

NYS EMT COURSE

ORIGINAL & REFRESHER COURSE

EMERGENCY MEDICAL TECHNICIAN

EMT's Are In HIGH DEMAND!

TRAIN. LEARN. SERVE.

Gain the knowledge and hands-on skills needed to provide emergency care, help your community, and begin a rewarding career in Emergency Medical Services!

- **Gain hands-on training and real-world field experience**
- **Be part of a team that makes a difference**
- **Build a career with purpose and stability**

Already an EMT? Need CME's?

Learn how you can attend lectures and skills sessions to gain credits toward your CORE CME hours. We can also help with your required practical skills eval for your CME refresher!

COURSE SCHEDULE

APPLY BY JANUARY 25, 2027

Class begins Feb 7, 2027
NYS exam date May 16, 2027

Tuesdays & Thursdays
6:00 PM – 10:00 PM
Sundays
8:00 AM – 2:00 PM

LOCATION

SUNY Sullivan Campus
112 College Rd | Loch Sheldrake, NY

EMT Original Course $950
EMT Refresher Course $400
$100 Registration Fee Required
*NYS Reimbursement may be available if you belong to an eligible EMS Agency or Fire Department

TO REGISTER
Contact SUNY SULLIVAN Workforce Development
scccworkforce@sunysullivan.edu
www.SUNYSullivan.edu/EMT

SUNY SULLIVAN

*Pending NYS Approval

SUNY SULLIVAN

WORKFORCE DEVELOPMENT



NYS EMT COURSE
Important Information

APPLICANT CHECKLIST & RESOURCE GUIDE

☐ Basic Application

Attached. Apply through SUNY Sullivan at no cost. Use the attached QR code or the direct link to the website.

☐ Supplemental Application & Questions

Attached. This **must be completed and returned at the time of payment** to Workforce Development at SUNY Sullivan.

☐ Payment Information

See the attached Payment Information page. Choose agency sponsorship, pay in full by check or credit card, or set up a 3-month payment plan. **Application, supplemental application, and payment(s) are due by 1/25/2027.**

☐ DOH Form 3312

Attached or, preferably, **fill it out digitally** using the QR code or direct link at right. Need a paper copy to share with your agency? Print the attached form or the PDF from the link. The DOH Form 3312 is a verification form used by the New York State Department of Health for members of Emergency Medical Services (EMS) agencies. It is essential for both initial certification and recertification processes. To complete the form:

1. Fill in your personal information, including your name, Social Security number, and date of birth.
2. Indicate your primary and secondary EMS agency codes if applicable.
3. Sign the form and have an official representative from your agency sign it and return it when submitting supplemental application.

☐ Policy & Procedures

Attached. Review and bring a signed copy with you to submit on your first day of class.

☐ Schedule

Attached. Review and ensure full attendance can be achieved.

☐ DOH Policy Statement No. 00-10

Attached DOH Policy Statement No. 00-10 – Guide for those who are interested in understanding what qualifications, competencies and tasks are expected of the EMT-B and/or the AEMT.

Train. Learn. Serve.

Gain the knowledge and hands-on skills needed to provide emergency care, help your community, and begin a rewarding career in Emergency Medical Services!

PLEASE NOTE

Payment is due prior to the class start.

DEADLINE TO APPLY:
JANUARY 25, 2027

If you have any questions or require additional information, contact the Director of Workforce Development at (845) 434-5750 x4252.

FILL OUT DOH FORM 3312 DIGITALLY

Scan with your phone, or visit:
health.ny.gov/forms/doh-3312.pdf

Then print it and share it with your agency.

Your next chapter starts here.

SUNY SULLIVAN | WORKFORCE DEVELOPMENT

NYS EMT COURSE

ORIGINAL & REFRESHER COURSE

TAKE THE NEXT STEP.

Apply online to register for Emergency Medical Technician training.

CLASS BEGINS	APPLICATION DEADLINE	LOCATION
February 7, 2027	January 25, 2027	SUNY Sullivan Campus Loch Sheldrake, NY

SCAN TO APPLY

Open your phone's camera and scan the QR code to visit the SUNY Sullivan application page.

On the page, simply click "Apply Now" to register for the course.

APPLY BY JANUARY 25, 2027

SCAN WITH YOUR PHONE

HAVING TROUBLE WITH THE QR CODE?

Visit the application website instead:

my.sunysullivan.edu/ICS/Getting_Started/Apply_Now.jnz

SUNY SULLIVAN

112 College Road | Loch Sheldrake, NY 12759
sunysullivan.edu • Workforce Development

SUNY SULLIVAN

WORKFORCE DEVELOPMENT



NYS EMT COURSE

Payment Information

Payment is due prior to the class start.

EMT ORIGINAL COURSE	EMT REFRESHER COURSE	REGISTRATION FEE REQUIRED
$950	$400	$100

CHOOSE HOW YOU WILL PAY

1 Agency Sponsorship

Your agency will need to complete the **DOH Form 3312** verification form. Use the QR code or direct link on the checklist, or the attached form.

