



IHM Academy of EMS Course Catalog

2026

January 1 – December 31, 2026

Administrative Office

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Mission Statement

IHM Academy of EMS is dedicated to the delivery of high-quality education in the field of emergency medical services.

Goals

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

Contents

Message from the Chief Academic Officer	3
About the IHM Academy of EMS.....	3
Discrimination Statement	4
Accreditations/Approvals.....	4
State Regulatory Oversight	5
Courses Offered	5
IHM Academy of EMS Location and Facilities.....	5
Facilities	6
Equipment.....	6
Faculty.....	6
Course Format	6
Application/Registration Process.....	7
Registration	7
Cancellation and Withdrawal	7
Course Cancellation	7
Ability to Benefit.....	7
Prerequisites.....	7
Background Check and Drug Screening.....	8
Tuition and Fees.....	8
Tuition Payment.....	8
Refund and Withdrawal	8
Financial Aid	8
Student Resources and Services	8
Student Handbook.....	8
Library.....	9
Technology	9
Housing	9
Health	9
Drugs and Alcohol	9
Student Counseling Services.....	9
Smoking/Tobacco Product Use	10
Placement.....	10
English as a Second Language	10
English Language Services	10

Students from other Countries	10
Student Academic Records	10
Transferability of Credits	11
Transfer of Credits	11
Credit for Prior Learning	11
Advanced Placement.....	11
Records Retention	11
Academic Procedures	11
Satisfactory Academic Progress	11
Program Responsibility	12
Student Responsibility	12
Grading Procedures.....	12
Academic Probation.....	12
Leave of Absence: Paramedic Program	13
Incomplete: Paramedic Program	13
Withdrawal.....	14
Termination.....	14
Readmission	14
Student Conduct.....	14
Counseling.....	15
Conflict Resolution: Grievance Procedure	16
Graduation/Completion Requirements.....	17
Course Descriptions	17
Emergency Medical Technician (EMT).....	17
Course Fees.....	18
Paramedic	19
Attendance	21
Appendix A.....	24
Appendix B	25
Appendix C.....	26

Catalog Information

Note: this catalog is updated annually

Note: the IHM Academy of EMS Course Catalog is available on the website at:

<https://ihmacademyofems.com> or by contacting IHM at 314 768-1234 to request a copy via mail or email, ihm@gmr.net.

Program Information Disclaimer

From time-to-time various regulatory, accreditation or other operational requirements make changes to Program information and policies necessary. When this occurs, changes may be implemented during the term the student is enrolled or the catalog year. In this situation, the staff will work the students to meet and accommodate the new requirements.

Message from the Chief Academic Officer

Thank you for considering IHM Academy of EMS (IHM) for your education in emergency medical services. IHM was founded in 1977 to prepare emergency medical responders of all levels. The EMS profession has grown and changed over the years: from our professional designations (EMT, and Paramedic for example), equipment, and scope of practice to name a few. Our curriculum has changed and evolved as well: from the National Standard Curriculum to the National EMS Education Standards. And with the curriculum changes, at IHM our instructional methodologies have also evolved. Our classrooms are interactive, and the learner is engaged as an active participant in the education process. All domains of learning are stressed and critical thinking and problem solving are emphasized. Knowing what, why, and when (cognitive) is reinforced with how (psychomotor) and how to interact with our patients and team members (affective). At IHM our goal is to graduate competent practitioners who care for their patients and strive to be future leaders of their profession.

If you are interested in beginning or continuing a career in emergency medical services, talk to one of our Program Directors or Business Office and find a location and schedule that fits your needs. Best of luck in your career!



About the IHM Academy of EMS

Prospective students are encouraged to visit the IHM Academy of EMS campus and discuss personal educational and occupational plans with the Program Director prior to applying or signing an enrollment agreement. IHM offers certificate of completion programs. IHM partners with Columbia Southern University to form a consortium that sponsor our Paramedic Program. The Paramedic programs listed in this catalog are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Articulation agreements for the Paramedic certificate completion are available for individuals interested in completing an Associate degree through Columbia Southern University. The IHM program currently does not qualify for federal Title IV student financial aid, though from time-to-time other private sponsorship or scholarship programs are available from EMS employers, including the IHM parent organization, American Medical Response. In some locations, grant funding is available to qualified

individuals to pay for, or assist with, tuition and/or fees. Veteran Affairs education benefits are available to eligible participants.

“All information in the content of this school catalog is deemed current and correct as of the date of revision and is so certified.”

Discrimination Statement

IHM and its staff and instructors do not discriminate based on race, ethnicity, gender, sexual preference, disability, veteran status, or protected class. Acts of discrimination or creation of a hostile environment on the part of any student or faculty are not tolerated. IHM strives to foster an equal and positive learning environment. Harassment in any form is not tolerated. Harassment is defined as unwelcome or unsolicited conduct that is verbally, physically, or visually expressed. Harassment includes any form of sexual harassment including unwelcome sexual advances and sexual innuendo such as touching, patting, sexually suggestive remarks, or other verbal abuse about gender, demands for sexual favors, sexual assault, or offensive material or language whether written or visual such as degrading pictures. This list is not exhaustive, and any unwelcome behavior may be considered harassment.

Accreditations/Approvals

The IHM Academy of EMS Paramedic Program is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Committee of Accreditation for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

727 210-210-2350

www.caahep.org

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

Phone: 214 703-8445

www.coaemsp.org

The IHM Academy of EMS partners with Columbia Southern University in Orange Beach, AL to form a Consortium Program Sponsor for the Paramedic Programs. Columbia Southern University is institutionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), an accrediting body recognized by the U.S. Department of Education.

