

FIRST RESPONSE TRAINING GROUP, LLC

6310 Hazeltine National Drive

(407) 730-7999

www.frtg.edu



FIRST RESPONSE

School of Nursing

Table of Contents

WELCOME LETTER	9
INTRODUCTION.....	10

MISSION STATEMENT	10
HISTORY OF FIRST RESPONSE TRAINING GROUP.....	11
LICENSING AND REGULATION	12
FIRST RESPONSE TRAINING GROUP MEMBERSHIPS.....	13
STATE-APPROVING AGENCIES.....	13
TRAINING CENTER	13
PROGRAMS	14
SEPERATE EDUCATIONAL CENTERS	14
OFFICE HOURS	14
SENIOR FACULTY	15
OFFICERS/ADVISORY COMMITTEE	17
ADJUNCT INSTRUCTORS	18
ADMINISTRATION	18
APPOINTMENTS	19
FACILITY AND EQUIPMENT	19
EMERGENCY PREPAREDNESS PLAN	19
OBSERVANCE OF HOLIDAYS	20
CAMPUS INFORMATION AND INSTITUTIONAL POLICIES	20
SMOKING AND BEVERAGE POLICY	20
WEAPONS POLICY.....	20
ARTIFICIAL INTELLEGENCE (AI)	21
GENERAL POLICIES AND PROCEDURES	22
ACADEMIC AND PROFESSIONAL STANDARD.....	23
ADMISSION POLICY AND PROCEDURES	23
VETERAN FUNDING	24
APPEARANCE AND ATTIRE	24
GENERAL ENROLLMENT REQUIREMENTS	25
FRTG DIPLOMA PROGRAMS.....	26
FRTG DEGREE PROGRAMS	26

TUITION AND FEES..... 26

CLOCK / CREDIT HOUR DESCRIPTION..... 27

ATTENDANCE POLICY..... 27

CRIMINAL HISTORY RECORD DISCLOSURE AND DRUG SCREENING 28

REGISTRATION PRIORITY 28

PROGRAM ORIENTATION 28

PROGRAM CANCELATION POLICY 28

STUDENT COLLATERAL..... 28

STUDENT RECORDS..... 29

STUDENT SERVICES..... 29

LIBRARY – STUDY LOUNGE 29

MONITORING STUDENT PROGRESS..... 29

SATISFACTORY ACADEMIC PROGRESS..... 30

SUGGESTION BOX..... 30

TUTORING SERVICES..... 31

COMMUNICATIONS..... 31

STUDENT RESPONSIBILITIES..... 31

ALCOHOL AND DRUG POLICY 32

HOUSING..... 34

ETHICAL CODE OF CONDUCT 35

STUDENT FAIR CONSUMER RIGHTS 36

APPEALS AND COMPLAINTS..... 36

CONDITIONS FOR REINSTATEMENT..... 37

HEALTH & SAFETY HAZARDS 37

LOST AND FOUND..... 37

CAMPUS SECURITY 38

FACULTY EVALUATIONS..... 38

TRANSFER OF CREDITS 39

CREDIT FOR PREVIOUS FRTG TRAINING/EDUCATION..... 39

INTERNATIONAL APPLICANTS 39

EMPLOYMENT PLACEMENT AND CAREER SERVICES..... 40

STUDENT GREIVENCE POLICY 40

ANTI-HAZING POLICY..... 41

ARBITRATION	41
HIPAA REQUIREMENTS	41
MILITARY LEAVE	41
LEAVE OF ABSENCE	42
ENROLLMENT VERIFICATION	42
GROUND FOR DISCIPLINARY ACTION AND/OR DISMISSAL	42
AMERICANS WITH DISABILITIES ACT	43
FAMILY EDUCATION RIGHTS AND PRIVACY ACT	44
NOTICE OF NON-DISCRIMINATION AND HARASSMENT	44
SEXUAL HARASSMENT	44
CRIME AND SEX OFFENDER DISCLOSURE	44
EQUAL OPPORTUNITY AND ACCESS	45
OCCUPATIONAL HEALTH AND SAFETY	45
FINANCE	46
TUITION AND FEES	47
PROGRAM CANCELATION POLICY	48
VETERAN AFFAIRS VA BENEFITS & POLICIES	48
REFUND POLICY FOR SELF-PAY TUITION	51
DISTANCE EDUCATION BLENDED PROGRAMS	52
DISTANCE EDUCATION	53
DISTANCE EDUCATION BLENDED PROGRAM	53
DISTANCE EDUCATION BLENDED COURSE REQUIREMENTS	53
LEARNING MANAGEMENT SYSTEMS	54
DISTANCE EDUCATION BLENDED GUIDELINES	55
DISTANCE EDUCATION BLENDED STUDENT SURVEY	55
DISTANCE EDUCATION BLENDED COURSE DESCRIPTION	56

<i>DISTANCE EDUCATION BLENDED PROGRAM</i>	57
<i>DISTANCE EDUCATION BLENDED ASSIGNMENTS</i>	57
<i>DISTANCE EDUCATION BLENDED EXAMS/QUIZZES</i>	57
<i>DISTANCE EDUCATION DISCUSSIONS</i>	58
ASSOCIATE OF SCIENCE IN NURSING	59
<i>ASSOCIATE OF SCIENCE IN NURSING ACADEMIC AND PROFESSIONAL STANDARD</i>	59
<i>ASSOCIATE OF SCIENCE IN NURSING MISSION AND PHILOSOPHY</i>	60
<i>LICENSING AND APPROVAL AGENCIES</i>	60
<i>ASSOCIATE OF SCIENCE IN NURSING CORE VALUES OF NURSING</i>	60
<i>ASSOCIATE OF SCIENCE OF NURSING PREREQUISITES FOR ADMISSION</i>	62
<i>ASSOCIATE OF SCIENCE IN NURSING ACCELERATED PROGRAM PREREQUISITES FOR ADMISSION</i>	63
<i>ASSOCIATE OF SCIENCE IN NURSING ADMISSION POLICY AND PROCEDURE</i>	65
<i>ASSOCIATE OF SCIENCE IN NURSING DEGREE TUITION AND FEES</i>	66
<i>CASTLE BRANCH</i>	66
<i>ASSOCIATE OF SCIENCE IN NURSING REGRISTRATION PRIORITY</i>	66
<i>ENROLLMENT AGREEMENT</i>	67
<i>ASSOCIATE OF SCIENCE IN NURSING PROGRAM ORIENTATION</i>	67
<i>ASSOCIATE OF SCIENCE IN NURSING PROGRAM OVERVIEW</i>	67
<i>ASSOCIATE OF SCIENCE IN NURSING END OF COURSE OBJECTIVES</i>	68
<i>ASSOCIATE OF SCIENCE IN NURSING PROGRAM DESCRIPTION</i>	69
<i>APPEARANCE AND ATTIRE</i>	70
<i>STUDENT COLLATERAL</i>	70
<i>CLOCK / CREDIT HOUR DESCRIPTION</i>	71
<i>STUDENT SERVICES</i>	72
<i>TUTORING SERVICES</i>	72
<i>CRIMINAL HISTORY RECORD DISCLOSURE AND DRUG SCREENING</i>	73
<i>ACADEMICS</i>	74
<i>ASN PROGRAM ORIENTATION GRADUATION REQUIREMENTS</i>	75
<i>SATISFACTORY ACADEMIC PROGRESS</i>	75
<i>ASSOCIATE OF SCIENCE IN NURSING ACADEMIC PROBATION</i>	75
<i>STUDENT LIBRARY – STUDENT LOUNGE</i>	76
<i>ASSOCIATE OF SCIENCE IN NURSING CANCELATION POLICY</i>	76

<i>STUDENT EVALUATIONS</i>	77
<i>SKILL PRACTICE</i>	78
<i>ASSOCIATE OF SCIENCE IN NURSING CLINICAL</i>	79
<i>ACTIVE MILITARY DUTY REFUND POLICY</i>	80
<i>ASN CANCELATION AND REFUND POLICY AND PROCEDURE</i>	80
<i>REINSTATEMENT POLICY</i>	81
<i>ASSOCIATE OF SCIENCE IN NURSING APPEALS AD COMPLAINTS</i>	82
<i>CAMPUS ATTENDANCE AND TARDINESS</i>	82
<i>FIELD EXTERNSHIP/CLINICAL ROTATION ATTENDANCE 7 TARDINESS POLICY</i>	83
<i>ASSOCIATE OF SCIENCE IN NURSING CORE PROGRAM SEQUENCE</i>	84
<i>ASSOCIATE OF SCIENCE IN NURSING CURRICULUM CORE PROGRAM</i>	87
<i>EXPOSURE POLICY STUDENT/FACULTY</i>	103
<i>ADDENDUM I</i>	104
<i>VETERANS TUITION BENEFITS</i>	104
<i>ADDENDUM II</i>	105
<i>UPCOMING CLASSES</i>	105
<i>ADDENDUM III</i>	107
<i>OBSERVED HOLIDAY</i>	107
<i>BLANK PAGE</i>	108



FIRST RESPONSE
School of Nursing



FIRST RESPONSE
School of Emergency Medicine



FIRST RESPONSE
Fire Academy

**Department of Florida Education
Florida Commission for Independent Education
ID #4958**

**Florida Department of Health
Division of Emergency Preparedness and Community Support
Bureau of Emergency Medical Oversight
ID# 155**

**Institutionally Accredited
Accrediting Bureau of Health Education Schools
ABHES
ID# I-420**



FIRST RESPONSE
School of Nursing



FIRST RESPONSE
School of Emergency Medicine



FIRST RESPONSE
Fire Academy

**Florida Department of Health
Board of Nursing of Florida
NCLEX #US 70-4140**

Program Accredited

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

First Response Training Group, LLC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

First Response Training Group, LLC does not discriminate in any form. We are in full compliance with all Equal Opportunity Laws and treat our students and staff fairly and with respect. Our facility access follows the American Disabilities Act

WELCOME LETTER

Welcome to First Response Training Group

On behalf of First Response Training Group a warm welcome is extended as you begin your professional career.

As the owner of First Response Training Group, there is a deep commitment to providing an exceptional educational environment. All of FRTG's programs are taught by experienced faculty with a focus on education and the success of each student. The institution has excellent outcomes and success rates, and many graduates are working in and contributing to the community.

The faculty at First Response Training Group consist of dedicated individuals who strive to make the experience both enjoyable and rewarding. The instructors are experts in their field with many years of clinical and teaching experience. They provide students with the necessary education to transition from student to working professionals. Best wishes as you pursue your educational goals.

Sincerely,

Jason J. Marquez

Jason Marquez

President & Chief Executive Officer

Isaiah 6:8

Then I heard the voice of the Lord saying, "Whom shall I send? And who will go for us?" And I said, "Here am I. Send me"

INTRODUCTION

First Response Training Group welcomes you and thanks you for choosing us for your career in Emergency Medicine, Public Safety, and Nursing. We are humbled by your choice among many educational opportunities.

We offer diploma programs for Emergency Medical Technicians, Paramedics, and Firefighters, and an Associate of Science in Nursing degree, all approved by the State of Florida, along with American Heart Association certification.

Our 15,000 square-foot facility in Central Florida includes over 3,000 square feet dedicated to simulation. Our experienced faculty is committed to making your training enjoyable and rewarding. They are passionate about sharing their knowledge with students throughout their educational journey.

Our goal is to support our students' success and prepare them for their chosen fields. Our programs aim to provide quality education for our growing community.

MISSION STATEMENT

The Mission of First Response Training Group is to provide a quality educational learning experience fostering academic growth and technical skills in preparation for a career in Health Care. We strive to provide high-quality service in their respective fields. In conjunction with community base partners, students achieve clinical skills and learn values of critical thinking, good communication, teamwork, and service learning. FRTG's is committed to excellence in teaching, research and our community.

The foundational mission of First Response Training Group (FRTG) is deeply rooted in the provision of an exceptional educational learning experience. This commitment extends beyond mere instruction, aiming to cultivate robust academic growth and develop essential technical skills in individuals aspiring to careers within the healthcare sector. FRTG recognizes that a high-quality educational foundation is paramount for future healthcare professionals to excel and contribute meaningfully to their respective fields.

FRTG aims to inspire passion for healthcare and improve community life through our training programs. We are committed to adapting to the evolving to the needs of our community.

HISTORY OF FIRST RESPONSE TRAINING GROUP

Jason Marquez and Rob Creager collaborated at two distinct EMS institutions in Orlando, FL, where they envisioned establishing their own facility. They aspired to have the autonomy to implement their vision, create a robust educational environment, and serve their community effectively.

Jason commenced his career in New York City as an Emergency Medical Technician in 2000. He taught the EMT program at Westchester College, LaGuardia Community College, and Borough of Manhattan Community College. His experience during the aftermath of 9/11 reinforced his commitment to EMS. Following many months of attending memorial services, he relocated to Orlando, where he obtained his Paramedic Certification. He served as an EMS Captain and Preceptor for Rural Metro Ambulance Service, now known as American Medical Response.

Robert Creager is a U.S. Navy Veteran who served as a Senior Medic and Leading Petty Officer of Emergency Medical Services at the Naval Hospital Pensacola. In addition to being a licensed Paramedic, Mr. Creager is a Tactical Medic certified as a Hazmat Technician, SWAT, and TCCC Instructor. After his military service, he moved to Orlando, FL where he became a Firefighter-Paramedic for the Kissimmee, FL Fire Department. He is currently an Assistant Chief of Special Operations (Firefighter-Paramedic) for The District Fire Department.

In October 2012, the concept of First Response Training Group was conceived. Jason and Rob pooled their savings, accessed financial resources, and inaugurated First Response Training Group. They rented a 5,000-square-foot space, negotiated renovations, and completed the remaining construction with assistance from family and friends. Both maintained their full-time jobs while dedicating their non-working hours to FRTG. Eventually, Jason relinquished his full-time position at Rural Metro Ambulance to dedicate himself entirely to managing the school.

First Response Training Group commenced operations in July 2013. Within less than five years, they outgrew the initial 5,000-square-foot space and purchased a 15,000-square-foot facility at 6310 Hazeltine National Drive, opposite their prior location. The new campus features six interactive classrooms accommodating over 250 students, including a 3,000-square-foot state-of-the-art simulation lab, a fully equipped Emergency Room, with a functional ambulance, an exam room, a student library, a dedicated student study conference room, and a breakroom/lounge with microwave, refrigerator, coffee, and supplies. FRTG also possesses three operational ALS ambulances equipped with all necessary equipment and supplies, along with two fully functioning fire engines and a Physical Fitness area.

This new campus provides 125 parking spaces for students and faculty, including handicapped parking spaces and accessible handicap entrances and exits.

We express our gratitude to our agency partners, community, family, and friends for their support of FRTG and for joining us on this journey. We will continue to challenge ourselves, cultivate partnerships, and earn your trust, with the goal of training and preparing students to serve our communities.

#BLESSED

LICENSING AND REGULATION

First Response Training Group is owned and operated by Jason J. Marquez, President/Chief Operating Officer. FRTG is licensed by the Florida Department of Education (License #4958). For more details, contact the Florida Commission for Independent Education.

FRTG is also an authorized training center for the American Heart Association (AHA) and the National Association of Emergency Medical Technicians (NAEMT).

<p style="text-align: center;">Florida Commission for Independent Education (CIE) 325 West Gaines Street Suite 1414 Tallahassee, FL 32399-0400 (888) 224-6684 License ID#4859 www.fldoe.org/policy/cie/</p>	<p style="text-align: center;">Florida Dept of Health Bureau of EMS 4052 Bald Cypress Way Bin C-18 Tallahassee, FL 32399 (850) 245-4059 www.floridahealth.gov/licensing-and-regulation/emt-paramedics/</p>	<p style="text-align: center;">Department of Health Florida Board of Nursing 4052 Bald Cypress Way Tallahassee, FL 32399-3252 (850) 488-0595 NCLEX Code US70414000 https://floridasnursing.gov/</p>
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First Response Training Group is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). For more information, contact ABHES listed below.

<p>Accrediting Bureau of Health Education Schools (ABHES) 6116 Executive Blvd, Suite 730 North Bethesda, MD 20852 (301)291-7550 info@abhes.org ID# I-420 www.abhes.org</p>

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) has accredited the Emergency Medical-Services-Paramedic program at First Response Training Group, as recommended by the Committee on Accreditation of Educational Programs (CoAEMSP).

<p style="text-align: center;">Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 113th Street, North - #7709 Seminole, FL 33775 (727) 210-2350 www.caahep.org</p>	<p style="text-align: center;">Committee on Accreditation of Educational Programs (CoAEMSP) (214) 703-8445 www.coaemsp.org ID#600924</p>
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FIRST RESPONSE TRAINING GROUP MEMBERSHIPS

American Heart Association Training Center (AHA) aha.org
National Association of Emergency Medical Services of Educators (NAEMSE) naemse.org
National Association of Emergency Medical Technician (NAEMT) naemt.org
National Registry of Emergency Medical Technicians (NREMT) nremt.org
Florida Association of Emergency Medical Services Educators (FAEMSE) faemse.org
Florida Association of Postsecondary School & Colleges (FAPSC) fapsc.org
National League of Nursing (NLN) nlm.org

STATE-APPROVING AGENCIES

State of Florida Department of Veterans
Affairs-Bureau of State Approving for Veterans
Training
P.O. Box 33731
St. Petersburg, FL 33731
(727) 319-4102
www.fdva.org

Florida Department of Health, Bureau of
Emergency Medical Oversight (BEMO)
4052 Bald Cypress Way
Tallahassee, FL 32399
(850) 245-4440
www.floridahealth.gov

Florida Board of Nursing (FBN)
4052 Bald Cypress Way
Tallahassee, FL 32399
(850) 245-4125
www.ncsbn.org

TRAINING CENTER

American Heart Association (AHA)
1100 East Campbell Road, Suite 100
Richardson, TX 75081
(888) 277-5463
aha.org

National Association of Emergency Medical
Technician (NAEMT)
132-A East Northside Drive
Clinton, MS 39056
(601) 924-7744
naemt.org

PROGRAMS

First Response Training Group is a Diploma and Degree granting institution. FRTG residential programs are approved for Veterans. All programs are delivered in the English Language.

- ❖ Emergency Medical Technician Residential (on campus)
- ❖ Emergency Medical Technician Blended (campus and online)
- ❖ Paramedic Residential – Shift Friendly (on campus)
- ❖ Paramedic Blended (campus and online)
- ❖ Firefighter Minimum Standards I & II
- ❖ Associate of Nursing in Science Residential and Accelerated

SEPERATE EDUCATIONAL CENTERS

First Response Training Group Separate Educational Center, is in Lake County Florida. The facility features modern classrooms, advanced simulation labs, and practical training spaces designed to mirror real-world emergency situations.

The facility serves as an extension of our State of Florida Commission of Independent Education, ABHES-approved main campus, providing specialized emergency medical services training. With legal authorization from the appropriate regulatory bodies, the center maintains the same high standards of education and accreditation as the main campus.

Students have access to comprehensive educational services, including hands-on-f experiences, academic support, administration and career guidance, all aimed at preparing students for paramedic certification and successful career.

OFFICE HOURS

First Response Training Group is open Monday to Friday, 0900-1800. You can reach the administration office at (407) 730-7999. If there is no answer, please leave a detailed voicemail message, and someone will return your call promptly. You can also email info@frtg.edu or visit www.frtg.edu. We will make every effort to contact you within 24 hours

Jason J. Marquez**President/CEO, Paramedic**

Jason Marquez began his career in EMS in 2000 with New York City Emergency Medical Services. He is well-known and respected in the EMS community. His unique teaching skills can be attributed to his tenure at Westchester College, LaGuardia Community College, and Manhattan Community College. Jason moved to Orlando after 9/11 and obtained his Paramedic certification from Orlando Medical Institute. He served his community as EMS Paramedic Captain/Preceptor with Rural Metro Ambulance Service. He loved his time on the street but resigned to devote 100% of his effort to First Response Training Group. Jason holds instructor certifications in ACLS, AMLS, BLS, CPR, PALS, and PHTLS as well as, EMT and Paramedic courses. He continues to participate in the instruction of FRTG students.

