



LEWIS & CLARK CAREER CENTER

Emergency Medical Technician (EMT)

Training Program Handbook

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1. PROGRAM OVERVIEW & NON-DISCRIMINATION STATEMENT

Welcome to the Emergency Medical Technician (EMT) Training Program at Lewis & Clark Career Center. This program is designed to prepare high school juniors and seniors for entry-level emergency medical services (EMS) careers, post-secondary education, and state/national certification.

Non-Discrimination Statement

Lewis & Clark Career Center programs are offered without regard to race, color, national origin, gender, or disability.

2. ADMISSIONS CRITERIA & ENROLLMENT PROCESS

1. **Online Application:** Prospective students apply online at <https://lccc.enrolltrack.com/StudentPortal/#>
2. **OASIS Examination:** All applicants must complete the OASIS exam (Occupational Aptitude Survey and Interest Schedule), a timed, five-part, nationally-normed test that takes no more than 45 minutes in total to complete. Small group accommodations can be provided, and directions can be read to the student. It is administered by Lewis & Clark staff, usually at the sending/partner school. *(All EMT applicants must take the exam.)*
3. **Residency & School Enrollment:** Students must be currently enrolled in and attending a public or private school in St. Charles County. Home-schooled students are encouraged to attend but will be admitted subject to the approval of the student's residential partner school and Lewis & Clark.
4. **Alternative High School Applicants:** Applicants attending their district's alternative high school will be accepted on a case-by-case basis. They are subject to the enrollment and funding policies of the sending district. Students with behavioral problems are not appropriate candidates to attend Lewis & Clark based on the numerous professional occupational expectations and the safety hazards inherent in the programs.
5. **Application Packet Submission:** High school counseling offices will compile application packets and upload them to EnrollTrack at lccc.enrolltrack.com. Packets include transcripts, attendance records, and discipline reports.
6. **Safe Schools Act:** All students must meet the criteria set forth in the Missouri Safe Schools Act.
7. **Late Applications:** Late applications will only be considered after first-round applicants have been placed. At the discretion of L&C Administration, late applicants will be placed based on availability. Admission is not guaranteed.

8. **Semester Additions:** Qualified applicants may be added through the tenth (10th) day of the first semester if space allows.
9. **Technical School Transfers:** Students desiring to transfer to Lewis & Clark from another technical school will be considered on a case-by-case basis.
10. **Academic Standing:** Students must be in good academic standing and eligible to graduate with their original cohort class on time. A student entering as a junior must have sufficient credits to be recognized as a junior. Credit standing is determined by the partner school and verified by Lewis & Clark.
11. **Partner School Removal Rights:** The partner school reserves the right to remove a student from Lewis & Clark for lack of credits, academic progress concerns, or other issues.
12. **L&C Drop Rights:** Lewis & Clark reserves the right to drop a student if behavior is considered inappropriate or dangerous to self or others, if the student is earning a failing grade, or if the student becomes ineligible to earn a program certificate. Drops generally occur at the completion of a semester.
13. **Waitlist Process:** Students on a waitlist will be informed by either their home school or Lewis & Clark if an opening occurs and will receive an official letter from Lewis & Clark.
14. **Schedule Changes/Drops:** Partner schools and Lewis & Clark will notify each other immediately regarding any student drops or schedule changes.
15. **Openings Notification:** Lewis & Clark will inform partner school counseling offices of open slots after first-round enrollments are finalized.
16. **Final Admissions Authority:** The Administration at Lewis & Clark reserves the right to make the final decision regarding any student's enrollment.

3. ADD/DROP, WITHDRAWAL, & STUDENT REVIEW PROCESS

Add/Drop Period

During the first two weeks of school, students may self-advocate and opt to add or drop a course at Lewis & Clark Career Center.

Student Review Process

The five school districts of St. Charles County dedicate significant resources to send students to Lewis & Clark. If a student struggles to maintain success, a formal review will be conducted at the end of the semester to determine program eligibility for the following semester.