Southern Association of Colleges and Schools Commission on Colleges

1866 Southern Lane

Decatur, GA 30033

404-679-4500

<https://sacscoc.org/>

The IHM Academy of EMS maintains an articulation agreement with Columbia Southern University for graduates to obtain college credits toward an Associate of Applied Science (AAS) degree. <https://www.columbiasouthern.edu/>

State Regulatory Oversight

The IHM Academy of EMS, 2500 Abbott Place, St. Louis, MO 63143, is approved to operate by the Missouri Department of Health and Senior Services, Bureau of Emergency Medical Services. IHM Academy of EMS also has a Certificate to Operate from the Missouri Department of Higher Education (MDHE). This approval means the institution complies with minimum standards established under applicable law for the operation of EMS occupational instruction. It does not, however, imply any endorsement or recommendation by the state. Approval must be renewed periodically as required and is subject to continuing review.

Courses Offered

Courses in emergency medical care are offered through the IHM Academy of EMS. Contact the IHM Administrative Office at 314 768-1234 for course dates or visit <https://ihmacademyofems.com>. Course hours listed below are minimums and students must also attain all course competencies.

Emergency Medical Technician (EMT)

168 hours

Paramedic

1092 hours

Note: The IHM Academy of EMS Paramedic Program is a consortium sponsored by Abbott Ambulance Inc. dba IHM Academy of EMS and Columbia Southern University.

The IHM Academy of EMS administrative offices are open Monday through Thursday from 9:00 am to 5:00 pm and Friday 9:00 am to 5:00pm Central time. Staff are available to answer questions and process enrollments. Depending on the program and the schedule, class may be scheduled: all day or partial days. Questions regarding enrollment or schedule can be directed to the IHM Academy of EMS office at 314 768-1234.

The IHM Academy of EMS observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, Christmas Eve day, and Christmas Day.

IHM Academy of EMS Location and Facilities

IHM Academy of EMS

2500 Abbott Place
St Louis, MO 63143
Phone: 314.768.1234
Email: ihm@gmr.net

Facilities

The educational facilities at the IHM Academy of EMS includes multiple classroom and laboratory spaces that accommodate both large and small group learning activities. The IHM Academy of EMS facility meets the fire and life safety standards as outlined Missouri Fire Code.

Equipment

The IHM Academy of EMS maintains a large inventory of educational and medical equipment specifically designed for educating emergency medical services (EMS) personnel in today's healthcare environment. The inventory includes specialized anatomical models and interactive manikins, and other devices designed to simulate the human body. Cardiac monitors and other prehospital technology are available for hands-on education. Students learn to manage the airway, ventilate patients, support vascular status, and treat shock. In the advanced programs, students initiate intravenous lines and administer medications as allowed by state and national scope of practice.

Faculty

Instructional faculty are EMS professionals with additional education relating to instructional methodologies. The IHM Academy of EMS selects instructors carefully and recognizes the key role they play in facilitating learning in an organized format that progressively builds towards developing competencies and student success. See Appendix A for a list of faculty and their credentials.

Course Format

Courses are typically offered through an in-person format on the campus unless otherwise specified in the Enrollment Agreement. However, in the event of a public health concern or other local disruption due to severe weather or other interruption of services, the course format may move to a remote delivery until the event resolves. In the situation where the course progression is suspended for a period of time, the Program Director will communicate with the student and a Course Interruption form will be completed. Depending on the nature of the disruption, course lab sessions, clinical rotations, or field internship may be suspended or delayed.

Periodically specific courses are designed to be delivered in a hybrid format and are advertised as 'hybrid'. The typical format is remote synchronous delivery of instructional content. Skill sessions are scheduled either at specified, spaced intervals during the

course or as an intensive session at the end of the didactic instructional content. For programs requiring clinical and/or field rotations, these assignments may be completed in the locale of the student or using the resources of the main campus. In all cases, a fully executed affiliation agreement must be in effect and an approved Medical Director will be responsible for the student during clinical and field assignments.

Application/Registration Process

Registration

Make an appointment to visit the EMS Program Director at 314 768-1234 or visit <https://ihmacademyofems.com/> to register and reserve space in the next available class. Class size is limited, and enrollment is offered to qualified candidates following screening. Contact the Registration Office during regular business hours to obtain an Enrollment Agreement for the EMT course or Application Packet for the Paramedic Program or visit: ihmacademyofems.com. All applicants must submit a completed Enrollment Agreement prior to the first-class session.

Cancellation and Withdrawal

Enrollment may be cancelled or withdrawn by presenting an email, ihm@gmr.net, or written, signed, and dated copy of the “Notice of Cancellation” to:

IHM Academy of EMS Program Director
2500 Abbott Place,
St. Louis, MO 63143

The effective date of cancellation is the date postmarked or received by email. Any refund due to the student will be processed by the school within 30 days of notification of cancellation or withdrawal.

Course Cancellation

The Program may, at its discretion based on enrollment, cancel a scheduled course. Notification of cancellation shall be given no less than five business days before the scheduled course start date.

Ability to Benefit

The IHM Academy of EMS requires that all applicants to the Emergency Medical Technician, or Paramedic certificate program possess a high school diploma or equivalent. The IHM Academy of EMS does not offer the Ability to Benefit (ATB) exam.

Prerequisites

Applicants must:

1. Be at least 18 years of age
2. Possess a high school diploma or equivalent
3. Possess a current American Heart Association Healthcare Provider CPR card or equivalent prior to the first day of paramedic class
4. Possess health insurance
5. Complete a background check to include drug screen

6. Provide proof of required immunizations and/or titer
7. Specific prerequisites may apply depending on the program selected
8. Applicant must complete the required TB tests up to three weeks apart or one blood test prior to attending class.