Gerard E. Job, MD**Medical Director**

Dr. Gerard Job, MD is an emergency medicine specialist and has over 25 years of experience in the medical field. He graduated from Howard University College of Medicine in 1999 and is Board Certified in Emergency Medicine with a sub-specialty in Emergency Medicine Services. As Medical Director, he oversees all medical training and ensures graduates meet State of Florida and National Standard Curriculums

Thomas Blum**Program Director**

B.S., EMT-Paramedic, and a Firefighter for Seminole Fire Department

Thomas Blum, a nine-year veteran at FRTG, leads the EMS program as Program Director. He started his Medical Services education in 2006 and earned a B.S. in Athletic Training from Methodist College in 2010. Thomas began his EMS career as a Firefighter-Paramedic in 2012 and currently works for Seminole County Fire Department.

Victor Quinones**Dean/Distance Learning Coordinator**

DMSc, PA-C, EMT-P

Victor Quinones is a board-certified Physician Associate with over 16 years of experience in Internal Medicine, Emergency Medicine, and Urgent Care. He holds a Doctorate in Medical Science (DMSc) and focuses on compassionate, personalized, and evidence-based patient care.

He has been an Associate Professor for over a decade, educating future healthcare providers. Victor also participates in medical missions to improve healthcare access for underserved communities.

He has been an Associate Professor for over a decade, educating future healthcare providers.

Robert Creager**Tactical Coordinator**

Paramedic-EMT/Firefighter, Tactical Coordinator

Robert Creager is a U.S. Navy Veteran who served as a Senior Medic and Leading Petty officer of Emergency Medical Services at the Naval Hospital Pensacola. In addition to being a licensed Paramedic, Mr. Creager is a Tactical Medic certified as a Hazmat Technician, SWAT, and TCCC Instructor. After his military service, he moved to Orlando, FL where he became a Firefighter-Paramedic for the Kissimmee, FL Fire Department. He is currently an Assistant Chief of Special Operations (Firefighter-Paramedic) for The District Fire Department.

Scott Mathis**Program Coordinator**

Paramedic-Firefighter for Orange County Fire Department.

Scott Mathis graduated from Lake County College and Valencia College for Paramedic and Fire Standards. He has been an adjunct instructor for FRTG for over eight years taking lead in our Paramedic program. He recently took on the role program coordinator of the EMS programs.

Amanda Rivera**ASN in Nursing, Director of Operations/Student Services**

Amanda Rivera graduated from Valencia with an AS and went on to receive her Associate of Science in Nursing from Orlando Medical Institute. She handles the day-to-day operations of the college and leads the Administration/Student Services team.

Christina Rivera**MSN, RN, Director of Nursing/Instructor**

Christina Rivera is a dedicated registered nurse with over 10 years of clinical experience in emergency medicine and more than 5 years in nursing leadership. Throughout her career, she has demonstrated a strong commitment to patient care, clinical excellence, and team development. Christina earned her Master of Science in Nursing Leadership from Western Governors University in 2020 and continues to advocate for quality improvement and evidence-based practice in nursing.

OFFICERS/ADVISORY COMMITTEE

First Response Training Group's is a privately owned post-secondary school focusing on Emergency Medical Services, Nursing and Public Safety. FRTG is owned by Jason J. Marquez, President, Chief Operating Officer.

FRTG's Advisory Board consists of Public Safety Employers & Healthcare Providers. The Advisory Board meets twice a year to discuss issues such as new program development, curriculum, compliance with standards and regulations, and community involvement. The Advisory Board also provides valuable feedback to the program, faculty, and staff regarding current trends and expectations within their respective professional communities.

Officers

Jason Marquez, Owner, President/CEO/Instructor

Dr. Gerard Job, MD, Medical Director, Miami Dade Fire/Air/Ocean Rescue

Thomas Blum, EMS Program Director, B.S, Paramedic/Firefighter

Christina Rivera, Nursing Program Director, MSN, RN

Victor Quinones, Dean/Distance Education Coordinator, DMSc, PA-C, EMT-P

Advisory Committee

Amanda Rivera, ASN in Nursing, Director of Operations/Student Services

Jim Walls, Fire Chief, Kissimmee Fire Department

Lisa Thompson, Deputy Chief, St. Cloud Fire Department

Otto Drozd, III, Retired Chief, Seminole Fire Rescue

William Sturgeon, St. Cloud City Manager

Jim Silvestris, Senior Director, Orange County Schools Public Schools Emergency Management

Dr. Laura Gunder McClary, DHSc, MHE, PA-C, Professor/Founder, Guardian Health

Michelle Rudd, RN, CEN, Trauma Education, Osceola Regional Medical Center

Julio Rivera, RN, EMT, Advent Heath, Senior Nurse Manager

Raffi Hovsepian, RN, Advent Health Critical Care (former Student)

Natalie E. Quinones, Esquire, Owner, President of the Hispanic Bar Association

Jacqueline Ramos, Owner, AIS Insurance Group

John Hawkins, Laerdal Medical Corp

ADJUNCT INSTRUCTORS

Miguel Delgado, Paramedic-EMT – Adjunct Instructor

Miguel Delgado has an associate degree from the College of Phoenix in Emergency Medicine. He has been a paramedic since 2004, currently the lead paramedic in the Emergency Transport Team for Florida Children's Hospital. Miguel is the lead in the technical aspects of simulated learning activities, including but not limited to operating simulators and audio-visual equipment, maintaining simulators and a/v equipment, and scenario development.

Brandon Moore, Paramedic/FF – Adjunct Instructor

Brandon Moore is a paramedic and firefighter for the Kissimmee Fire Rescue. Brandon graduated with a Bachelor of Arts in Psychology from Alabama Agricultural and Mechanical College.

Ryan Camacho, Paramedic/FF – Adjunct Instructor

Ryan Camacho is a paramedic and firefighter for Orange County Fire Rescue. Ryan completed his EMT and Paramedic certification from Miami Dade College with EMS, Emergency Medical Technology/Technician.

Trevor Hicks – Nursing Instructor

MSN, BSBA, RN PMD, Content Specialist/Nursing Instructor

Trevor received his master's in nursing administration and Master of Family Practice Nursing at Saint Joseph's College he also received a bachelor's in business administration and management at Thomas Edison College. In addition to holding the role of /dean of Nursing at First Response, Trevor is the Regional Business Manager at Air Methods.

Robin Blatzheim, MSN, BSN, RN, EMT – Nursing Professor/Adjunct Instructor

Robin Blatzheim began her healthcare career as a paramedic and later advanced her education in nursing, ultimately earning a Master of Science in Nursing Leadership and Administration from Rasmussen University. With over 20 years of clinical experience, she has provided exceptional care in high-acuity settings including emergency medicine, pediatrics, trauma, critical care transport, and both adult and pediatric post-anesthesia care (PACU).

ADMINISTRATION

Jason Marquez, President/CEO/Instructor

Joe Gregor, CPA/Finance

Victor Quinones, Dean/Administrator/Distance Education Coordinator

Amanda Rivera, Director of Operations/Student Services

Lourdes Marquez, Compliance/Career Services/Placement

Brandon Hurtt, Clinical Coordinator/Student Services

American Heart Association Coordinator

Jeanna Lopez, Enrollment Coordinator

Academic Advisor

Receptionist

Student Services

APPOINTMENTS

Should you require a meeting with the institution's management please call the front desk receptionist for an appointment at (407) 730-7999 or email info@frtg.edu. If there isn't an answer, please leave a detailed message on our voicemail or email message and someone will return your call within 24 hours.

FACILITY AND EQUIPMENT

First Response Training Group, LLC commenced operations in July 2013. Having outgrown the initial 5,000-square-foot space within less than five years, FRTG acquired a 15,000-square-foot facility located at 6310 Hazeltine National Drive, directly opposite its previous location.

The new campus features six interactive classrooms that can accommodate over 250 students, including a 3,000-square-foot state-of-the-art simulation lab, a fully equipped simulated hospital unit, and a functional ambulance. Additionally, it includes an exam room, a student library, a dedicated student study conference room, a breakroom/lounge equipped with a microwave, refrigerator, coffee, and supplies. FRTG also possesses three operational ALS ambulances with all required equipment and supplies, as well as two fully functioning fire engines and a Physical Fitness area.

The campus offers 125 parking spaces to serve its students and faculty, including designated handicapped parking spaces and accessible entrances and exits for individuals with disabilities.

EMERGENCY PREPAREDNESS PLAN

First Response Training Group has an updated Emergency Preparedness Plan (EPP) which includes CDC protocols for COVID-19. On the first day of class, each student will participate in an EPP presentation with a detailed review of all safety policies and procedures. The EPP is available on the student's learning platform.

In extreme cases, circumstances may require campus closure. If an emergency occurs during non-working hours, local radio and television stations will broadcast the notification. If the campus needs to close after the workday has begun, students will receive official notification from the President/CEO or student services. A hard copy is also located at the front desk (reception area), admin area, each classroom, and student lounge.

In case of fire or another disaster while on campus, follow instructions from the Campus Office Manager or School Personnel. Follow the evacuation plan to leave the building immediately in an organized manner: DO NOT take time to gather personal belongings, books, or other items.

- ❖ The instructor of each class is the EVACUATION COORDINATOR and shall maintain the class calm.
- ❖ DO NOT TRY to extinguish the fire.
- ❖ The campus's EVACUATION COORDINATOR will contact the appropriate fire and rescue departments.
- ❖ In case of a SECURITY PROBLEM, listen to the School Office Manager or the school official for security instructions, while remaining calm.

IN CASE OF AN EMERGENCY PLEASE CONTACT THE SCHOOL, (407) 730-7999

OBSERVANCE OF HOLIDAYS

First Response Training Group will be closed to students and faculty in observance of the following holidays. (Please note that closing days will be tailored to each program and will be listed in ADDENDUM II to this catalog).

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

CAMPUS INFORMATION AND INSTITUTIONAL POLICIES

First Response Training Group follows U.S. Copyright laws and the Civil Rights Act.

We do not discriminate based on age, race, creed, sex, national origin, political or religious beliefs, opinions, affiliations, sexual orientation, marital or veteran status, pregnancy, disabilities, or any other protected status.

Student records are kept permanently in hard copy or digital storage. Under the Family Educational Rights and Privacy Act of 1974, students can inspect their records with a written request and an appointment with a school official. Student information can be released to potential employers or academic institutions upon written transcript requests, or to other parties through a court subpoena.

SMOKING AND BEVERAGE POLICY

The use of any type of tobacco or vapor products including electronic smoking devices is prohibited anywhere in the building and its surrounding areas. Food and beverage such as (soft drinks, coffee, etc.) or chewing of gum are not allowed in the classroom, simulation rooms, or labs.

WEAPONS POLICY

Guns, knives, or any instrument that may be considered a weapon are not permitted on the premise. Violation of this policy constitutes grounds for termination

ARTIFICIAL INTELLIGENCE (AI)

First Response Training Group AI tool usage policy outlines best practices for use of artificial intelligence tools in the education and workplace, especially as it pertains to using sensitive data and proprietary company and student information in these tools

Artificial Intelligence (AI) tools are transforming the way we work. They have the potential to automate tasks, improve decision-making, and provide valuable insights

However, the use of AI tools also presents new challenges in terms of information security and data protection. This policy is a guide for on how to be safe and secure when using AI tools.

The purpose of this policy is to ensure that the use of AI tools in a secure, responsible and confidential manner.

FRTG recognizes that the use of AI tools can pose risks to our operations and customers. Therefore, we are committed to protecting the confidentiality, integrity, and availability of all our student data.

All are expected to adhere to the following security best practices when using AI tools:

- **Evaluation of AI tools:** Evaluate the security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy.
- **Protection of confidential data:** Do not upload or share any data that is confidential, proprietary, or protected by regulation without prior approval from the appropriate department. This includes data related to customers, employees, students or partners.

FRTG is committed to ensuring the safe and secure use of AI tools for all employees, faculty, students, partners and customers. By following the guidelines outlined in this policy, we aim to minimizing potential risks associated with their use.



FIRST RESPONSE
School of Emergency Medicine



FIRST RESPONSE
Fire Academy



FIRST RESPONSE
School of Nursing

GENERAL POLICIES AND PROCEDURES

First Response Training Group, LLC does not discriminate in any form. We are in full compliance with all Equal Opportunity Laws and treat our students and staff fairly and with respect. Our facility access follows the American Disabilities Act

ACADEMIC AND PROFESSIONAL STANDARD

First Response Training Group requires that all students meet the standards of the profession they are preparing for. Students must complete specific academic and field training requirements and consistently conduct themselves in accordance with professional ethics, including duties during externships and clinical rotations.

FRTG is dedicated to continuous improvement through policies, procedures, and practices involved in implementing the institution's educational programs. The faculty designs assessment strategies based on the programmatic goals and objectives of the school's curricula, encompassing appropriate academic skills, behaviors, and knowledge for the level of education and National Standards where applicable.

FRTG equips students to serve a population with varied social, ethnic, economic, and educational backgrounds. Both the academic and training curricula foster an environment where students develop essential skills and attitudes for working with individuals from diverse backgrounds.

ADMISSION POLICY AND PROCEDURES

At First Response Training Group (FRTG), we're committed to selecting students who demonstrate the academic preparation, aptitude, motivation, and maturity needed to succeed in our rigorous programs. Our comprehensive admissions policy ensures every student has the foundation for success.

Admission Requirements

Basic Eligibility:

- Must be 18 years of age or older
- High school diploma or GED required
- Meet all program-specific prerequisites and qualifications
- Submit required documentation as outlined in our catalog

Our Commitment to Equal Access

FRTG welcomes qualified applicants from all backgrounds. We do not discriminate in admissions based on age, color, disability, ethnicity, sex, gender identity, gender expression, marital status, national origin, race, religion, sexual orientation, or veteran status.

Academic Standards

Please note: FRTG does not accept Advanced Placement course credits or Experiential Learning credits for our curricula and examinations.

Ready to Apply?

Start your application today:

- Online: Visit www.frtg.edu
- Phone: Call (407) 730-7999
- In Person: Visit our campus at 6310 Hazeltine National Drive

Complete admissions criteria and procedures are detailed in our official catalog. Contact our admissions team with any questions about requirements or the application process.

VETERAN FUNDING

In accordance with Title 38US Code 3679 subsection (e) First Response adopts the following additional provisions for any student using U.S. Department of Veterans Affairs (VA) Post 911 GI Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending from the VA. The school will not:

- Prevent Student enrollment.
- Access a late penalty fee to the student.
- Require the Student to secure alternative or additional funding.
- Deny Student access to any resources, classes, libraries, or other institutional facilities.

A student who would like to use their GI Bill® will need to go to www.benefits.va.gov to request your “Certificate of Eligibility” from the Veteran’s Administration. See ADDENDUM I to this Catalog for Further Veteran Student Information.

APPEARANCE AND ATTIRE

All students are expected to adhere to the established dress code. Each program has specific uniform requirements; please refer to the guidelines for your selected program"

Uniforms: Official First Response Training Group uniforms are to be worn during class and clinical externships. Students will be issued uniforms and fitted by our supplier. Official items are included in the cost of the course. Students must be in uniform whenever on campus.

- ❖ Uniform colors
 - EMT – Tan
 - Firefighter Minimum Standards – Grey / Blue
 - Paramedic – Red
 - Nursing – Kaki Pants, Black Polo

EMT/Paramedic: On campus school t-shirts are to be worn in the classroom/lab and under their polo shirts during clinical. Black trousers with black belt, shineable black boots

Nursing: On campus school black polo and khaki pants, non-permeable black shoes, black scrubs during clinical.

Grooming: Students are expected to present themselves with an acceptable appearance.

- ❖ Well-groomed and clean-shaven.
- ❖ Students must maintain natural hair colors; brightly colored or unnatural hair colors, eccentric or faddish hairstyles are not permitted.
- ❖ Facial or hair jewelry are not allowed.
- ❖ Fingernails are well kept, clean, and neatly trimmed to not interfere with the performance of duty.
- ❖ No fake nails (bacterial hazard), neutral colors only.
- ❖ Hair must be pulled back and clean (off the shoulder).
- ❖ All visible tattoos must be covered.
- ❖ EMT and Paramedic black shineable boots.
- ❖ Fire Standards, firefighter boots
- ❖ Nursing - Closed toe sturdy work comfortable shoes with socks, no sandals, or flip flops.
- ❖ Jewelry: Post-style earrings for female students ONLY.

- ❖ Necklaces are not recommended, target a distraught patient to grab.
- ❖ The use of perfumes and colognes is not recommended (they can trigger a reaction from the patient and may interfere with your assessment).
- ❖ Personal valuables should be secured, FRTG is not responsible for personal items that are lost or stolen.
- ❖ The use of cell phones is permitted ONLY during authorized breaks, they are to be turned off during class and training time.

GENERAL ENROLLMENT REQUIREMENTS

IN ORDER TO BEGIN THE ENROLLMENT PROCESS AT FIRST RESPONSE TRAINING GROUP AN APPLICANT MUST:

- ❖ Complete and sign the Application Requirement (specific to the program)
- ❖ Complete and sign the Enrollment Agreement (specific to the program)
- ❖ Submit payment of tuition and fees

Emergency Medical Technician – Admission Requirement – In addition to the above General Admission requirement, the prospective student must:

- ❖ Current American Heart Association Basic Life Support for Health Care Provider Card

Firefighter Minimum Standards– Admission Requirement – In addition to the above General Admission requirement, the prospective student must:

- ❖ Current American Heart Association Basic Life Support for Health Care Provider Card.
- ❖ Present valid Florida State EMT License

Paramedic – Admission Requirement – In addition to the above General Admission requirement, the prospective student must:

- ❖ Present valid Florida State EMT License
- ❖ Current American Heart Association Basic Life Support for Health Care Provider Card.

Associate of Science in Nursing – Admission Requirements - In addition to the General Admissions requirements, the prospective student must:

- ❖ General Education requirements (specified in the Nursing section of the catalog)
- ❖ Current American Heart Association Basic Life Support for Health Care Provider Card.
- ❖ Valid Florida Paramedic License or LPN License for accelerated program.

All applicants will be treated equally without regard to race, color, disability, religion, sexual orientation, marital status, age, or national origin. FRTG is an equal-opportunity educational facility.

PLEASE NOTE: ADDITIONAL REQUIREMENTS ARE LISTED UNDER THE SPECIFIC PROGRAM.

FRTG DIPLOMA PROGRAMS

Program Name:	Cumulative GPA	*Rate of Completion
Emergency Medical Tehnician (EMT)	80%	78%
Firefighter Minimum Standard	80%	89%
Paramedic	80%	96%

A cumulative GPA in a diploma program is calculated by averaging all the grades earned throughout the program. It's a single GPA that reflects the overall academic performance of a student in their entire program of study.

The program completion rate measures the parentage of students who successfully complete the program within a defined time frame.

*Rate of completion as of 2023-2024 as reported to accrediting bodies.

FRTG DEGREE PROGRAMS

Program Name:	Cumulative GPA	*Rate of Completion
Associate of Science in Nursing - **Pre-Requisite Courses	80%	100%
Associate of Science in Nursing	80%	88%

A cumulative GPA for a degree program is a measure of your overall academic performance, calculated by averaging your grades from all courses taken towards your degree, regardless of when they were taken.

The program completion rate measures the parentage of students who successfully complete the program within a defined time frame

**100% of the pre-requisite course must completed to begin the program

*Rate of completion as of 2023-2024 as reported to accrediting bodies.

TUITION AND FEES

Tuition for FRTG's programs is determined by the officers and reviewed annually. Some courses may also include additional fees for specific materials or services. A complete schedule of tuition and fees is provided with each program or course description in this catalog. Each listing includes a detailed breakdown of total costs per course, including expenses for books and other required mater

CLOCK / CREDIT HOUR DESCRIPTION

A clock hour is defined as fifty (50) minutes of instruction in the presence of the instructor, accompanied by a 10-minute break.

A semester credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution. This comprises the following units: didactic learning environment, supervised laboratory setting of instruction, externship, and out-of-class work/preparation.

