



Medical Career Institute

Catalog Addendum

Effective Date: October 29, 2015

The Medical Career Institute Catalog Addendum is a supplemental document that contains important information and changes relating to the institutions Catalog. This Document is to be considered a part of the institutional catalog and will be provided in all instances as part for the catalog document for any requests.

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History

Date correction

Pg. 8 – Change to: “In October 2010, MCI relocated to the current location ...”

Advisory Board

Pg. 8 – Kathryn Kelton, Ed.D. has been added as a Distance Education Specialist on the MCI Advisory board.

Pg. 8 – Fred Batista has been added as a Distance Education Specialist on the MCI Advisory board.

Language of Instruction

Pg. 10 - All programs are delivered in English along with all exams, quizzes and state licensure.

Updates to Admissions Requirements

Pg. 12-13 – Emergency Medical Technician

EMERGENCY MEDICAL TECHNICIAN

ADMISSION REQUIREMENTS

1. Applicants must at least 18 years of age in order to be nationally registered. If under 18 years of age, applicant must have a parent or guardian sign consent. **(Note: Students under the age of 18 may not be eligible to apply for any credentialing until they reach the age of 18 years of age per the National Registry.)**

2. Complete and submit the signed school application with a **\$100 NON-REFUNDABLE** registration fee.
3. Complete a signed enrollment agreement.
4. Complete and submit student admission form
5. Complete the High School Attestation form
6. Copy of social security card
7. Copy of driver's license
8. Submit payment for program tuition and applicable fees or secure funding for a career based loan. **This is due on the first day of class.**
9. Copy of High School Diploma, High School Completion, GED or equivalency, College Diploma or copy of school transcripts:
 - a. **The following apply only to students currently enrolled in High School.**
 - i. Students enrolling in their senior year of high school may register for the EMT program in their last 6 months of school but will not receive a diploma until completion of High School.
10. Provide proof of current Healthcare Provider CPR card/course completion. If the student has no CPR card they must attend the CPR course at the institution within 7 days of school starting. Students must have the Healthcare for BLS Providers course completed within 7 days of class starting. **(CPR fees not included in tuition and an additional \$ 75.00 fee is charged for this course).**
11. Provide a completed health physical form from a State of Florida licensed physician, Nurse Practitioner or Physician Assistant. You will find a copy of the physical examination form attached in this packet, at student services or on the school website.
 - a. The physical form must be turned in to the school no later than 14 business days of the first day of class unless instructed otherwise from the school director.
12. Provide vaccination or titer proof of the following:
 - Measles, Mumps, Rubella (MMR).
 - Negative skin test for tuberculosis (PPD or TB skin test). Tuberculosis test cannot be more than 12 months old prior to enrollment. If applicant tests positive historically or currently, a chest x-ray is required.

- Hepatitis B vaccination series; or proof of immunity; or a signed Hepatitis B declination form. The Hepatitis B vaccination is highly recommended for students to have. For more information on the Hepatitis B disease students are strongly encouraged to read more at; www.cdc.gov.
 - Influenza vaccination for the current year or a signed refusal waiver form. During certain time of the year a vaccine may not be available so the waiver must be completed.
 - Tetanus vaccination
13. Students must submit a background check within 30 days of enrollment. Students may go to the Florida Department of Law Enforcement website, complete a background search and bring the results to student services. For background information go to; www.FDLE.org. If a student has a felony or misdemeanor conviction they are advised to contact the Florida Department of Health to see if they are eligible for licensure. If you have questions regarding a past legal issue contact the Florida Department of Health EMT/PMD/Rad Tech Certification at 4052 Bald Cypress Way, BIN C85 Tallahassee, Florida, 32399-3285, 850-488-0595, www.doh.state.fl.us/mga/EMT-Paramedic or www.FLhealthsource.com
14. Students must be able to pass the drug test. The drug test results must be turned in prior to beginning externships. Students with a positive drug test **MUST** submit a note from a doctor on office letterhead if the positive findings are due to medications. If a drug test returns positive without a doctor's note the student must submit a new drug test within 7 days of the first one. A third positive drug test will prevent the student from enrolling in the course.
15. The following admission requirements pertain to **Veteran Students ONLY**
- a. Veterans are required to submit all of the above along with the following:
 - i. Copy of their Certification of Eligibility (COE) for the course they are enrolling to.
 - ii. Copy of their DD214

Additional information

1. The course cost is \$1,850.00 which includes; tuition, books, online resources, student handbook, lab fees.

 - a. Full payment is due on the first day of class or students may opt to do an in-house payment plan for an additional fee of \$75.00.
 - b. If students do the payment plan a down payment of \$800.00 is due on the first day of class with the remaining balance being paid prior to graduation
 - c. Second payment will be due 30 days from the first day of class and the balance paid 60 days from the first day of class.