Background Check and Drug Screening

Applicants must complete a background check and drug screening. Drug screenings must be negative.

Tuition and Fees

Tuition tables for specific courses appear with the course descriptions later in this catalog. Additional costs include texts, uniforms, and equipment/ diagnostic tools (I.E. stethoscope, penlight, eye protection, safety-shears). Students are also responsible for a background check, drug screen and health insurance.

Tuition Payment

Tuition is due in full on the first day of class. The student Enrollment Agreement for the Paramedic Program indicates the payment schedule for tuition and fees for those requesting a payment plan. Fees must be paid as identified in the Agreement.

Refund and Withdrawal

The student has the right to withdraw from this program after the start of class as listed on the first page of the enrollment agreement and receive a refund of the unused portion of tuition and fees. If the student withdraws from this program of instruction after the start date of class, but before the third (3rd) scheduled class day, the student is obligated to pay the non-refundable enrollment fee and pro-rated tuition and lab fees based on scheduled didactic hours, up to the date of their withdrawal. After the third (3rd) scheduled class day, the student is obligated to pay the insurance fee, technology fee, and FISDAP fee, in addition to the fees already stated. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you have already paid, you will be required to make payment arrangements with IHM's Business Manager.

Financial Aid

The IHM Academy of EMS does not provide any form of student financial aid and does not participate in any federal Title IV or state financial aid programs.

Student Resources and Services

Student Handbook

The *Student Handbook* details Program Procedures, Guidelines, Directives, and requirements and is provided to students upon enrollment.

Library

IHM maintains a *Virtual Library* that is available to all enrolled IHM Academy of EMS students. Access is available through the Program Director. <http://www.lirn.net/>. The IHM Academy of EMS also maintains a small physical library of media, materials, and resources at each campus to augment the *Virtual Library*.

Technology

Courses include online assignments and students must possess, or have access to, an appropriate electronic device: a Windows tablet is the preferred device. Computer availability on campus is limited: however wireless internet access is available.

Housing

The IHM Academy of EMS does not provide dormitory facilities or any type of housing service. IHM has no responsibility to find or assist a student in finding housing. Housing is available locally at the student's sole expense.

Approximate cost for a 1 or 2-bedroom, 1 bath apartment within St. Louis can range from \$1,100 - \$2,200. Rentals can be found by searching sites such as www.zillow.com.

Health

Health insurance is the responsibility of the student and students must maintain health insurance throughout the Program. IHM does not provide health services of any type. Prior to admission students are required to provide evidence of health insurance and immunization for: measles, mumps, rubella; tetanus/diphtheria (Tdap); hepatitis B; chicken pox; meningitis; and influenza and TB/PPD skin test (two- step process).

Drugs and Alcohol

Students are required to complete a drug and alcohol screen as part of the background check prior to admission. The drug screen must be clear of any substance that potentially causes impairment, including marijuana/cannabis. Possession of a medical marijuana card does not provide an exemption and the applicant or student must test negative for cannabis.

Student Counseling Services

Students are encouraged to seek academic counseling from the course Instructor or the Program Director. Counseling includes anything that may potentially impact student success in the program. The Program Director is also available to answer questions regarding employment and/or employers in the EMS industry. Students seeking professional counseling for personal issues should contact the Program Director for potential referrals. GMR Life is available for GMR students, <https://www.globalmedicalresponse.com/resources/gmr-medicine/gmr-life>.

Smoking/Tobacco Product Use

The IHM Academy of EMS campus is tobacco-free environment. Smoking, vaping, and the use of any tobacco or nicotine-containing products are not permitted in the building, ambulances, or near any building entrance.

These activities are permitted only in the designated area of Abbott Ambulance located at the picnic table area on the Northwest corner of the grounds.

Placement

The IHM Academy of EMS does not operate a Placement Office, however the Program Instructors, Program Director, and staff are available to provide information on positions available in the area. <https://careers.gmr.net/gmr/>

Special Needs

The IHM Academy of EMS provides reasonable and appropriate accommodations for students with a documented disability. In accordance with the Americans with Disabilities Act (ADA), it is the student's responsibility to notify the IHM Academy of EMS, in writing, of any diagnosed disability and provide 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.**

English as a Second Language

The IHM Academy of EMS does not provide instruction for English as a Second Language (ESL).

English Language Services

IHM instructs all programs and courses in the English language only. The courses require an advanced literacy level. English language proficiency is documented by:

- 1) The entrance exam and interview.
 - a. The entrance exam is administered in English only. The exam is a Nationally recognized and validated exam used by like programs across the country. Students successfully completing the entrance exam are deemed proficient in the English language; and
- 2) Receipt of transcripts documenting completion of high school English deemed equivalent to education provided in the United States of America.

Students from other Countries

The IHM Academy of EMS will admit students from other countries if they can provide the documents required by the IHM Academy of EMS. IHM does not provide visa services or vouch for student status, or any associated degree. Applicants must possess a valid Missouri certification as an EMT to enroll in the Paramedic Program.

Student Academic Records

Transferability of Credits

The transferability of credits earned at IHM Academy of EMS is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the certificates earned in the Emergency Medical Technician (EMT) and Paramedic Programs are also at the complete discretion of the institution to which you may seek to transfer. If the certificate at this institution is not accepted at the next institution, you may be required to repeat some or all of the coursework at that institution. For this reason, make certain that attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the IHM Academy of EMS to determine if your certificate will transfer.

Transfer of Credits

The IHM Academy of EMS does not accept transfer of credits.

Credit for Prior Learning

The IHM Academy of EMS does not grant credit for prior experiential learning.