- ❖ A didactic learning environment involves instruction led by a qualified faculty member with the objective of teaching and learning. This can occur in a classroom or laboratory setting.
- ❖ A supervised laboratory setting of instruction involves students engaging in discussion and/or practical application of information presented during the didactic portion of the program or discovered through out-of-class work/presentation. This occurs under the supervision of a qualified school faculty member and includes practical application settings, clinical settings, etc.
- ❖ An externship component of a program meets the Commission's externship standards and is offered in a bona fide occupational setting where training and education are provided. The externship component may occur throughout the course of a program. The objective and goal of an externship are to allow students to apply the knowledge and skills taught in didactic and laboratory settings of instruction.
- ❖ Out-of-class work/preparation involves activities students engage in to prepare for the didactic learning environment or supervised laboratory setting of instruction. This must be articulated through a course syllabus. An institution must be able to justify the number of hours estimated for outside-of-class work. The student's work outside of class must be consistent with educational goals and objectives, documented, assessed/graded, and serve as an integral part of the structured, sequenced educational program as described in the syllabus.

ATTENDANCE POLICY

First Response administration emphasizes the importance of attendance for gaining necessary knowledge, skills, and competencies. Developing positive habits is equally important.

Students must cover all materials from their classes, including lectures, readings, practical sessions, tests, exams, field externships, and clinical rotations they may miss.

CRIMINAL HISTORY RECORD DISCLOSURE AND DRUG SCREENING

Students enrolled in First Response Training Group programs must undergo a criminal background check and a ten-panel drug screen before enrollment to ensure they meet occupational, clinical externship, placement, or licensure requirements.

- ❖ Enrollment will NOT be granted if the background check reveals any convictions, pending cases, or unresolved deferrals/diversions for felonies or misdemeanors.
- ❖ Enrollment will NOT be granted if the drug test detects certain prescribed drugs. FRTG may administer drug screenings during attendance.
- ❖ Employment opportunities may be influenced by personal factors such as health status, criminal history, employment record, drug use, and financial background—even if all academic requirements for graduation are successfully completed.

REGISTRATION PRIORITY

The following will be considered when selecting and prioritizing applicants for admission:

- ❖ Admission is based on a first come first serve basis.
- ❖ Completion of the application packet and satisfaction of all prerequisites for individual programs, including required payment.
- ❖ A letter will be sent to any student that is not selected for enrollment.

PROGRAM ORIENTATION

New students must attend an orientation program before starting classes. This program provides information on school policies and introduces students to staff, and faculty members involved in their progress. If you cannot attend the scheduled orientation, you need to contact the administrative office to arrange a makeup date. Failure to attend either the original orientation or the makeup date will require signing an attestation form, potentially delaying your enrollment into your chosen program.

PROGRAM CANCELATION POLICY

First Response Training Group may cancel classes up to five days before the start date if there aren't enough students. Registered students can either transfer to the next class or request a full refund of their registration fee.

STUDENT COLLATERAL

Every student will get a copy of the school catalog, student handbook and their enrollment agreement. The catalog and handbook will also be accessible on the Student Portal from the first day of class. All students, faculty, and staff must read and understand the handbook information.

STUDENT RECORDS

Student Records are kept online and maintained by team led by the Director of Operations. The Student Records are restricted to Staff Members, on need-to-know access. Students can obtain copies of their personal file upon written request for a fee of \$5.00 per document. Copies of Transcripts are \$15.00 each.

Student files will be stored on-site in a locked cabinet for two years. Digital records will be kept copy.

STUDENT SERVICES

Student Services supports the overall well-being and academic success of our students. Student services plays a crucial role in addressing the diverse needs and challenges that students may encounter throughout their academic journey, extending support beyond the traditional classroom setting.

The core mission is to create a nurturing and supportive environment that actively fosters student growth and development. This includes offering resources and guidance for academic matters, personal well-being, and career-related preparation. We are dedicated to ensuring that every student has the necessary tools and support to thrive during their time here.

LIBRARY – STUDY LOUNGE

FRTG offers a variety of learning resources designed to help students acquire the skills and knowledge needed to complete their assignments. Our learning space includes a dedicated area equipped with a whiteboard for interactive instruction, desktop monitors for convenient internet access, and other essential tools. In addition, students have access to a range of digital resources through the online learning platform, including e-books, test preparation materials, question banks, clinical simulations, and web-based tutorials. These resources are integrated to support both in-person and online learning experiences.

In addition, FRTG subscribes to the Library & Information Resource Network (LIRN). LIRN is a 501 non-profit consortium of approximately 284 educational institutions that share access to information resources. LIRN serves students, faculty, and staff around the clock with library resources available all year round. The students have access to Librarians who are trained in helping users find all sorts of information, from statistics to peer-reviewed articles, and much more using <https://www.lirn.net>. The librarians work with the college faculty and administration to integrate library resources and information literacy instruction directly into the coursework

MONITORING STUDENT PROGRESS

Faculty shall monitor student progress based on academics and absences in lectures, labs, and clinicals. When a student does not receive the minimum grade on an exam or is absent from class a Satisfactory Academic Progress (SAP) form will be generated by the instructor and/or staff member. The Program Director or Lead Instructor along with Student Services will meet with the student and develop a plan for improvement.

SATISFACTORY ACADEMIC PROGRESS

All students will receive a Student Progress Report (SAP) with their GPA averages after each exam during the program. Students also have access to their profile and grades recorded in our School Management Program S.M.A.R.T.

The SAP policy measures the following factors.

- ❖ **Qualitative Measure (Cumulative GPA):** Students must maintain a cumulative grade average of 80%. If they fail to meet the 80% GPA, the student will be scheduled for a counseling session, put on probation, and discuss a plan to bring their grades to acceptable minimums.
- ❖ **Quantitative Measure (Completion Percentage):** Students in diploma programs must complete at least 80% of the clock hours attempted each term to remain compliant with SAP policy.
- ❖ **Maximum Timeframe (MTF):** The maximum timeframe for diploma programs is equal to 150% of the program's clock hours.

Incomplete grades are not given, and students must repeat any classes in which they earn less than the specified average set by the program standards. Repeated coursework may adversely affect the student's academic progress in terms of maximum timeframe. Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

- ❖ If the student does not improve their GPA after all recourse has been exhausted, they will be dismissed from the program.
- ❖ To complete the program, the student must successfully complete all hours, lectures/labs, and clinical requirements, and pass the final (both written and practical).
- ❖ Each program's handbook lists specific attendance, testing requirements, and GPA standards.

SUGGESTION BOX

First Response Training Group is always interested in our students' comments and suggestions. There is a suggestion box located in the student lounge.

TUTORING SERVICES

Faculty members are available for tutoring. These tutoring sessions are organized and scheduled by the Lead Instructor and Student Services as needed. First Response Training Group encourages the student to create peer study groups.

To request tutoring please send an email to tutoring@frtg.edu

- Tutoring requests must be sent seven days in advance to set up a tutoring session.
- In the subject line please put your name and your class number
- In the body of the email please include the following
 - A list of topics and sessions you would like to cover.
 - Dates and times, you are available (please provide multiple dates so we can accommodate your request)
- You will be contacted via email with the date and time you have been scheduled for tutoring.

Please allow 48 Hour response time. We will assist Graduates in registering for State Examinations.

COMMUNICATIONS

Significant changes and updates will be promptly communicated to students, faculty, and staff in a timely manner. The primary mode of communication to students will be email and posts on the institution's student portal. Personal, sensitive, or confidential information will be communicated in person. If necessary, documents will be delivered in person or by U.S. registered mail. The primary language of communication is English. It is the responsibility of the student to check their email accounts on a regular basis. Failure to acknowledge and/or read any communication regarding changes and or updates is not an excuse for non-compliance.

STUDENT RESPONSIBILITIES

Education can be costly and requires a commitment of time, First Response Training Group asks you to evaluate the program prior to deciding to register. You must understand the scope of the commitment you are making.

- ❖ Read and understand the scope of the program, time, cost, and commitment.
- ❖ Read and understand all forms required.
- ❖ Accept responsibility for the promissory note and all other agreements that you are required to sign.
- ❖ Promptly provide any information requested by FRTG.
- ❖ Keep the school informed of any status change, address, marital status, or financial situation.
- ❖ Provide correct information. Note misreporting information is a violation of the law and may be considered a criminal offense that could result in an indictment under the U.S. Criminal Code.

ALCOHOL AND DRUG POLICY

First Response Training Group acknowledges the adverse health effects associated with the use, possession, and distribution of controlled and/or illicit substances and their negative impact on the educational environment. Therefore, all members of the college community have a responsibility to protect the campus environment by maintaining high standards of professional and personal conduct.

Policy on alcohol and controlled and/or illicit substances by FRTG students and employees, regardless of age, on college campus property and college-sponsored or supervised events or activities:

- Public intoxication on campus property is prohibited.
- Containers containing alcohol, as well as empty alcoholic containers, are prohibited.
- Advertisements promoting alcohol or drug use, manufacture, or distribution are prohibited.
- Behavior resulting from intoxication or illegal use of controlled or illicit drugs will incur disciplinary action.

While on campus premises, no student and/or employee of First Response may use or be under the influence of alcohol or other drugs/medications except those prescribed by a physician. Violations of this policy constitute grounds for termination. Violators may face prosecution.

First Response Training Group is committed to protecting the safety, health, and well-being of all students and employees. Alcohol and drug abuse pose a threat to the health and safety of students and employees and the security of our equipment and facilities. For these reasons, the college is committed to eliminating illegal drug and/or alcohol use and abuse in the workplace. This policy outlines the practices and procedures designed to address instances of identified alcohol and/or illegal drug use in the workplace.

FRTG has established a drug-free awareness program to inform students and employees about:

- The dangers of drug abuse in the workplace
- The college's policy of maintaining a drug-free workplace
- FRTG intends to impose penalties upon students and employees for violations of prohibitions concerning involvement with unlawful drugs.

Whenever employees are working, operating any college vehicle, present on college premises, or conducting college-related work off-site or as part of any college activity, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, distributing, or dispensing illegal drugs or drugs not lawfully prescribed to the individual (including possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- Possessing or consuming alcohol.

Reporting for work after a meal or break period under the influence of alcohol or illegal drugs is also prohibited.

FRTG may occasionally sponsor an event or permit employees to attend a college-related function at which alcohol is served. Although employees are not prohibited from drinking at such events, they are expected to comport themselves professionally and must always comply with all college rules and regulations. Under no circumstances should an employee drive home from such an event if impaired. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system while performing college business or while in a college facility is prohibited.

A student or employee may be required to submit to an alcohol/drug test if reasonable suspicion exists to believe that they are under the influence of alcohol or illegal drugs. An employee will be immediately dismissed if directed to submit to such a test and refuse or fail to report to the testing facility within the required time allowed. Employees who refuse such assistance or fail to follow the treatment outlined for their recovery are subject to dismissal. Students who are directed to submit to such tests and refuse or fail to do so when asked are subject to suspension from FRTG.

Employees who are required to drive college vehicles as an essential job function must notify the Director of Operations no later than five business days after any conviction for a criminal alcohol-driving offense.

Faculty, staff, and students should notify their senior personnel when they are under medically prescribed treatment with a controlled substance that may limit their ability to perform their job or attend the program. Verification of required medication may be requested by the Director of Operations. Failure to provide the requested verification may subject the employee to dismissal.

For the purposes of this policy, the term “illegal drug” includes Amphetamines, LSD, Cocaine, Marijuana, Opiates, and other drugs deemed unlawful under applicable state or federal law.

Compliance Reference

Drug-Free Workplace Act of 1988

Drug-Free Schools and Communities Act Amendments of 1989

Assistance

FRTG recognizes that alcohol and drug abuse and addiction are treatable, and that early intervention and support improve the success of rehabilitation. To support students and employees, the college encourages them to seek help if they are concerned, they may have a drug and/or alcohol problem.

Additional Resources:

[National Institute on Drug Abuse](#)

[Alcoholics Anonymous](#)

[Brevard Intergroup](#)

[Al-Anon Family Groups](#)

[Narcotics Anonymous](#)

[SMART Recovery](#)

Any student or employee who violates the alcohol or drug policy is subject to the college’s disciplinary procedures up to and including dismissal and/or referral for prosecution and/or may be required to participate satisfactorily in a drug and/or alcohol abuse assistance or rehabilitation program.

Violations of First Response Training Group’s policy by students are addressed through the Student Code of Conduct. When a student is found responsible for violating policies, the following actions may be taken:

- **Disciplinary Hold**—A change in student status that may preclude the student from attendance, registering, altering an academic schedule, receiving transcripts, or graduating.
- **Disciplinary Warning**—Issued to indicate that behavior violates FRTG’s regulations and continued misconduct, or repetition of the behavior may bring more serious consequences.
- **Disciplinary Probation**—A serious warning that defines a situation where further disciplinary action may result in either suspension or expulsion from the college.
- **Disciplinary Suspension**—Separation from FRTG for a specified period requiring leaving the college. Return to campus may occur only with prior notification and approval of the Dean of Students.
- **Expulsion**—Permanent separation from FRTG without opportunity for readmission and required to leave FRTG within the determined time; cannot be on FRTG property without prior notification and permission of the Dean of Students.

Pursuant to State, Federal, and Local Law, it is unlawful for any person to sell, purchase, manufacture, deliver, or possess with intent to sell, purchase, manufacture, deliver, or use a controlled substance. Any FRTG employee or student who violates prohibitions under this policy or is convicted under a criminal drug statute for a violation occurring in the workplace or outside the workplace will be subject to the college’s disciplinary procedures up to and including dismissal and/or referral for prosecution.

The following summarizes some of Florida state laws relating to alcohol:

Florida Statute 562.11

It is unlawful for any person to possess an open container of an alcoholic beverage or consume an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Florida Statute 316.1936

It is unlawful for a person under the age of 21 who has a blood-alcohol level of 0.02 or higher to drive or be in actual physical control of a motor vehicle. Florida Statute 322.2616

HOUSING

First Response does not offer housing for its students.

ETHICAL CODE OF CONDUCT

Educator

The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity. Aware of the importance of maintaining the respect and confidence of one's colleagues, and students. The educator strives to achieve and sustain the highest degree of ethical conduct.

Student

The student code of ethical conduct outlines the expected behavior and principles of ethical conduct for students in educational settings. It emphasizes honesty, respect, and responsible behavior in academic, social, and personal contexts. These codes aim to foster a positive learning environment and ensure that students uphold the values of integrity and fairness.

Examples of Common Violations:

- Cheating or plagiarism on assignments or exams.
- Harassment, bullying, or discrimination.
- Possession or use of illegal drugs or alcohol.
- Vandalism or damage to property.
- Disruptive behavior in the classroom.

Students found guilty of violating the Ethical Code of Conduct, committing academic dishonesty or plagiarism, or failing to meet professional standards of the school shall be liable for sanctions up to and including dismissal from the school. Any student suspected of violating these standards will be referred to the President's Office to investigate the allegations. The investigation is conducted by the President, the Program Director and faculty representative. The student will be provided with an opportunity to respond to the allegations in writing and/or in person. The Committee may elect to exonerate the student, issue a warning, and place them on probation or dismiss the student from the school

STUDENT FAIR CONSUMER RIGHTS

Student consumer rights ensure fairness in educational transactions and protect students from deceptive or unfair practices by schools. These rights encompass information about the cost of attending, academic programs, financial aid options, and refund policies. They also cover the right to pursue redress for any grievances, such as unfair treatment or lack of transparency.

- ❖ The name of the association, agencies, or government bodies that license First Response Training Group and its programs, and procedures.
- ❖ Request copies of documents describing the school's licensing and accreditations.
- ❖ The cost of attending the institution, including tuition and fees, books supply; estimates of typical commuting costs, and any additional cost of the programs in which the student is enrolled.
- ❖ The academic program of the institution; educational and training programs; the instructional laboratory and other facilities, which relate to the academic program.
- ❖ A statement of the refund policy.
- ❖ The methods by which and locations in which students and prospective students may obtain information concerning their rights.
- ❖ Availability of financial assistance including all federal, state, local, private, and institutional financial programs, if offered.

APPEALS AND COMPLAINTS

Students wanting to appeal academic or disciplinary action or file a complaint must do so in writing to the Program Director, who will respond in writing within three (3) business days. If the student is not satisfied with the resolution, they may request a meeting with the Program Director, a meeting will be scheduled within five (5) business days to discuss the resolution.

If the student remains dissatisfied, they may contact:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684

CONDITIONS FOR REINSTATEMENT

A student who has withdrawn or has been dismissed for academic reasons and desires to return must, within ten (10) working days, request to meet with the Program Director for consideration of reinstatement. A student presenting just cause for reinstatement must agree to comply with stipulations sent forth by the school, including being placed on probation.

Reinstatement does not guarantee the student's return to their original class. Placement into a later class may be more convenient and/or appropriate. Student who are dismissed for disciplinary reasons will not be asked back to the school.

Students requesting readmission must meet the following criteria:

- ❖ Have had an 80% or better GPA prior to withdrawal and/or dismissal.
- ❖ Have received satisfactory practical skills evaluations prior withdrawal and/or dismissal.
- ❖ Received satisfactory clinical evaluations prior to withdrawal and/or dismissal.
- ❖ Have no outstanding financial balance to the FRTG at time of withdrawal and/or dismissal.
- ❖ Pay a non-refundable \$200.00 re-admission application fee plus the amount of course codes.

HEALTH & SAFETY HAZARDS

Students should immediately report health and safety hazards to the nearest available school representative and then to the President of First Response Training Group. Any accident or injury, no matter how slight, must be reported immediately and an incident report generated and submitted to the Office Manager.

LOST AND FOUND

First Response is not responsible for any lost property. Students should be responsible for their personal items, books, and material. If they should lose any property, they are to check with the Office Manager and inquire if items have been found at the school.

CAMPUS SECURITY

Campus Security Act Information

www.clerycenter.org/the-clery-act

The Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

When a crime covered by the Clery Act occurs, campus officials are required to evaluate if there is a serious or ongoing threat to the campus community to determine if a timely warning needs to be issued to all staff and students. These notices provide safety tips and information to help prevent similar incidents.

According to the Clery Act, FRTG maintains an electronic daily crime log. Supervised access to the crime log is available to any individual, regardless of their association with FRTG.

FRTG may temporarily withhold inspection or copying of crime logs containing confidential information, or in cases where releasing the information would jeopardize an ongoing investigation, compromise the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

The Department of Security maintains a fire log that records the incident number, nature of the fire, date reported, date occurred, and general location of fires in residential halls only.

The Clery Act mandates that FRTG disclose Clery crimes based on the location of the incidents. These property categories are referred to as “Clery Geography.” The act designates three geographic categories for reporting. Crimes outside these categories do not require annual reporting or community notifications under the Clery Act.

On-campus property: Refers to property owned or controlled by FRTG within a generally connected area, including academic and administrative buildings, athletic facilities, and event venues.

Non-campus property

Public property: Includes thoroughfares, streets, sidewalks, and parking areas within or immediately adjacent to campus. The Department of Education applies a “sidewalk/street/sidewalk” rule to determine public property boundaries.

FACULTY EVALUATIONS

Students are encouraged to evaluate our faculty, and administration staff. Periodically, First Response Training Group will issue formal evaluation surveys. Results are used to continuously improve performance in your journey through FRTG.

TRANSFER OF CREDITS

First Response only accepts credit hours transferred from accredited institutions recognized by the U.S. Department of Education. Our programs are designed with one terminal objective: preparation for entry-level employment in the field of training. Students who wish to further their education after completing the First Response Training Group program should note that acceptance of transfer credits is at the discretion of the receiving institution. Prospective students are advised to obtain information from all institutions they expect to attend to understand each institution's credit acceptance policies. It is the student's responsibility to confirm whether another school will accept First Response Training Group's credits.

First Response Training Group accepts transfer credit in accordance with the policies, rules, and practices of the U.S. Department of Education, Florida Department of Education Commission of Independent Education, and Accrediting Bureau of Health Education Schools (ABHES). The equivalency of courses for each transfer is determined by the faculty of the respective department based on criteria such as course content, outcomes, system-wide agreements, and the level at which the course is taught. The Registrar's Office processes transfer credit based on these faculty decisions. The maximum allowable credit transfer is 25%, and hours and tuition are adjusted accordingly. First Response Training Group does not accept experience in lieu of didactic and clinical credits (hours).

Transcripts

If a student needs to present a copy of the First Response Training Group transcript, requests for transcripts must be made to Student Services at a cost of \$15.00 per transcript.

CREDIT FOR PREVIOUS FRTG TRAINING/EDUCATION

Transfer of credits from First Response Training Group's previous training may be granted for applicable courses. The request of credits earned must be made to Student Services before enrolling in a new program. No request will be honored after the start of the program. Credits are given for courses, not modules.