 2. Students that do not have a CPR for Healthcare provider card may opt to do the online portion at the American heart. Student(s) will log onto; www.heart.org, click on ECC on the top of the page, scroll to the left click healthcare providers and pick: BLS HealthCare Provider Online Part I. After they complete the online portion a student must find a center to complete Part II the skills portion. If a student wishes to complete the skills portion at MCI they must print the completion certificate, bring it to the school and pay a fee for testing.
 3. Students are required on the first day of class to wear blue Dickie pants which may be purchased at Wal Mart, a plain white T-Shirt, black utility belt and black steel toes boots. Students will wear the white t shirt until they receive the EMT Polo shirt.
 4. Students will need to have a watch with a second hand, stethoscope, and small pocket size hand book and trauma shears.
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PARAMEDIC

ADMISSION REQUIREMENTS

1. All requirements listed under the heading “*General Admission Requirements*”
2. Successfully complete the EMT basic entrance examination.
3. Applicants must at least 18 years of age in order to be nationally registered. If under 18 years of age, applicant must have a parent or guardian sign consent. (**Note: Students under the age of 18 may not be eligible to apply for any credentialing until they reach the age of 18 years of age per the National Registry.**)
4. Complete and submit a signed enrollment agreement.
5. Complete and submit the signed school application with a **\$100 NON-REFUNDABLE** registration fee.
6. Complete and submit student admission form
7. Complete the High School Attestation form
8. Copy of social security card
9. Copy of driver’s license
10. Submit payment for program tuition and applicable fees or secure funding for a career based loan. **This is due on the first day of class.**
11. Provide proof of State of Florida EMT licensure or successfully have passed a State of Florida EMT program and are waiting to take the Florida exam, provide licensure information on completion of the examination.

****NOTE* Students must be State of Florida EMT licensed and provide documentation by midpoint/midterm or they will be removed from the program until they obtain the State of Florida credential.***
12. Provide proof of current Healthcare Provider CPR card/Course completion. If the student has no CPR card they must attend the Healthcare Provider Course at the institution within 7 days of school starting. Students must have the Healthcare for

BLS Providers course completed within 7 days of class starting. **(CPR fees not included in tuition and an additional \$ 75.00 fee is charged for this course).**

13. Provide a completed health physical form from a State of Florida licensed physician, Nurse Practitioner or Physician Assistant. You will find a copy of the physical examination form attached in this packet, at student services or on the school website.
 - a. The physical form must be turned in to the school no later than 14 business days of the first day of class unless instructed otherwise from the school director.
14. Provide vaccination or titer proof of the following:
 - Measles, Mumps, Rubella (MMR).
 - Negative skin test for tuberculosis (PPD or TB skin test). Tuberculosis test cannot be more than 12 months old prior to enrollment. If applicant tests positive historically or currently, a chest x-ray is required.
 - Hepatitis B vaccination series; or proof of immunity; or a signed Hepatitis B declination form. The Hepatitis B vaccination is highly recommended for students to have. For more information on the Hepatitis B disease students are strongly encouraged to read more at: www.cdc.gov.
 - Influenza vaccination for the current year or a signed refusal waiver form. During certain time of the year a vaccine may not be available and the waiver must be signed.
 - Varicella Vaccination/titer or proof of the chicken Pox
 - Tetanus vaccination
15. Students must submit a background check within 30 days of enrollment. Students may go to the Florida Department of Law Enforcement website, complete a background search and bring the results to student services. For background information go to: www.FDLE.org. If a student has a felony or misdemeanor conviction they are advised to contact the Florida Department of Health to see if they are eligible for licensure. If you have questions regarding a past legal issue contact the Florida Department of Health EMT/PMD/Rad Tech Certification at 4052 Bald Cypress Way, BIN C85 Tallahassee, Florida, 32399-3285, 850-488-0595, www.doh.state.fl.us/mga/EMT-Paramedic or www.FLhealthsource.com