- **Self-Advocacy:** Students are expected to represent their own interests during review sessions.
- **Parent Communication:** Parents will be contacted after the completion of the review session if a decision is made to discontinue the student's enrollment at Lewis & Clark.

Triggers for Student Review:

- Significant or multiple discipline issues
- Academic grade falling below **75%**
- Attendance falling below **93%**

Withdrawal & Course Drops

- **Unexcused Absences:** Students with ten (10) consecutive days of absence without parental contact with the school may be dropped from the program.
- **Sending District Rights:** Partner schools retain the right to remove students for credit deficiencies, lack of progress toward graduation, or other administrative concerns.
- **Transcript Impact:** Determination of whether a dropped student receives a grade of "F" or is permitted to withdraw without penalty is made jointly by the sending school and Lewis & Clark.

4. ATTENDANCE POLICIES & PROCEDURES

4.1 Attendance Expectations

Employers emphasize that good attendance is a primary hiring criterion. At Lewis & Clark, each absence puts a student **2.5 hours behind** in direct instruction and hands-on skill practice. Because training is practical and experiential, missing lab demonstrations or scenarios often cannot be replicated at a later date.

Students must attend class whenever Lewis & Clark is in session. When schedule conflicts occur between Lewis & Clark and sending schools (e.g., sending school closed for professional development), students are expected to arrange transportation to and from Lewis & Clark.

4.2 Reporting an Absence

When a student will be absent, a parent or legal guardian must take one of the following actions:

1. **Call Attendance Office:** Call **636-443-4960** and leave a message with the student's name, program (EMT), and reason for absence.
2. **Written Note:** Send a signed note to the attendance office stating the student's name, program, sending school, and reason for absence within **three (3) school days**.
3. **Email:** Email the attendance secretary at mrechtien@stcharlessd.org

Note: Do NOT rely on the home high school to notify Lewis & Clark. Reporting absences directly to Lewis & Clark is the responsibility of the student and parent/guardian.

- **Admit Slips:** Upon returning to school after an absence, students must report directly to the office for an admit slip before going to class.
- **Medical Documentation:** An absence of **three (3) consecutive days or more** requires a signed doctor's/medical note upon return.
- **Automated Notification:** An automatic call will be placed to parents/guardians if a student is absent without prior office notification.

4.3 Excessive Absences & Program Certificate Eligibility

To mirror real-world employment standards, strict attendance caps are enforced:

<u>Attendance Outcome</u>	<u>Requirement</u>
Program Certificate Eligible	10 or fewer total absences per school year
Ineligible for Certificate	More than 10 total absences per school year
Academic Credit Only	Students exceeding 10 days due to illness may still pass the course and earn high school credit (if passing academically), but will not receive the EMT Program Certificate.

Absence counts include illnesses, hospitalizations, and emergencies. Absences should be reserved for genuine emergencies. Medical notes must be turned in to the attendance secretary immediately upon return.

4.4 Tardiness Policy

Punctuality is vital in medical emergency services.

- Students arriving late must report immediately to the main office for a tardy slip. Instructors will not admit students without this slip.
- **Conversion:** Every **four (4) tardies equal one (1) absence**, which directly impacts certificate eligibility.

4.5 Pre-Arranged Absences & Early Dismissal

1. **Request Process:** Students needing early release must obtain a *Pre-Arranged Absence – Request Form*, have it signed by a parent/guardian, and return it to the attendance office in advance.
2. **School Functions & Assemblies:**
 - Release for *mandatory* sending school assemblies is excused with home school notification.
 - Release for *non-mandatory* assemblies or activities requires an approved *Pre-Arranged Absence Form* submitted prior to the event.
3. **Check-Out Procedure:** Students must obtain instructor permission prior to leaving the classroom/lab and sign out at the Attendance Office before exiting campus. Unapproved departures result in disciplinary action.

4.6 Closed Campus Policy

Lewis & Clark is a closed campus.

