

ASSOCIATES IN  
EMERGENCY CARE,  
LLC

# Registrar Handbook

OFFICE OF THE REGISTRAR

*Student Services*



2017-2018

[www.aecare911.org/registrarhandbook](http://www.aecare911.org/registrarhandbook)

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## Introduction

In this Handbook,

“Registrar” means the Registrar and the Dean of Student of Associates in Emergency Care, LLC.

The Office of the Registrar maintains a central registry of students for all Intermediate and Paramedic programs since 2003. The Office of the Registrar also maintains records on all Instructor’s certifications and evaluations.

The *Registrar Handbook* provides information on the NREMT Psychomotor Exam Dates with Associates in Emergency Care, gives direction for Student Services programs, outlines prerequisites for the programs offered, and provides access to frequently used forms.

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Dean of Students  
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Fax: (301) 703-8263**

Website: [www.AECare911.org](http://www.AECare911.org)

## Telephone Contacts

### ***Dean of Students and Registrar***

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**1 AEC’s 2017 National Registry Psychomotor Examination Dates**

All students must register at least 14 days in advance of the examination date.

EXAM DATE	TIME	LOCATION	REGISTER DEADLINE
Saturday, January 27, 2018	0700 – Complete	AEC Training Center 12351 Randolph Ridge Lane Ste 201 Manassas, VA 20109	January 12, 2018
Saturday, April 7, 2018	0700 - Complete	AEC Training Center 12351 Randolph Ridge Lane Ste 201 Manassas, VA 20109	March 23, 2018
Saturday, June 30, 2018	0700 – Complete	AEC Training Center 12351 Randolph Ridge Lane Ste 201 Manassas, VA 20109	June 15, 2018
Saturday, August 4, 2018	0700- Complete	AEC Training Center 12351 Randolph Ridge Lane Ste 201 Manassas, VA 20109	July 20, 2018
Saturday, October 27, 2018	0700 – Complete	AEC Training Center 12351 Randolph Ridge Lane Ste 201 Manassas, VA 20109	October 12, 2018

**2 Associates in Emergency Care has full national accreditation through CAAHEP upon the recommendation of CoAEMSP.**

**3 Policy Updates**

**Paramedic Program Policy Manual changes:**

- *Attendance Policy*
  - *Students cannot miss more than a combined total of **36 hours** for the entire semester.....Any class time missed, regardless of excused or unexcused, is missed time and will be deducted from the starting 36 hours allotted. Failure to comply with the attendance policy will result in immediate dismissal from the program. No exceptions will be made.*
- *Tuition Fees*
  - *Increase in tuition cost to \$7499.00 for the EMT to Paramedic Program, but this increase now includes all FISDAP fees in addition to a brand new iPad,*

*cadaver lab, AEC membership with Office 365, 2 uniform polos, recorded lectures, and all eTexts on Digital Library from Pearson.*

**Paramedic Program Clinical Rotation Manual changes:**

- *Clinical Areas*
  - *In the table shown all specialty unit hours (O.R, CCU, L&D, & PEDS,) have been changed from 16 required hours each to 8 required hours each*
  - *All pediatric age group values have been reset to a “minimum” of 2 in each pediatric age bracket. The overall goal of 30 has remained unchanged.*

**4 Course Prerequisites**

**EMT to Paramedic Program Prerequisites**

- 18 years of age before the first day of class
- Hold current certification in an American Heart Association Basic Life Support Healthcare Provider Course at the beginning date of the class
- Hold current certification as a **Virginia** EMT or higher EMS certification level
- Hold, at a minimum a high school or general equivalency diploma
- Comply with all other Virginia Office of EMS prerequisites involving criminal history and standards of conduct

**Advanced Placement Paramedic Program Prerequisites (aka I-P)**

- 18 years of age before the first day of class
- Hold current certification in an American Heart Association Basic Life Support Provider Course at the beginning date of the class
- Hold current certification in **AHA ACLS and AHA PALS**
- Hold current certification at the state or national Intermediate level
- Hold, at a minimum, a high school or general equivalency diploma
- Comply with all other Virginia Office of EMS prerequisites involving criminal history and standards of conduct

Such Virginia Office of EMS prerequisites can be found at [www.vdh.virginia.gov/oems](http://www.vdh.virginia.gov/oems).  
Form: EMS.TR.35, Revised May 2012