16. Students must be able to pass the drug test. The drug test results must be turned in prior to beginning externships. Students with a positive drug test **MUST** submit a note from a doctor on office letterhead if the positive findings are due to medications. If a drug test returns positive without a doctor's note the student must submit a new drug test within 7 days of the first one. A third positive drug test will prevent the student from enrolling in the course.
17. The following admission requirements pertain to **Veteran Students ONLY**
 - a. Veterans are required to submit all of the above along with the following:
 - i. Copy of their Certification of Eligibility (COE) for the course they are enrolling to.
 - ii. Copy of their DD214

Pg. 15-16 – Firefighter I & II

FIRE FIGHTER I & II

ADMISSION REQUIREMENTS

1. All requirements listed under the heading “*General Admission Requirements*”
2. Applicants must at least 18 years of age in order to be receive a Firefighter II certification.
3. Complete and submit the signed school application with a **\$100 NON-REFUNDABLE** registration fee.
4. Complete a signed enrollment agreement.
5. Complete and submit student admission form
6. Complete the High School Attestation form
7. Copy of social security card
8. Copy of driver's license and/or birth certificate verifying age
9. Submit payment for program tuition and applicable fees or secure funding for a career based loan. **This is due on the first day of class.**
10. Copy of High School Diploma, High School Completion, GED or equivalency, College Diploma or copy of school transcripts:
 - a. **The following apply only to students currently enrolled in High School.**

- i. Students enrolling in their senior year of high school may register for the Fire Fighter I program in their last 6 months of school but will not receive a diploma until completion of High School.
11. Provide proof of current CPR card/course completion. If the student has no CPR card they may receive one for a fee during the EMR course provided within the first 2 weeks of the course.
12. Complete and pass the Medical Examination (form DFS-K4-1022). Examination must be dated within six months of the class start date. You must fill out all lines on the form with the doctor signature in the appropriate box. Forms that are not filed out properly or outdated will not be accepted.
13. Provide vaccination or titer proof of the following:
 - Tetanus vaccination
14. Go to PearsonVue and complete the fingerprinting form and pay applicable fees directly to PearsonVue. Bring the digital fingerprint confirmation back to the institution. The institution will be notified of any prior convictions that may hinder certification;
 - a. Students must submit a background check within 30 days of enrollment.
 - b. A student with a felony or misdemeanor conviction as per the Florida Bureau of Fire Standards and Florida Statute **MUST** contact the state fire college prior to admissions and confirm they can still be eligible for certification. If you have questions regarding this issue contact the Florida Department of Fire Standards Office at: (352) 369-2800; 200 East Gaines Street, Tallahassee, Florida, 32399-0322.
15. Pass the Firefighter Physical Agility Test (F-PAT) or have successfully completed the Bonita Springs Fire Training Center F-PAT within 12 months of program beginning.
16. Complete the application for Firefighter Certification Examination, Bureau of Fire Standards and Training Form (DFS-K4-1016); once enrolled in the course students will need to log onto the state fire college website, register and pay a \$30.00 application fee. **This fee is not included in tuition.**
17. Complete the Tobacco Affidavit

18. Obtain approved firefighting gear prior to the class start. Students may opt to rent gear from a local vendor or school. **MCI does not rent Firefighting gear**

19. The following admission requirements pertain to **Veteran Students ONLY**

- a. Veterans are required to submit all of the above along with the following:
 - i. Copy of their Certification of Eligibility (COE) for the course they are enrolling to.
 - ii. Copy of their DD214

Satisfactory Academic Progress (SAP)

Pg. 30 – Evaluation for Academic Progress

Checkpoints for minimum CGPA are based on benchmark thresholds (check points) at 25%, 50% and 75% of program contact hours and minimum required cumulative grade point average for that checkpoint.

Program	25%	50%	75%
Emergency Medical Technician			
Checkpoint	49	98	147
Minimum CGPA	2.00	2.00	2.00
Paramedic			
Checkpoint	134	268	402
Minimum CGPA	3.00	3.00	3.00
Firefighter I & II			
Checkpoint	119	238	354
Minimum CGPA	3.00	3.00	3.00
AS – Emergency Medical Services (Full program)			
Checkpoint	251	501	752
Minimum CGPA	2.00	2.00	2.00
AS – Fire Science Technology (Full program)			
Checkpoint	269	538	807
Minimum CGPA	2.00	2.00	2.00
AS – Emergency Medical Services (Gen Ed/Elect)			
Checkpoint	68	135	203
Minimum CGPA	2.00	2.00	2.00
AS – Fire Science Technology (Gen Ed/Elect)			
Checkpoint	102	203	304
Minimum CGPA	2.00	2.00	2.00

Incremental Complete Rate and Maximum Time Frame

Hours completed to hours attempted. Student must meet benchmark thresholds at 25%, 50% and 75% of maximum program contact hours.

