designed to prepare students to work as paramedics in the state of Arizona. The State of Arizona requires emergency medical personnel to be licensed through the Arizona Department of Health Services. A criminal record (DUI, felonies, violent crimes), substance abuse, or not being able to perform the physical tasks required will jeopardize a student’s ability to complete the program requirements, achieve required licensure, and eligibility for employment. Students have an obligation to inform the school of any issue that would prevent the state of Arizona from licensing the student.

Background checks of students are conducted prior to them having contact with patients during hospital clinical or vehicular externships. Students who do not pass this background check will be withdrawn from the program.

### Denial of Admission

Reasons for denying admission to any prospective student shall be documented and kept on file for at least one year.

## Re-Admissions

Students reapplying to the Paramedic program immediately following a withdrawal or termination must first follow general admission requirements. Students reapplying for any program after being dismissed for disciplinary reasons will be readmitted only at the discretion of the program director. Students who were under an academic or disciplinary warning at the time of withdrawal or separation from the program will be readmitted under the same warning.

## ACADEMIC POLICIES AND PROCEDURES

### Transfer of Hours/Units

The transferability of credits or the Course Completion Certificate you earn through Lifework Education is at the discretion of the institution to which you may seek to transfer. If the Course Completion Certificate(s) that you earn at this institution is/are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Lifework Education's Paramedic Program to determine if your Course Completion Certificate will transfer.

### Credit for Previous Education and Life Experience

Lifework Education does not offer advanced placement or credit for experiential learning

Lifework Education does not grant credit or advanced standing for previous education, training or employment. In cases where previous education is a prerequisite, proof of such education shall consist of certificates or diplomas from approved schools in the field of healthcare.

### Graduation Requirements

Upon satisfactory completion of all phases of the training course, including such testing as may be required by the institution, a certificate will be issued in the name of the student, bearing the official name and insignia of the institution where the course was completed.

Students are awarded a certificate of completion and considered graduates when the following requirements have been met:

- Successful completion of the program of study with a grade of 80.0% or better in each course;
- Successful accumulation of the required number of classroom and externship hours;
- Successful completion of the Student Minimum Competency requirements;
- After successful completion of all courses in the program of study, completed and passed the program written Final Exam;
- After successful completion of all courses in the program of study, completed and passed the program skills Final Exam;
- Complete exit interview with the program director;
- Returned any school property, including books and equipment (not purchased); and
- Payment in full of all tuition and fees owed to the school

The certificate of completion serves only as evidence that all aspects of training set forth by the institution have been completed. It is not intended or implied that the certificate of the course completion in any way licenses the student to perform the prescribed skills.

## ACADEMIC INFORMATION

### Academic Calendar

Lifework Education publishes its full academic calendar on-line. It is available at all times for reference on the worldwide web at [www.lifework.edu](http://www.lifework.edu) and in the catalog addendum.

### Paramedic Program Schedule

The paramedic program consists of didactic classroom time (in-person lectures; skills lab sessions), clinical rotations in hospitals, and field internship rotations on emergency vehicles. Classes are scheduled throughout the

year with various start dates and classroom days. Lifework Education reserves the right to reschedule the program start date when the number of students scheduled is too small.

### Didactic

Classroom sessions are typically scheduled for two days per week (either Mondays and Tuesdays or Wednesdays and Thursdays) from 9:00 a.m. to 5:00 p.m. Lab times vary depending on student, faculty, and site availability.

Lifework Education may, in response to demand, schedule special classes that meet at different times. Classes with alternate schedules will be noted on the Lifework Education website and in registration materials.

### Hospital Clinical Externship

Scheduled based on hospital and student availability

### Vehicular Externship

Scheduled based on ambulance or fire service and student availability.

## Clock Hours & Semester Credit

Clock hour: A clock hour is defined as 50 minutes of instruction in any 60-minute period, with breaks scheduled accordingly to ensure compliance.

Lifework Education uses the following clock hour to semester credit hour conversion. One semester credit hour is defined as:

- 15 hours of classroom or direct faculty instruction
- 30 clock hours of laboratory activities
- 45 clock hours of externships (hospital clinical and vehicular)

Partial credits are rounded down to the next lowest half or whole number. Determination of credit hours follows the requirements based upon the ratio of lecture hours to laboratory hours.

Academic Year: An academic year consists of three (3) trimesters.

Trimester: A trimester is approximately 13 weeks long with the exception of trimester 2 which is approximately 14 weeks in length.