INTERNATIONAL APPLICANTS

First Response Training Group trains students for permanent U.S. jobs. We admit only U.S. citizens or those authorized to work permanently in the U.S. Applicants with foreign degrees must submit official, translated transcripts evaluated by a NACES or AICE agency. The Florida Teacher Program with ESOL can use an approved Bureau of Education Certification member.

EMPLOYMENT PLACEMENT AND CAREER SERVICES

The primary emphasis of placement assistance at First Response Training Group is on the employability of our graduates and their success in the professional community. Although, we do not guarantee employment First Response Training Group continues to enjoy a high percentage of graduates who are readily employed in their field of training.

First Response Training Group makes every effort to inform students of any employment opportunities and/or recruitment. First Response Training Group obtains and posts job listings from various sources, including alumni referrals, employers who regularly seek out quality entry-level staff and our many community partners (Extern Sites, Chamber of Commerce, etc.). Placement success is influenced by the student's academic performance, attendance record, attitude, and demonstrated ability to perform skills during externships. We offer career advice and help put you in contact with potential employers, but we do not in any way warrant or guarantee that we can place you in a job upon graduation.

STUDENT GREIVENCE POLICY

Grievances and complaints are taken seriously and will be handled promptly. The grievance, complaint, or concern should be taken to the Program Director and/or Director of Operations. A meeting will be initiated with the parties involved to discuss a resolution and/or action plan. This session will be documented, and a written action plan will be given to the parties involved. If the situation is not resolved in a timely fashion and the stratification of all parties, the incident will be escalated to the President/CEO for further action. All grievances and resolutions will be documented, copies will be distributed to the parties involved and put in their files. Depending on the gravity of the offense may result in disciplinary action and/or dismissal. Students are encouraged to talk to each other to resolve their problems. When this is not possible, employees should file a grievance.

- When such an informal resolution does not occur, the student should bring a formal, written complaint to the next level in the administrative structure (Program Director and/or Director of Operations).
- A grievance must be filed within 30 days of the incident causing the grievance, or of the action resulting in the incident.
- Consideration of the grievance will take place in a timely fashion at each level of the appeal process.
- Recommendations will be made, in writing, within two weeks of filing the grievance.

If a satisfactory resolution still does not occur, the staff member may take the complaint to the President/CEO whose decision regarding the grievance is final. The student has the right to appeal or file a grievance with the Commission for Independent Education.

Commission for Independent Education
Florida Department of Education
325 West Gains Street, Suite 1414
Tallahassee, FL 32399-0500
(888) 224-6684

ANTI-HAZING POLICY

First Response prohibits hazing of any form, defined as any action, situation, activity, or complicity in activity, which recklessly or intentionally endangers the mental, emotional, and/or physical health or safety of a student. Violation of this policy will result in disciplinary actions against the violator, which may include termination from First Response.

ARBITRATION

Any disputes or claims against First Response Training Group, and any of its affiliates, officers, directors, trustees, employees, or agents shall be resolved by individual binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgement on any award by the arbitrator(s) may be entered in any court having jurisdiction. The parties agree that this transaction involves interstate commerce and therefore the Federal Arbitration Act and related federal judicial procedure shall fully give possible. The parties agree that any dispute subject to either in court or under the rules of the American Arbitration Association. The parties agree that a student's responsibility to pay administrative fees, filing fees, processing fees, arbitrator compensation, and service charges for agitation proceeding conducted by the American Arbitration Association shall be limited to no more than \$125.00 for claims under \$10,000 and \$375.00 for claims between \$10,000, but less than \$75,000, or for claims not seeking monetary compensation. The arbitrator can ignore this limit, except as prohibited under applicable arbitration rules, should the arbitrator find that the student filed a frivolous claim(s) or unnecessarily delayed the arbitration proceedings. Except as many be required by law, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration conducted pursuant to this provision without prior written consent of both parties.

Usually, the rules of arbitration services provide that the arbitrator decides the case within thirty (30) days after the case has been submitted.

HIPAA REQUIREMENTS

<https://www.hhs.gov/hipaa>

All students, staff, and faculty participating in externships in a healthcare setting must comply with The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Violation of externship affiliate agency HIPAA policies may result in dismissal from the program and dismissal of staff and/or faculty

MILITARY LEAVE

If mandatory deployed the student will be placed on Military Leave status upon submitting copies of military orders to Student Services. FRTG will hold your status once you return within 180 days from point of discharge. After 180 days from discharge the student will forfeit their current student status. At that point the student may have to re-submit all enrollment documents. While the student is on Military Leave FRTG will notify Veterans Affairs.

LEAVE OF ABSENCE

Leave of absence (LOA) is a temporary interruption in a student's program. LOA refers to a specific period during a program when a student is not in attendance.

- ❖ A LOA must meet certain conditions to be counted as a temporary interruption in a student's education journey instead of formal withdrawal requiring FRTG to perform a return. LOA must meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school.
- ❖ A LOA must be submitted in writing and list the reason for the request, with a reasonable time of return.
- ❖ The LOA must not exceed a total of 180 days in any 12-month period.

ENROLLMENT VERIFICATION

Students may obtain a letter from the President/CEO verifying their enrollment. The request must be made in writing and must indicate the student's name, address, phone number, as well as information to be released, the reason for the release, and the location of which the letter should be sent.

GROUNDS FOR DISCIPLINARY ACTION and/or DISMISSAL

Any conduct that reflects First Response Training Group negatively and/or its affiliate will result in the immediate dismissal from the program. Violation of the medical ethics for patient confidentiality will result in immediate dismissal. A meeting with the medical director, advisory board, senior staff, and instructor will determine disciplinary action.

- ❖ Dishonesty
- ❖ Cheating of any form
- ❖ Disruptive behavior in class, clinical or field externship
- ❖ Inappropriate attire, in class and/or at clinical or field externship
- ❖ Vulgarity while at campus, during class, at clinical and/or field externship
- ❖ Falsification of any information or documents
- ❖ Any breach of patient confidentiality; giving out patient information, copy trip reports or hospital records.
- ❖ Failure to meet minimum scholastic, clinical or field externship requirements as outlined in policies.
- ❖ Unexplained absences and/or tardiness from class and/or clinical
- ❖ Theft of FRTG, hospital, EMS, Fire Department or Ambulance property
- ❖ Drug and/or alcohol abuse will result in immediate dismissal.
- ❖ Unprofessional conduct or derogatory language of any kind toward faculty, agency personal or peers
- ❖ No weapons are permitted in class, hospital clinical or field externship.
- ❖ Students' enrollment can be terminated at the discretion of institution for insufficient progress, non-payment of tuition, failure to comply with the rules and policies established by First Response Training Group as outlined in catalog and enrollment agreement.

AMERICANS WITH DISABILITIES ACT

<https://www.eeoc.gov/eeoc/history/35th/1990s/ada.html>

First Response Training Group is equipped to meet the needs of handicapped students. First Response Training Group recognizes and accepts its obligations under The Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973 prohibiting discrimination based on a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the institution provided such accommodations would not impose an unreasonable burden on the school or other students. Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed by the President of First Response Training Group. No student shall be retaliated against for seeking accommodations under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning First Response Training Group for its alleged noncompliance with The Americans with Disabilities Act of 1990.

Students with learning, physical and/or psychological disabilities seeking accommodations must contact and provide documentation to the ADA representative, and the President of First Response Training Group.

FIRST RESPONSE TRAINING GROUP

6310 Hazeltine National Drive

Orlando, FL 32822

(407) 730-7999

<http://info@firtg.edu>

Students in all programs and activities within the control of the institution provided such accommodations would not impose an unreasonable burden on the school or other students. Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed by the President of First Response Training Group.

No student shall be retaliated against for seeking accommodations under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning First Response Training Group for its alleged noncompliance with The Americans with Disabilities Act of 1990.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

<https://www.2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education:

- ❖ The right to inspect and review the student's education records within 45 days of the day the school received a request for access.
- ❖ The right to request the amendment of a record that they believe is inaccurate or misleading.
- ❖ The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure.
- ❖ The right to file a complaint with the U.S. Department of Education concerning alleged failures of FRTG to comply with the requirement of FERPA.

NOTICE OF NON-DISCRIMINATION AND HARASSMENT

<https://www.state.gov/s/ocr/c24959.htm>

First Response does not tolerate any form of employee or student harassment, either verbal or physical, be it based on race, color, religion, gender, national origin, age, physical handicap, medical condition, marital status, sexual orientation, or any other characteristic protected by law. Further, the school will not discriminate in policy or actions based upon the above. Questions or policies for registering a grievance should be directed to the office of the President of First Response Training Group.

SEXUAL HARASSMENT

<https://www.eeoc.gov/eeoc/publications/fs-sex.cfm>

First Response strives to provide a work environment free of sexual harassment. Sexual Harassment is a violation of Section 703 of Title VII of The Civil Rights Act of 1964. It is also a violation of the American Psychological Association (APA) Code of Conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or offensive nature. Conduct of this nature is improper whether:

1. Submission to the conduct is either an explicit or implicit term or condition of employment or student status.
2. Submission to or rejection of the conduct is used as a basis of employment or student standing.
3. The conduct has the effect of interfering with an individual's work or academic performance.
4. The sexually suggestive conduct or language has the effect of causing uncomfortable living or working conditions.

All employees and students of First Response Training Group are expected to avoid any behavior or conduct toward any other employee or student that could be interpreted as sexual harassment.

CRIME AND SEX OFFENDER DISCLOSURE

First Response Training Group will post local crime data and the Florida Sex Offender Registry access in accordance with Campus Sex Crime Prevention Acts.

FDLE Florida Sexual Offenders and Predators <https://offender.fdle.state.fl.us>

EQUAL OPPORTUNITY AND ACCESS

<https://www.eeoc.gov/laws/index.cfm>

The school is committed to the goals of equal opportunity and affirmative action in vocational education training and employment. All members of the management team support these goals, which are also a legal requirement in all workplaces.

We aim to provide a work and training environment for the staff and faculty that embraces equity, fairness, and respect for social and cultural diversity.

We depend on the continued cooperation of all employees to implement its goals of equal opportunity and affirmative action in vocational education training and employment.

The owners are ultimately responsible for the implementation of the Access and Equity Policy.

OCCUPATIONAL HEALTH AND SAFETY

<https://www.osha.gov/about.html>

All applicable OSHA requirements will be monitored and adhered to without fail.

Our system procedures and work instructions include requirements to minimize or eliminate any unsafe practices that may have detrimental effects.

All staff, apprentices, and trainees are provided with OSHA information at induction and throughout their period of employment. Students and Instructors are provided with relevant personal protective equipment as necessary.

Proper SHARPS and BIOHAZARD procedures must always be followed.

SAFETY IS EVERYONE'S RESPONSIBILITY!



FIRST RESPONSE
School of Emergency Medicine



FIRST RESPONSE
Fire Academy

FINANCE



FIRST RESPONSE
School of Nursing

First Response Training Group, LLC does not discriminate in any form. We are in full compliance with all Equal Opportunity Laws and treat our students and staff fairly and with respect. Our facility access follows the American Disabilities Act

TUITION AND FEES

Tuition is established annually by the Officers, and some classes may have special fees associated with them. The tuition and fee schedule is published with each program/course description in this catalog, where a detailed breakdown of the total cost per program, including books and other materials, is provided.

First Response Training Group does not offer Title IV financial aid, and therefore, federal financial aid is not available to students attending FRTG.

We accept Veterans' Benefits and/or Qualifying Dependent Benefits; please refer to ADDENDUM I Veteran Benefits for more information.

We offer an affordable payment plan spread out through the duration of the program, with each program detailing its specific breakdown.

A registration fee of \$200 is required along with your application to secure a seat in the program of choice. Tuition and fees vary depending on the selected program. Students receive individual enrollment agreements outlining tuition details, financial obligations, and a schedule of payments and due dates. No invoice or bill will be generated, and it is the student's responsibility to comply with the terms of the enrollment agreement.

First Response Training Group is committed to supporting their students, and while we do not offer financial aid, we provide an in-house payment program (interest-free) to assist with the financial costs of the chosen program.

Payments may be made using cash, countercheck, money order, or credit/debit card. Counter checks and money orders should be payable to First Response Training Group.

Payments that are not received by the due date will incur a \$35 late fee. If payment is not received by the next scheduled class day, the student must meet with the Program Director and/or Office Manager to determine the necessary actions, which may result in dismissal from the program.

MISCELLANEOUS FEES

American Heart Association Basic Life Support for HCP (CPR Certification Required)	\$ 65.00
EMT/FIRE Mandatory Drug Screening and State Background Check (Includes Medical Clearance)	\$108.72
Paramedic/Nursing Mandatory Drug Screening and State Background Check (Includes Medical Clearance)	\$131.22
Nursing: HESI A2 entrance exam	\$120.95
Nursing: HESI A2 exit exam	\$ 85.00
Nursing: Typhon Clinical Management Program	\$ 70.00
Nursing: AdventHealth Clinical Exchange subscription	\$ 40.00

**PERSONAL CHECKS WILL NOT BE ACCEPTED
CREDIT AND DEBIT CARDS WILL HAVE A TRANSACTION PROCESSING FEE OF 5%
TUITION MUST BE PAID IN FULL PRIOR TO TAKING THE FINAL EXAM**

PROGRAM CANCELATION POLICY

In the event First Response has not enrolled enough students to begin a class, they have the right to cancel classes up to five days prior to scheduled start date. Student registered may choose to move to the next class or request a refund, which will be 100% of the registration fee.

VETERAN AFFAIRS VA BENEFITS & POLICIES

Veteran Affairs VA Benefits & Policies Class Attendance Students receiving VA benefits need to meet the attendance required, please refer to VA Program Specific SAP Overview. Failure to do so will result in the loss of benefit. Veterans will also be informed of how many hours in addition to the Lecture/Labs they need to complete for ride along and clinical on a weekly basis.

They will be initially certified for the Lecture/Labs hours their class schedule calls for and as soon as they start doing internships, the student will notify the VA SCO for their schedule to be adjusted in the VAONCE.

These attendances will be monitored monthly. Veteran's Attendance Policy For every three (3) early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as 1 absence. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Standards of Progress Standards of Academic Progress for VA Students receiving VA educational benefits must maintain a minimum cumulative grade point average (GPA) of 80% each term, quarter or semester depending on program.

A VA student, whose GPA falls below 80% at the end of any term or semester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's GPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a GPA of 80%. Students certified to receive VA benefits must maintain a satisfactory academic progress. These are found under the specific program grading policy in this catalog.

Students who fall below the minimum passing grade requirement will be placed on probation. Failure to raise their grade to the graduation standard after one term on probation will have their veteran benefits interrupted. VA education benefits may be interrupted if any of the following should occur:

- The veteran fails to submit all previous college transcripts for evaluation.
 - The veteran fails to convert an “I” (Incomplete) grade to a letter grade within enrollment of specified program from receipt of the “I” grade.
 - The veteran fails to attend class for the term for which VA benefits are received.
 - The veteran fails to achieve the minimum passing grade after one terms of probation.
- Grade/Progress Reports Each student who has VA benefits will be provided a grade/progress report at the end of every evaluation period (monthly).

A copy of each report will be placed in the student’s permanent file maintained by the school. The school periodically furnishes each student with a working progress report that shows status of grades and earned clock hours and or semester hours and grades for all courses in which the student is currently enrolled.

FRTG determines the last date of attendance for any VA benefits participant via Classroom/Lab attendance sheets, Clinical rosters, and Field internship evaluations. Which are all turned in by instructors on a weekly basis and documented within our student information system (S.M.A.R.T.).

The last day of attendance is the last physical day the student was in school. All students are expected to comply with the legal and ethical standards of this institution. Academic dishonesty and/or nonacademic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institutional documents and/or academic credentials. The institution reserves the right to require a student to withdraw at any time for misconduct.

It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory. Students who feel their rights have been denied are entitled to due process.

Probationary **Period**
 When the grade average or attendance of a student is unsatisfactory for a calendar month, the student will be placed on probation. If during the next month, the student's grade average is still unsatisfactory, the SCO will update the VA ONCE with the student’s unsatisfactory progress.

Notification
 It is the responsibility of each student to track his/her own progress and academic standing. However, the SCO will make every effort to notify students of probationary/suspension standing in a timely manner at the end of each term.

Reinstatement of VA Benefits
 A student may regain eligibility for Veteran's Educational Benefits assistance after he/she has brought their coursework up to minimum standards. Former students who re-enroll after an absence and do not meet minimum standards will be placed on Veteran's Educational Benefits probation and receive aid due to them during the probationary term.

The VA SCO at the institution will notify the Veterans Administration of unsatisfactory progress if any of these requirements are not met.

VA Program-Specific SAP Overview

For a student to maintain and achieve quantitative progress toward program completion, a student must attend/earn at least:

- EMT Program 89% of the scheduled class hours (Lecture/Lab)
- This percentage does not consider the 126 hours of clinical and field as these are variable. Students schedule these hours outside of classroom lecture/lab hours. Students may only miss a maximum of 3 field or clinical internships as they will be terminated from the program.
- Paramedic program 90% of the scheduled class hours (Lecture/Lab)
- This percentage does not consider the 400 hours of clinical and field as these are variable. Students schedule these hours outside of classroom lecture/lab hours. Students may only miss a maximum of 3 field or clinical internships as they will be terminated from the program.
- Associates of Science in Nursing Program 67% of all attempted credits each academic year must be earned. The student's academic average is reviewed to determine qualitative progress.

The minimum required is:

- EMT Program 80%
- Firefighter Minimum Standards 80%
- Paramedic program 80%
- ASN-Nursing (RN) 80% Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified. VA Pending Payment Compliance In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- However, to qualify for this provision, such students may be required to:
 - Produce the VA Certificate of Eligibility (COE) by the first day of class.
 - Provide a written request to be certified.
 - Provide additional information needed to properly certify the enrollment as described in other institutional policies.
- DD214
- VA19-2805 for Vocational Rehabilitation Student

REFUND POLICY FOR SELF-PAY TUITION

First Response Training Group has established the following cancellation and refund policy according to fair consumer practices. Refunds will be processed according to First Response Training Group's cancellation and refund policy for students who cancel or are terminated for any reason and are self-paying.

All refunds will be made in accordance with First Response Training Group's refund distribution policy. All cancellation requests must be submitted in writing and delivered via email, in person, or by certified mail.

The Refund Policy/Schedule is as follows:

- Cancellation can be made in person, by electronic mail, or by certified mail.
- If a student decides not to proceed after registration, they are entitled to a refund of \$50.00. The remaining \$200.00 will be applied to administrative fees.
- A student who has paid the registration fee and down payment but withdraws before Orientation will be refunded the full down payment except for \$200.00 from the \$200.00 registration fee.
- If a student withdraws after the first day of class (day of orientation), has paid the down payment, signed the enrollment agreement, and received books, uniforms (vouchers), program supplies, and any course materials, they are not entitled to a refund.
- Withdrawal after attendance has begun, up to 40% completion of the program, will result in a pro-rata tuition refund computed based on the number of hours completed relative to the total program hours.
- Withdrawal after completing more than 40% of the program will result in no refund.

Students wishing to withdraw (drop) from the program must submit a Withdrawal Form (obtainable from Student Services). The student must complete and submit the withdrawal form to Student Services. The date on the withdrawal form will be considered the student's last day of the program.

- If a student is withdrawn (dropped) from the program due to absenteeism based on the school attendance policy, a withdrawal form will be generated. The date on the withdrawal form will be considered the student's last day of the program.
- Refunds will be processed within 30 business days of termination of the student's enrollment or receipt of the withdrawal form.



FIRST RESPONSE
School of Emergency Medicine



FIRST RESPONSE
Fire Academy

DISTANCE EDUCATION BLENDED PROGRAMS



FIRST RESPONSE
School of Nursing

First Response Training Group, LLC does not discriminate in any form. We are in full compliance with all Equal Opportunity Laws and treat our students and staff fairly and with respect. Our facility access follows the American Disabilities Act

DISTANCE EDUCATION

Blended (Online Distance Education) follows the same academic guidelines as other courses. First Response Training Group uses JB Learning for distance education, allowing students to log in from any computer to attend classes.

DISTANCE EDUCATION BLENDED PROGRAM

First Response Training Group requires student identity verification. A student's login and password secure access to course materials. If there is suspicion that a different person is participating online, the school may require proctored exams or webcam usage for further verification. If academic dishonesty is detected, the student will be dismissed. FRTG protects privacy and informs students of any additional verification requirements during registration.