- Students must remain on campus for their entire scheduled school day, including break periods.
- Students leaving for approved appointments must sign out at the Attendance Office.
- Students are **prohibited from going to the parking lot during breaks**. Leaving the building without permission is a disciplinary violation.

4.7 Make-Up Work Policy

- **Student Responsibility:** Students are responsible for obtaining missed work and reviewing content presented during absences.
- **Submission Deadline:** Missed coursework must be submitted within **two (2) days** of returning to school.
- **Alternative Skill Assignments:** Due to the hands-on nature of EMT labs, missed psychomotor scenarios may require an alternative assignment designated by the instructor to demonstrate skill competency.
- **Known Absences:** Students aware of upcoming absences must request work prior to the date of absence.

4.8 Suspensions Policy

- **Out-of-School Suspension (OSS):** An OSS at Lewis & Clark results in an immediate suspension at the sending school, and vice versa.
- **Campus & Clinical Access:** Suspended students are strictly prohibited from entering school grounds, rotation sites, clinical facilities, or project sites without express permission from the Director.
- **Academic Makeup:** Students may make up written coursework, but hands-on lab and clinical experience missed during suspension cannot be recreated.

4.9 Last Day of School

Because Lewis & Clark serves five public school districts and area private schools, the final day of class depends on snow make-up days, senior schedules, partner district schedules, and L&C's academic calendar. Final exam schedules of sending schools are honored. End-of-year dates must be verified directly with the L&C main office.

4.10 Perfect Attendance Award

To qualify for the Perfect Attendance Award at program completion, a student must meet all of the following:

1. **Four (4) or fewer total tardies** for the entire school year.
2. **Zero non-exempt absences.** Absences are only permitted for: mandatory sending-school events, field trips, MAP testing, SkillsUSA competitions, End-of-Course (EOC) assessments, sending school final exams, and official snow/weather closings.
3. **Personal Absences Excluded:** Absences for doctor appointments, court, personal illness, personal errands, etc., disqualify a student from perfect attendance.
4. **Early Dismissals Excluded:** Leaving early for personal reasons disqualifies a student.
5. **District Breaks:** Absences caused by differing sending-district calendars (spring break, fall break, early release days) do not qualify for perfect attendance credit.
6. **Suspensions Count as Absences:** OSS and In-School Suspensions (ISS) served at the home school count as absences.
7. **Snow Make-Up Attendance:** Candidates must attend all St. Charles School District snow make-up days established by the Board of Education.

5. GRADING, ACADEMIC CRITERIA, & COURSE SYLLABI

5.1 Grading Scale & Domains of Evaluation

EMT students are evaluated across three core career and technical education (CTE) domains:

1. **Cognitive:** Understanding, recalling, and explaining EMS theory and concepts.
2. **Psychomotor:** Executing and demonstrating clinical skills and patient assessments.
3. **Employability:** Displaying professional workplace behaviors, readiness, and teamwork.

Grading Scale

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 0 - 59%

5.2 Course Syllabi Requirements

The course instructor for every course will provide students with a detailed course syllabus that contains:

- Course schedule with meeting times and assignment/exam deadlines.
- Required and optional textbooks and learning resources.
- Evaluation criteria and detailed Grading Rubrics.

5.3 Employability Grade Component

To align directly with EMS industry standards, **Employability accounts for 33% of the overall course grade.**

Employability Factors Include:

- Attendance and punctuality
- Professional attitude, initiative, and active participation
- Proper wearing of the EMT uniform
- Safe and responsible handling of tools, medical supplies, and equipment
- Ability to work effectively as part of an emergency response team

EMS employers consistently seek recommendations for individuals who possess a strong work ethic, professional communication skills, adaptability, and emotional maturity.

5.4 Progress Reports & Grade Access

- **Report Cards:** Official report cards are issued by the student's home/sending high school (not directly by L&C). L&C transmits grades and attendance records to home schools at reporting periods.
- **Online Portal:** Parents and students receive online gradebook portal logins at the beginning of the school year to monitor grades and attendance in real time.