2 Paid in Full to SUNY Sullivan

Accepted: cash, check, money order, VISA, MasterCard, Discover, American Express

BY CHECK OR MONEY ORDER

Make payable to **SUNY Sullivan**. Mail to: SUNY Sullivan c/o Justine Hoskin, Director of Workforce Development, 112 College Rd., Loch Sheldrake, NY 12759

BY CREDIT CARD

Complete the attached **Credit Card Authorization Form**. Return it by mail (address at left), by phone at 845-434-5750 x4252, or in person at Founders Hall, Office J113, c/o Justine Hoskin.

3 Payment Plan: 3 Monthly Payments

Pay in **three consecutive monthly payments**. Your first payment must be made **no later than 11/25/2026**, and all payments must be completed by **1/25/2027**, the application deadline.

1. Go to online.campuscommerce.com/signin/4K12L (or scan the QR code).
2. New users create a username and password; returning users sign in.
3. Click the link to set up a payment plan, then select the appropriate term.
4. Click Begin to use your own account, or designate another payer (they will get an email with a log-in link).
5. Complete the remaining steps.

Scan to set up your plan

Application, supplemental application, and payment(s) are due by 1/25/2027

SUNY SULLIVAN

Office of Student Billing & Finance
SUNY Sullivan
112 College Road, Loch Sheldrake, NY 12759
845-434-0014 FAX

Credit Card Payment Authorization

Complete this form to pay your SUNY Sullivan balance by credit card, then return it using one of the options below.

HOW TO RETURN THIS FORM
By mail: SUNY Sullivan c/o Justine Hoskin, Director of Workforce Development, 112 College Rd., Loch Sheldrake, NY 12759
In person: Founders Hall, Office J113, c/o Justine Hoskin
By phone: (845) 434-5750 x4252

STUDENT & PAYMENT

Student Name _____

Amount Charged $ _____

CARD INFORMATION

Card Number _____

Card Type ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Exp Date _____

Security Code _____

CARDHOLDER INFORMATION

Cardholder Name _____

Address _____

City, State, Zip _____

Telephone _____

Email _____

☐ I authorize SUNY Sullivan to process the above payment. I certify that the information on this form is correct. False information or omission of data may result in cancellation of registration.

Cardholder Signature _____ Date _____

SUNY Sullivan County Community College
112 College Road
Loch Sheldrake, NY 12759
800-577-5243

Emergency Medical Technician Course

Held at the SUNY Sullivan Co. Community College Campus, Loch Sheldrake, N.Y.
Building E, - OneStop Upstairs Conference Room

Print Student Name _____ Date _____

Phone _____ Email _____

Have you been an EMT in the past? _____ State and EMT # _____

Refresher Students MUST submit a copy of their EMT card with application. SUNY Sullivan's SPRING 2027

EMT Course begins February 7, 2027

EMT-B Tuition $950, Refresher $400, **plus an additional** $100 Registration fee, due in **FULL prior to start of class**. Registration fee, certification exam fee and text book/online lab materials are the student's responsibility.

SUNY Sullivan Workforce Development Course Refund Policy: A student withdrawing from the course must submit an official withdrawal request in writing to their CIC and a copy to the Director of Workforce Development.

Students withdrawing within the first week of the course are responsible for 25% of the tuition and course fee. Students withdrawing within the second week of the course are responsible for 50% of the tuition and course fee. Withdrawing after the first two weeks of the course, will result in 100% liability for the tuition, with no refund.

If a student is sponsored by a qualified EMS Agency, upon passing the NYS written exam and obtaining their certification, the agency may request tuition reimbursement through NYS Bureau of Emergency Medical Services. Sponsors will need to submit the NYS Dept. of Health 3312 verification form.

Course Co-Requisites: FEMA IS-100, IS-700, & IS-5 (Hazardous Materials Awareness Level)

ATTENDANCE FOR ALL SESSIONS REQUIRED. Any excused absence MUST be made up (no more than 2 allowed). This course requires 24 Clinical Hours Practical Experience in a Pre-Hospital Setting. Your instructor will provide the sites we have agreements with.

Online text materials: Pearson's Emergency Care, 14th Edition with MyLab Brady access, purchased at bradybooks.com. Step by step directions and the course code will be provided approximately one week prior to the course start date.

Applications with payment may be dropped off at SUNY Sullivan's One Stop (Building E) or mailed to: SUNY Sullivan, 112 College Road, Loch Sheldrake, N.Y. 12759, Attention: Director of Workforce Development
Please make checks **payable to SUNY Sullivan**. Credit card payments can be taken in person or by phone.

For further assistance contact the Director of Workforce Development (845) 434-5750 x4252 or scccworkforce@sunysullivan.edu

Students are required to purchase their own pocket mask.
Please answer the **supplemental questions enclosed with this form.**

Signature: _____ **Date:** _____

SUNY SULLIVAN

Supplemental EMT Application Questions:

1. Please describe your motivation for becoming an EMT.

2. This course requires significant reading and homework outside of class. Please identify any reasons why this may prove challenging for you.