## 2024 Administrative Holiday Schedule

Lifework Education administrative offices will be closed on the following days:

DATE	DAY(S) OF WEEK	OBSERVED HOLIDAY
January 1 <sup>st</sup>	Monday	New Year's Day
January 15 <sup>th</sup>	Monday	Martin Luther King Day
February 19 <sup>th</sup>	Monday	Presidents' Day
May 27 <sup>th</sup>	Monday	Memorial Day
July 4 <sup>th</sup>	Thursday	Independence Day
September 2 <sup>nd</sup>	Monday	Labor Day
November 11 <sup>th</sup>	Friday	Veteran's Day
November 28 <sup>th</sup> & 29 <sup>th</sup>	Thursday & Friday	Thanksgiving
December 25 <sup>th</sup>	Wednesday	Christmas Holiday

Additionally, classes will not be held between December 23<sup>rd</sup> and December 31<sup>st</sup>.

## Attendance

### Attendance Requirements

Student attendance is necessary to complete the program. All educational hours in the Paramedic program take place on site at physical locations in the state of Arizona—either at Lifework Education’s main campus in Peoria, at one of Lifework Education’s temporary classroom locations, or at hospital clinical and vehicular externships.

Satisfactory progress towards earning a certificate means students must meet academic and attendance requirements. Paramedic students may not be absent for more than 16 hours total in any didactic course of the program. Paramedic students may not be absent for more than 2 scheduled, approved shifts in any clinical or field externship course. Students must attend all classroom, skills lab, and externship sessions, and must make up any content or hours missed to be eligible to graduate.

All absent time, including late arrivals and early departures, regardless of reason, is recorded and becomes part of the student record. Failure to maintain this standard will lead to dismissal. A student may be terminated from class or a program due to excessive absenteeism. A student will be terminated from the institution if the student exceeds 16 hours of missed class time in a didactic course. A student will be terminated from the institution if the student exceeds 2 shifts of missed time in a clinical or field externship course (shift durations may be 12 – 48 hour shifts, or other durations, depending on scheduling policies of the hospital or ambulance/fire agency).

## Leave of Absence

Due to Arizona Department of Health Services class cohort reporting requirements, Lifework Education does not permit students to take leaves of absence. Students who wish to pause their program must withdraw and re-enroll when they are able to resume studies.

## Satisfactory Academic Progress

Standards for satisfactory academic progress shall be applied to all students in all courses and programs. Specific aspects of satisfactory academic progress such as attendance, grading, academic probation, and maximum allowable program time, including the effect of failure to adhere to the standards as published, may be contained within separate, specific policies pertaining to each aspect. Where such policies exist, they will typically contain more detailed information and should be referenced as needed for application.

Standards of satisfactory academic progress for students enrolled in full-time programs are as follows:

1. The student must maintain a cumulative mark of 80% at the end of the trimester and at the end of each trimester thereafter; and
2. The student must be completing credit units at a rate which would enable her or him to complete the requirements for the program within one and one-half (1½) times the program length (60 weeks).

Failure to maintain satisfactory academic progress will result in termination from the program without graduation.

## Maximum Time in Which to Complete

All Paramedic students must have completed all objectives and successfully completed all exams in any trimester prior to the beginning of the next trimester. Students are expected to complete all objectives and pass the course terminal competency exam by the official end of the program. Students who require additional time to complete externships must do so within 20 weeks of the official end of the program or be withdrawn from the program. Students re-admitted to the program after withdrawal or termination must complete the program in its entirety; their program completion rate is set to zero upon readmission to a new class.

## Course Completion & Grading

Each course has three grading domains: Cognitive, Psychomotor, and Affective

**Cognitive Domain** – Measures the student’s knowledge as demonstrated by written exams, quizzes, assignments, and/or in-class activities.

- Students must have a score of 80% or better to earn a passing Cognitive grade.
- Students must achieve a score of 80% or better on the Course Final Exam.
- Passing is achieved by grades obtained from exams, quizzes, assignments, and in-class activities.

**Psychomotor Domain** – Measures the student’s ability to perform skills and tasks learned in the program labs, and clinical and field externship rotations.

- Students must have a score of 80% or better to earn a passing Psychomotor grade.
- Passing is achieved by successful demonstration of skills learned during labs and evaluated throughout the program.

**Affective Domain** – Measures the student’s attitudes, behaviors, and professional attributes, as well as classroom conduct.

- Students must have a score of 80% or better to earn a passing Affective grade.
- Passing is achieved by appropriate classroom behavior, professional ethics, attendance, and adherence to policy.
- Violations of the affective domain that occur before or during class may result in a student’s dismissal from the day’s classroom activities. Repeat offenses will result in a student conference and significant behavioral issues may result in failure of the affective domain. In most cases, a written warning and time period for improvement will be given before assigning a failing grade. However, in cases where the behavior is significantly unacceptable, egregious, or poses a threat to the well-being of others, the posting of a failing grade may be immediate and without warning and will accompany a referral to the Program Director.