Blended Program students must follow the same enrollment procedures as the residential program.

DISTANCE EDUCATION BLENDED COURSE REQUIREMENTS

For potential distance education prospects, First Response Training Group conducts a two-step process to access their ability to manage the blended online program. Students are required to fill out an online assessment.

- ❖ Survey Monkey Online - Distance Education Assessment
- ❖ Student Services conducts a one-on-one interview to analyze their readiness for

All Students enrolled in FRTG's Blended Programs must have access to the following:

- ❖ Computer / Tablet
- ❖ Access to Internet

To work successfully with Navigate, your computer or mobile device should match one of the supported browsers and operating system configurations. Navigate may run on newer (or even supported slightly older) versions of these browsers, but a version is not considered fully supported until it is specified within the matrix below.

<i>Operating System / Platform</i>	<i>Safari 10.0</i>	<i>Safari 11.0</i>	<i>Firefox (Latest)</i>	<i>Chrome (Latest)</i>	<i>IE 10</i>	<i>IE 11</i>	<i>MS Edge</i>
<i>MAC 10.11</i>	<i>X</i>		<i>X</i>	<i>X</i>			
<i>MAC 10.12</i>		<i>X</i>	<i>X</i>	<i>X</i>			
<i>Windows 7</i>			<i>X</i>	<i>X</i>	<i>X</i>	<i>X</i>	
<i>Windows 8.1</i>			<i>X</i>	<i>X</i>		<i>X</i>	
<i>Windows 10</i>			<i>X</i>	<i>X</i>		<i>X</i>	<i>X</i>
<i>iPad IOS 10</i>	<i>X</i>	<i>X</i>		<i>X</i>			
<i>iPhone IOS Latest</i>		<i>X</i>					
<i>Android phone OS 4.4</i>				<i>X</i>			
<i>Android phone OS 6.0.1</i>				<i>X</i>			
<i>Android tablet OS 5.x</i>				<i>X</i>			
<i>Android tablet OS 7.0</i>				<i>X</i>			

LEARNING MANAGEMENT SYSTEMS

Jones & Bartlett Learning

- ❖ JB Learning, a division of Ascent Learning, provides instructional assessment and learning-performance management solutions for secondary, post-secondary and professional markets.
- ❖ Advanced technology, accessible, effective digital learning solutions

Elsevier: Evolve Educational Portal

- ❖ A one-stop portal for Healthcare Educators
- ❖ Openness - accessibility
- ❖ Customizability & Flexibility
- ❖ Support
- ❖ Resources

DISTANCE EDUCATION BLENDED GUIDELINES

First Response Training Group offers Blended versions of our residential EMT and Paramedic programs. The academic guidelines are the same for Blended Online as for the other programs offered on campus. Online courses move quickly through the material and usually require frequent computer work, along with frequent access to the Internet.

- ❖ An interview and assessment are conducted with the Program Director to ensure the student understands the program requirements and commitment.
- ❖ Access to technology that is accessible to a computer, laptop, or tablet connected to an internet account with some provider.
- ❖ Verification of Login and Password intended to provide the student with secure access to course materials and meet First Response Training Group's mandate.
- ❖ Paramedic Students are required to come to campus on the first and third Monday of each month, for skills, exams, and practical.
- ❖ Emergency Medical Technician Students are required to come to campus on the first and third Friday of each month, for skills, exams, and practical.

DISTANCE EDUCATION BLENDED STUDENT SURVEY

First Response Training Group conducts a monthly student self-evaluation survey. We ask students to evaluate the program, instructors, pace, and content.

This survey requests each student to evaluate their understanding of each course topic. These surveys are reviewed by student services each month and report their findings to senior management, instructors, and the advisory board. The information will help assess the student's progress and make adjustments that will increase the success of the student and program.

DISTANCE EDUCATION BLENDED COURSE DESCRIPTION

Definition and Importance of Active Learning

- ❖ Identify the historical background of the active learning movement.
- ❖ Describe the impact of active learning on higher education.
- ❖ Recognize the change of attitudes in teaching with student-centered approaches.
- ❖ Reflect on the importance of active learning in the online environment.
- ❖ List the characteristics of active learning.

Barriers to Active Learning in an Online Course

- ❖ Reflect on instructor attitudes towards active learning methods.
- ❖ Recognize basic elements that can hinder active learning methods.
- ❖ List misconceptions that students might have concerning active learning.
- ❖ Recognize examples of student resistance to active learning.
- ❖ Describe technology issues which can limit effectiveness of active learning in the online environment.

Modification of Traditional Classroom Activities

- ❖ Identify strategies to engage student in the learning process.
- ❖ Identify 3-5 low-risk active learning techniques which can easily be used online.
- ❖ Recognize the key elements of a student-centered teaching approach.
- ❖ List different categories of active learning techniques.
- ❖ Develop a plan for implementing active learning techniques.
- ❖ Explain the use of rubrics in helping students learn effectively.

Using Active Learning to Enhance Critical Learning

- ❖ Identify the basic ideals of critical thinking skills.
- ❖ Recognize the benefits of critical thinking skills in the 21st century workplace.
- ❖ Analyze the difference between collaborative and cooperative learning.

DISTANCE EDUCATION BLENDED PROGRAM

Once you sign into the program you will receive the instructor's email and contact information. It is a good idea to contact your instructor as soon as you know you will be taking the class. Your instructor can tell you how your class is organized and what you need to know to begin. You will be taken through the student portal login and how to manage the site.

Your instructor will have a roster of the class and will try to contact you. It is imperative we have the correct verified contact information. Be sure to check your email messages every day for correspondence with your instructor. It is very important that every time you send an email to your instructor, you list in the Subject Line the name of the class and any pertinent information that lets the instructor know what the message is about.

- ❖ Be sure to write every message to your instructor as if it were a letter or assignment.
- ❖ Use complete sentences and good grammar.
- ❖ Do not use "net speak" or abbreviations.
- ❖ Do not use slang or informal language.
- ❖ Use good paragraphs and do not type in all caps.
- ❖ It is okay to use bold or italics to emphasize a point but using all capitals is the "net equivalent" of shouting.
- ❖ When sending assignments by attachments, be sure to put your name at the top of the document, just as you would an assignment you were turning in.
- ❖ Double-space assignments attachments so that they are easier to read, and your instructor can make notes to you.

DISTANCE EDUCATION BLENDED ASSIGNMENTS

Online courses are, by nature, independent "directed study" courses. Your instructor will direct your studies, but you will have to work independently to complete the assignments. When and where you do these assignments are up to you. However, deadlines are usually given and must be observed. At the completion of their online courses, many students have reported that keeping up is easy to do if you try and remain disciplined in getting your work done on time.

DISTANCE EDUCATION BLENDED EXAMS/QUIZZES

Assessment is an important part of any educational process. Tests, exams, quizzes also have another very important purpose. They give feedback about how effective the instruction has been. The exams are taken during your campus classes the first and third Monday of each month.

DISTANCE EDUCATION DISCUSSIONS

To ensure a respectful, productive, and engaging learning environment, all students are expected to follow these rules when participating in discussion boards:

1. Be Respectful and Professional
 - Treat all classmates and instructors with respect, even when opinions differ.
 - Always use professional and courteous language.
 2. Stay on Topic
 - Keep your posts relevant to the discussion prompt or topic.
 - Avoid unrelated tangents, personal stories, or off-topic comments.
 3. Use Proper Grammar and Spelling
 - Write in complete sentences using appropriate grammar, punctuation, and spelling.
 - Avoid using slang, emojis, or texting language.
 4. Avoid Plagiarism
 - Do not copy and paste from other sources without proper citation.
 - Always express your own understanding and thoughts.
 5. Respond Thoughtfully
 - When replying to peers, offer meaningful feedback or expand the discussion with additional insights.
 - Simply stating “I agree” is not sufficient—explain why or add further value.
 6. Meet Deadlines
 - Submit your initial post and replies by the assigned deadlines to receive full credit and contribute meaningfully to the discussion.
 7. Maintain Confidentiality
 - Do not share personal health information or private stories that could violate confidentiality or professionalism standards.
 8. Participation is Required
 - Active participation in the discussion board is a required component of the course and contributes to your overall grade.
-
- ❖ Jewelry: Must not interfere with patient care or personal safety.
 - ❖ Post style earrings for female students ONLY.
 - ❖ Necklaces are not recommended, target for a distraught patient to grab.
 - ❖ Use of perfumes and colognes are not recommended (they can trigger reaction from patient and may interfere with your assessment).
 - ❖ Personal valuables should be secured, FRTG is not responsible for personal items that are lost or stolen.
 - ❖ The use of cell phones is permitted ONLY during authorized breaks; they are to be turned off during class and training time.



FIRST RESPONSE
School of Emergency Medicine

ASSOCIATE OF SCIENCE IN NURSING



FIRST RESPONSE
Fire Academy



FIRST RESPONSE
School of Nursing

SPECIAL NOTE: Information in this section is specific to the Nursing Program. The information in the catalog is accurate at the time of publication. First Response Training Group reserves the right to change tuition, fees and financial compensation, curriculum. Students already enrolled will not be subject to any tuition increases or changes. Additional requirements, policies and procedures may apply.

ASSOCIATE OF SCIENCE IN NURSING ACADEMIC AND PROFESSIONAL STANDARD

First Response Training Group requires that all students meet the standards of the profession they are preparing for. Students must complete specific academic and field training requirements and consistently conduct themselves in accordance with professional ethics, including duties during externships and clinical rotations.

FRTG is dedicated to continuous improvement through policies, procedures, and practices involved in implementing the institution's educational programs. The faculty designs assessment strategies based on the programmatic goals and objectives of the school's curricula, encompassing appropriate academic skills, behaviors, and knowledge for the level of education and National Standards where applicable.

FRTG equips students to serve a population with varied social, ethnic, economic, and educational backgrounds. Both the academic and training curricula foster an environment where students develop essential skills and attitudes for working with individuals from diverse backgrounds.

ASSOCIATE OF SCIENCE IN NURSING MISSION AND PHILOSOPHY

First Response Training Group's mission is to prepare competent and compassionate, culturally sensitive graduates whose professional practice encompasses legal and ethical decision-making.

First Response Training Group's philosophy of nursing begins by identifying and highlighting the beliefs that are important to the profession itself, values, and ethics regarding their care and treatment of patients.

LICENSING AND APPROVAL AGENCIES

Florida of Commission for Independent Education
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684
#4958

Department of Health Florida Board of Nursing
4052 Bald Cypress Way
Tallahassee, FL 32399-3252
(850) 488-0595
NCLEX Code US70414000

ASSOCIATE OF SCIENCE IN NURSING CORE VALUES OF NURSING

- ❖ Patient-centered care focused on the patient as the source of consideration of patient and family cultural preferences, beliefs, and values. As an advocate the nurse provides timely, compassionate, and competent care.
- ❖ Nursing judgement is the process of applying critical thinking and scientific reasoning skills to make appropriate clinical decisions based on current evidence base practice. Safety involves minimizing the risk of harm to patients, families, and providers through established practices.
- ❖ Quality improvement utilizes clinical data to monitor and improve healthcare outcomes. Professional identity incorporates actions that reflect integrity, leadership, accountability, and legal/ethical responsibility in accordance with established nursing standards of practice.
- ❖ Teamwork involves functioning effectively within nursing and inter-professional teams. Collaboration fosters effective communication, mutual respect and shared decision making to achieve quality patient care.
- ❖ Informatics is the use of technology to access appropriate information, communicate effective, and implement best nursing practices to support safe clinical decision making.
- ❖ Professionalism in maintaining the highest standards in care quality, beliefs, and communications skills that are characterized by respect for others, responsibility, integrity, courage, humility, and advocacy.
- ❖ Excellence is the commitment to continued growth; within the concept we include all opportunities for in-depth learning and skill enhancement using evidence-based practice.
- ❖ Compassion is demonstrating empathy, sensitivity, kindness, and warmth in a professional manner, thus creating better nursing student/patient relationships. We strive to preserve patient safety and dignity by providing patients with care, comfort, and support to help them meet their goals and achieve their highest levels of independence and wellness.
- ❖ Diversity is what we celebrate knowing that each of us is unique. Differences of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, and religious beliefs make up the rich tapestry that is our student body. We believe that each nursing student brings their own uniqueness to our program, and we acknowledge, explore, and welcome our difference with kindness and positivity.

Associate of Science in Nursing Degree

General Education Requirements

1. ENC 1101	English Composition I	3 Credit Hours
2. MAC 1105	College Algebra	3 Credit Hours
3. SPC 1013	Fundamentals of Speech	3 Credit Hours
4. HUN 1010	Nutrition	3 Credit Hours
5. MCB 1105	Microbiology	3 Credit Hours
6. PSY 1015	General Psychology	3 Credit Hours

Successfully completed the following 12-credit hour Course Requirements (not available at First Response Training Group, and to have been completed within the past seven years.)

1. BSC 1085	Anatomy & Physiology I	3 Credit Hours
2. BSC 10851L	Anatomy & Physiology I Lab	1 Credit Hour
3. BSC 1086	Anatomy & Physiology II	3 Credit Hours
4. BSC 1086L	Anatomy & Physiology II Lab	1 Credit Hour
5. CHM 1022	Chemistry	3 Credit Hours
6. CHM 1022L	Chemistry Lab	1 Credit Hour

In addition to the above you will also need the following:

- ❖ A completed and signed application registration form including registration fee.
- ❖ Applicants must be 18 years of age at graduation of program. Students not yet the age of 18 at the start of program must have written consent of parent or guardian.
- ❖ Sign FRTG enrollment agreement, with the detail of the cost of the program, the financial obligation and payment schedule.
- ❖ Documentation of American Citizenship and/or residency, i.e., current driver's license, state ID, passport, student Visa
- ❖ A copy of social security card.
- ❖ Submit a First Response Training Group release form, signed by a Healthcare Provider (MD, DO, ARNP, PA) proclaiming you are healthy to participate in the chosen course and free of any communicable diseases.
- ❖ Ability to comply with the requirements for medical personnel set forth in The Americans with Disabilities Act.
- ❖ Able to participate in clinical rotations at various hours/days.
- ❖ Participate in a screening interview and pass the Health Education Service, Inc (HESI) with a minimum grade of 58.7% (Note: The HESI exam must have been taken and passed one year prior to entering the AS program. The exam may be retaken twice within three months of the original exam. Cost is \$120.95 per exam (not included in Tuition). "Not offered at FRTG, must schedule at an approved testing center.")
- ❖ Read, sign, and submit all applicable paperwork.
- ❖ Personal medical health insurance coverage is optional however, highly recommended. If you choose to enroll in the course without insurance, you must sign a medical health insurance waiver.

- ❖ All applicants must pass a 10-panel drug screen and background check and free of any felony convictions. We use a third-party agency Castle Branch for all drug screening and background check, cost \$78.24, not covered in the tuition.
- ❖ All FRTG programs require current PPD, proof of Titters, MMR, Hepatitis vaccine inoculation verification of all medical documents is also handled by Castle Branch for a cost of \$30.48 not covered in the tuition.
- ❖ Be AHA/CPR certified and remain current throughout the entire program. If you are not AHA/CPR certified, FRTG offers this class for a cost of \$65, not included in the tuition.
- ❖ Students MUST complete all general education classes prior to the start of the class to be accepted into the program.
- ❖ Participate in a screening interview.

ASSOCIATE OF SCIENCE IN NURSING ACCELERATED PROGRAM PREREQUISITES FOR ADMISION

Associate of Science in Nursing – Accelerated Program

Must be a Florida Licensed Paramedic or Florida Licensed Practical Nurse (LPN) to enter the Associate of Science in Nursing, Accelerated Program

General Education Requirements

1.	ENC 1101	English Composition I	3 Credit Hours
2.	MAC 1105	College Algebra	3 Credit Hours
3.	SPC 1013	Fundamentals of Speech	3 Credit Hours
4.	HUN1010	Nutrition	3 Credit Hours
5.	MCB 1105	Microbiology	3 Credit Hours
6.	PSY 1015	General Psychology	3 Credit Hours

Successfully completed the following 12-credit hour Course Requirements (not available at First Response Training Group)

1.	BSC 1085	Anatomy & Physiology I	3 Credit Hours
2.	BSC 1085L	Anatomy & Physiology I Lab	1 Credit Hour
3.	BSC 1086	Anatomy & Physiology II	3 Credit Hours
4.	BSC 1086L	Anatomy & Physiology II Lab	1 Credit Hour
5.	CHM 1022	Chemistry	3 Credit Hours
6.	CHM 1022L	Chemistry Lab	1 Credit Hour

For the Accelerated Program students must have all the above prerequisites, be a Licensed Paramedic or Licensed Practical Nurse (LPN) in the State of Florida and pass the Nursing Fundamental and Pharmacology (Basic Dosage Calculation) written and skill examinations to be able to enter the AS program at the beginning of Term II Minimum score for the written portion is 77%, the skills portion is Pass/Fail. Students who do not pass either portion must take a refresher course at their own expense.

Upon successfully completing Nursing Fundamental and Pharmacology (Basic Dosage Calculation) written and skill examinations and are a Licensed Paramedic or Licensed Practical Nurse (LPN) students enrolling in the Associate of Science in Nursing – Accelerated Program will be issued the following credits for Term I:

1.	NUR 1020	Fundamentals of Nursing	3 Credit Hours
2.	NUR 1020L	Fundamentals of Nursing Lab	2 Credit Hours
3.	NUR 1020C	Fundamentals of Nursing Clinical	2 Credit Hours
4.	NUR 1011	Basic Pharmacology & Dosage Calculation	1 Credit Hour
5.	NUR 1011L	Basic Pharmacology & Dosage Calculation Lab	1 Credit Hour

In addition to the above you will also need the following:

- ❖ A completed and signed application registration form including payment registration fee.
- ❖ Applicants must be 18 years of age at graduation of program. Students not yet the age of 18 at the start of program must have written consent of parent or guardian.
- ❖ Sign FRTG enrollment agreement, with the detail of the cost of the program, the financial obligation and payment schedule.
- ❖ Documentation of American Citizenship and/or residency, i.e., current driver's license, state ID, passport, student Visa
- ❖ A copy of social security card.
- ❖ Submit a First Response Training Group release form, signed by a Healthcare Provider (MD, DO, ARNP, PA) proclaiming you are healthy to participate in the chosen course and free of any communicable diseases.
- ❖ Ability to comply with the requirements for medical personnel set forth in The Americans with Disabilities Act.
- ❖ Able to participate in clinical rotations at various hours/days.
- ❖ Participate in a screening interview and pass the Health Education Service, Inc (HESI) with a minimum grade of 58.7% (Note: The HESI exam must have been taken and passed one year prior to entering the AS program. The exam may be retaken twice within three months of the original exam. Cost is \$120.95 per exam (not included in Tuition).
- ❖ Read, sign, and submit all applicable paperwork.
- ❖ Personal medical health insurance coverage is optional however, highly recommended. If you choose to enroll in the course without insurance, you must sign a medical health insurance waiver.
- ❖ All applicants must pass a 10-panel drug screen and background check and free of any felony convictions. We use a third-party agency CastleBranch for all drug screening and background check, cost \$78.24, not covered in the tuition.
- ❖ All FRTG programs require current PPD, proof of Titters, MMR, Hepatitis vaccine inoculation series (or a HEP B declination form), proof of current American Heart Association BLS card. The verification of all medical documents is also handled by CastleBranch for a cost of \$30.48 not covered in the tuition.
- ❖ Be AHA/CPR certified and remain current throughout the entire program. If you are not AHA/CPR certified, FRTG offers this class for a cost of \$65, not included in the tuition.
- ❖ Provide an active Florida State Licensed Practical Nurse (LPN) or a Paramedic license.
- ❖ Students MUST complete all general education classes prior to the start of the class to be accepted into the program.
- ❖ Participate in a screening interview.

ASSOCIATE OF SCIENCE IN NURSING ADMISSION POLICY AND PROCEDURE

At First Response Training Group (FRTG), we're committed to selecting students who demonstrate the academic preparation, aptitude, motivation, and maturity needed to succeed in our rigorous programs. Our comprehensive admissions policy ensures every student has the foundation for success.