3. The EMT course requires you to be able to read and write in English, communicate effectively via telephone and radio equipment, and the ability to interpret oral, written and diagnostic form instructions. Please identify any reasons why this may prove challenging for you.

4. Please identify the highest education level you have achieved.

5. Are you comfortable reading and writing in English?

6. The EMT course requires you to be able to lift, carry and balance up to 125 pounds, 250 pounds with assistance. Please describe any physical limitations that would prevent you from completing these tasks.

7. Every EMT is responsible for maintaining confidential patient information. Why is this important?

Applicant Initial: _____ Date: _____

SUNY SULLIVAN COUNTY COMMUNITY COLLEGE
POLICY & PROCEDURES FOR EMS COURSES
Updated January 21, 2025

SPRING 2027 EMT at SUNY Sullivan Campus –Basic Original & Refresher Courses

COURSE GOALS AND OBJECTIVES

The course goals and objectives for the Emergency Medical Technician (EMT) Basic and Refresher programs offered by SUNY Sullivan, are to train students to meet or exceed the necessary knowledge base and hands-on practical skills required to successfully complete the NYS Dept. of Health, Bureau of Emergency Medical Services certification(s).

COURSE MODIFICATION OR CANCELLATION

SUNY Sullivan reserves the right to limit class size based on facilities, equipment, and instructor availability. Applications are accepted on a "first-come, first-served" basis.

SUNY Sullivan reserves the right to cancel any program due to low enrollment and unavailability of instructors, within the first three scheduled classes.

CLASS CANCELLATION NOTIFICATION PROCEDURE

In the event of inclement weather, the EMT program will follow the status of SUNY Sullivan as it is announced on the website. Students should also check their college email. If SUNY Sullivan is closed for the day of EMT class, there will be NO EMT class. The next scheduled class will include what was missed. Make-up classes will be determined by the instructors.

NEW YORK STATE CERTIFICATION EXAMINATION ELIGIBILITY

In order to be eligible for the NYS Final Practical Skills Examination, the student must have completed all the requirements of the course outline and the course policies. Failure to complete the requirements as set forth in the course outline and course policies will make the student ineligible for the NYS Final Practical Skills Examination.

All students must complete and turn in documentation showing completion of:
ICS 100
ICS 700
Basic Hazmat
WMD at teex.org
CPR

ICS 100 & 700 and Hazmat can be done online at www.fema.gov
CPR is offered as part of this class.

In order to be eligible for the NYS EMT certification written exam, student must attain the age of 17 in the month they schedule their written exam. In addition, students must have completed all of the requirements of the course outline, course policies, and have successfully completed the stations of the NYS Final Practical Skills Examination. Failure to complete these requirements will make the student ineligible for the NYS Final Written Examination.

LIABILITY STATEMENT

The program in which you are enrolled will include physical activity. If your physician has recommended you avoid strenuous activity or limit your physical activity in anyway, be aware that Cardio Pulmonary Resuscitation and other aspects of an EMT's or a CFR's job can be physically hard work. If you have a medical or cardiac history that may be aggravated by this program, you should consult with your physician prior to commencing in this program.

If you have serious reservations about being able to perform CPR or any other skill on a patient, you should consider this before beginning the program.

SUNY SULLIVAN

AMERICANS WITH DISABILITIES ACT (ADA)

STUDENTS WITH DISABILITIES: Section 504 of the Rehabilitation Act of 1973 states "no qualified person with a disability, shall on the basis of disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives benefits from federal assistance." A person with a disability under the Section 504 means any person who has a physical or mental impairment that substantially limits one or more major life activities: has a record of such impairment; or is regarded as having such impairment.

Any student who may require special consideration with regards to the New York State Final Certification Exam must advise the New York State Department of Emergency Services Program at least six weeks prior to the exam. The Emergency Medical Services Program can be reached at (518) 402-0996. The New York State Department of Health EMS Program is the only agency authorized to grant any exemptions to the New York State Department of Health Emergency Medical Services Testing Policy. The SCCC will allow the same exemptions in its training program upon written documentation of the New York State Department of Health Emergency Medical Services findings. The student, prior to any interim testing, must provide documentation of the exemption.

SUNY Sullivan Accommodations and Support

Students Requesting Accommodations: Any student who may need an accommodation based on the impact of a disability should contact the Director of Learning and Student Development Services by emailing Learningcommons@sunysullivan.edu or visiting the OneStop, building E, to establish eligibility and to coordinate reasonable accommodations. Students with disabilities may want to visit with the instructor regularly throughout the semester for help and advice with schoolwork. Tutoring is available as well at the Learning Center.