**5 2016-2017 Course Retention Values**

Courses beginning in 2016	Students Enrolled	# Passed the Course	# Failed the Course	# Withdrew the Course	Retention
Advanced Placement Paramedic (I-P) Students	32	32	0	0	100%
EMT to Paramedic Students	51	42	5	4	82.3%



Courses beginning In 2017	Students Enrolled	# Passed the Course	#Failed the Course	# Withdrew the Course	Retention
Advanced Placement Paramedic (I-P)	58	16 41 still in class	1	0	TBD
EMT to Paramedic Students	163	TBD	TBD	TBD	TBD
EMT Students	61	44	9	7	72.1%

**6 Intermediate and Paramedic Graduate Transcript Requests**

The cost for an Intermediate or Paramedic Transcript is \$25.00 per request. This includes your grades, clinical hours, and total contacts in all categories.

The cost for your full file to include an official transcript and ALL of your patient contacts forms on flash drive is \$75.00.

**7 Credit Transfer Guide**

The table below reflects the number of credits each school provides for being a certified Nationally Registered EMT-P or the new Nationally Registered Paramedic. Credits are only awarded once the student has actively enrolled in at least one class at the school.

NREMT Certification	Northern Virginia Community College	George Washington University	Jefferson College of Health Sciences
NREMT-Paramedic or NR-Paramedic Credit Hrs	37	25-40	39

**College Contact Information**

Northern Virginia Community College  
(703) 822-6560

George Washington University  
Catherine Golden, Director  
(202) 994-3564  
[cagw@gwu.edu](mailto:cagw@gwu.edu)

Jefferson College of Health Sciences  
John C. Cook, Director  
(540) 985-8317  
[jccook@jchs.edu](mailto:jccook@jchs.edu)

NREMT Certification	Columbia Southern University
NREMT-Paramedic or NR-Paramedic Credit Hrs	23
AEC Student Discount	10% discount on all courses

Columbia Southern University  
Lori Raines, Special Programs  
[lori.raines@columbiasouthern.edu](mailto:lori.raines@columbiasouthern.edu)

**8 Graduate Certificate**

Associates in Emergency Care provides a graduate certificate to all students who pass either the Intermediate or Paramedic Program.

**9 Student Records Policy**

Student records are kept in the main office in Maryland where they are scanned into electronic PDF file format and backed up in the cloud on One Drive. The hard copies are then destroyed. Electronic copies are kept on file indefinitely dating back to 2003.

## 10 Student Services

### 10.1 Online Medical Library

This is available to Paramedic Students in order to complete their research papers. AEC has an online Medical Library through LIRN. The link to the site is <http://www.lirn.net/services>. Paramedic Students are provided with the institutional ID number on the first day of class to access LIRN's databases.

### 10.2 Tutoring

Tutoring is available to any student who needs the extra support and/or time to understand a particular topic. Although the Program Coordinators are able to monitor grades at certain points in the program and determine who may need help it is the responsibility of the student to make his/her Program Coordinator aware that he/she needs additional assistance. The following personnel can be contacted to meet before or after class for one on one help. Over the phone help or by email can be accommodated as well.

#### ***Tutor Contacts***

Ray Velasquez, Operations Director  
(301) 748-9981

[rvelasquez@aecare911.org](mailto:rvelasquez@aecare911.org)

Patrick Cantwell, Program Director  
[pcantwell@aecare911.org](mailto:pcantwell@aecare911.org)

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Tim Stefanson, Program Coordinator  
[tstefanson@aecare911.org](mailto:tstefanson@aecare911.org)

### 10.3 Career Counseling and Academic Advising

Please contact Shaun Marini, Administrative Director or Gretchen Wills, Program Director with any questions or guidance you may need.

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### 10.4 Admissions

As long as a student has met all of the prerequisites listed in section 4 and those required by the Virginia Office of EMS, AEC has an open admission policy. AEC does not require a pretest or any course prerequisites beyond a high school diploma or GED. The only exception to this rule is when AEC hosts an Advanced Placement Paramedic Program. In this situation students must take an AP test for placement purposes only.

There is no application process. Simply go to our web site when enrollment is open and complete an online registration form paying your non-refundable deposit at least to reserve your seat in the class.

For additional questions or admissions information contact:

Shaun Marini  
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Office (301) 703-8187  
[shaunmarini@aecare911.org](mailto:shaunmarini@aecare911.org)