Advanced Placement

IHM Academy of EMS does not offer advanced placement for healthcare professionals wishing to challenge the course curricula and seek certification/licensure as an EMS provider. All applicants must complete the standard application process and follow the full course curriculum without exception.

For information on advanced Paramedic program placement for qualified military personnel, contact the Program Director.

Records Retention

The IHM Academy of EMS maintains school and student records for a ten-year period. Letters of confirmation of course completion and transcript are retained indefinitely. Records are maintained at the Administrative Offices: 2500 Abbott Place, St. Louis, MO 63143. Students may request in writing a copy of records or letter of confirmation of course completion/transcripts. A handling fee may apply.

Academic Procedures

Satisfactory Academic Progress

The IHM Academy of EMS requires students who are attending the Program to be making satisfactory academic progress toward the completion of the educational objectives for the program in which they are enrolled. All students must meet the minimum standards set forth in the Program's Satisfactory Academic Progress Standards, or they shall be deemed not making satisfactory progress. Students eligible for specific financial aid (such as Veteran's Administration funding) may be considered ineligible by their funding source until satisfactory standards are met.

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, leave of absence, and the consequences of failure to adhere to the standards as published are addressed in separate policies in the

Student Handbook that contains more detailed information and should be referenced as needed.

Program Responsibility

It is the responsibility of the IHM Academy of EMS Program Director, Lead Faculty, and Clinical Coordinator and other administrative and business office staff, to maintain student records that allow monitoring of satisfactory academic progress.

Student Responsibility

The EMS programs are challenging academic endeavors. Students must plan on dedicating study time outside the classroom. The typical expectation is two hours of study for every one hour of class time. Students are also encouraged to form study groups which can provide an opportunity to explore topics with fellow students. Equipment, supplies, and classroom space are available for practice outside of normal lab hours if scheduled with an IHM Academy of EMS instructor.

Attendance

Student attendance and participation is necessary to complete any program. Each course varies by clock hours. Satisfactory progress towards earning a certificate means students must meet academic and attendance requirements as identified in the course syllabus. Failure to meet this requirement will lead to dismissal. Attendance includes tardiness.

Grading Procedures

Each course syllabus stipulates a minimum passing percentage grade. Passing scores for standardized courses, such as ACLS and PALS, are established by their national parent organizations. Students must maintain the minimum passing grade required as required in the course syllabus to be considered making satisfactory academic progress. Requirements are continuously monitored throughout the course, however students are responsible for monitoring their grades and achievement of required competencies.

In addition to the minimum passing grade requirement, the student must successfully complete the assigned clock-hours for clinical and field internship rotations during the assigned terms to be considered to be making satisfactory academic progress. The competencies identified in the course syllabi and *Student Handbook* must also be met prior to graduation. These requirements will be continuously monitored throughout the course.

Grading

Excellent	90% - 100%	A
Above Average	80% - 89%	B
Average	72% - 79%	C
Unsatisfactory	< 72%	F

Academic Probation

A student may be placed on academic probation when the minimum grade requirement or compliance with other academic requirements are not met. During the period of

academic probation student eligibility for funding is unchanged. Students on academic probation are expected to demonstrate commitment to meeting Program requirements and may be asked to participate in academic advising or tutorial sessions. Depending on the reason for probation, a specified probation period may be identified, and the student's progress will be reevaluated for satisfactory improvement. This typically occurs when the student has not met the grading procedures. A student on academic probation who does not achieve the required progress or minimum grade requirement will be dismissed and will no longer be eligible for certain forms of funding. In other instances, particularly related to affective domain concerns, the period of academic probation may continue throughout the Program. A student dismissed for academic reasons must apply for readmission.

Administrative Probation

A student that become 30 days' delinquent on their payment plan will be placed on immediate administrative probation by the Program Manager. Students will have 30 days to become current and will be expected to remain current for the duration of the program. If a student becomes delinquent a second time, they will be dismissed from the program. Students must be current with their tuition to be eligible to sit for all major exams. Students will not have an opportunity to re-enter this course after the dismissal date. Students remain responsible for payment of tuition balance at the time of dismissal.

Leave of Absence: Paramedic Program

IHM Academy of EMS programs are designed as uninterrupted courses. If it becomes necessary to request a leave due to extenuating circumstances, such as a serious health issue, injury, or pregnancy or related medical condition, a leave of absence (LOA) may be considered by the Program Director in conjunction with the Dean. The student must be in good academic and administrative standing. A leave of absence is not available for students wishing to take a vacation, wedding activities, attend another professional training academy or activity, or other personal requests: these events should be scheduled outside of the duration of the program. In this context, the program includes the didactic, laboratory, clinical, and field internship components. The student must meet with the Program Director, provide documentation, including documentation from a qualified medical provider, and submit a written request prior to the leave of absence. The Program Director will determine if there is a reasonable expectation that the student will be able to return to the Program from a qualified medical provider prior to granting the LOA. A release to return to the Program will be required. The maximum amount of leave granted is 30 calendar days. Failure to return from an LOA on or before the specified date on the LOA request will lead to dismissal from the program.

Incomplete: Paramedic Program

An incomplete status may be considered for students who, because of illness or circumstances beyond their control, are unable to complete their course work within the term of the program. An incomplete is approved only if the student has completed at least 80 percent of the program in good academic and administrative standing and has provided acceptable evidence to the Program Director that the student is unable to

continue the coursework. In this context, the program includes the didactic, laboratory, clinical, and field internship components. Incomplete status is not considered for circumstances such as desiring time away from the program to attend another training academy (fire, law enforcement, EMS, or other), a new hire orientation for any employment, seasonal firefighting, or any other situation related to change in employment. Military deployments are eligible for an incomplete status.