Admission Requirements

Basic Eligibility:

- Must be 18 years of age or older
- High school diploma or GED required
- Meet all program-specific prerequisites and qualifications
- Submit required documentation as outlined in our catalog

Our Commitment to Equal Access

FRTG welcomes qualified applicants from all backgrounds. We do not discriminate in admissions based on age, color, disability, ethnicity, sex, gender identity, gender expression, marital status, national origin, race, religion, sexual orientation, or veteran status.

Academic Standards

Please note: FRTG does not accept Advanced Placement course credits or Experiential Learning credits for our curricula and examinations.

Ready to Apply?

Start your application today:

- Online: Visit www.frtg.edu
- Phone: Call (407) 730-7999
- In Person: Visit our campus at 6310 Hazeltine National Drive

Complete admissions criteria and procedures are detailed in our official catalog. Contact our admissions team with any questions about requirements or the application process.

In accordance with Title 38US Code 3679 subsection (e) First Response adopts the following additional provisions for any student using U.S. Department of Veterans Affairs (VA) Post 911 GI Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to institution is pending from the VA. The school will not:

- Prevent the Student enrollment.
- Access a late penalty fee to the student.
- Require the Student to secure alternative or additional funding.
- Deny Student access to any resources, classes, libraries, or other institutional facilities.

A student who would like to use their GI Bill® will need to go to www.benefits.va.gov to request your “Certificate of Eligibility” from the Veteran’s Administration.

See ADDENDUM I to this Catalog for Further Veteran Student Information

ASSOCIATE OF SCIENCE IN NURSING DEGREE TUITION AND FEES

Associate of Science in Nursing

Program Costs - \$25,895.00

Registration Fee: \$150.00

Course Materials \$5,695.00

Tuition: \$20,000

Associate of Science in Nursing – Accelerated Program

Program Costs - \$19,545.00

Registration Fee: \$150.00

Course Materials \$5,695.00

Tuition: \$13,650.00

Tuition includes HIV, ACLS, PALS certifications, personal liability insurance, instructor fees, texts and study guides, instructional materials/supplies and teaching aids, provider and course fees, polos, and degree.

PERSONAL CHECKS WILL NOT BE ACCEPTED

CREDIT AND DEBIT CARDS WILL HAVE A TRANSACTION PROCESSING FEE OF 5%

TUITION MUST BE PAID IN FULL PRIOR TO TAKING THE FINAL EXAM

Payment is detailed with scheduled payment dates in each Student's Enrollment Agreement

CASTLE BRANCH

Castle Branch is an independent agency contracted by First Response Training Group to handle the drug and background investigation, as well as manage the medical documentation required for clinical clearance. Each student is responsible to create and maintain their personal profile for all documents. It is imperative that you manage your profile and update periodically. With the proper documentation and clearance, you will not be able to participate in the externship and clinical rotations require to graduate.

Total Cost: \$108.72

Drug Screening & Background Check: \$78.24

Medical Documentation Verification: \$30.48

ASSOCIATE OF SCIENCE IN NURSING REGISTRARION PRIORITY

The following will be considered when selecting and prioritizing applicants for admission:

- ❖ Admission is based on fist come first serve basis.
- ❖ Completion of the application packet and satisfaction of all pre-requisites for individual programs, including required payment.
- ❖ A letter will be sent to any student that is not selected for enrollment.

ENROLLMENT AGREEMENT

First Response Training Group does not discriminate regarding race, color, gender, ethnic background, or religion.

Acceptance is depended on the staff's determination that the applicant can handle the economic responsibility and meet the pre-requisite requirements. If met, an individual Enrollment Agreement detailing payment amounts and due dates. No bill or invoice will be generated. It is the student's responsibility to abide by the Enrollment Agreement.

Payment Penalties

Payments that are not received on or before the due date, as specified in the Enrollment Agreement is considered late and will incur a \$35.00 late fee. If payment is not made by the next scheduled day of class, the student must meet with the Program Director, who will decide if there are exigent circumstances to be considered. The student not meeting the agreement may result in dismissal.

ASSOCIATE OF SCIENCE IN NURSING PROGRAM ORIENTATION

All students attending the Nursing Program must attend an orientation. Orientation is designed to acquaint students with the policies of the school and introduce them to the staff and faculty members, who will play a significant role in the student's progress. If you are unable to attend our orientation, you must contact admin to arrange a make-up orientation date. If you fail to attend the original orientation or the make-up date you must sign an attestation form which may result in delaying your enrollment into the program of our choice.

The following will be considered when selecting and prioritizing applicants for admission:

- ❖ Admission is based on first come first serve basis.
- ❖ Completion of the application packet and satisfaction of all pre-requisites for individual programs, including required payment.
- ❖ A letter will be sent to any student that is not selected for enrollment.

ASSOCIATE OF SCIENCE IN NURSING PROGRAM OVERVIEW

Program lectures, skills and exams are conducted on campus, enhanced by online study guides and quizzes. Student online service is provided by Evolve Elsevier, Inc.

Course Numbering System

Associate of Science in Nursing

NUR001-NUR999

Clock Hour

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

Clock Hour to Credit Hour Conversion

One semester credit hour is defined as:

15 Hours Classroom / Lecture

30 Hours Laboratory Hours

45 Hours Externship

Program Hours

We offer the following course schedules tailored to the needs of our students such as:

Monday-Sunday 0900-1800 Shift Friendly

Calendars

Proposed course start/end dates for the current reporting year, subject to change to meet the needs of our students, are listed in INSERT #1. Also placed on our webize and online student accounts.

Transfer of Credits

Transfer of credits to another institution, regardless of the accreditation status of either, is always at the discretion of the receiving institution. It is the student's responsibility to see if the credits will transfer.

First Response staff will evaluate an applicant's didactic and clinical credits prior to acceptance. The maximum allowable credit transfer is 25%. Hours and tuition will be adjusted accordingly.

First Response Training Group does not accept experience in lieu of didactic and clinical credits

ASSOCIATE OF SCIENCE IN NURSING END OF COURSE OBJECTIVES

The end of course objectives of the Associate of Science in Nursing (ASN) program are to equip students with the knowledge, clinical competencies, professional values, and experiences essential for entry-level practice as a registered nurse.

Upon successful completion of the First Response School of Nursing program and passing the NCLEX-RN examination, graduates will be eligible to receive Registered Nurse (RN) licensure from the State of Florida.

The overarching goal of the ASN program at First Response Training Group is to prepare graduates with the skills and knowledge necessary to:

Patient-Centered Care: Deliver individualized nursing care that respects the diversity and preferences of patients and families.

Safety: Minimize risk of harm to patients and providers through adherence to safety protocols and evidence-based practice.

Teamwork and Collaboration: Function effectively within interdisciplinary healthcare teams to provide quality patient care.

Evidence-Based Practice (EBP): Integrate current evidence into nursing practice to improve patient outcomes.

Quality Improvement (QI): Use data and improvement strategies to enhance healthcare systems and processes.

Informatics: Utilize information technology to communicate, manage knowledge, and support clinical decision-making.

Professionalism: Demonstrate ethical behavior, accountability, and commitment to lifelong learning.

Critical Thinking and Clinical Judgment: Apply critical thinking to prioritize and implement nursing interventions effectively.

Health Promotion and Disease Prevention: Promote health and prevent disease across populations.

Communication: Utilize therapeutic and professional communication techniques in patient care and team interactions.

ASSOCIATE OF SCIENCE IN NURSING PROGRAM DESCRIPTION

First Response Training Group Nursing Program is a degree program comprised of 72 credit hours, which include theory, lab, and clinical rotation experiences. The AS program focuses on wellness of self and others, technical nursing skills across the life span in acute care facilities, long-term care facilities and the community environment, critical care concepts, and professional development.

The program will cover medical surgical, obstetric, pediatric, geriatric, and psychiatric nursing. As well as reinforcement of basic skills in English, Mathematics, and Sciences appropriate for the job preparatory through didactic instruction and applied laboratory procedures and practice.

Upon graduation, the student is awarded an associate in science degree and is eligible to take the National Council Licensing Exam to become a Registered Nurse, (NCLEX-RN) and subsequently seek employment in the field. The program is approved through the Florida Board of Nursing.

The nursing program at First Response Training Group is committed to providing the best education for students seeking an Associate of Science Degree in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as registered nurses in hospitals or comparable facilities.

Associate in Science Degree Programs

Associate of Science in Nursing Degree (AS)

72 Credit Hours

Syllabus Terms 1 – 5 (72 weeks in length)

Associate of Science in Nursing Degree (AS) - Accelerated Program

72 Credit Hours

Syllabus Terms 2 – 5 (60 weeks in length)

Visit our website www.frtg.edu to complete an application. You can mail your application or bring it to 6310 Hazeltine National Drive, Orlando, FL 32822. You can also email your application to info@frtg.edu to the attention Enrollment Coordinator

APPEARANCE AND ATTIRE

All students must comply with the dress code requirements. As part of the First Response Training Group program, each student will receive two FRTG Nursing Program polo shirts. Additionally, students are required to acquire khaki pants, a black belt, and black non-permeable, nonslip sneakers (not provided in the tuition fee). Black scrubs for clinicals are also mandatory and are to be purchased by the students themselves. It is essential for students to be in uniform whenever they are on campus at a clinical experience or coming for a retake.

Grooming: Students are expected to present themselves with an acceptable appearance.

- ❖ Well-groomed and clean shaven.
- ❖ Students must maintain natural hair colors; brightly colored or unnatural hair colors, eccentric or faddish hairstyles are not permitted.
- ❖ Facial or hair jewelry are not allowed.
- ❖ Fingernails must be kept clean and neatly trimmed as to not interfere with performance of duty.
- ❖ No fake nails (bacterial hazard), neutral colors only.
- ❖ Hair must be pulled back and clean (off the shoulder).
- ❖ All visible tattoos must be covered.
- ❖ Closed toe sturdy work comfortable shoes with socks, no sandals, or flip flops.
- ❖ Jewelry: Must not interfere with patient care or personal safety.
- ❖ Post style earrings for female students ONLY.
- ❖ Necklaces are not recommended, target for a distraught patient to grab.
- ❖ Use of perfumes and colognes are not recommended (they can trigger reaction from patient and may interfere with your assessment).
- ❖ Personal valuables should be secured, FRTG is not responsible for personal items that are lost or stolen.
- ❖ The use of cell phones is permitted ONLY during authorized breaks, they are to be turned off during class and training time.

STUDENT COLLATERAL

Prior to signing enrollment agreement and before first tuition payment the prospective student will receive an electronic copy of the First Response Training Group Institutional Catalog, Student Handbook, and a program application. Policies and procedures are outlined in the institutional catalog that will be instrumental during your journey at First Response Training Group. Any policy changes will be updated and added to the catalog as a dated addendum.

The First Response Training Group Institutional Catalog and student handbook will also be available in the student's personal management portal (JB Learning) as well as in the Student Library Lounge.

CLOCK / CREDIT HOUR DESCRIPTION

A clock hour is defined as fifty (50) minutes of instruction in the presence of the instructor, and a 10-minute break.

A semester credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/preparation.

- ❖ A didactic learning environment is one that is led by a qualified faculty member for the intention of teaching and learning and can be a classroom or laboratory setting of instruction.
- ❖ A supervised laboratory setting of instruction is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out-of-class work/presentation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.
- ❖ An externship is a component of a program that meets the Commission's externship standards and is offered in a bona fide occupational setting for which training, and education are provided, the externship component may occur throughout the course of a program. The objective and goals of an externship must be to allow students to apply the knowledge and skills taught in didactic and laboratory settings of instruction.
- ❖ Out-of-class work/preparation is that which students engage in a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus. An institution must be able to justify the number of hours estimated for that outside-of-class work. The student's work outside of class must be consistent with course educational goals and objectives; documented, assessed/graded; and serve as an integral part of the structured, sequenced educational program as described in the syllabus.

STUDENT SERVICES

Student Services supports the overall well-being and academic success of our students. Student services plays a crucial role in addressing the diverse needs and challenges that students may encounter throughout their academic journey, extending support beyond the traditional classroom setting.

The core mission is to create a nurturing and supportive environment that actively fosters student growth and development. This includes offering resources and guidance for academic matters, personal well-being, and career-related preparation. We are dedicated to ensuring that every student has the necessary tools and support to thrive during their time here.

TUTORING SERVICES

Faculty members are available for tutoring. These tutoring sessions are organized and scheduled by the Program Coordinator, Lead Instructor and Student Services as needed. FRTG encourages the student to create peer study groups.

the student to create peer study groups.

To request tutoring please send an email to tutoring@frtg.edu

- Tutoring request must be sent seven days in advance to set up tutoring session.
- In the subject line please put your name and your class number
- In the body of the email please include the following
 - A list of topics and sessions you would like to cover.
 - Dates and times, you are available (please provide multiple dates so we can accommodate your request)
- You will be contacted via email with date and time of you have been scheduled for tutoring.

Please allow 48 Hour response time

CRIMINAL HISTORY RECORD DISCLOSURE AND DRUG SCREENING

All students enrolled in First Response programs are subject to a criminal background check and a ten-panel drug screen prior to enrollment to ensure they are qualified to meet occupational or employment requirement, clinical externship placement requirement or licensure standards for programs at FRTG.

- ❖ Enrollment for students may NOT be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- ❖ Enrollment for students may NOT be granted when the drug test identifies the use of certain prescribed drugs. FRTG reserves the right to administer drug screenings throughout the period of student attendance.
- ❖ Individual traits, such as health, past criminal conduct, work history, drug use and financial history can adversely impact the student's employment opportunities despite successfully passing all academic requirements for graduation.

Students will be required to sign a Waiver of Acknowledgement Form regarding a positive background check that the student aware that their background check may affect the student with the completion of obtaining licensure, externship, or placement their desire field.

ACADEMICS

First Response Training Program Nursing program consists of five (5) terms and an accelerated program that is four (4) terms. To receive an AS degree the student must complete 72 credits, complete all lectures, labs, hospital, and clinical externships.

GRADE SCALES

4.0	A – 90%-100%
3.0	B – 80%-89%
2.0	C – 70% 79%
1.0	D – 60% 69%
0.0	F – <60%

MUST MAINTAIN A GPA OF 80% AFTER PASSING MID-TERM TO REMAIN IN THE PROGRAM

Students will receive monthly Satisfactory Academic Reports

STUDENTS WILL NOT BE ALLOWED TO TAKE MODULE EXAMS UNTIL ALL ASSIGNMENTS ARE COMPLETE

Failed Exams

The student is limited to a maximum of three (3) module retakes. Failure to maintain an 80% GPA average will result in a meeting with the Program Director and may face dismissal. IT IS THE STUDENT'S RESPONSIBILITY TO ARRANGE RETAKES. The passing grade on the module retake will not be scored higher than 80%, regardless of test results.

Missed Exams

Missed exams are not acceptable without pre-approval. Please alert your Lead Instructor if there is a true emergency, exams must be taken by prior to the next scheduled class date, but not during class time.

FAILURE OF THE MID-TERM IS GROUNDS FOR DISMISSAL **FAILURE OF THE FINAL WILL RESULT IN DISMISSAL** **THERE ARE NO RETAKES ON FAILED MID-TERM OR FINAL EXAMS**

ASN PROGRAM ORIENTATION GRADUATION REQUIREMENTS

Upon successful completion of the program and graduation requirements, graduated students will receive an AS program and will be qualified to sit for the National Council Licensing Exam (NCLEX-RN).

- ❖ Complete all prerequisite and core course requirements with a minimum GPA of 80%.
- ❖ General Education courses must be taken in their course sequencing prior to beginning the Nursing Program.
- ❖ The student must complete 100% of all required clinical/simulation hours.
- ❖ Complete the proctored Specialty Exam for each term as required with only two (2) attempts per term permitted (a second attempt with remediation process completed and is at the sole cost of the student).
- ❖ Achieve a 94% probability score on the ATI Comprehensive Predictor.
- ❖ Achieve “Green Light” status with Virtual ATI (VATI).
- ❖ A student must complete a minimum of 72 credit hours.

SATISFACTORY ACADEMIC PROGRESS

All students will receive Student Progress Report (SAP) with their GPA averages after every phase of the program. Students also have access to their profile and grades recorded in our school management program S.M.A.R.T.

- ❖ If a student’s SAP is identified as unsatisfactory, below 3.0 (80%), the student will be scheduled for a counseling session, put on probation, and discuss a plan to bring their grades to acceptable minimums.
- ❖ If the student does not bring up their GPA after all recourses have been exhausted, they will be dismissed from the program.
- ❖ The student must successfully complete all hours, lectures/labs, clinical requirements, pass the final (both written and practical) to complete the program.
- ❖ Specific attendance, testing requirements, GPA standards are listed in each program’s handbook.

ASSOCIATE OF SCIENCE IN NURSING ACADEMIC PROBATION

If a student drops below 80% GPA will be subject to a formal counseling session with the Lead Instructor and Student Services. A plan for improvement will be documented and signed off by the student. Based on the student’s willingness to learn, attendance and motivation the faculty will develop a tutoring program designed to help the student succeed and complete the program.

If the student academic standards remain below average or the student cannot grasp the practical aspects of the program, the student will be recalled for counseling to develop a plan to bring up their GPA.

STUDENT LIBRARY – STUDENT LOUNGE

FRTG offers a variety of learning resources designed to help students acquire the skills and knowledge needed to complete their assignments. Our learning space includes a dedicated area equipped with a whiteboard for interactive instruction, desktop monitors for convenient internet access, and other essential tools. In addition, students have access to a range of digital resources through the online learning platform, including e-books, test preparation materials, question banks, clinical simulations, and web-based tutorials. These resources are integrated to support both in-person and online learning experiences

Our Associate of Science in Nursing uses the Elsevier/Evolve learning platform which is a great resource for information dedicated to their educational journey. Each student has a personal login where they can obtain information, research links, E-books, test banks, journals. Elsevier published more than 500-,000 articles annually in 2,500 journals, its archives contain over 17 million documents and 40,000 e-books.

In addition, FRTG subscribes to Library & Information Resource Network (LIRN). LIRN is a 501 non-profit consortium of approximately 284 educational institutions that share access to information resources. LIRN serves students, faculty, and staff around the clock with library resources available all year round. The students have access to Librarians who are trained in helping users find all sorts of information, from statistics to peer-reviewed articles, and much more using <https://www.lirn.net>. The librarians work with the college faculty and administration to integrate library resources and information literacy instruction directly into the coursework.

ASSOCIATE OF SCIENCE IN NURSING CANCELATION POLICY

In the event First Response has not enrolled enough students to begin a class, they have the right to cancel classes up to five days prior to schedule start date. Student registered may choose to move to the next class or request a refund, we will refund 100% of the registration fee.

STUDENT EVALUATIONS

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

Assignments

Students will be given various assignments during the program. These assignments are important and must be completed in the allotted time. The assignments include, but not limited to:

- ❖ **Online Assignment**
- ❖ **Research Projects**
- ❖ **Individual Presentations**
- ❖ **Written Reports**
- ❖ **Homework Assignments**
- ❖ **Online Learning Modules**
- ❖ **Case Studies**
- ❖ **Reflective Journaling**

Cognitive Evaluations

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

- ❖ Lecture Materials
- ❖ Reading Assignments
- ❖ Handouts
- ❖ Policies and Procedures
- ❖ Texts
- ❖ Any other Material Covered in the Course

Psychomotor/Skills Evaluations

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

Affective Evaluation

Evaluations in these areas are of professional behavior and will include:

- ❖ Integrity: Consistent honesty, trust, confidentiality, accurate documentation of patient care and learning activities.
- ❖ Empathy: Showing compassion appropriate handling of emotional responses from patients and family members; demonstrating respect for others; presenting a calm, compassionate and helpful demeanor toward those in meet; being supportive and reassuring to others.
- ❖ Self-motivation: Taking the initiative to complete assignments and/or to improve/correct behavior; take on and follow through with tasks without constant supervision, showing enthusiasm for learning and improvement; consistently striving for excellence, accepting constructive criticism in a positive manner; and taking advantage of learning opportunities.
- ❖ Appearance and Personal Hygiene: Required appropriate uniform, neat, clean, and well maintained; good personal hygiene and grooming.
- ❖ Self-confidence: Demonstrating ability to trust personal judgement, awareness of strengths and limitations, exercising good personal judgement.