6. TECHNICAL STANDARDS & ESSENTIAL PERFORMANCE ABILITIES

To successfully complete the EMT program and safely practice in field/clinical environments, students must possess the physical, sensory, cognitive, and emotional capabilities outlined below.

6.1 Physical Abilities

Strength

- Ability to lift, carry, and balance up to **125 pounds**.
- Ability to lift, hold, support, position, and move patients who may or may not be able to assist in any manner, for significant periods of time.
- Ability to respond to visual or auditory warnings.
- Ability to respond to dangerous or emergency situations.
- Ability to defend oneself from a violent person or persons.

Dexterity

- Capable of bending, stooping, and crawling on uneven terrain.
- Capable of balancing in a variety of environments and terrain.
- Physically capable of operating a motor vehicle in a variety of environmental conditions.
- Capable of quickly responding to visual and auditory warnings.
- Capable of quickly responding to dangerous or emergency situations.
- Capable of quickly evacuating a scene by running or briskly walking.

Stamina

- Capable of standing, sitting, or kneeling for extended periods of time.
- Capable of withstanding varied environmental and weather conditions, including extreme temperatures and extreme moisture from precipitation, for indefinite or prolonged periods of time.
- Capable of withstanding conditions of extreme or sustained noise.
- Capable of performing duties while wearing encumbering personal protective equipment (PPE), including protective suits, vests, masks, respirators, eye protection, helmets, boots, gloves, and climate- or situation-specific clothing.
- Capable of performing strenuous medical interventions for prolonged periods of time.
- Capable of walking for prolonged periods of time on uneven terrain.
- Capable of evacuating a long distance from a scene.
- Capable of defending oneself from a violent person or persons for an extended period of time.

Fine Motor Skills

- Capable of performing technical and precise skills, including medical procedures and interventions.
- Capable of writing legibly and typing documents.

Visual Acuity

- Visual acuity necessary to identify drug labels, read clinical documents, and perform emergency medical procedures.
- Capable of discerning changes in color, specifically when performing patient assessments (e.g., cyanosis, pallor).
- Capable of operating a motor vehicle during day, night, or other conditions where visibility is reduced.

Auditory Acuity

- Capable of hearing audible warnings.
- Capable of hearing and engaging in verbal conversations without viewing the speaker's face.
- Capable of hearing and utilizing audio communication devices (radios, phones).
- Capable of utilizing a stethoscope and other auditory medical diagnostic devices.
- Capable of interpreting and responding to auditory communications.

6.2 Mental & Cognitive Abilities

Reading & Writing Ability

- Capable of reading documents in the English language with full comprehension of the information conveyed.
- Capable of interpreting and responding to written instructions.
- Capable of legibly writing and typing technical medical documentation in the English language.

Communication Ability

- Communicate effectively using verbal and written skills.
- Communicate via visual or auditory communication devices.
- Communicate respectfully with people of diverse cultural groups.
- Communicate clearly with patients, families, and bystanders.
- Explain medical procedures and treatments to patients in an understandable manner.
- Communicate professionally with physicians, nurses, and other public safety personnel.
- Recognize and interpret basic nonverbal communication signals.
- Recognize and interpret basic emotional messages in verbal statements, tone, and nonverbal cues.

Problem-Solving Ability

- Capable of collecting, reading, and interpreting data within the EMT scope of practice.
- Capable of utilizing clinical data to plan and implement appropriate patient care.
- Capable of identifying cause-and-effect relationships in clinical settings.
- Capable of evaluating actions taken and adjusting care accordingly.
- Capable of exercising sound judgement under pressure.
- Integrate learned academic knowledge into practical emergency care.
- Adapt quickly to dynamic, rapidly evolving emergency situations.