Withdrawal

Students leaving the program are advised to contact the Program Director for an exit interview prior to withdrawing or immediately after receiving a failing grade. The exit interview will establish requirements for returning to the program at a later date.

Regardless of whether an exit interview is conducted, the student must officially drop the program through the Administrative Office. Failure to drop the program will result in the student receiving a grade of 'F'. Not attending class does not constitute official withdrawal. Following withdrawal, applicable tuition refund will be processed within 30 days.

Termination

A student may be terminated from a course due to excessive absenteeism, failure to meet grading criteria, inappropriate conduct or failure to meet affective behavioral expectations, violation of Program policies, unpaid tuition, falsifying application information, or academic dishonesty. The student will receive a refund according to the refund procedure. Failure to attend three consecutive days of instruction, including scheduled clinical rotations or field internship, without notifying the Program will result in termination.

Academic Honesty

Academic honesty and integrity are essential in the healthcare professions. All students must abide by the honor code: 'We will not lie, steal, or cheat, nor tolerate among us anyone who does.' All instances of observed or suspected violation of the honor code must be reported to the Program administration.

Readmission

Students who wish to reenter the IHM Academy of EMS after withdrawing due to personal circumstances or academic dismissal must submit an application for readmission. The Program limits the number of times an individual may enroll and re-enroll into the Paramedic Program to two attempts.

Students reapplying for **any** program after being dismissed for disciplinary reasons will be readmitted **only** at the discretion of the Program Director and the Dean.

The following are examples of behavior that lead to dismissal.

Student Conduct

The following are examples of behavior that lead to dismissal. The list is not exhaustive.

1. Any incident of intoxicated or impaired behavior
2. Possession of drugs or alcohol on school premises
3. Testing positive for a controlled or illegal substance (by Federal law)

4. Possession of weapons on school premises
5. Behavior creating a safety hazard to other individuals
6. Dishonesty pertaining to investigations, documentation, examinations, or evaluations of any type
7. Disobedient or disrespectful behavior to other students, staff, or faculty members
8. Disruptive behavior in class and failure to modify behavior when requested
9. Vulgarity or profanity during class or out-of-classroom hospital/field rotations
10. Breach of patient confidentiality/privacy
11. Falsification of documents
12. Theft or destruction of school property
13. Violation of Program Standards, Directives and Guidelines
14. Inappropriate behavior unbecoming to an EMS professional

Counseling

The counseling guidelines provides a structured corrective action process to improve and prevent a recurrence of undesirable behavior or performance issue. Students may be counseled for any of the following: this list is not inclusive.

1. Academic performance including failure of major exams and per the retest guidelines.
2. Failure to complete quizzes and other assignments in the prescribed time frame.
3. Failure to maintain the cumulative grade average as identified in the course syllabus.
4. Failure to enter skill and patient contact data in competency skill tracker in the prescribed time frame.
5. Failure to enter clinical and field internship shift schedule in appropriate data base in the prescribed time frame.
6. Any other academic performance issues.
7. Lack of progression or failure to achieve skill mastery.
8. Failure to develop competency in the management of patient care scenarios, both in simulation or clinical or field environments.
9. Any of the behaviors identified in the Student Conduct section.
10. Failure to respond to communication from the Program at any time as required by Program directives.

Process

1. Verbal counseling/warnings may be in the form of discussion with one of the faculty, instructor or Program Director. There may be a counseling form documented and reviewed with the student or, at a minimum, a notation is made in the *Student Progress Note*.
2. Written counseling is documented, reviewed by program administration, and then reviewed with the student. Depending on the nature of the issue, a *Performance Improvement Plan (PIP)* may be developed with the student.
3. If a second similar incidence occurs, a second, and final counseling occurs with the same documentation process.
4. If a third similar incident occurs, the student is dismissed.

5. While the events and/or behaviors that require counseling may be disparate, they may be judged to be cumulative by the Program administration and lead to dismissal. Patterns of behavior and performance influence the counseling process.
6. Some events are of such seriousness that immediate dismissal results, even without prior counseling: for example, testing positive for a controlled substance, acts of violence during any program activities or falsification of documentation.
7. Any behavior that is illegal will be reported to law enforcement.

Conflict Resolution: Grievance Procedure

IHM Academy of EMS desires to assist all students in finding fair and equitable solutions to problems related to their education. Issues can usually be resolved through the normal administrative structure, beginning with the course Instructor. IHM Academy of EMS desires prompt resolution of any grievance. Students and staff are expected to make every effort to resolve problems as they arise. This procedure does not avoid the normal channels of communication: I.E. first speak to the individual involved in the issue.

A grievance is an educational or interpersonal issue that a student believes to be unfair, inequitable, or discriminatory. A student has the right to grieve an action or decision that violated Program policies and procedures. Grades and other academic decisions cannot be grieved. This includes failure of the clinical and field internship phases of the program. The student should first attempt to resolve the issue with the individual involved. If the student is not satisfied with the result, a grievance may be filed following the steps listed below. The grievance process must be initiated within 30 days of the occurrence.

A student who has filed a grievance is expected to continue in the program until the grievance is decided unless they have been otherwise suspended or dismissed for a serious offence.

Step 1: A student with a complaint relating to a particular class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within ten (10) working days, the student must present the complaint as outlined in Step 2.

Step 2: The student must present the grievance to the Program Director and Dean. All grievances will be submitted in writing. If a satisfactory solution is not achieved within another ten (10) working days, the student may proceed with Step 3.

Step 3: The student may then present the grievance to the IHM Academy of EMS Director of Learning Administration. All documentation must be sent via mail to: IHM Academy of EMS, Student Appeal, 2995 Foothills Blvd., Suite 100, Roseville, CA 95747. All grievances must be submitted in writing within 30 days following completion of Step 2 and a final decision will be made within another twenty-one (21) business days business days of receipt in the Administrative Office.