COURSE - INTERIM TESTING REQUIEMENTS

1. Quizzes: Quizzes will be given at the start of each class session. Quizzes will consist of 10 to 20 questions on the **material that will be covered that day** and anything previously covered in class. Quizzes will start promptly at the beginning of the session and you will be given between 10 and 15 minutes to complete them. Anyone who comes to class while the quiz is being taken will only be allowed the remaining time. Anyone who comes to class after the quiz has been completed will receive a zero for that quiz. The lowest quiz grade will not be used in determining class averages.
2. Interim and Class Final Written Examinations: There will be interim module written examinations scheduled during this program as listed in the course outline. In addition to the interim examinations there will be a cumulative class written final examination.
3. Minimum Testing Standards and Grade Point Averages:

Students must maintain a grade point average of 70% or greater throughout the program. Failure to maintain the required average (84% on CPR) will result in the student being placed on academic probation and may lead to dismissal from the program.

Students who obtain less than a 70% on a module examination or on the class written final will be given an opportunity to take a makeup exam no later than 1 week following the failed exam. The score on the retest will constitute the student's new module written examination score.

Grade point averages will be an accumulation of both quiz and module exam grades. Module exams will carry twice the weight of quiz grades. The lowest quiz grade will not be applied toward the average. **Students who fail to carry the required average after the 4th module examination (post retest) will be removed from the program.**

Students must obtain at least a 70% on the class final examination and carry the required average throughout the class in order to qualify to take the New York State practical and written examinations. Students who fail to obtain a 70% on the final written class examination will be given 1 retest.

4. Interim Practical Skills Testing: Practical skills will be formally evaluated during the class. Remedial training may be required. Any student may be dropped from the program after failing to make satisfactory progress on the practical skills.

SUNY SULLIVAN

ATTENDANCE POLICY

Attendance for ALL Sessions Required. Any excused absences MUST be made up (no more than 2 allowed). **Students are expected to attend all sessions as outlined in the course schedule** for original students or as agreed to in their contract for refresher students.

Students are required to be at class at the scheduled start time. Tardiness will not be accepted. Any arrival more than 20 minutes after the start of class will be considered absent for the session. Students are required to sign in at every class session. Students found signing in another student will be dismissed. Any absence, whether excused or not, will have to be made up. Your Certified Instructor Coordinator (CIC) will assist you with finding another class that you may attend. It is the student's responsibility to make the arrangements with the CIC of the makeup class.

Students are expected to stay in class until dismissed. Leaving early without permission from the CIC will be considered an absence.

Only the CIC of the course may allow a student to miss a session, arrive late or leave early from class. Acceptable reasons may include personal illness or family emergency. Additional make-up work may be assigned. Appropriate documentation for the excused absence may be required.

If a student misses a regularly scheduled interim exam due to an unexcused absence, they will take a make-up exam with no retest.

Repeated absences will not be tolerated and will lead to dismissal from the program.

CLASSROOM OPERATION

- All **pagers and cell phones** must be shut off during class.
- No students will be allowed to respond to ambulance or fire calls during class.
- Smoking is not permitted on the SCCC campus.
- If refreshments are allowed students are expected to clean up after themselves.
- Students are expected to assist in putting equipment away after all skill sessions.

STUDENT PERSONAL CONDUCT AND ETHICS

All students must conduct themselves in a professional adult manner at all times during classroom lectures, practical skill sessions, and clinical experiences. Reports of misconduct will be investigated by the CIC and reported to the course administrator and the student counseled as necessary. Misconduct, disruptive behavior or recklessness may result in the student's expulsion from the program. The course administrator and the CIC will jointly decide on the removal of a student from the program and will provide all necessary documentation.

Students should dress appropriately for each class session. Preferred attire is dark slacks or uniform pants, collar shirt or t-shirt (affiliation logo is fine for class sessions), rubber soled shoes (sneakers, work boots) **NO SANDALS OR OPEN TOED SHOES PERMITTED**.

Students will not attend classes under the influence of any illegal drug or alcohol. Students are not allowed to have illegal drugs or alcohol on the grounds of the SCCC or the host agency. Prescription and/or over-the-counter medications are acceptable with proper documentation. Students who exhibit evidence of drinking or use of illegal drugs will be suspended from the program pending a meeting of the course administrator and the CIC.

The equipment used during this course may inflict personal injury if misused. At no time will any horseplay or misuse of equipment be tolerated.

No firearms are permitted in the classroom. Law enforcement personnel should make arrangements to secure their weapons before entering the classroom.

No thefts will be tolerated. Violators will be prosecuted to the fullest extent of the law.

Respect for the facility where the course is being held is expected. Any acts of vandalism or defacing of facility property will lead to automatic dismissal from the program and possible criminal charges.

SUNY SULLIVAN

CLINICAL REQUIREMENTS

EMT –Basic students will be required to do a minimum of 24 hours of clinical time. The CIC and Medical Director may require additional clinical hours. The Medical Director will decide if Emergency Room or Ambulance observations are to be utilized.

- Emergency Department – Students must receive a favorable evaluation from ER nursing and physician staff.
- Ambulance Time – Students will be required to observe and participate in patient care and write sample Pre- Hospital Care Reports based on one call that is trauma in nature and one call that is medical in nature. Students must receive a favorable evaluation from the squad leader.

Students must have the NYS Dept. of Health Emergency Medical Services Observation Form completed for each clinical session.

A list of approved preceptors will be given to you by the CIC. The CIC will advise you of the guidelines for rotational sign up.