Program	25%	50%	75%
Emergency Medical Technician 284/426	107 MTF	213 MTF	319 MTF
Paramedic 536/804	201 MTF	402 MTF	603 MTF
Firefighter I & II 475/712.5	178 MTF	356 MTF	534 MTF
AS – Emergency Medical Services (Full program) 1002/1503	376 MTF	752 MTF	1128 MTF
AS – Fire Science Technology (Full program) 1076/1614	404 MTF	807 MTF	1211 MTF
AS – Emergency Medical Services (Gen Ed/Elect) 270/405	102 MTF	203 MTF	304 MTF
AS – Fire Science Technology (Gen Ed/Elect) 405/607.5	152 MTF	304 MTF	456 MTF

Pg. 30 - SAP Procedures

Medical Career Institute performs SAP calculations at disclosed evaluation points and notifies students who did not meet SAP. Students who fail to meet the minimum standards of any of the above criteria will be notified by the program director within four business days of the calculation. Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria at the designated checkpoints. If the resulting action results in Academic Dismissal, students will no longer be allowed to attend courses at MCI. Students will be placed on probation until the subsequent check point is met. Failure to meet the second checkpoint will result in ineligibility and Academic Dismissal.

Pg. 30 - SAP Appeals

All appeals must be documented. Students must appeal in writing to include the circumstances that interfered with the student's success and how the situation has changed to allow the student to now meet SAP standards. The appeal should explain the circumstances that a student believes could have a bearing on the SAP appeal decision.

Acceptable circumstances for a SAP appeal are:

1. The death of a relative of the student
2. The personal injury or illness of the student
3. Special circumstances as determined by Medical Career Institute

Medical Career Institute considers a student's written appeal, CGPA, and attendance records as well as instructor input when deciding to approve or deny a student's SAP appeal. The Director of Education/Program Director determine whether to grant a SAP appeal and allow the student to remain in their program. Students are informed whether or not their SAP appeal is approved or denied in writing. The appeal decision is final.

If an appeal is approved, the reason for approval is documented in the student's academic record. As a condition of a SAP appeal approval, the student must agree to comply with the policies of Medical Career

Institute and to retake and necessary or failed coursework. The student will be evaluated for success at the end of the next SAP evaluation point as designated in policy. Students who fail to meet the terms of their reinstatement conditions due to SAP are dismissed.

Programs

Pg. 44 EMT – Add the Following

This program consists of didactic, laboratory, and externship instruction. This program prepares the student who is seeking state and/or national certification to work in the emergency medical field. Upon completion of the program, the student will receive a diploma in Emergency Medical Technician.

Pg. 45 Paramedic – Add the following

This program consists of didactic, laboratory, and externship instruction. This program prepares the student who is seeking state and/or national certification to work in the emergency medical field. Upon completion of the program, the student will receive a diploma in Paramedic.

Pg. 46 Firefighter I & II – Add the following

This program consists of didactic and practical skills instruction. This program prepares the student who is seeking employment as a firefighter in the state of Florida. Upon completion of the program, the student will receive a diploma in Firefighter I & II.

Pg. 47 Emergency Medical Services – Add the following

This program consists of didactic, laboratory, externship, general education courses and electives. This program prepares the student for initial employment or for career advancement, and who is seeking an Associate in Science degree in the field of Emergency Medical Services. Upon completion of the program, the student will receive an Associate in Science degree in Emergency Medical Services.

Pg. 49 Fire Science Technology – Add the following

This program consists of didactic, laboratory, externship, general education courses and electives. This program prepares the student for initial employment or for career advancement, and who is seeking an Associate in Science degree in the field of Fire Science. Upon completion of the program, the student will receive an Associate in Science degree in Fire Science Technology.

Concurrent Enrollment

Pg. 52 – EMT 203 – Replace Concurrent language

Concurrent: Once a student demonstrates minimum competencies, course runs concurrently with EM 201-Emergency Medical Technician and EM 202L-Emergency Medical Technician-Laboratory.