Appeal Following Dismissal

Once dismissed from a Program, a student may no longer attend any class, clinical, or field internship assignments.

A student has the right to appeal dismissal resulting from an action or decision that violated Program policies and procedures. Grades and other academic decisions cannot be appealed. This includes failure of the clinical and field internship phases of the program.

All appeals must be submitted in writing to the IHM Academy of EMS Director of Learning Administration. All documentation must be sent via **mail** to: IHM Academy of EMS, Student Appeal, 2995 Foothills Blvd., Suite 100, Roseville, CA 95747. All appeals must be submitted in writing within thirty (30) days of the dismissal and a final decision will be made within another twenty-one (21) business days business days of receipt in the Administrative Office.

Graduation/Completion Requirements

To successfully complete the program and be eligible to graduate, the student must have met all grading requirements and successfully completed the required number of clock-hours and all required competencies. Upon satisfactory completion of the program, students will receive a certificate of completion. All tuition and fees must be paid in full in order to receive a completion certificate. The certificate serves only as evidence that all requirements of the Program have been completed. It is not intended or implied that the certificate of course completion in any way licenses or certifies the graduate to perform skills as an emergency responder.

All course requirements must be completed in the timeframe published for the course. It is the student's responsibility to satisfactorily complete all clinical and field internship hours and competencies within the designated period. Taking into consideration the resources available in the community, the Program faculty will work with the student to secure clinical and field placements that allow for on-time graduation.

Course Descriptions

Emergency Medical Technician (EMT)

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Program Goal

To prepare competent entry-level Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Upon successful completion of this course, graduates are eligible to take the National Registry of EMT exam, the final step towards certification as an EMT.

Course Schedule

The schedule for EMT courses varies by campus and whether the course is an in-person or hybrid format. Contact the EMS Program Director for information: 314 768-1234 or visit <https://ihmacademyofems.com> for more information.

Didactic Phase: The scheduled course days and hours vary depending on the course format.

Clinical and/or Field Rotations: 48 hours are required.

Course Completion Criteria

Completion of the EMT program is subject to following criteria:

1. Successful completion of all **major** section exams: meeting the passing score identified in the course syllabus for each exam
2. Completion of the course final exam meeting the passing score identified in the course syllabus
3. Active participation in practice sessions and successful completion of all **skills exams**, rated on a "Pass/Fail" basis
4. Compliance with all attendance requirements

Attendance Requirements

Student attendance and participation is necessary to complete any program. A student may not be absent for more than 16 hours of scheduled classroom hours. Students will be assigned make-up work for all classroom hours missed. Tardiness is a disruption of the learning environment. Any student arriving to class more than fifteen minutes late will be docked one hour of class attendance. Students are expected to attend class as scheduled. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and missing more than 16 hours of classroom time, will be dropped from the program.

Course Fees

EMT

Tuition	\$1791.00
Total	\$1791.00

Additional Fees and Texts - Estimate

Background check / drug screen	\$140.00
Estimated textbooks	\$412.00
Estimated uniform	\$75.00
Estimated diagnostic tools	\$36.00
National Registry skill exam fee	\$70.00

National Registry CAT exam fee	\$70.00
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A list of textbooks is provided with the student Enrollment Agreement.

Paramedic

Note: The IHM Academy of EMS Paramedic Program is a consortium sponsored by Abbott Ambulance Inc. dba IHM Academy of EMS and Columbia Southern University.

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

Program Goal

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

Upon successful completion of this course, graduates are eligible to take the National Registry of EMT exam, the final step towards certification as a Paramedic.

The program consists of four (4) phases:

Paramedic: EMS 201: Didactic (in conjunction with EMS 202)

Paramedic: EMS 202: Laboratory (in conjunction with EMS 201)

Paramedic: EMS 203: Clinical

Paramedic: EMS 204: Field Experience

Paramedic: EMS 205: Capstone Field Internship

Course Structure

Contact the EMS Program Director for information: 314 768-1234 or visit <https://ihmacademyofems.com> for more information.

Didactic/Lab Phase: The standard schedule is two, eight-hour instructional days per week. However, certain cohorts may be offered in an accelerated format. The scheduled course days and hours vary depending on the course format which may include a hybrid design.

Hospital Clinical Phase: Scheduled according to hospital availability, and typically consists of two to three days per week, pre-scheduled eight, ten or twelve-hour shifts, for a period of eight weeks. Students must be available for clinical scheduling 24 hours per week during this phase of the program and must complete 252 clinical hours..

Field Internship Phase: Scheduled according to Advanced Life Support (ALS) provider agency availability, 336 field hours, pre-scheduled, ten to fourteen-hour shifts, for a period of twelve to seventeen weeks. Students must be available for field internship scheduling 24 hours per week during this portion of the program which is four months in length. The maximum amount of time permitted to complete the program is fourteen

months. Students are expected to complete all internship hours, including the capstone portion of the internship, in the specified number of hours with no extension.

General Education Phase: This is optional if students are pursuing the Associate degree path. Courses are available online through a variety of sources and can be completed concurrently, prior to, or after completion of the Paramedic Program.

Qualification for Admission

Applicants must be at least 18 years of age and possess a high school diploma or equivalent. Applicants must also hold a current valid state or national registry EMT or AEMT certification and must have a current BLS Healthcare Provider card: American Heart Association (AHA), American Red Cross, or ASHI Basic Life Support. Prior experience as an EMT or AEMT with an ambulance or fire service provider is preferred but not required.