Completion of each course is subject to the following criteria:

1. Successful completion of each course with a minimum grade of 80% in each of the cognitive, psychomotor, and affective grading domains.
2. Compliance with all attendance requirements

### Grading

93.0% - 100%	A
87.0% - 92.9%	B
80.0% - 86.9%	C
Below 80%	F
Pass	P

Academic progress will be checked at the end of each course for which the student is enrolled. A student who fails to meet any of the standards will be placed on Academic Probation warning for the remaining courses. At the end of each course, the Program Director will notify students who have failed to meet the academic progress requirements before the beginning of the next course.

To ensure that students are meeting the qualitative component, progress reports will be issued to students at end of each course. Weekly homework, test, and quiz scores are available in the online learning management system.

Students may review their progress reports as well their assignments at any time.

## **Course Examinations**

All students must complete all written exams with an 80% or greater score. Any student that does not achieve 80% correct on any formative exam must complete a remediation on the same material within the same course. The final score entered into the test record for any remediation will be entered as 80%. Students are allowed 4 remediations during the program.

On summative course final exams, students must complete a Final Exam Retake with an 80% or greater score. Failure to achieve a score of 80% or greater will result in failure of the Cognitive grading domain and result in dismissal from the program.

## **Program Final Examinations**

After successful completion of all courses, are required to successfully complete a written Final Exam and a skills Final Exam.

### Written Final Exam

- The written Final Exam consists of 200 questions. Students must score a minimum of 75% to pass this exam. Two retests will be permitted for students failing to achieve a minimum of 75%. Failure to achieve a minimum of 75% of the Final Exam, or Final Exam Retakes, will result in failure of the Paramedic Program without exception.

### Skills Final Exam

- The skills Final Exam consists of four (4) stations.
  - Medical Patient Assessment
  - Trauma Patient Assessment
  - Static Cardiology
  - Dynamic Cardiology
- Students must score a minimum of 80% on each station to pass this exam.
  - Each station will be graded as follows:
    - First attempt pass: 100%
    - Second attempt pass: 90%
    - Third attempt pass: 80%
- Failure to achieve a minimum of 80% on any station will result in failure of the Paramedic Program without exception.

## **Identification Prior to Testing**

According to AZDHS BEMSTS policy, students must show valid picture ID before they can take the written and skills Final Exams. If a student fails to bring valid ID, that student will be sent home and not permitted to take the exam.

## **Grade Appeals**

Students who receive a grade that they believe does not correctly reflect their performance should discuss the grade with the instructor. If the matter is not resolved, it should be discussed with the Program Director. If the matter is still not resolved, it should be discussed with the Regional Director. The decision of the Regional Director is final and not subject to appeal.



## Probation

Students who fail two exams in the same course will be placed on probation. Students who fail to report to hospital clinical or vehicular externships without prior notice given to the program director will be placed on immediate probation. Any repeated failure to report to a hospital clinical or vehicular assignment without prior notice given to the Program Director will be cause for termination from the program. Students will receive a letter of academic probation which will describe the reason for probation and define the terms for removal from probation. The student will sign the letter of probation and a copy will be kept in the student's file. Students on academic probation are expected to show commitment to removing themselves from probationary status.

Students may be removed from probation if they are not required to take any retake exams for the remainder of the Session. A student on academic probation who does not achieve this minimum at the close of the probationary or grading period will be dismissed.

A student may appeal (see appeal/complaint procedure) academic dismissal if academic dismissal was caused by mitigating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family or other special circumstance. If the appeal is granted, the student will be entered on academic probation.

## Procedures for Officially Withdrawing

The student, upon the decision to withdraw, will meet with the program director to discuss the reason for the withdrawal. The program director will write a letter of separation and email it to the student. The student's co-signed letter of separation (or email acknowledgement of the letter) is placed in the student's file. The program director will notify the finance and student services departments to initiate separation paperwork and review the student's finances to verify whether there are funds due or to be refunded.

## Procedures for Unofficially Withdrawing

A student will be terminated from the institution if the student has not attended any class for 30 consecutive class hours.

## PROGRAM OFFERED

### Delivery Format

#### **Methods of Delivery**

Paramedic programs at Lifework Education are currently offered in a fully in-person format.

#### **Student/Instructor Ratio**

Classroom ratio does not exceed 24 students to 1 instructor.

Laboratory ratio does not exceed 8 students to 1 instructor.