Students must comply with the attire required by the hospital or EMS agency. Should the agencies not have any requirements, the student should wear dark slacks (black or dark blue) and a white shirt and comfortable shoes (NO SNEAKERS). No emblems, patches or phrases are to be worn on any garment during clinical times. Any apparel from your ambulance corps or fire department is inappropriate.

All clinical requirements must be successfully completed before the Practical Skills Exam. Failure to complete the clinical requirement will make you ineligible to take the Practical Skills Exam.

TUITION REIMBURSEMENT

Students who are active members of an agency registered with the New York State Department of Health may be sponsored by their agency. The sponsor may submit NYS DOH form 3312 for tuition reimbursement, upon student obtaining their EMT certification, in accordance with current NYS DOH policy regarding tuition reimbursement for eligible members.

SEXUAL HARASSMENT POLICY

The SCCC sexual harassment policy is to provide for the development and practice of the high professional standards expected of emergency services personnel. To achieve these standards, it is the policy of the SCCC to prohibit sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in activities sponsored by the SCCC.
- Submission to or rejection of such conduct by an individual is used as a basis of decisions affecting such individual's employment or participation in activities sponsored by the SCCC.
- Such conduct has the purpose or effect or unreasonably interfering with an individual's work or learning performance or creates an intimidating, hostile or offensive working or learning environment.

Any person who wishes to can file a grievance because of an alleged act of sexual harassment. All allegations of sexual harassment by any party will not be tolerated and must be reported to the CIC or course administrator immediately. The course administrator will oversee all investigations as per federal guidelines.

TERMINATION AND APPEALS PROCESS

Students whose progress and/or conduct does not meet minimum standards as set forth in these course policies will be advised of such deficiencies in writing. The student will have the opportunity to meet with the CIC, Course Administrator and/or the Medical Director to discuss the student's individual situation. Any determination of dismissal from the program will be the final decision of the Medical Director. The student may appeal any decision of the Medical Director to the New York State Health Department Emergency Medical Services Program.

Course Administrator – David Weinstein, CIC SUNY Sullivan Loch Sheldrake

Medical Director – William Greenhut, New City, N.Y.

SUNY SULLIVAN

APPLICATIONS FOR ORIGINAL EMS CERTIFICATION OR RECERTIFICATION

This policy describes the process for the review of applicants seeking EMS certification with a history of criminal convictions. This policy also describes the responsibilities for the applicant, the Certified Instructor (CIC), and the Department of Health.

In accordance with the provisions of the State Emergency Medical Services (EMS) Code – 10 NYCRR Part 800, applicants for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The Department will review all criminal convictions for any federal, military, state, and/or local jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, or to determine if the applicant for certification represents a potential risk or danger to patients or the public at large.

The regulation does not prevent an applicant with a criminal conviction from attending and completing all of the requirements of an EMS course. However, it may prevent the applicant from becoming certified in New York State until the Department has conducted a review and investigation of the circumstances of the convictions(s) and made a determination that the applicant does not demonstrate a risk or danger to patients. If the Department makes a determination allowing certification, the applicant will be eligible to take the NYS practical and written certification examinations, if otherwise qualified. **All applicants should be fully informed of these requirements by the CIC at the beginning of the course.**

Applicants will not be permitted to take the NYS practical or written certification examination until the background review and investigation are completed and a written determination is received by the applicant.

In accordance with the provisions of the State Emergency Medical Services (EMS) Code – 10 NYCRR Part 800.11 – Advanced emergency medical technician certification:

PROGRAM EVALUATIONS

At the end of this program, you will be asked to fill out a course evaluation sheet. Items to be evaluated are Instructors, Content, Facility, and Equipment.

EMS Course Refund Policy:

A student withdrawing from the course must submit an official request in writing to their instructor Dave Weinstein, and a copy provided to the Director of Workforce Development.

Students withdrawing within the first week of the course are responsible for 25% of the tuition.

Students withdrawing within the second week of the course are responsible for 50% of the tuition.

Withdrawing after the first two weeks of class, will result in 100% liability for the tuition, with no refund.

SUNY SULLIVAN

SUNY SULLIVAN COUNTY COMMUNITY COLLEGE
POLICY & PROCEDURES FOR EMS COURSES
Updated January 21, 2025

EMT –Basic Original & Refresher Courses, held at SUNY Sullivan Campus.

I _____ (Print name of student) have received and reviewed:

(Please initial each section)

Course Policies and Procedures _____

Course Schedule _____

_____ _____

Student Signature Date

New York State
Department of Health
Bureau of Emergency Medical Services

POLICY STATEMENT

Supercedes/Updates: Policy Statement 92-04

No. 00-10

Date: 09/25/00

Re: EMT-B / AEMT

Functional Position Description
Emergency Medical Technician – Basic (EMT-B)
Advanced Emergency Medical Technician (AEMT)

Purpose:

Provide a guide for those who are interested in understanding what qualifications, competencies and tasks are expected of the EMT-B and/or the AEMT.