Emotional & Psychological Stability

- Adapt and function effectively in a multi-stressor environment.
- Maintain composure, calm, and control in high-stress situations.
- Adhere to all legal, regulatory, and ethical standards in a multi-stressor environment.
- Function as a team member or leader in complex emergency scenarios.
- Work confidently and independently within defined scopes.
- Execute effective time management skills.
- Demonstrate self-reflection and accept constructive feedback and criticism.

7. UNIFORM, DRESS CODE, & IDENTIFICATION REQUIREMENTS

Students must maintain a clean, professional appearance during all lectures, skills labs, and clinical/field rotations. Professional attire conveys critical non-verbal cues regarding an individual's readiness and respect for the medical profession.

7.1 Laboratory & Clinical Uniform

- **The Lead Instructor will define the uniform requirements at the beginning of the program. They are likely to include all or most of the following items (many of which will be included on a uniform shop)**
 - **Uniform Shirt:** Must be neatly tucked inside pants at all times.
 - **Uniform Pants:** Black or Khaki color duty pants. Worn at the natural waist line; pant legs must not be rolled up or tucked into boots.
 - **Footwear:** Solid black uniform shoes or boots.
 - **Belt:** Solid black uniform belt (approved duty belts allowed for lab/field work).
 - **Identification:** Student ID badge worn on the right collar (see 7.3).
 - **Outerwear (Optional):** Uniform sweatshirt

7.2 Personal Hygiene Guidelines

- **General Grooming:** Students must be well-groomed, clean, and free of offensive body odor. Uniforms must be clean and free of wrinkles.
- **Hair:** Styled neatly so as not to interfere with patient care or present a safety hazard. Hair must be kept off the collar.
- **Facial Hair:** Facial hair must be neatly groomed such that an airtight HEPA/N95 respirator mask seal is achievable. Facial hair must not present a safety hazard.
- **Fingernails:** Neatly trimmed, clean, and compliant with clinical facility policies. Length must not interfere with clinical duties. Conservative nail polish of a single solid color only is permitted. **False/acrylic nails are strictly prohibited.**
- **Facility Policies:** Students must comply with all additional hygiene rules established by partner clinical and field agencies.

7.3 Student Identification Badges

Official picture identification badges are provided to all enrolled EMT students. These badges serve critical administrative and security functions:

1. Provide clinical sites with verified photo identification and student identity.
2. Enable staff and preceptors to quickly identify students during lab or clinical shifts.
3. Identify the student's training level (EMT).
4. Clearly identify the wearer as a student participating in an official training program.

8. EXAMINATION & COURSEWORK POLICIES

8.1 Retest Policy

- **Score Threshold:** If a student scores below **75%** on a written exam, they are eligible to retest once prior to the next scheduled exam.
- **Remediation:** Students should schedule a review session with the instructor prior to retesting.
- **Maximum Score Cap:** Regardless of the score achieved on a retest, the maximum recorded score for a retested exam is **75%**.
- **Academic Dismissal Threshold: Failing any three (3) exams** (including initial attempts, retests, or the final exam) may result in dismissal from the EMT program.

8.2 Skills Testing Requirements

Students will be evaluated on their ability to perform practical medical procedures and patient assessments in alignment with Missouri State Practical Examination standards.

- **Passing Requirement:** Students **MUST** successfully pass each skill station to pass the course.
- **Retesting Skills:** If a student fails a skill evaluation on the first attempt, one re-evaluation attempt is permitted.

8.3 Homework & Preparation

Along with weekly reading assignments, students will complete homework throughout the course. Reading assignments must be completed prior to the lecture covering those chapters. Check the syllabus for specific due dates.

8.4 Textbooks & Required Instructional Materials

- **Primary Textbook:** *Emergency Care and Transportation of the Sick and Injured*, Thirteenth Edition (Textbook & Student Workbook).
- **Digital Resources:** Course announcements, lecture materials, and schedules will be posted on **Google Classroom** by the Lead Instructor.