Clinical and field externship rotation ratio does not exceed 1 student to 1 preceptor.

#### **Lab Sessions**

Students should expect to be prepared for lab sessions on campus as the lab lesson content will be directly correlated to the classroom content.

#### **Clinical/Vehicular Externships**

Clinical and Vehicular experiences are conducted under the supervision and guidance of instructors and/or vehicular preceptors. Students will be supported by the clinical coordinator and program director in scheduling these externship shifts. Students can reasonably expect to travel up to 50 miles to their externship site.

### **Hospital Clinical Externship**

Students must complete all 168 hours of hospital clinical rotations with a satisfactory performance evaluation for each rotation. Student must meet all compliance requirements of each hospital where they will be completing clinical externship rotations.

### **Vehicular Externship**

Students must complete all 336 hours of vehicular rotations with a satisfactory performance evaluation. Students must meet all compliance requirements of each agency where they will be completing field externship rotations.

All required skills must be completed. These must also be entered into Fisdap (Field Internship Student Data Acquisition Project). No credit is given for skills or clinical time that has not been recorded into Fisdap.

## **Assumption of Risk and Liability Waiver**

All students agree to an assumption of risk and release Lifework Education from any and all liability related to any injury, illness, or damage that may occur during participation in the program. All costs incurred are at the student's expense including, but not limited to, for their healthcare, evaluation, care and treatment, and exposure evaluation and treatment. It is recommended that students maintain health insurance coverage throughout the entirety of the program.

## **Paramedic**

The following program is approved:

### **Paramedic**

Length: 40 Instructional weeks

Credits: 46 credits

Clock Hours: 1080

Credential Awarded: Certificate of Completion

Delivery Method: Residential

Language: All courses are taught in English only

Outside Hours: Students can reasonably expect to spend 7.5 hours per semester credit on preparing for class. The number of outside hours assigned to a course within a program can be found on the respective course syllabus.

### **Outside Hours Preparation Description**

Out-of-Class assignments (homework) are an extension of the classroom/laboratory experience and provide an opportunity for students to research, apply, or practice concepts learned in the classroom. This type of reinforcement strengthens a student's understanding of course competencies. While the type of assignments and time requirement will vary from course to course and student to student, each student will be required to complete out-of-class assignments which will be included as part of the course final evaluation.

Acceptable out-of-class assignments include, but are not limited to: reading, workbook activities, essays, short-answer questions, pre-tests, study guides, remediation activities, journaling, research, and online assignments.

Students are also encouraged to group together for study purposes, which often facilitate semi-structured study time and present an opportunity to challenge and be challenged by fellow students. Equipment, supplies and classroom space are available for practice outside of normal labs if a Lifework Education instructor is present throughout the practice session.

## Program Description

This program fulfills all the training requirements set forth by the state of Arizona for paramedics. The paramedic program is an interactive, hands-on experience. All students are expected to participate to enhance the overall education in both skills and lectures. Upon successful completion of this course, students will have met the academic prerequisite to take the National Registry exam. This final step towards licensure may lead to entry-level employment in a wide range of job opportunities, including ambulance paramedic, firefighter paramedic, emergency room technician, private industry paramedic, special functions standby paramedic (i.e. concerts, sporting events, state and county fairs, etc.).

## Paramedic Program Goal:

To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

## Paramedic Program Objectives:

The overarching objective of the paramedic program is to develop in students the personal traits and professional skills required to perform as a competent entry-level paramedic on an emergency services team. Students will be given the academic and field training necessary to provide prehospital assessment and care of patients. Topics include the roles and responsibilities of a paramedic within an EMS system. Students will also learn about anatomy & physiology, patient assessment, traumatic injuries, airway management, and cardiology. Students will be able to administer medications properly and communicate effectively with other healthcare providers including physicians, nurses, and other allied health personnel. They will also be able to apply the basic concept of development and integrate pathophysiology principles, assessment findings, and critical thinking skills to formulate a field impression and implement a treatment plan for trauma and medical patients of all ages.

At the end of the program, students will have the ability to:

1. Demonstrate an understanding of the Emergency Medical System, the roles and responsibilities of the paramedic.
2. Exhibit knowledge, understanding, and application of the human anatomy.
3. Demonstrate an understanding and apply good history taking, clinical decision making, to develop a working diagnosis.
4. Apply knowledge and understanding of the required medications in the scope of practice for paramedics in accordance with the AZ Department of Health Services.
5. Exhibit knowledge of airway management and ventilation of the patient.
6. Describe trauma systems and develop an understanding of mechanism of injury.
7. Demonstrate knowledge of the cardiac system and emergencies.
8. Demonstrate knowledge of pulmonary emergencies.
9. Learn and demonstrate their knowledge of pediatric emergencies.
10. Exhibit understanding of ambulance operations.
11. Demonstrate an understanding of other medical issues.