Qualifications:

- Complete the *Application for Emergency Medical Services Certification* (DOH-65), including affirmation regarding criminal convictions
- Successfully complete an approved New York State EMT-B or AEMT course
- Achieve a passing score on the practical and written certification examinations
- Must be at least 18 years of age prior to the last day of the month in which they are scheduled to take the written certification examination
- Knowledge and Skills required show need for high school or equivalent education
- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written and diagnostic form instructions
- Ability to use good judgement and remain calm in high stress situations
- Ability to be unaffected by loud noises and flashing lights
- Ability to function efficiently without interruption throughout an entire work shift
- Ability to calculate weight and volume ratios
- Ability to read English language, manuals and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members and bystanders
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Ability to converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Possesses good manual dexterity with ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold and moisture
- Ability to work in low light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

Competency Areas:

The EMT-B

Must demonstrate competency is assessment of a patient, handling emergencies using Basic Life Support equipment and techniques. Must be able to perform CPR, control bleeding, provide non-invasive treatment of hypoperfusion, stabilize / immobilize injured bones and the spine, manage environmental emergencies and emergency childbirth. Must be able to use a semi-automatic defibrillator. Must be able to assist patients with self-administration or administer emergency medications as described in state and local protocol.

The AEMT-Intermediate

Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using intravenous therapy, defibrillator and advanced airway adjuncts to control the airway in cases of respiratory and cardiac arrest.

The AEMT-Critical Care

Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using the AEMT-Intermediate skills and equipment. Must be able to administer appropriate medications.

The EMT-Paramedic

Must be capable of utilizing all EMT-B and AEMT-intermediate skills and equipment. Must be able to perform under Advanced cardiac Life Support (ACLS) and Basic Trauma Life Support (BTLS) standards. Must be knowledgeable and competent in the use of a cardiac monitor/defibrillator and intravenous drugs and fluids. The EMT-Paramedic has reached the highest level of pre-hospital care certification.

Description of Tasks:

Responds to calls when dispatched. Reads maps, may drive ambulance to emergency site using most expeditious route permitted by weather and road conditions. Observes all traffic ordinances and regulations.

Uses appropriate body substance isolation procedures. Assesses the safety of the scene, gains access to the patient, assesses extent of injury or illness. Extricates patient from entrapment. Communicates with dispatcher requesting additional assistance or services as necessary. Determines nature of illness or injury. Visually inspects for medical identification emblems to aid in care (medical bracelet, charm, etc.) Uses prescribed techniques and equipment to provide patient care. Provides additional emergency care following established protocols. Assesses and monitors vital signs and general appearance of patient for change. Makes determination regarding patient status and priority for emergency care using established criteria. Reassures patient, family members and bystanders.

Assists with lifting, carrying and properly loading patient into the ambulance. Avoids mishandling patient and undue haste. Determines appropriate medical facility to which patient will be transported. Transports patient to medical facility providing ongoing medical care as necessary enroute. Reports nature of injury or illness to receiving facility. Asks for medical direction from medical control physician and carries

out medical control orders as appropriate. Assists in moving patient from ambulance into medical facility. Reports verbally and in writing observations of the patient's emergency and care provided (including written report(s) and care provided by Certified First Responders prior to EMT-B/AEMT arrival on scene) to emergency department staff and assists staff as required.

Complies with regulations in handling deceased, notifies authorities and arranges for protection of property and evidence at scene.

Replaces supplies, properly disposes of medical waste. Properly cleans contaminated equipment according to established guidelines. Checks all equipment for future readiness. Maintains ambulance in operable condition. Ensures cleanliness and organization of ambulance, its equipment and supplies. Determines vehicle readiness by checking operator maintainable fluid, fuel and air pressure levels. Maintains familiarity with all specialized equipment.

NEW YORK STATE DEPARTMENT OF HEALTH
Bureau of Emergency Medical Services

Verification of Membership in a NYS EMS Agency

Please print legibly in capital letters or type. Put one letter or number in each box.
This form must be completed and returned to the Course Sponsor prior to the completion of the course.

Course Number | | | | | | | **(Please retain this number for future reference)**

Check if this application is for: ☐ **Original Certification** ☐ **Recertification** **(If you are recertifying you must include your NYS EMS I.D. Number)**

EMS Identification Number (If you have one)
Only write your NYS EMS number in this space

Applicant's Last Name

Applicant's First Name and M.I

If you belong to an EMS agency, please indicate the agency code in the box(es) below.

Primary EMS Agency **Secondary EMS Agency**

Primary Agency Name

Primary Agency Captain, Chief, or other agency official signing the affirmation on this form

Last Name

First Name and M.I.

NYS EMS Identification Number (If you have one)

Official's Agency Title

Personal Affirmation **Read Carefully Before Signing**

I, as an official representative of the primary NYS EMS agency listed on this form, affirm that the applicant named on this form is a member of the primary NYS EMS service. I further understand that offering or providing false information on this document may constitute a crime under the penal law and may subject any certification to revocation or other Department action.