- ❖ Communications: Speaking clearly; writing legibly; listening attentively; adjusting communications strategies to various situations.
- ❖ Time Management: /consistent punctuality, completing task and assignments on time.
- ❖ Teamwork and Diplomacy: Placing the success of the team above self-interest; not undermining the team; helping and supporting others; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.
- ❖ Respect: Being Polite; not using derogatory or demeaning terms, behaving in manner that brings credit to the profession.
- ❖ Patient Advocacy: Not allowing personal bias or feelings to interfere with patient care above self-interest; protecting and respecting patient confidentiality and dignity.
- ❖ Careful Delivery of Service: Mastering and refreshing skills; performing complete checks; demonstrating careful and safe operations; following policies, procedures, and protocols; following orders

SKILL PRACTICE

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

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

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

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

Clinical Externship Sites include:

Advent Health Central Florida Division, Advent Health West Division, Lake Nona Hospital

Objectives

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

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

Policies and Procedures

Students are not permitted to be on-duty or on-call while participating in a Clinical or Externship rotation or class.

Students must be in a properly worn First Response Training Group Clinical Uniform, clean and pressed.

Students will perform only patient care that has been covered and checked off in their present program of study. Students will observe patient care activities and assist only as directed by the Preceptor.

Patient Privacy and Confidentiality are paramount. Limit your discussion of the case to the necessary facts and only with the medical personal involved. All students, staff and faculty participating in externship experiences must comply with The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Violation of HIPAA policies may result in dismissal of the program.

Clinical and Externship hours will begin for students when the appropriate level of training is reached. The Clinical Coordinator, under the guidance of the Program and Medical Directors may substitute areas of training such as Dialysis Unit, Burn Unit, or Assisted Living Facility hours use to non-availability of Clinical Sites.

The program ensures a faculty-to-student ratio of at least one (1) faculty member directly supervising twelve (12) students. However, exceptions may be made, not exceeding eighteen (18) students, based on a written agreement between the program and the agency, faculty or organization providing clinical training sites.

- ❖ Site, day, and hour assignments will depend on availability and timing.
- ❖ Students will not be assigned sites more than forty (40) miles from their current residence.
- ❖ Available hours will be promulgated and assigned by the Clinical Coordinator.
- ❖ Students are not authorized to make any clinical rotation schedule of their own accord.
- ❖ Students are responsible for signing up for the hours needed to fulfill their clinical requirements.
- ❖ Once assigned to specific clinical slot, the student accepts the responsibility of satisfying all aspects of the clinical rotation.
- ❖ Tardiness, or no-shows at clinicals or externships will not be tolerated. Contact the Clinical Coordinator as soon as possible should, and you have an emergency and not able to meet your obligation.
- ❖

CLINICAL PAPERWORK MUST BE TURNED IN WITHIN 24 HOURS

ALL CLINICAL HOURS MUST BE COMPLETED PRIOR TO FINAL EXAM

CONTACT OUR STAFF IMMEDIATELY IF ANY SORT OF INCIDENT OCCURS ON YOUR
CLINICAL EXPERIENCE OR EXTERNSHIP

NURSING STUDENTS MUST COMPLETE 100% OF THEIR CLINICAL HOURS

ACTIVE MILITARY DUTY REFUND POLICY

Students called to Active Military Duty must submit a copy of their orders. Reimbursements for those that are using the GI Bill will be handled in accordance with Veterans Administration policy. Students paying for their tuition may opt to drop from the course and receive a refund under the Standard Refund Policy or, enter Military Leave Status and have their files and finances put on hold. The student is to notify the school within 180 days of discharge as to their intention to return to school or drop from the program.

ASN CANCELAN AND REFUND POLICY AND PROCEDURE

Student Refund and Cancellation Policy:

First Response Training Group has designed the following Cancellation and refund policy according to fair consumer practices. Refunds will be made according to First Response Training Group Cancellation and refund policy for those students who cancel and/or are terminated for any reason.

All refunds will be made according to First Response Training Group's refund distribution policy. All Cancellation requests must be submitted in writing and delivered in person or by certified mail.

A full refund will be made for those applicants not accepted by the school or who cancel within three business days of Orientation. Students who cancel after 3 business days of signing enrollment agreement and before class starts will receive full refund of tuition and fees, except for \$150.00 of the initial registration fee.

The refund policy is applicable to all students who terminate enrollment. Students who officially terminate their enrollment within the first week of the term will receive a 100% refund of tuition. Supplies, books, or equipment can only be returned prior to the first day of class and if unused.

Students who terminate their enrollment after the first week of the term will be charged 100% of the tuition and fees for that term. Full refund will apply for prepaid tuition on any term the student did not attend after Cancellation/termination.

Refunds will be made within 30 days of the date of determination that the student withdrew. Date of determination will be the date when the student notifies the school in writing of their intent to terminate enrollment or on the 14th day of missed class of consecutive absences.

Veterans Refund Policy

A refund will be issued for the unused portion of tuition for those students who cancel and/or are terminated for any reason prior to 40% completion of the program.

The refund will be issued to veterans or eligible persons who withdraw, or who discontinue courses prior to completion. If the student fails to start class, the refund will be issued to the VA. The refund will be made for all amounts paid exceeding the approximate pro rata portion of the total charges (the length of the completed portion of the course bears to the total length of the course). The pro-ration will be determined by the ratio of hours of instruction scheduled by the student to total hours of the program. Institution Cancellation Policy In the event of insufficient enrollment, First Response Training Group reserves the right to cancel classes up to three days prior to the scheduled start date. Students registered for a cancelled class.

Institution Cancellation Policy In the event of insufficient enrollment, First Response Training Group reserves the right to cancel classes up to three days prior to the scheduled start date. Students registered for a cancelled class will receive a full refund.

GI Bill® students who have lost their VA funding and do not regain it will be responsible for the course tuition from the last date covered by the VA.

GI Bill® refunds will be made directly to the Veteran's Administration.

ADDENDUM I – Supplemental information for students using their Veterans Benefits can be found in this Catalog.

REINSTATEMENT POLICY

A student who has withdrawn or has been dismissed and desires to return must within ten (10) working days, request to meet with the Program Director for consideration of reinstatement. A student presenting just cause for reinstatement must agree to comply with stipulations set forth by the FRTG, including being placed on probation. Reinstatement does not guarantee the students return to their original class. Placement into a later class may be more convenient and/or appropriate.

Students requesting readmission must meet the following criteria:

- ❖ Have an 80% or better GPA prior to withdrawal or dismissal.
- ❖ Have received satisfactory practical skills evaluations prior to withdrawal or dismissal.
- ❖ Have received satisfactory clinical evaluations prior to withdrawal or dismissal.
- ❖ Have not outstanding financial balance to the school at the time of dismissal.
- ❖ Pay a non-refundable \$200.00 re-admission application fee.

Students who are dismissed for disciplinary reasons will not be asked back to school.

ASSOCIATE OF SCIENCE IN NURSING APPEALS AD COMPLAINTS

Students can register an academic appeal, disciplinary action, or complaint in writing to the Nursing Coordinator. The Nursing Coordinator will respond in writing within three (3) business days.

If the student is not satisfied with the resolution the student may request to meet with the Nursing Program Director. The Nursing Program Director will schedule a meeting within five (5) business day to review and discuss the initial resolution. The Nursing Program Director has complete authority and support of the President/Owner of the School.

If the student is not satisfied with the final resolution the student can contact:

Commission for Independent Education
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684
#4958

Department of Health Board of Nursing
4052 Bald Cypress Way
Tallahassee, FL 32399-3252
(850) 488-0595
NCLEX Code#US70414000

CAMPUS ATTENDANCE AND TARDINESS

Students are permitted to miss a maximum of two (2) days per term of lecture without having to make up the class. Students are responsible for the material covered in all scheduled classes and/or labs. This includes lectures, reading assignments, practical sessions, testing sessions, and clinical and field externships.

Missing lab/skill days are not an option for the Residential or Accelerated student. Missed requirements under these topics must be made up under the direction of the Lead Instructor.

- ❖ Exceeding the three (3) days per term may result in being written up or counseled and can be the reason for dismissal.
- ❖ If you are absent during an exam, it will be counted as a zero (0) and you must schedule a retake. The maximum passing grade for a retake is 3.0 (80%).
- ❖ There are no retakes for mid-term or final exams.

Students need to be seated in their designated classroom five-ten minutes prior to the beginning of class. Tardiness is considered arriving to class two (2) minutes after the class has begun. It is disruptive and lack of consideration for your classmates and your instructor.

- ❖ A student tardy more than three (3) times will be recorded as an absence and will result in being written up.
- ❖ Any student tardy for more than 30 minutes will be marked as absent. Students who leave early without prior permission from the instructor will have an absence recorded for the session.

FRTG is not responsible to provide notes, outlines, handouts, quiz or testing information, diagrams, instructions, etc. to students who have chosen to be tardy or absent during lectures and lab sessions. The student is responsible for any information, materials, or assignments

FIELD EXTERNSHIP/CLINICAL ROTATION ATTENDANCE 7 TARDINESS POLICY

Students are required to be on time and in full uniform for all field and/or hospital externship and clinical rotations. It is the student's responsibility to complete all field and hospital externships necessary to complete their program.

Clinical/Externship hours are mandatory. Missed clinical hours must be made up outside of scheduled classroom time, within the same term, and scheduled under the direction of the Nursing Clinical Coordinator. Students will be charged an additional \$35.00 reschedule fee per missed clinical.

- ❖ Students who cancel and/or change any previously scheduled clinical they will be charged penalty of \$35 due immediately.
- ❖ Cancellation and/or change must be done in writing preferably via email clinical@frtg.edu
- ❖ Students will be permitted a maximum of three (3) Cancellations prior to disciplinary action and/or dismissal from the program.
 - First Cancellation, there will be a verbal warning.
 - Second Cancellation, there will be a written counseling form, signed by students and staff and placed in their file.
 - Third Cancellation, the student will have to meet with the Program Director, Lead Instructor, and Office Manager, and further action will be assessed. This may result in additional Cancellation penalties and/or dismissal.
- ❖ If a preceptor is late without prior notification the student is required to wait a minimum of 30 minutes before leaving the clinical site. If after 30 minutes the preceptor does not show up, the student is required to seek out the site supervisor and/or Head Nurse and have them sign them out of the clinical.

ASSOCIATE OF SCIENCE IN NURSING CORE PROGRAM SEQUENCE

ASN
TERM I

<i>Course #</i>	<i>Course Title</i>	<i>Credit Hours</i>	<i>Theory Hours</i>	<i>Lab Hours</i>	<i>Clinical Hours</i>	<i>Sim Hours</i>
NUR1020	Fundamentals of Nursing	3	45	-	-	-
NUR1020L	Fundamentals of Nursing Lab	2	-	60	-	-
NUR1020C	Fundamentals of Nursing Clinical	2	-	-	50	40
NUR1011	Basic Pharmacology & Dosage Calculation	1	15	-	-	-
NUR1010L	Basic Pharmacology & Dosage Calculation Lab	1	-	30	-	-
		9	60	90	50	40

ASN / ACCELERATED
TERM II

<i>Course #</i>	<i>Course Title</i>	<i>Credit Hours</i>	<i>Theory Hours</i>	<i>Lab Hours</i>	<i>Clinical Hours</i>	<i>Sim Hours</i>
NUR1060	Health Assessment	1	15	-	-	-
NUR1060L	Health Assessment Lab	1	-	30	-	-
NUR2020	Adult & Geriatric Health Nursing I	3	45	-	-	-
NUR2020L	Adult & Geriatric Health Nursing I Lab	1	-	30	-	-
NUR2020C	Adult & Geriatric Health Nursing I Clinical	2	-	-	50	40
NUR2060	Pharmacology in Nursing	1	15	-	-	-
		9	75	60	50	40

ASN / ACCELERATED
TERM III

<i>Course #</i>	<i>Course Title</i>	<i>Credit Hours</i>	<i>Theory Hours</i>	<i>Lab Hours</i>	<i>Clinical Hours</i>	<i>Sim Hours</i>
<i>NUR2220</i>	<i>Maternal & Newborn Nursing</i>	<i>2</i>	<i>30</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>NUR2220L</i>	<i>Maternal & Newborn Nursing Lab</i>	<i>1</i>	<i>-</i>	<i>30</i>	<i>-</i>	<i>-</i>
<i>NUR2220C</i>	<i>Maternal & Newborn Nursing Clinical</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>25</i>	<i>20</i>
<i>NUR2240</i>	<i>Pediatric Nursing</i>	<i>3</i>	<i>45</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>NUR2240L</i>	<i>Pediatric Nursing Lab</i>	<i>1</i>	<i>-</i>	<i>30</i>	<i>-</i>	<i>-</i>
<i>NUR2240C</i>	<i>Pediatric Nursing Clinical</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>25</i>	<i>20</i>
		<i>9</i>	<i>75</i>	<i>60</i>	<i>50</i>	<i>40</i>

AS / ACCELERATED
TERM IV

<i>Course #</i>	<i>Course Title</i>	<i>Credit Hours</i>	<i>Theory Hours</i>	<i>Lab Hours</i>	<i>Clinical Hours</i>	<i>Sim Hours</i>
<i>NUR2260</i>	<i>Mental Health Nursing</i>	<i>3</i>	<i>45</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>NUR2260C</i>	<i>Mental Health Nursing Clinical</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>25</i>	<i>20</i>
<i>NUR1040</i>	<i>Community Health Nursing</i>	<i>1</i>	<i>15</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>NUR1040C</i>	<i>Community Health Nursing Clinical</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>25</i>	<i>20</i>
<i>NUR2240</i>	<i>Nursing Ethnics</i>	<i>1</i>	<i>15</i>	<i>-</i>	<i>-</i>	<i>-</i>
		<i>7</i>	<i>75</i>	<i>0</i>	<i>50</i>	<i>40</i>

**ASN / ACCELERATED
TERM V**

<i>Course #</i>	<i>Course Title</i>	<i>Credit Hours</i>	<i>Theory Hours</i>	<i>Lab Hours</i>	<i>Clinical Hours</i>	<i>Sim Hours</i>
<i>NUR2420</i>	<i>Adult & Geriatric Health Nursing II</i>	<i>3</i>	<i>45</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>NUR2420L</i>	<i>Adult & Geriatric Health Nursing II Lab</i>	<i>1</i>	<i>-</i>	<i>30</i>	<i>-</i>	<i>-</i>
<i>NUR2420C</i>	<i>Adult & Geriatric Health Nursing II Clinical</i>	<i>2</i>	<i>-</i>	<i>-</i>	<i>50</i>	<i>40</i>
<i>NUR2620</i>	<i>Leadership in Nursing</i>	<i>1</i>	<i>15</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>NUR2999C</i>	<i>Nurse Practicum</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>45</i>	<i>-</i>
			<i>8</i>	<i>60</i>	<i>30</i>	<i>95</i>
			<i>42</i>	<i>345</i>	<i>240</i>	<i>295</i>
			<i>200</i>			

<i>TOTAL</i>	<i>42</i>	<i>345</i>	<i>240</i>	<i>295</i>	<i>200</i>
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NUR 1011L Basic Pharmacology & Dosage Calculation Lab 1 Credit Hour

Allows student to practice dosage calculations in a simulated setting emphasizes critical thinking techniques to effectively, accurately, and safety calculate dosages of medications. It includes reading, interpreting, and solving calculations problems encountered in the preparation of medication. The course involves measurements within the apothecary, avoirdupois, and metric systems. Learners will review basic math skills and learn systems of measurement.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology

Corequisites:

NUR 2020 - Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics

ASN / ACCELERATED
TERM II

NUR 1060 Health Assessment 1 Credit Hour

Provides students with the necessary skills to perform an in-depth nursing history and a complete physical examination on an adult client. Assist the student in developing nursing assessment skills across the life span utilizing effective communication and physical examination techniques paying close attention to psychosocial and cultural considerations. An emphasis is placed on critical thinking skills, data collections and analysis in addition to the identification of the client's actual and potential health needs. This course will reinforce the utilization of the nursing process; describe variations in finds for select body systems and review tests and diagnostic used to assess client's physical and psychological status.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics

Corequisites:

NUR 1060L – Health Assessment Lab, NUR 2020– Adult & Geriatric Nursing, NUR 2020L – Adult & Geriatric Nursing Lab, NUR 2020C– Adult & Geriatric Nursing Clinical, NUR 2060 – Pharmacology in Nursing Practice

NUR 1060L

Health Assessment Lab

1 Credit Hour

Offers the opportunity to practice and demonstrate an in-depth nursing history and complete physical assessment in a safe learning environment. Students will practice and demonstrate the use of appropriate tools and physical assessment techniques (observation, auscultation, percussion, palpation) of physical examination, perform an organized physical examination of the body systems. Opportunities for recording the data gathered from assessments (verbal and physical), using correct terminology and critical documentation of the process and findings will be offered utilizing electronic documentation.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics

Corequisites:

NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020 – Adult & Geriatric Nursing, NUR 2020L – Adult & Geriatric Nursing Lab, NUR 2020C – Adult & Geriatric Nursing Clinical, NUR 2060 – Pharmacology in Nursing Practice

NUR 2020

Adult & Geriatric Health Nursing I

3 Credit Hours

Focuses on theoretical, physiological, and pathological concepts used to address health needs of adult and elderly clients. Building on the foundations of previous nursing courses and the nursing process, students will examine the impacts of altered health states, and plan nursing care for clients experiencing specific basic health alterations. Topics include the nursing management of patients who are experiencing selected basic health alterations related to fluid, electrolyte, acid-base imbalances, infection, respiratory, cardiovascular, musculoskeletal, gastrointestinal, integumentary, sensory, hematological, renal/urinary, endocrine, and altered cell growth disorders. Students are also introduced to the nursing role regarding preoperative, to preoperative, intra-operative, and post-operative nursing.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics

Corequisites:

NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020– Adult & Geriatric Nursing, NUR 2020L – Adult & Geriatric Nursing Lab, NUR 2020C– Adult & Geriatric Nursing Clinical, NUR 2060 – Pharmacology in Nursing Practice

NUR 2020L Adult & Geriatric Health Nursing I Lab 1 Credit Hour

Provides the student opportunities for the explanation, demonstration, and practice of nursing skills required to treat the needs of the adult and geriatric patients. Simulated practice of nursing skills will be accomplished within the laboratory setting and high-fidelity simulation mannequins will be utilized.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics

Corequisites:

NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020– Adult & Geriatric Nursing, NUR 2020L – Adult & Geriatric Nursing Lab, NUR 2020C– Adult & Geriatric Nursing Clinical, NUR 2060 – Pharmacology in Nursing Practice

NUR 2020C Adult Geriatric Health Nursing Clinical 2 Credit Hours

Clinical learning experiences focus on the health promotion, disease prevention, and the restoration of optimal health in adult and geriatric patients with acute and chronic health alternations. Emphasis is placed on providing safe and high-quality nursing care to adult and geriatric patients with acute injuries and illnesses, chronic diseases and disabilities while hospitalized and during transitions in healthcare. Concepts of pathophysiology, pharmacology, therapeutic nutrition, rehabilitation, and complementary alternative treatment modalities are explored as related to patients' alterations in health status. Clinical assignments are selected to stimulate student inquiry, critical thinking, and independence. Using the nursing process, principles of evidence-based practice, professional practice guidelines, nursing standards of care, the Code of Ethics students prepare and implement comprehensive nursing care plans and/or concept maps for adult patients.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics, NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020 – Adult & Geriatric Nursing I, NUR 2020L – Adult & Geriatric Nursing I Lab, NUR 2020 – Adult & Geriatric Nursing I Clinical, NUR 2060 – Pharmacology in Nursing Practice

Corequisites:

NUR 2220L – Maternal & Newborn Nursing Lab, NUR – 2220C – Maternal & Newborn Nursing Clinical, NUR 2240 – Pediatric Nursing, NUR 2240L – Pediatric Nursing Lab, NUR 2240C – Pediatric Nursing Clinical, NUR 2260 – Mental Health Nursing, NUR 2260C – Mental Health Nursing Clinical, NUR 1040 – Community Health Nursing, NUR 1040C Community Health Nursing Clinical