Applicants are required to complete a pre-entrance assessment. A background check, which includes a drug screen, is required prior to admission. The drug screen must be negative, regardless of prescriptions the candidate/student may possess. Some clinical sites may require an additional background check and drug screen prior to clinical assignment. The IHM Academy of EMS accepts alternates per program, provided students have successfully completed the pre-entrance assessment and submitted a completed application packet.

Military personnel eligible for advanced placement in Paramedic Programs applying under Missouri Code of State Regulations 19 CSR 30-40.331 and 19 CSR 30-40.342, please contact the Paramedic Program Director for additional information.

Course Fees

Tuition effective February 1, 2025

Enrollment fee	\$200.00
Tuition	\$9,925.00
Insurance	\$350.00
Lab fee	\$600.00
Technology fee	\$150.00
Sub-total	\$11,225.00
Clinical Coordinator fee	\$400.00
Field Coordinator fee	\$450.00
Graduation fee	\$100.00
Total Tuition and School Fees	\$12,175.00

A list of textbooks is provided with the student Enrollment Agreement.

Attendance

Students must attend at least 480 of the 504 classroom hours during the didactic and lab phases of education combined. Students will be assigned make-up work for all classroom hours missed: usually in the form of written scenarios on the topics missed during the absence. Make up work does not equate to missed classroom hours.

Tardiness is a disruption of the learning environment. Any student arriving to class more than fifteen minutes late will be docked one hour of class attendance. Students are expected to attend class as scheduled. Absence and tardiness will be recorded at each class and the instructor will counsel students demonstrating attendance problems. Students failing to maintain satisfactory attendance, and missing more than 24 hours of classroom time, will be dropped from the program.

Course Completion and Grading

Completion of the Paramedic program is subject to the following criteria:

1. Successful completion of all section **major** exams: Unit exams specify the minimum passing grade on each exam
2. Completion of all assignments including quizzes and other assignments as specified
3. Participation in practical sessions and successful completion of all skills exams, rated on a "Pass/Fail" basis
4. Completion of the course didactic **final** cognitive and psychomotor exams with the specified minimum passing grade
5. Completion of the Program summative **capstone** cognitive exam with the specified minimum passing grade
6. Successful completion of the Program summative capstone affective evaluation
7. Completion of all requirements in the Student Minimum Competency (SMC)
8. Successful completion of ACLS, PALS, and ITLS or PHTLS, according to the pre-set guidelines of the course
9. Compliance with all attendance requirements

10. Quizzes and assignments must be completed in the specified time frame as assigned.

Additional Completion Requirements

Successful completion of the clinical portion of the education program, including a minimum of 252 hours in the hospital setting, with satisfactory completion of all required skills, patient contacts, and satisfactory completion of a final clinical evaluation by a hospital preceptor, is required. The student must also successfully complete a clinical review with a school representative prior to proceeding to the field internship. The clinical phase of the education must be completed within three months of the start of the clinical rotation.

The first half of the scheduled 336 field hours is considered field experience. Field experience is: planned, scheduled, educational student time spent on an EMS unit, which may include observation and skill development, but which does not include field internship team leading and does not contribute to the capstone field internship. During this time the Paramedic intern becomes familiar with: the EMS agency and system where the experience is occurring, the agency equipment, and the agency protocols, and develops a working relationship with the preceptor.

The remainder of the field hours comprise the capstone field internship and allows the student to develop and practice high-level decision making by integrating and applying Paramedic learning in all educational domains. During this time the student assesses and manages patients in the pre-hospital environment and progresses to the role of Team Leader.

Successful completion of the capstone field internship requires completing all identified competencies and team leads and achieving ratings of three in all categories on the final major evaluation completed by the field Preceptor. The capstone field internship can be terminated at any time based on unsatisfactory performance. The field internship portion of the education must be completed within five months of the start of the internship.

The staff at the IHM Academy of EMS will discuss preferred clinical and field placement locations and schedules with students. However, due to the complexity of scheduling and the logistics involved, a student may not refuse or reject a clinical or field internship placement or assignment or delay the scheduling of clinical or field internship rotations. Students may not personally solicit hospitals, EMS agencies, or specific preceptors due to the political, organizational, and legal issues involved in establishing clinical internship opportunities. Failure to report to the clinical location or field agency on the assigned date and time will result in immediate dismissal from the program after the second occurrence.

The student may be dismissed at any point in the field internship for failure to show satisfactory forward progression, failure to meet requirements established in a performance improvement plan, failure to obtain satisfactory ratings by the preceptor

based on number of hours completed, failure to attend internship shifts as stipulated, failure to communicate with the preceptor and program Field Internship Coordinator, or other unsatisfactory performance.

Students are required to successfully complete all components of the Paramedic Program (didactic, lab, clinical, and field internship) and the finally summative examinations in a time period not to exceed 150% of the advertised course dates, beginning with the first class day of the Paramedic Program and ending with the on-time graduation date.

Working While Enrolled

Students in the clinical and field internship phases of the program are always in a student role and are never substituted for agency staffing. The student may be paid as an employee while in the intern role but must at all times be considered a 'third rider'.

The IHM Academy of EMS imposes no restrictions on students working while enrolled in the Paramedic Program. However, as mentioned previously, clinical rotations are typically scheduled two days per week with shifts of eight to twelve hours and field internship schedules are two days per week, in ten, twelve or fourteen-hour shifts. It is highly unlikely that a student can work more than a limited part-time schedule while in the clinical and field internship portions of the program and should plan accordingly.

Outcomes

Accredited Paramedic programs track and report outcome measures annually to the Committee on Accreditation for the Emergency Medical Services Professions. For the results for the most recent outcomes for the National Registry of EMTs certification examination, the program retention rate, and the job placement rate, visit <https://ihmacademyofems.com> .