I, as the applicant, hereby certify that all of the information contained in this application is true and correct and that the signature below is mine as applicant. I further understand that offering or providing false information on this document may constitute a crime under the penal law and may subject any certification to revocation or other Department action.

(Agency Official's Signature) **(Date)**

(Applicant's Signature) **(Date)**

CIC: David Weinstein
e-Mail: DWeinstein@sunysullivan.edu
Phone: (845) 421-2412

SUNY Sullivan Spring 2027
EMT-B Original Course #
EMT-B Refresher Course #

Course Start Date: 02/07/2027
Course End Date: 05/20/2027

Course Pre-Requisites: FEMA IS-100, IS-700, & AWR-160
Course Materials: Emergency Care, 14th Edition by Pearson (Brady) with My Brady Lab
CPR must be taken in class NYS rule - 32 Clinical Hours Required in the Pre-Hospital Setting
Attendance for ALL Sessions Required. Any excused absences MUST be made up (no more than 2 allowed).

Session	Day	Date	Time	Topic	Reading	Instructor	Hour
	Sun	02/07/27	8a-2p	REFRESHER CHALLENGE		Weinstein	6
						CLI STAFF	
1	Tu	02/09/27	6p-10p	CLASS INTRODUCTION - DOH Application / P&P / Syllabus Review		Weinstein	4
				VITAL SIGNS	Chapter 13		
				PRACTICAL LAB: VITAL SIGNS		CLI STAFF	
Self Study	Due	02/13/27		INTRODUCTION TO EMERGENCY MEDICAL CARE	Chapter 1		4
				WELL BEING OF THE EMT	Chapter 2		
2	Th	02/11/27	6p-10p	MEDICAL LEGAL & ETHICAL ISSUES	Chapter 4	Weinstein	4
				MEDICAL TERMINOLOGY	Chapter 5		
3	Sun	02/14/27	8a-3p	PRACTICAL LAB: CPR		Weinstein	7
				CPR -CARDIAC ARREST MANAGEMENT - AED		CLI STAFF	
				CPR: WRITTEN EXAM			
4	Tu	02/16/27	6p-10p	ANATOMY AND PHYSIOLOGY	Chapter 6	Weinstein	4
5	Th	02/18/27	6p-10p	PRINCIPLES OF PATHOPHYSIOLOGY	Chapter 7	Weinstein	4
				PRACTICAL LAB: VITAL SIGNS		CLI STAFF	
Self Study	Due	02/27/27		LIFE SPAN DEVELOPMENT	Chapter 8		2
6	Sun	02/21/27	8a-3p	SCENE SIZE-UP	Chapter 11	Weinstein	7
				PRIMARY ASSESSMENT	Chapter 12		
				PRINCIPLES OF PATIENT ASSESSMENT	Chapter 14		
				PRACTICAL LAB: PRIMARY ASSESSMENT		CLI STAFF	
7	Tu	02/23/27	6p-10p	AIRWAY MANAGEMENT	Chapter 9	Weinstein	4
				RESPIRATION, & ARTIFICIAL VENTILATON	Chapter 10		
				PRACTICAL LAB SUPRAGLOTTIC AIRWAY INSERTION		CLI STAFF	
				PRACTICAL LAB: AIRWAY MANAGEMENT & OXYGEN			
8	Th	02/25/27	6p-10p	SECONDARY ASSESSMENT	Chapter 15	Weinstein	4
				REASSESSMENT	Chapter 16		
				PRACTICAL LAB: PRIMARY, SECONDARY & REASSESSMENTS		CLI STAFF	
9	Sun	02/28/27	8a-3p	LIFTING AND MOVING PATIENTS	Chapter 3	Weinstein	7
				PRACTICAL LAB: LIFTING & MOVING		CLI STAFF	
				CHAPTERS REVIEW			
10	Tu	03/02/27	6p-10p	QUARTERLY TEST 1 - CHAP 1-10		Weinstein	4
				PRACTICAL LAB: ALL SKILLS LEARNED TO DATE		CLI STAFF	
11	Th	03/04/27	6p-10p	RESPIRATORY EMERGENCIES	Chapter 19	Weinstein	4
				PRACTICAL LAB: CAPNOGRAPHY		CLI STAFF	
12	Sun	03/07/27	8a-3p	GENERAL PHARMACOLOGY	Chapter 18	Weinstein	7
				PRACTICAL LAB: MEDICINE ADMINISTRATION		CLI STAFF	
				NARCAN			
				ASSESSMENTS			
13	Tu	03/09/27	6p-10p	CARDIAC EMERGENCIES	Chapter 20	Weinstein	4
				RESUSCITATION	Chapter 21		
				PRACTICAL LAB: 12 LEAD EKG PLACEMENT		CLI STAFF	
14	Th	03/11/27	6p-10p	COMMUNICATION AND DOCUMENTATION	Chapter 17	Weinstein	4
				CHAPTERS REVIEW			
15	Sun	03/14/27	8a-3p	DIABETIC EMERGENCIES	Chapter 22	Weinstein	7
				ALTERED MENTAL STATUS	Chapter 22		
				PRACTICAL LAB: ALL SKILLS LEARNED TO DATE		CLI STAFF	