## Required Courses

Course #	Course Name	Lecture/ Theory	Lab	Clinical/ Externship	Total Hours	Semester Credits
EMS200	Foundations of Paramedicine	144	32		176	10.5

EMS250	Advanced Paramedicine	248	24		272	17
EMS275	Paramedicine Clinical Experience			168	168	3.5
EMS300	Paramedicine Capstone	120	8		128	8
EMS350	Field Internship			336	336	7
<b>Certificate of Completion Program Totals</b>		<b>512</b>	<b>64</b>	<b>504</b>	<b>1080</b>	<b>46</b>

## LICENSURE, CERTIFICATION, AND REGISTRATION

Graduation does not guarantee eligibility to sit for licensure, certification, or registry exams.

As part of the licensure, certification, and registration application process, arrest, and court records of final adjudication for any offense other than a minor traffic violation may be submitted to credentialing agency for review.

Applicants who have been convicted of a felony and whose civil rights have not been restored may be considered to be incomplete by the Institution until documentation of restoration of civil rights is received. Students should consult with the credentialing agency for more specific information.

### Paramedic Licensing

Final Paramedic Certification in the State of Arizona:

Arizona Department of Health Services  
 150 North 18th Avenue  
 Phoenix, AZ  
 85007  
 telephone (602) 542-1025

### NREMT Certification Requirements

- Pass the Paramedic course including written exams, class skill exam and clinical and vehicular rotations.
- Complete NREMT Application form online at [www.nremt.org](http://www.nremt.org)
- Pay applicable fees to NREMT
- Successfully pass the NREMT cognitive exam
- Successfully pass the NREMT skill exam

Other information regarding National Registry certification can be found online at [www.nremt.org](http://www.nremt.org)

## STAFF & FACULTY

Instructional faculty members employed by Lifework Education are properly qualified by professional EMS experience and additional education relating to instructional methodologies. Lifework Education selects instructors carefully and recognizes the key role they play in imparting academic information in an organized format that progressively builds towards student success. Certain Lifework Education programs that are accredited by national programmatic accrediting bodies require even more stringent standards for the selection of qualified instructors.

### Officers

Frank Swiger, CEO

## Administrative Staff

Andrew Johnston, Regional Director

Andrea Johnston, Director of Student Services

Sandy Andersen, Student Services Coordinator

## Faculty

Julie Augenstein, MD, Medical Director (part-time); Doctor of Medicine, University of Arizona, 2011

Joe Au, NRP, Instructor (part-time); BA Education, Arizona State University, 2022

Corey Usher, NRP, Instructor (part-time); Associate's Degree in Fire Science, Columbia Southern,

Chris Reynolds, NRP, Instructor (part-time); BS Emergency Medical Services, University of Arizona, 2023

Lyle Edwards, NRP, Instructor (part-time)

Wayne Lupinski, NRP, Instructor (part-time)

## STUDENT SERVICES

Student services are provided to all students.

### Student Parking

Student parking is directly East of the main building. There are approximately 100 student parking spaces. Daytime student parking is from 7 a.m. until 7 p.m.

Students are asked to keep their cars locked to avoid potential problems. Lifework Education is not responsible for damage to or theft from student cars. Disabled Parking/Campus Access: Disabled parking is available in front of the main entrance. A disabled tag is required to use this parking area.

### Child Care

Lifework Education does not provide childcare.

### Student Housing Services

The school does not maintain or assume any responsibility for resident student housing. Approximate cost for a one-bedroom apartment in the vicinity of our campuses range from \$1,520 to \$2,057/month.

### Student Advising & Tutoring

Students are encouraged to seek the advisory services of any instructor, or the Program Director. Advisory issues may include anything that impedes the student's success or potential success in the program. The Program Director is also available for answering generalized question about potential success in the program, potential employment and/or employers in the EMS industry.

### Resource Center

The school maintains a small resource center available to students and faculty to provide reference materials and internet links specifically related to training in the specialized areas offered at Lifework Education. Students and faculty may find course-related texts, trade publications, informational videos, DVDs, and CDs. Internet access with links to articles, e-Books, journals, and unlimited access to specialty resources and interactive patient simulators is also available for students and faculty 24/7. A link has been developed that can guide students

through to online research processes, including research and web search strategies. Orientation to the resource center will be conducted for all students.