9. HEALTH & SAFETY POLICIES

9.1 Illness, Injury, & Communicable Disease Protocols

EMS training involves clinical exposure and direct physical interaction. Students must take appropriate infection control precautions at all times.

Incident & Exposure Reporting

If a student is exposed to a communicable disease or sustains an injury during class, lab, or clinical rotations:

1. Report the incident **immediately** to the clinical preceptor and course instructor.
2. Seek immediate medical treatment.
3. **Financial Responsibility:** The student/parent is responsible for all medical evaluation, diagnostic, and treatment costs.

Communicable Illness Exclusion Rules

- **24-Hour Symptom-Free Requirement:** Any student presenting with a potentially communicable illness (e.g., flu-like symptoms, fever, productive cough, cold sores, viral hepatitis, HIV, herpes, etc.) is prohibited from participating in practical skill labs or clinical rotations until they are symptom-free for at least **24 hours**.
- **Fever Restriction:** For flu-like illnesses (fever, chills, body aches, respiratory symptoms), students must be fever-free for at least **24 hours without the use of fever-reducing medication** (e.g., Tylenol, Ibuprofen) before returning to class or clinical sites.
- **Absence Clearance:** Provided proper notification protocols are followed, illness absences may be excused, and makeup exams scheduled at the Lead Instructor's discretion.

9.2 Equipment Usage, Care, & Student Responsibility

- **Proper Care:** Training manikins, diagnostic equipment, and simulation aids are high-value medical instruments. Careless or abusive handling is strictly prohibited.
- **Financial Liability:** Students found negligent in damaging L&C equipment or supplies will be held financially responsible for repair or replacement costs.
- **Lab Cleanliness:** At the conclusion of every lab session, students must clean, sanitize, inspect, and package all medical gear before returning items to designated storage cabinets.

10. CLINICAL COMPETENCY & FIELD INTERNSHIP REQUIREMENTS

10.1 Clinical Hour Requirements

Lewis & Clark Career Center meets or exceeds national and state minimum clinical standards.

- **EMT Clinical Requirement:** EMT students must complete clinical experience divided between the hospital emergency department and field ambulance rotations.
- *Note:* Hour availability depends on hospital unit schedules and EMS agency work shifts. Specific clinical breakdowns are detailed in the course syllabus.

10.2 Student Expectations for Clinical Rotations

- **Preparation:** Students must prepare for clinical shifts as directed. Unprepared students will be sent home, resulting in a clinical warning or failure.
- **Patient Care Boundaries:** Students are to remain in clinical areas only to receive shift assignments and perform patient care/assessments under direct preceptor direction.
- **Infection Control:** Universal bloodborne/airborne precautions must be followed during every patient encounter.
- **Employment Conflict:** Students **may not** complete clinical hours at a facility or agency where they are currently employed. If a student gains employment at a partner site, they must notify the Clinical Coordinator immediately for site reassignment and complete a disclosure form.
- **Procedure Review:** Students should review institutional policy and procedure manuals prior to performing clinical procedures.

10.3 Conflict of Interest Policy

To ensure objective evaluation and eliminate actual or perceived favoritism:

- **Definition of Relatives:** Interpreted broadly to include individuals related by blood, marriage, affinity, household membership, domestic partnership, or close personal relationships (past or present).
- **Placement Restrictions:** No student will be assigned to a site where they would be under the direct supervision of a relative.
- **Ambulance Rotations:** If an assigned ambulance preceptor turns out to be a relative, the student will be rescheduled without penalty.
- **Employment Sites:** Students may not perform clinical/internship hours at their place of employment.