Session	Day	Date	Time	Topic	Reading	Instructor	Hour
16	Tu	03/16/27	6p-10p	QUARTERLY TEST 2 -TEST CHAP 11-20		Weinstein	4
				PRACTICAL LAB: ALL SKILLS LEARNED TO DATE		CLI STAFF	
17	Th	03/18/27	6p-10p	ALLERGIC REACTION	Chapter 23	Weinstein	4
18	Sun	03/21/27	8a-3p	BLEEDING & SHOCK	Chapter 29	Weinstein	7
				SOFT TISSUE INJURIES	Chapter 30		
				PRACTICAL LAB: BLEEDING CONTROL		CLI STAFF	
				PRACTICAL LAB: SPLINTING			
19	Tu	03/23/27	6p-10p	POISONING AND OVERDOSE EMERGENCIES	Chapter 25	Weinstein	4
				PRACTICAL LAB		CLI STAFF	
20	Th	03/25/27	6p-10p	INFECTIOUS DISEASE AND SEPSIS	Chapter 24	Weinstein	4
NO SUNDAY CLASS 3/28/27							
21	Tu	03/30/27	6p-10p	ABDOMINAL EMERGENCIES	Chapter 26	Weinstein	4
22	Th	04/01/27	6p-10p	BEHAVIORAL, PHYSICIATRIC EMERGENCIES	Chapter 27	Weinstein	4
				PRACTICAL LAB		CLI STAFF	
23	Sun	04/04/27	8a-3p	MUSCULOSKELETAL INJURIES	Chapter 32	Weinstein	7
				HEAD, NECK & SPINE INJURIES	Chapter 33		
				PRACTICAL LAB SPINAL IMMOBILIZATION: SUPINE & SEATED		CLI STAFF	
24	Tu	04/06/27	6p-10p	HEMATOLOGIC & RENAL EMERGENCIES	Chapter 28	Weinstein	4
				CHAPTERS REVIEW			
25	Th	04/08/27	6p-10p	QUARTERLY TEST 3 - CHAP 21-30		Weinstein	4
				PRACTICAL LAB: ALL SKILLS LEARNED TO DATE		CLI STAFF	
26	Sun	04/11/27	8a-3p	CHEST & ABDOMINAL TRAUMA	Chapter 31	Weinstein	7
				MULTISYSTEM TRAUMA	Chapter 34		
				PATIENT ASSESSMENT TRAUMA		CLI STAFF	
27	Tu	04/13/27	6p-10p	ENVIRONMENTAL EMERGENCIES	Chapter 35	Weinstein	4
28	Th	04/15/27	6p-10p	EMERGENCIES FOR PATIENTS WITH SPECIAL CHALLENGES	Chapter 37	Weinstein	4
29	Sun	04/18/27	8a-3p	OBSTETRIC AND GYNECOLOGICAL EMERGENCIES	Chapter 36	Weinstein	7
				EMERGENCY CHILDBIRTH PRACTICAL		CLI STAFF	
30	Tu	04/20/27	6p-10p	HAZARDOUS MATERIALS, MCIs, and INCIDENT MANAGEMENT	Chapter 39	Weinstein	4
31	Th	04/22/27	6p-10p	HIGHWAY SAFETY and VEHICLE EXTRICATION	Chapter 40	Weinstein	4
32	Sun	04/25/27	8a-3p	PRACTICAL LAB: MCI / VEHICLE EXTRICATION		Weinstein	7
						CLI STAFF	
33	Tu	04/27/27	6p-10p	EMS OPERATIONS	Chapter 38	Weinstein	4
34	Th	04/29/27	6p-10p	EMS RESPONSE TO TERRORISM	Chapter 41	Weinstein	4
				CHAPTERS REVIEW			
35	Sun	05/02/27	8a-3p	FINAL TEST 4 - CHAP 31-41		Weinstein	7
				PRACTICAL SKILLS POTPOURRI		CLI STAFF	
36	Tu	05/04/27	6p-10p	PRACTICAL LAB		Weinstein	4
						CLI Staff	
37	Th	05/06/27	6p-10p	PRACTICAL SKILLS REVIEW		Weinstein	4
						CLI Staff	
38	Su	05/09/27	8a-3p	PRACTICAL SKILLS REVIEW		Weinstein	7
						CLI Staff	
39	Tu	05/11/27	6p-10p	PRACTICAL SKILLS REVIEW		Weinstein	4
						CLI Staff	
40	Th	05/13/27	6p-10p	PRACTICAL SKILLS REVIEW		Weinstein	4
						CLI Staff	
41	Su	05/16/27	8a-?p	NYS PRACTICAL SKILLS EXAM		PSE Coordinator	
						Weinstein & CLI STAFF	
	Mon	05/17/27	6p-?	NYS PRACTICAL SKILLS EXAM RE-TEST		Weinstein	
						CLI Staff	

All Ride time needs to completed and handed in by 5/2/27 to take PSE 5/16/27

Class Total Hours: 208