## Graduate Placement Assistance

While Lifework Education does not have an active Placement Office and does not represent itself as offering active placement assistance, the Program Director, the instructors and the staff are available at any time to provide information on jobs available in the area. No expressed or implied guarantee of placement or employment is made by Lifework Education or any of its representatives.

## Orientation

An orientation is held prior to the first day of class to welcome and acclimate new students to Lifework Education. Representatives from the school are present to provide information to help new students transition into their new academic environment.

## Online Learning Management System Orientation

All paramedic students will receive training on the navigation of Lifework's learning management system and be provided with an online access to assist them as they begin their respective programs. All students have access to technical support on campus through their instructor and the campus administration.

## STUDENT POLICIES

### School Notification

Students are to notify Lifework Education by telephone prior to class time if they are going to be absent or late. Notice of prolonged absence must be made in person or by letter to the appropriate school administrator, as designated by the Program Director.

### Dress and Appearance

Lifework Education has a dress code policy. All students are required to adhere to this policy and may be asked to leave prior to class if they are not in compliance. Students are expected to be clean, neat, and well-groomed at all program activities/functions.

#### Hygiene

Hair must be kept clean and properly styled in a manner that will not be a risk for injury or exposure to bodily fluids. No fad hairstyles are permitted in the practicum environment.

Facial hair must remain clean and well groomed.

Any soft tissue injuries must be kept clean, dressed and well bandaged at all times.

Underwear must be worn.

- Underwear shall not be exposed or revealing at any time.
- Female students must wear a bra.

Acrylic nails, long earrings and dangling or bulky jewelry are not permitted.

No visible tattoos (must be covered for externships)

No visible body piercing (including facial piercings)

#### Dress Code

Students who have been provided a uniform by Lifework Education are required to wear that uniform in class.

**Classroom/Lab:**

- Uniform polo shirt (issued)
- Navy blue duty trousers in good condition
- Black belt with simple buckle
- Black close-toed shoes/boots

**Externships**

- Uniform polo shirt (issued)
- Navy blue duty trousers in good condition
- Black belt with simple buckle
- Student ID badge (and facility badge if required)
- Black close-toed shoes/boots (composite or steel-toed for vehicular rotations)

## Student Conduct

Professionalism is required of all EMS professionals. The following list provides non-exhaustive examples of situations that may result in counseling, discipline and/or sanctions up to and including program dismissal. Any violation of medical ethics for patient care and patient confidentiality will result in a meeting with the Program Director and Medical Director.

These infractions will result in counseling by the Program Director.

- Any incident of intoxicated or impaired behavior
- Possession of drugs or alcohol on school premises
- Testing positive for a controlled or illegal substance (by Federal law)
- Possession of weapons on school premises<sup>2</sup>
- Behavior creating a safety hazard to other individuals
- Dishonesty pertaining to investigations, documentation, examinations, or evaluations of any type
- Any form of academic dishonesty, including copying the work of others and plagiarism
- Disobedient or disrespectful behavior to other students, staff, or faculty members
- Disruptive behavior in class and failure to modify behavior when requested
- Vulgarity or profanity during classroom, lab, hospital clinical, or field rotations
- Breach of patient confidentiality/privacy
- Falsification of documents
- Theft or destruction of school property
- Violation of Program policy
- Inappropriate behavior unbecoming to an EMS professional

## Disciplinary Action

Charges of misconduct or breach of the program's ethical or professional behavior standards against a student at any stage of the program will be investigated. The program strives to assure due process in the event of any disciplinary action that is taken against a student who violates the standards of conduct and/or fails to meet the academic requirements of the program as outlined in this manual. Corrective action is generally progressive. For most minor incidents, verbal counseling, documented warnings, and/or a written reprimand may precede probation and/or dismissal/withdrawal from the program. The purpose of this disciplinary action is to provide feedback that encourages accountability and behavior that reflects program values. Correction action plans are intended to be positive, non-punitive interventions that allow an individual time to correct an identified deviation from expected behavior. In each instance, the correction action is to be fair, just, and in proportion to the seriousness of the violation. Feedback is to be communicated privately, out of sight and sound of peers or coworkers, and delivered in a timely manner. For more severe offenses, the disciplinary process may begin with probation or dismissal/withdrawal from the program.

**Definitions:**

**Grievance:** A grievance is an alleged unfair, inequitable, or discriminatory interpretation, application, or implementation of school policy or procedure.

---

<sup>2</sup> Except for on-duty law enforcement who are required to carry firearms when in class

**Appeal:** An appeal is a request for reconsideration of a decision or sanction of the application of a school policy or procedure.

Appealable decisions include sanctions/actions taken for student conduct, housing, or parking violations. Academic grades and financial aid decisions are also appealable.