10.4 Field Internship Guidelines

- **Punctuality:** Arrive at least **15 minutes early** for assigned ambulance shifts.
- **Shift Rules:** **No sleeping is permitted** during clinical shifts. Students should bring study materials for downtime.
- **Professional Conduct:** Introduce yourself and your training level to supervisors and crew upon arrival. Refrain from overly friendly behavior, pranking, or joking.
- **Meals & Expenses:** Meals are not provided. Bring food, snacks, or money. EMS call volumes may prevent eating at regular times.
- **Station Duties:** Students must actively participate in shift duties (washing vehicles, cleaning stations, washing dishes, changing stretcher linens).
- **Cell Phone Policy:** Use of personal cell phones or agency landlines during shifts is strictly prohibited except in emergencies.
- **Authority:** **Do not question the authority or medical decisions** of preceptors/evaluators during calls (unless preventing an immediate, life-threatening error). Save questions for appropriate educational debriefs.
- **Medical Control:** Students must adhere strictly to local medical control protocols at the assigned agency.

10.5 Student Scope of Practice Guidelines

- EMT students ride as a **third rider** on ALS ambulances.
- Students must strictly adhere to the EMT student scope of practice approved by program faculty.
- **No Employee Replacement:** At no time may an EMS agency use a student to replace a paid staff member. High-stress situations or Mass Casualty Incidents (MCIs) do not justify exceeding student scope.
- **No Visitors:** Students are prohibited from hosting personal guests at clinical or EMS sites.

11. APPEALS & GRIEVANCE PROCEDURES

11.1 Testing Grievance Procedure

If a student wishes to appeal a written or practical exam score:

1. **Immediate Notice:** The student **must state their intent to appeal prior to leaving the testing site** on exam day.
2. **Written Appeal Submission:** If unresolved, submit a formal written appeal to:
Lewis & Clark Career Center
Attention: Mr. Eric Schroer
2400 Zumbuhl Road
St. Charles, MO 63301
3. **Review Process:** The Coordinator and course instructors will review exam materials, score sheets, and practical rubrics. Final determinations will adhere strictly to State of Missouri Emergency Medical Services guidelines.

11.2 General EMT Program Grievance Procedure

For non-testing program concerns, disputes, or issues:

1. **Step 1:** Discuss the concern directly with the **Lead Instructor** to reach an informal resolution.
2. **Step 2:** If unresolved, submit written details of the grievance or request an in-person meeting with:
Mr. Eric Schroer, Director
Lewis & Clark Career Center
2400 Zumbuhl Road
St. Charles, MO 63301
3. **Timeline:** The Director will issue a response by phone or in writing within **five (5) business days** of receiving the written notice.

12. EMERGENCY SCHOOL CLOSING & NOTIFICATIONS

In the event of weather-related cancellations, emergency early dismissals, or unscheduled school schedule changes, notifications will be broadcast through:

- Local Television Stations
- St. Charles School District Website
- Direct Email & District Alert Now Phone System
- **ParentSquare & StudentSquare** Mobile Communication Platforms

13. NATIONAL REGISTRY CERTIFICATION & SCOPE OF PRACTICE

13.1 NREMT Initial Certification Requirements

To achieve national EMT certification from the National Registry of Emergency Medical Technicians (NREMT), candidate graduates must meet the following criteria:

- Successfully complete a state-approved EMT training program within the past **two (2) years**.
- Obtain official program completion verification on the NREMT website from the EMT Program Director.
- Hold and maintain a valid **CPR-BLS (Basic Life Support) for Healthcare Providers** credential.

13.2 Examination Requirements

- **Cognitive Exam:** Pass the NREMT computer-adaptive test (exam fee: \$104 per attempt).
- **Psychomotor Exam:** Pass a State EMS Office-approved BLS psychomotor (skills) exam.
- **Completion Window:** Pass both cognitive and psychomotor examinations within **24 months** of each other.

13.3 Scope of Practice & External Resources

EMT clinical practice limits and certification standards are governed by state and national regulations. Candidates should review the official documentation provided by the National Registry:

- **NREMT First-Time Certification Guidelines:** [nremt.org/Pages/First-Time-Certification](https://www.nremt.org/Pages/First-Time-Certification)
- **National EMS Scope of Practice Model:** [National EMS Scope of Practice Model Document](#)