Appendix A

Faculty	Phone	Email
Joe May, MEd, Paramedic, EMS Program Director	314-768-1234 x43143	Joe.May@gmr.net
Daniel Cavin, BS, Paramedic Lead Instructor	314-768-1234 x43142	Daniel.Cavin@gmr.net
Monroe Yancie, Paramedic, Paramedic Instructor	314-768-1234 x43144	Monroe.Yancie@gmr.net
Bridget Svancarek, MD, Medical Director	314-768-1234 x43144	Bridgette.Svancarek@gmr.net

Appendix B

VA Student Funding and Refunds

VA Student Funding

In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, IHM Academy of EMS will not impose the following penalties to covered individuals* due to the delayed disbursement of funding from the Department of Veteran Affairs: preventing nor delaying the student's enrollment, the assessment of late fees, the denial of access to any resources available to other students who have satisfied their tuition and fees bills to the institution, including but not limited to classes, libraries, or other institutional facilities, or require the student to secure alternative or additional funding

To qualify for this provision, such students are required to: produce a Certificate of Eligibility**, provide written request to be certified, provide additional information needed to properly certify the enrollment as required by the-Primary School Certifying Official.

This provision ends on the earlier of the following dates: the date on which payment from the VA is made to the institution and 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility

VA Student Refund Policy

It is understood and agreed that the following refund policy will be applied to all VA eligible persons: In the event the VA eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refunds will be totally consummated within thirty (30) days after termination.

*Covered individual is defined as any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 G.I. Bill®

**Certificate of Eligibility is defined as a Certificate of Eligibility, a Statement of Benefits, or a Tungsten Network Purchase Order.

Appendix C

Continuing Education Courses

Advanced Cardiac Life Support (ACLS) - \$225

This 16 clock hour classroom lecture, video and hands-on practice course is designed to review, organize, and prioritize the essential skills of Advanced Cardiac Life Support (ACLS). It helps one act promptly when faced with a medical emergency such as cardiac arrest, myocardial infarction, or stroke. Upon successful completion of this course, you will achieve a better understanding of a person in cardiac arrest and help them begin to learn the roles and interventions used by resuscitation teams.

Prerequisite: The applicant must be 18 years of age, HS graduate or completed GED, and provide current recognition as a BLS Healthcare Provider. Student must submit the corresponding pre-test with a passing score at the beginning of the course. Recognition: Successful completion of this course provides American Heart Association ACLS Provider recognition, a certificate of completion and 15 hours of continuing education credit as recognized by the States of Missouri and Illinois.

Basic Life Support for Healthcare Provider - \$65 This 4 hour lecture, video and hands-on course teaches the skills of CPR for victims of all ages; including ventilation with a barrier device, a bag-valve-mask device and oxygen use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction. Prerequisite: The applicant must be 18 years of age, and HS graduate or completed GED. Recognition: Successful completion of this course provides American Heart Association BLS Healthcare Provider recognition, a certificate of completion and 4 hours of continuing education credit as recognized by the States of Missouri and Illinois.

International Trauma Life Support (ITLS) - \$225 This course 16 hour classroom lecture and hands-on course is offered through International Trauma Life support and focuses on how the mechanism of injury and type of trauma impact various body systems. The participant will learn management and intervention techniques necessary in the treatment of trauma patients. The course is designed for the EMT-B, EMT-P, LPN, RN and other out of hospital providers responsible for the emergency and non-emergency care of the injured. Prerequisite: The applicant must meet general admission requirements has current recognition as an EMT-B, EMT-P, RN or MD; current BLS provider recognition. One year of field experience is recommended, but not required. Student must submit the corresponding pre-test with a passing score at the beginning of the course. Recognition: Successful completion of this course provides ITLS Provider recognition, a certificate of completion and 16 hours of continuing education credit as recognized by the States of Missouri and Illinois. pg. 25

Paramedic Critical Care - \$1852 The Critical Care Emergency Medical Transport course is 105 hours of classroom and hands-on intense curriculum designed to prepare the experienced practitioner for the challenges of critical care during flight/ground transport. This course is offered in conjunction with the Washington University School of Medicine. Highlights of the Paramedic Critical Care course will include: a

comprehensive course overview; use of portable ventilators; oral, retrograde and nasal intubations; multi-system organ failures; X-Ray interpretation; hemodynamic monitoring; Multiparameter monitoring; implantable cardioverter and defibrillators; dialysis; high-risk OB and pediatric transports; and case scenarios. Candidates will receive lectures on rapid sequence intubation, intra-aortic balloon pump, and 12-lead ECG monitoring. Students are evaluated with an extensive module examinations throughout the course as well as a cumulative final exam at the end. Prerequisite: The applicant must meet general admission requirements and have a current EMT-P license. Recognition: Upon successful completion, Paramedic Critical Care certification is valid for three years and will then allow the candidate to test nationally.

Pediatric Advanced Life Support (PALS) - \$225 This 16 clock hour classroom lecture, video and hands-on practice course is designed to review, organize, and prioritize the essential skills of Advanced Cardiac Life Support (ACLS). It helps one act promptly when faced with a medical emergency such as cardiac arrest, myocardial infarction, or stroke. Upon successful completion of this course, you will achieve a better understanding of a person in cardiac arrest and help them begin to learn the roles and interventions used by resuscitation teams. Prerequisite: The applicant must be 18 years of age, HS graduate or completed GED, and provide current recognition as a BLS Healthcare Provider. Student must submit the corresponding pre-test with a passing score at the beginning of the course. Recognition: Successful completion of this course provides American Heart Association PALS Provider recognition, a certificate of completion and 15 hours of continuing education credit as recognized by the States of Missouri and Illinois.