## Appeals

### **General Grievance/Appeal Procedure:**

Informal Process: The purpose of the informal procedure is to allow the parties involved in a grievance or appealable decision to attempt to resolve the problem themselves through the following steps:

1. The student should attempt to discuss the complaint with the person who appears to be the source of the grievance or who made the appealable decision. This should be done within 10 business days of the incident or situation.
2. If the problem is not resolved in the first step, the student should take the complaint to the respondent's immediate supervisor.
3. If the problem is not resolved into the satisfaction of the student through the informal process, the student may enter the formal grievance process. This should take place within 5 class days after talking to the supervisor in step 2.
4. If the student does not initiate the informal process within 10 class days of the incident or situation but at a later date, either the student or the respondent may refer the issue to the formal grievance process.

### **Formal Grievance/Appeal Process:**

1. The student shall submit a complaint in writing to the appropriate school representative of the area responsible for the action which forms the basis of the grievance or appeal. The complaint shall contain a clear and concise statement of the grievance or appeal, the remedies sought and a request for a meeting with the involved person or persons. The complaint must be submitted within 10 class days of the event unless there are extenuating circumstances.
2. The representative shall schedule a meeting with the student within 10 class days of receiving the written grievance or appeal, to discuss the matter. A written reply by the representative to the student indicating the results of the meeting and including further action, if any, to be taken shall be attached to the written grievance or appeal.
3. The student shall be given every reasonable opportunity to present the case, including the presentation of written and oral testimony, alone or by witnesses, and all parties will have the right to be assisted by an advisor, friend or counsel.
4. The representative shall submit a written report of the proceedings to the student within 2 class days of the decision. The report must include all matters upon which the final recommendations are made.
5. If the problem is not resolved into the satisfaction of the student through the formal process the student may appeal to the Program Director and the Regional Director.
6. If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post- Secondary Education. The student must contact the State Board for further details. The State Board address is:

1740 West Adams, Suite 3008  
Phoenix, AZ 85007.  
Telephone: 602/542-5709  
Website: <http://ppse.az.gov>



The letter of denial from the Program Director will describe the appeal process and an appeal form will be provided. Examples of special or unusual circumstances are a personal injury or illness, death of a relative, or other circumstances as determined by the student's school. The appeal must explain how the special or unusual circumstances have been resolved so that the student will now be able to complete the required number of credit hours or attain the required grade average.

The appeal must be submitted to the student's school for evaluation. The school will respond to the appeal in writing within two weeks of receiving the complete appeal with a copy provided to the Program Director.

## **COURSE DESCRIPTIONS**

### **EMS200 Foundations of Paramedicine**

This course is designed to provide the EMT with the necessary depth of knowledge in Anatomy, Physiology, Pathophysiology, and human development to function as an advanced level healthcare provider.

Total hours: 176      Semester Credits: 10.5

Prerequisite: None.

### **EMS250 Advanced Paramedicine**

Advanced Paramedicine covers electrocardiogram (ECG) principles, ECG rhythm identification, 12-lead ECG interpretation, pharmacological interventions to cardiac emergencies, and introduction to material prepping students for the American Heart Association Advanced Cardiovascular Life Support course. This section continues with medical, special populations, and trauma emergencies.

Total hours: 272      Semester Credits: 17

Prerequisite: EMS200

### **EMS275 Paramedicine Clinical Experience**

Students will work under the supervision of a Registered Nurse or Physician in the Emergency Department, Critical Care Unit, Operating Room, Pediatric Unit, OB & Delivery Unit, and Psychiatric Unit.

Total hours 168      Semester Credits: 3.5

Prerequisite: EMS200

Corequisite: EMS250

### **EMS300 Paramedicine Capstone**

Paramedicine Capstone covers program-wide competency review of material. During this time, students begin completing their Field Internship rotations while preparing for terminal competency evaluation and graduation.

Total hours: 128      Semester Credits: 8

Prerequisite: EMS200, EMS250

### **EMS350 Field Internship**

Students will work under the supervision of a Paramedic in the rescue/ambulance vehicle. They will first observe a procedure and then complete a procedure under supervision.

Total hours: 336      Semester Credits: 7

Prerequisite: EMS200, EMS250, EMS275

Corequisite: EMS300

## ADMINISTRATIVE POLICIES

### Non-Discrimination Policy

Lifework Education, its staff and instructors do not discriminate on the basis of race, ethnicity, gender, sexual preference or disability. Discrimination or acts of discrimination on the part of any student will not be tolerated.

### Student Records

It shall be the responsibility of the school's Program Director and faculty, in cooperation with administrative and student services staff, to maintain student records that will allow monitoring of satisfactory academic progress.