NUR 2220L

Maternal & Newborn Nursing Lab

1 Credit Hour

Provides students with a safe environment to learn to assess the pregnant client, implement caring behaviors for the laboring women, educate the postpartum client, manage the care of the newborn, and take part in the collaboration of care for the high-risk client. Students will practice and demonstrate comprehension in the skills related to the obstetric client, neonate and family including assessment, medication administration in the obstetrical/pediatric/child setting.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics, NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020 – Adult & Geriatric Nursing I, NUR 2020L – Adult & Geriatric Nursing I Lab, NUR 2020 – Adult & Geriatric Nursing I Clinical, NUR 2060 – Pharmacology in Nursing Practice

Corequisites:

NUR 2220 – Maternal & Newborn Nursing, NUR 2220L - Maternal & Newborn Nursing Lab, NUR – 2220C – Maternal & Newborn Nursing Clinical, NUR 2240 – Pediatric Nursing, NUR 2240L – Pediatric Nursing Lab, NUR 2240C – Pediatric Nursing Clinical, NUR 2260 – Mental Health Nursing, NUR 2260C – Mental Health Nursing Clinical, NUR 1040 – Community Health Nursing, NUR 1040C Community Health Nursing Clinical

NUR 2260C

Mental Nursing Clinical

1 Credit Hour

Provides the student with clinical and/or simulation experiences to apply concepts of psychiatric nursing. Students will familiarize themselves with psychiatric procedures for both in-patient and in the community settings that will focus on the nurse's role on meeting the needs of the client, family, and community. Students will be encouraged to actively participate in projects assisting patients in preventative care and maintenance of mental health. Clinical and/or simulations experiences will be based in the acute, chronic, and community-based psychiatric-mental health settings.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics, NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020 – Adult & Geriatric Nursing I, NUR 2020L – Adult & Geriatric Nursing I Lab, NUR 2020 – Adult & Geriatric Nursing I Clinical, NUR 2060 – Pharmacology in Nursing Practice

Corequisites:

NUR 2220 – Maternal & Newborn Nursing, NUR 2220L - Maternal & Newborn Nursing Lab, NUR – 2220C – Maternal & Newborn Nursing Clinical, NUR 2240 – Pediatric Nursing, NUR 2240L – Pediatric Nursing Lab, NUR 2240C – Pediatric Nursing Clinical, NUR 2260 – Mental Health Nursing, NUR 2260C – Mental Health Nursing Clinical, NUR 1040 – Community Health Nursing, NUR 1040C Community Health Nursing Clinical

NUR 1040

Community Health Nursing

1 Credit Hour

Provides students with the opportunity to assist culturally diverse populations and aggregates in the community to achieve an optimum level of wellness. Special emphasis will be placed on advanced theoretical concepts related to health promotion, risk reduction, disease prevention, and developmental processes. The process of professional role development will be fostered through both independent and interdependent clinical experiences.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics, NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020 – Adult & Geriatric Nursing I, NUR 2020L – Adult & Geriatric Nursing I Lab, NUR 2020 – Adult & Geriatric Nursing I Clinical, NUR 2060 – Pharmacology in Nursing Practice

Corequisites:

NUR 2020 - Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics

ASN / ACCELERATED
TERM V

NUR 2420 Adult & Geriatric Health Nursing II 3 Credit Hours

Provides advanced concepts in nursing care of adult and geriatric clients experiencing acute physical and psychological change. Focuses on nursing care of adult and geriatric clients with high acuity problems and/or the chronically ill within hospital and community settings. /Emphasis will be placed on the assessment of risk factors affecting the client's health and wellness. /Students will implement the nursing process and utilize Maslow's Human needs concepts to prioritize client needs for the following diseases/disorders: Integumentary, endocrine, renal, cardiovascular, gastrointestinal, musculoskeletal, and central nervous system, as well as sleep and malignancies among others. /Related fluid and electrolytes and acid-base balance needs will be addressed. Issues regarding client advocacy, spiritual and cultural diversity as well as communication and collaboration with members of the health care team, and intermediate-level leadership skills will be emphasized. /a continuation of dosage and calculations are integrated into this course. The pathophysiology of disease processes as well as the adaptive processes and responses of the clients are discussed and explored.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics, NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020 – Adult & Geriatric Nursing I, NUR 2020L – Adult & Geriatric Nursing I Lab, NUR 2020 – Adult & Geriatric Nursing I Clinical, NUR 2060 – Pharmacology in Nursing Practice, NUR 2220 – Maternal & Newborn Nursing, NUR 2220L – Maternal & Newborn Nursing Lab, NUR 2220C – Maternal & Newborn Clinical, NUR 2240 – Pediatric Nursing, NUR 2240L – Pediatric Nursing Lab, NUR 2240C – Pediatric Nursing Clinical, NUR 2260 Mental Health Nursing, NUR 2260C – Mental Health Nursing Clinical, NUR 1040 – Community Health Nursing, NUR 1040C – Community Health Nursing Clinical

Corequisites:

NUR 2420L – Adult & Geriatric Nursing II Lab, NUR 2420C – Adult & Geriatric Nursing II clinical, NUR 2620 – Leadership in Nursing, NUR 2999C – Nurse Practicum

NUR 2420L

Adult & Geriatric Health Nursing II Lab

1 Credit Hour

Provides the student supervised practice and demonstration experiences of advanced medical surgical skills in a lab setting. The skills laboratory will be utilized to build upon a reinforce learned nursing skills including but not limited to advanced skills such as intravenous therapy initiation and central lines maintenance. The practice of application of critical thinking, care and therapeutic nursing interventions will be reinforced.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics, NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020 – Adult & Geriatric Nursing I, NUR 2020L – Adult & Geriatric Nursing I Lab, NUR 2020 – Adult & Geriatric Nursing I Clinical, NUR 2060 – Pharmacology in Nursing Practice, NUR 2220 – Maternal & Newborn Nursing, NUR 2220L – Maternal & Newborn Nursing Lab, NUR 2220C – Maternal & Newborn Clinical, NUR 2240 – Pediatric Nursing, NUR 2240L – Pediatric Nursing Lab, NUR 2240C – Pediatric Nursing Clinical, NUR 2260 Mental Health Nursing, NUR 2260C – Mental Health Nursing Clinical, NUR 1040 – Community Health Nursing, NUR 1040C – Community Health Nursing Clinical

Corequisites:

NUR 2420L – Adult & Geriatric Nursing II Lab, NUR 2420C – Adult & Geriatric Nursing II clinical, NUR 2620 – Leadership in Nursing, NUR 2999C – Nurse Practicum

NUR 2420C

Adult & Geriatric Health Nursing Clinical 2 Credit Hours

Provides clinical learning experiences focused on health promotion, disease prevention, and restoration of optimal health in adult and geriatric patients with acute and chronic health alternations. Emphasis is placed on providing safe and high-quality nursing care to adult and geriatric patients with acute inquiries and illnesses, chronic diseases, and disabilities while in the hospital and during transitions in healthcare. Concepts of pathophysiology, pharmacology, therapeutic nutrition rehabilitation, and complementary/alternative treatment modalities are explored as related to critical thinking, and independence as learners and emerging professional nurses. Using the nursing care, and the Code of Ethics students prepare and implement comprehensive nursing care plans and/or concept maps for adult patients During planned and guided clinical pre-and/or post-conferences, students will explore selected topics that promote a positive image of the nursing profession and facilitate the expanded use of the nursing process, critical thinking skills and scientific evidence in nursing clinical practice.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic

Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics, NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020 – Adult & Geriatric Nursing I, NUR 2020L – Adult & Geriatric Nursing I Lab, NUR 2020 – Adult & Geriatric Nursing I Clinical, NUR 2060 – Pharmacology in Nursing Practice, NUR 2220 – Maternal & Newborn Nursing, NUR 2220L – Maternal & Newborn Nursing Lab, NUR 2220C – Maternal & Newborn Clinical, NUR 2240 – Pediatric Nursing, NUR 2240L – Pediatric Nursing Lab, NUR 2240C – Pediatric Nursing Clinical, NUR 2260 Mental Health Nursing, NUR 2260C – Mental Health Nursing Clinical, NUR 1040 – Community Health Nursing, NUR 1040C – Community Health Nursing Clinical

Corequisites:

NUR 2420L – Adult & Geriatric Nursing II Lab, NUR 2420C – Adult & Geriatric Nursing II clinical, NUR 2620 – Leadership in Nursing, NUR 2999C – Nurse Practicum

NUR 2620 Leadership in Nursing 1 Credit Hour

The focus of this course is on the leadership and management responsibilities inherent in the roles of the nurse as a provider of care, a coordinator of care, and an active participant in the nursing profession. Emphasis is placed on critical thinking, personal and professional growth, professional role transition, utilization of research, and incorporation of selected theories into nursing practice. This includes the exploration of concepts related to organizational culture, structure, and function of the healthcare system, including theories of change, decision-making, delegation, conflict negotiation, time management, autonomy, power, authority, and quality assurance are explored.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics, NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020 – Adult & Geriatric Nursing I, NUR 2020L – Adult & Geriatric Nursing I Lab, NUR 2020 – Adult & Geriatric Nursing I Clinical, NUR 2060 – Pharmacology in Nursing Practice, NUR 2220 – Maternal & Newborn Nursing, NUR 2220L – Maternal & Newborn Nursing Lab, NUR 2220C – Maternal & Newborn Clinical, NUR 2240 – Pediatric Nursing, NUR 2240L – Pediatric Nursing Lab, NUR 2240C – Pediatric Nursing Clinical, NUR 2260 Mental Health Nursing, NUR 2260C – Mental Health Nursing Clinical, NUR 1040 – Community Health Nursing, NUR 1040C – Community Health Nursing Clinical

Corequisites:

NUR 2420L – Adult & Geriatric Nursing II Lab, NUR 2420C – Adult & Geriatric Nursing II clinical, NUR 2620 – Leadership in Nursing, NUR 2999C – Nurse Practicum

NUR 2999C

Nurse Practicum

3 Credit Hours

Provides an opportunity to synthesize knowledge and role behaviors gained throughout the associate degree Nursing Program. Students will practice under the supervision of assigned faculty with agency preceptors in an appropriate facility or institution. With faculty guidance, students will develop a practicum plan based on course objectives to include specific objectives, learning activities, and evaluation methods.

Prerequisites:

BSC 1085 – Anatomy & Physiology I, BSC 1085L – Anatomy & Physiology I Lab, BSC 1086 – Anatomy & Physiology II, BSC 1086L – Anatomy & Physiology II Lab, CHM 1022 – Chemistry, CHM 1022L – Chemistry Lab, MCB 1011 – Microbiology. NUR 1020 – Fundamentals of Nursing, NUR 1020L – Fundamentals of Nursing Lab, NUR 1020C – Fundamentals of Nursing Clinical, NUR 1011 – Basic Pharmacology & Dosage Calculation, NUR 1011L – Basic Pharmacology & Dosage Lab, NUR 2640 – Nursing Ethics, NUR 1060 – Health Assessment, NUR 1060L – Health Assessment Lab, NUR 2020 – Adult & Geriatric Nursing I, NUR 2020L – Adult & Geriatric Nursing I Lab, NUR 2020 – Adult & Geriatric Nursing I Clinical, NUR 2060 – Pharmacology in Nursing Practice, NUR 2220 – Maternal & Newborn Nursing, NUR 2220L – Maternal & Newborn Nursing Lab, NUR 2220C – Maternal & Newborn Clinical, NUR 2240 – Pediatric Nursing, NUR 2240L – Pediatric Nursing Lab, NUR 2240C – Pediatric Nursing Clinical, NUR 2260 Mental Health Nursing, NUR 2260C – Mental Health Nursing Clinical, NUR 1040 – Community Health Nursing, NUR 1040C – Community Health Nursing Clinical

Corequisites:

NUR 2420L – Adult & Geriatric Nursing II Lab, NUR 2420C – Adult & Geriatric Nursing II clinical, NUR 2620 – Leadership in Nursing, NUR 2999C – Nurse Practicum

Definitions

1. Contact – Defined as touching or close enough to encounter respiratory droplets. Blood product, or body fluids on clothing, or personal protective equipment (i.e., mask, gown, shoe covers, eye protection). Contact with blood, blood products, or body fluids on intact skin.
2. Exposure – Defined as contact with blood, blood products, or body fluids through non-intact skin (i.e., lacerations, abrasions, puncture wounds, or needle sticks) or through contact with the mucous membranes (i.e., mouth, eyes, nose, etc...)

Procedure – In the event of exposure to blood products, or bodily fluids

1. Any necessary first aid treatment will be rendered by available, appropriate personnel. The Exposed Student or employee shall, as soon as practical, wash the affected area(s) thoroughly with soap and water or with any available alcohol-based cleanser.
2. The exposed student or employee shall, as soon as possible, notify their clinical or lead instructor as well as the school faculty of the incident. The lead/clinical instructor will notify the associated Program Director.

The President of FRTG along with the Program Director will decide whether to call Dr. Job to act as the student's Designated Infection Control Officer (D.I.C.O.). If the decision is made to this, Dr. Job will advise the student whether the "exposure" was significant. If Dr. Job is unavailable, then the E.R. Physician can act in this capacity. The Lead/Clinical Instructor should monitor this closely and supervise the process.

3. The student or employee will seek emergency care via the Hospital/Emergency Department from which the source patient was treated and transported.
4. The Emergency Department Physician will provide pre-counseling to both the exposed student or employee and the source patient. The exposed student or employee shall request, per Florida /State Statue 381.004, that the examining physician order a blood draw on the source patient for Rapid HIV, Hepatitis B surface antigen, and Hepatitis C antibody. The Rapid HIV results shall be provided to both the exposed student and the source patient immediately. The exposed student or employee will be given the option for a prophylactic HIV "cocktail" within one (1) hour of exposure. The Emergency Department Physician will provide post-counseling.
5. The exposure form will be completed by the exposed student or employee and turned into the Program Director along with all medical copies of medical treatment reports as soon as possible post-medical treatment.

ADDENDUM I

VETERANS TUITION BENEFITS

First Response Training Group accepts Veterans' Benefits and/or Qualifying Dependent Benefits. The GI Bill® provides educational funding to veterans, GUARDSMEN, and reservists as well as qualified dependents. The amount of money allotted to the student is determined by the Department of Veterans Affairs. If the student drops or withdraws from a course the payment is either lessened or stopped.

Veterans seeking education benefits must obtain a “Certificate of Eligibility” from the Veteran’s Administration at www.benefits.va.gov. Please submit a copy of your certificate of eligibility to Student Services to the attention of Amanda Rivera, Student Services, a.rivera@frtg.edu, (407) 730-7999.

Academics: Education benefits will be terminated if a veteran student drops their GPA below 80%. The student will be placed on academic probation and may re-apply for funding after achieving satisfactory standards.

Attendance: Early departure, class cuts, tardiness, etc., for any portion of a class period, will be counted as a clock-hour absence. The maximum allowable missed clock hours are detailed in the program you have chosen.

The VA does not allow “make-up” hours. Veteran students who exceed the maximum allowable absences set forth will be terminated from their VA educational benefits on the last date of attendance prior to violating the attendance policy. Exceeding these parameters is also grounds for dismissal from the program. If dismissed from the program students may re-enter in the following class and be re-certified for their VA educational benefits after one month of perfect attendance.

Funding: The VA does not authorize educational benefits for programs that contain online classes that count as clock hours. Our EMT Basic courses contain no hourly accountable online sessions. The Residential Paramedic program has fifty-six hours of online training that must be done in the classroom by students using veterans’ benefits. This portion of the syllabus will be promulgated separately as mandatory for vets and optional for the other students who would prefer their classroom presentation.

In accordance with Title 38US Code 3679 subsection (e) First Response adopts the following additional provisions for any student using U.S. Department of Veterans Affairs (VA) Post 911 GI Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending from the VA.

The school will not:

- Prevent Student enrollment.
- Access a late penalty fee to the student.
- Require the Student to secure alternative or additional funding.
- Deny Student access to any resources, classes, libraries, or other institutional facilities.

A student who would like to use their GI Bill® will need to go to www.benefits.va.gov to request your “Certificate of Eligibility” from the Veteran’s Administration

Students who lose, and do not regain, their VA funding are responsible for the course tuition from the last class covered by the GI Bill®, forward.

ADDENDUM II
UPCOMING CLASSES

EMT - Residential

E143 10/25/2023-02/15/2024
E144 12/19/2023-04/21/2024
E145 10/23/2023-12/29/2023 OCFRD
E146 02/26/2024-05/03/2023
E147 03/05/2024-06/27/2024
E148 04/23/2024-08/01/2024
E149 05/20/2024-07/12/2024 five-week
E150 06/25/2024-10/16/2024
E151 06/28/2024-08/26/2024 OCFRD
E152 08/20/2024-12/20/2024
E153 11/04/2024-03/07/2025
E154 01/03/2025-04/10/2025
E155 10/21/2024-01/10/2025
E156 02/24/2025-06/26/2025
E157 02/06/2025-04/11/2025
E158 05/05/2025-08/14/2025
E159 05/19/2025-07/30/2025 five-week
E160 06/30/2025-08/29/2025 OCFRD
E161 06/16/2025-10/02/2025
E162 08/18/2025-12/03/2025
E163 10/06/25-02/06/2026
E164 10/20/2025-12/19/2025 OCFRD
E165 12/15/2025-04/20/2026
E166 02/16/2026- 06/17/2026
E167 March 2026- June 2026
E168 April 2026-August 2026
E169 June 2026-August 2025 five-week

EMT – Blended (Hybrid)

EH040 09/11/2023-01/18/2024
EH041 11/06/2023-03/22/2024
EH042 01/05/2024-04/11/2024
EH043 04/01/2024-07/19/2024
EH044 09/15/2025-01/27/2026
EH045 April 2026-July 2026
EH046 September 2026-January 2027

Paramedic Residential

P030 01/04/2023-02/13/2024
P031 03/21/2023-05/20/2024
P032 06/26/2023-08/19/2024
P033 10/17/2023-11/11/2024
P034 01/08/2024-01/17/2025
P035 03/04/2024-03/26/2025
P036 05/14/2024-05/12/2025
P037 10/07/2024-11/04/2025
P038 10/14/2024-12/05/2025
P039 02/10/2025-08/08/2025 *Lake County*
P040 03/03/2025-04/30/2025
P041 05/19/2025-06/2025
P042 09/01/2025-October 2025
P043 10/02/2025-12/2/2026
P044 01/07/2026-02/22/2027
P045 12/29/2025-06/29/2026 *Lake County*

Firefighter I & Firefighter II Minimum Standards

FF002 01/12/2023-04/12/2024
FF003 02/12/2024-05/20/24
FF004 04/12/2024-07/2024
FF005 09/23/2024-12/2024
FF010 April 2026-July 2026

Associate of Science in Nursing

NUR003 09/09/2024-12/05/2024
NUR004 NUR004 TB

Paramedic Blended

PH026 05/01/2023-04/17/2024
PH028 09/11/2023-08/26/2024
PH028 01/19/2024-10/11/2024
PH029 06/07/2024-05/2025
PH030 01/20/2025-12/16/2025
PH031 01/26/2026-01/15/2027

FF006 01/06/2025-04/24/2025
FF007 04/07/2025-07/24/2025
FF008 09/08/2025-01/19/2026
FF009 01/05/2026-04/19/2026
FF011 September 2026-January 2027

Accelerated Program (Term II)

NUR003 12/11/2024-02/21/2026
NUR004 TBD

ADDENDUM III
OBSERVED HOLIDAY

2025

New Year's Day	Wednesday, January 1, 2025
Martin Luther King, Jr Day	Monday, January 17, 2025
Memorial Day	Monday, May 26, 2025
Independence Day (Observed)	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving Day	Thursday, November 27, 2025
Christmas Day (Observed)	Thursday, December 25, 2025

2026

New Year's Day	Thursday, January 1, 2026
Martin Luther King, Jr Day	Monday, January 19, 2026
Memorial Day	Monday, May 25, 2026
Independence Day (Observed)	Saturday, July 4, 2026
Labor Day	Monday, September 7, 2026
Thanksgiving Day	Thursday, November 26, 2026
Christmas Day (Observed)	Friday, December 25, 2026

2027

New Year's Day	Friday January 1, 2027
Martin Luther King, Jr Day	Monday, January 18, 2027
Memorial Day	Monday, May 31, 2027
Independence Day (Observed)	Sunday, July 4, 2027
Labor Day	Monday, September 6, 2027
Thanksgiving Day	Thursday, November 25, 2027
Christmas Day (Observed)	Saturday, December 25, 2027

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