Pg. 57 – PM 303 – Replace Concurrent language

Concurrent: Once a student demonstrates minimum competencies, course runs concurrently with PM 301-Paramedic 301; PM301L Paramedic 301-Laboratory; PM 302-Paramedic 302; PM 302L-Paramedic 302 Laboratory

Courses

Pg. 58 – Add Course

SPE 101 Fundamentals of Speech Communication 45 Lecture hours/3 semester credit hours

This course will introduce the student to the basic principles of effective speech communication. Topics will include intrapersonal communication, intercultural communication, listening, verbal communication, nonverbal communication, small group dynamics, mass communication, and public communication. Students will complete oral and written projects designed to demonstrate an understanding of the communication process and an ability to analyze and think critically about communication in today's dynamic and diverse global marketplace.

Prerequisites: None

Delivery Method: Online

Administration

Pg. 63 – Replace the Administration Section

Administration

Richard Gonzalez, EMT-P	President, Program Director
Antonio Gandia, MD	Medical Director
Clifton Conklin, EMT-P	Clinical Coordinator, Administrative Support
Fred Plocinski, EMT-P	Support Personnel
Klaudia Contreras	Support Personnel

Fees for AS Programs

Pg. 62 - Fire Science Technology

General education and elective components only:

Tuition	\$4,760.00
Registration Fee	\$100.00
Textbooks	*Included in the cost of Tuition
Total	\$4860

Entire program:

Tuition	\$9,110
Registration	\$100
Textbooks*	\$850
Uniforms	\$200
Goods not included	\$200
Fire Agility	\$75
Total	\$10,535

**Textbook price reflects core textbooks only. General education and elective textbooks are included in the tuition.*

Additional Fees:

Background Check	\$75
Drug Screening	\$35
CPR Training	\$75

Pg. 62 – Emergency Medical Services

General education and elective components only:

Tuition	\$3,570
Registration Fee	\$100
Textbooks	*Included in the cost of Tuition
Total	\$3670

Entire program:

Tuition	\$9,120
Registration	\$100
Textbooks*	\$1,235
Uniforms	\$125
Goods not included	\$600
Total	\$11,180

**Textbook price reflects core textbooks only. General education and elective textbooks are included in the tuition.*

Additional Fees:

Background Check	\$75
Drug Screening	\$35
CPR Training	\$75

Faculty Listing

Pg. 63 – Removed Faculty

Fred Gonzalez is to be removed from the list of approved faculty.

Schedule for AS Degrees

The following program start dates are to be added to the catalog on the page indicated:

Pg. 68 - Emergency Medical Services (General Education and Elective enrolment only)

Start Date: 9/23/2015

End Date: 1/16/2016

Pg. 68 - Fire Sciences Technology (General Education and Elective enrolment only)

Start Date: 2/2/2015

End Date: 6/13/2016

Correction

Pg. 49 – The program title “Fire Service Technology” is a typo and should be changed to “Fire Science Technology” to be consistent with state program approvals.

General Attendance and Make-up Policy

The addition is to be included to the General Attendance Policy in the catalog on the page indicated:

Pg. 31 - Multiple Course Enrollments: Students are encouraged to limit the number of General Education and Elective courses that they attempt for any given 15 week enrollment period to 5 courses, or 15 semester hours. Given the diverse nature of these types of courses, MCI works with students upon selecting their courses to ensure they do not overload the amount of work needed to complete multiple courses.

Maximum Time to Complete Programs

Pg. 29 - The maximum number of hours or credits allowed to complete a program is 150% of the total program. Transfer credits from previous attempts of the program are counted in this calculation.

Total Number of Weeks for Program Completion

The following weeks for completion are to be added to their respective program pages in the catalog:

Pg. 44 - Emergency Medical Technician Diploma Program

- Day: 15 weeks
- Evenings: 15 weeks
- Online: 22 weeks

Pg. 45 - Paramedic Diploma Program

- Day: 65 weeks
- Evening: 65 weeks
- Online: N/A

Pg. 46 - Firefighter I and II Diploma Program

- Day: N/A
- Evening: 26 weeks
- Weekends: 26 weeks

Pg. 47 - Emergency Medical Services Associate in Science Degree

- Day: 84 weeks
- Evening: 107 weeks
- Online: 114 weeks

Pg. 49 - Fire Science Technology Associate in Science Degree

- Day: 71 weeks
- Evening: 71 weeks
- Online: 78 weeks