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for a five-year period. Letters of confirmation of Course Completion/Transcripts will be retained indefinitely. These records are maintained at the main campus: 9516 W Peoria Ave #7 Peoria, AZ 85345. Students may request copies of records or letters of confirmation of course completion/ transcripts in writing. A \$5 fee may apply.

### Termination

A student may be dismissed for violation of any published school policy. Student dismissal shall be at the Program Director's discretion. The Program Director has final authority and shall notify the student of the final decision in writing.

Dismissed students may appeal this decision by following the Student Grievance Procedure.

A student who withdraws or is terminated for any reason is provided a refund based upon the refund policy.

## PROGRAM COSTS & FINANCIAL AID

### Program Costs

#### **Tuition & fees to be paid to Lifework:**

Tuition	\$8,000
Registration Fee	\$200
Technology Fee	\$150
<u>Supply Fee*</u>	<u>\$1,100</u>
Total Lifework Tuition & Fees	\$9,450

#### **Other costs required to attend, graduate and practice:**

Uniform items (estimate)	\$100
Medical Supplies (estimate)	\$65
12 Panel Drug screen	\$45 estimate (payable to third party company before start of practicum)
MyClinicalExchange	\$35 (payable to third party company before start of practicum)
NREMT CBT Exam	\$160 (payable to NREMT)
<u>NREMT Practical Exam</u>	<u>\$300</u>
Total Other Costs (estimated)	\$705

## Student Finance Options

The \$200 registration fee is due upon signing the enrollment agreement.

### Tuition Payment Options

#### Option #1:

- Pay tuition and fees in full by first day of class and receive a \$1,000 tuition reduction
- Total tuition for program will be \$7,000; fees remain unchanged (\$8450.00 total)

#### Option #2:

- Pay tuition via a payment plan over the period of the program
- Total tuition for program will be \$8,000; fees remain unchanged (\$9450.00 total)

#### Option #3:

- Pay the full rate of tuition and fees through a third-party lending agency

Payments are accepted via cash, cashier's check, and credit card. These options are available to all students.

## Book List

<b>Title</b>	<b>Publisher</b>	<b>ISBN</b>
Nancy Caroline's Emergency Care in the Streets 9 <sup>th</sup> Edition (Advantage Package-textbooks & access code)	Jones & Bartlett Learning	9781284256789
2020 AHA PALS Provider Manual	WorldPoint	9781616697853
2020 AHA ACLS Provider Manual	WorldPoint	9781616697723
NAEMT Advanced Medical Life Support, 3rd Edition (AMLS) (print text and eBook Course Manual)	Jones & Bartlett Learning	9781284196115
NAEMT Prehospital Trauma Life Support Manual, 9th Edition	Jones & Bartlett Learning	9781284171471

## Cancellation Policy

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid except the Registration Fee.

## Last Date of Attendance and Date of Determination

A student's withdrawal date is the last date of attendance/academic related activity (LDA). The date of determination (DOD) is dependent upon whether the student officially or unofficially withdraws from school.

## Official Withdrawal

If the school receives notification within four consecutive business days of the student's LDA that the student has withdrawn, the withdrawal is considered "official". The DOD is the earliest of the date the school received the notification or four calendar days from the student's LDA.

If the student notifies the school that they will be withdrawing on a future date and continues to attend school until that date, the withdrawal is considered “official” and the DOD is the LDA.

If the school initiates withdrawing a student within four consecutive business days of the student’s LDA, the withdrawal is considered “official”. The DOD is the earliest of the date the school received the notification or four (4) calendar days of the student’s LDA.

## Unofficial Withdrawal

If the student stops attending for four consecutive class days (30 hours) without providing official notification to the school, the withdrawal is considered “unofficial”, and the DOD is the 4<sup>th</sup> class day after the student’s LDA.

## Refund Policy

An applicant denied admission by the school is entitled to a refund of all monies paid.

### Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Program Director. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.
  - C. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (less the Registration Fee).
  - B. After the commencement of classes, the tuition refund (less the Registration Fee) amount shall be determined as follows:

<b>% of the clock hours attempted:</b>	<b>Tuition refund amount:</b>
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance, by the total number of clock hours in the program.

## Financial Aid

Lifework Education does not participate in or state or federal financial aid programs (Title IV funding). Therefore, students enrolled in a Lifework program are not eligible to participate in in Federal student loans.

## Student Loans

Lifework Education does not offer student loans. If a student obtains a personal loan to pay for tuition for an educational program, the student will have the responsibility to repay the full amount of the loan plus any interes

