

# 4FRONT EMERGENCY TRAINING CENTER

Hero Evolution Self-Paced EMT Program

Student Policy and Enrollment Agreement

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Step to the 4Front. Be the Hero.

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Utah BEMS Training Center TC20260223044

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## Section 1: Enrollment and Seat Reservation

### 1.1 Cohort Structure

The Hero Evolution Self-Paced EMT Program is offered in cohorts, each with a maximum enrollment of 12 students. Each cohort is assigned a NATO phonetic alphabet designation and a specific start date. Enrollment in a cohort is enrollment in a specific start date, not a general program entry.

| Cohort  | Start Date         |
|---------|--------------------|
| Alpha   | June 1, 2026       |
| Bravo   | July 13, 2026      |
| Charlie | August 3, 2026     |
| Delta   | September 17, 2026 |
| Echo    | October 19, 2026   |
| Foxtrot | November 23, 2026  |
| Golf    | December 14, 2026  |

Cohort dates are subject to adjustment for holidays or scheduling needs. Students will be notified of any changes. Late enrollment is permitted up to 14 days after the official cohort start date.

### 1.2 Minimum and Maximum Completion Timeline

The maximum time allowed to complete all program requirements is nine (9) months from the cohort start date. This is a State requirement and is not subject to extension.

The minimum time to complete the program varies by cohort start date and individual pace, but a highly motivated student who stays current with coursework and attends

skills blocks at the earliest eligible opportunity can complete the program in approximately nine to twelve weeks. Because skills blocks are offered in recurring series throughout the year, students have flexibility in how they sequence their blocks across series within the nine-month window. The program is designed to accommodate different entry points while maintaining a clear and structured path to completion.

### **1.3 Program Format**

Hero Evolution is a self-paced online didactic program combined with in-person Saturday skills blocks. The online didactic portion is completed independently through the Pearson MyLab BRADY platform at the student's own pace. All skills instruction is completed in person during scheduled Saturday skills blocks.

#### **Format Lock**

Your program format is fixed at enrollment. Hero Evolution students may not switch to an in-person lecture format. This is a Utah BEMS requirement. Students enrolled in a state-approved course must complete that course in its approved format. The only option for a student who wishes to change formats is to withdraw from this course and re-enroll in a different state-approved course at full tuition cost.

### **1.4 Registration and Legal Name Requirement**

Students must register using their full legal name exactly as it appears on their government-issued photo identification. All NREMT and BEMS applications must also be submitted under the student's legal name. A name mismatch between course records, NREMT, and BEMS records can delay Authorization to Test issuance.

Students may provide a preferred name to 4Front ETC for use in day-to-day communication and instruction. The preferred name does not replace the legal name on any official documentation.

### **1.5 Deposit and Seat Reservation**

A non-refundable deposit of \$300.00 is required to reserve a seat in a specific cohort. The deposit reserves one seat in the designated cohort on the designated start date only. The deposit does not constitute full enrollment and does not grant access to course materials, the Pearson platform, or any course documentation.

#### **Non-Refundable Policy**

All deposits are non-refundable under all circumstances. By placing a deposit, you are reserving a seat that cannot be offered to another student during the period it is held. Students are strongly encouraged to fully research program requirements, prerequisites, schedule demands, and financial obligations before placing a deposit. The decision to enroll is yours alone.

### **1.6 Third-Party Deposits**

A deposit may be placed by a third party on behalf of an identified student. The name of the intended student must be provided at the time of deposit. The seat is reserved

for the named individual only. Deposits are non-transferable to any other person. The individual for whom the deposit was placed must be the individual who attends the program.

### **1.7 Cohort Transfers**

- Transfer requests must be submitted in writing at least six (6) weeks prior to the original cohort start date.
- The transfer is contingent upon availability in the requested cohort.
- Only one cohort transfer is permitted per enrollment.
- Transfers requested fewer than six (6) weeks before the original start date will not be honored and the deposit will be forfeited.
- Cohort transfers are not a mechanism for indefinite deferral. If a student cannot identify a cohort within the available schedule, the deposit is forfeited.

### **1.8 Prerequisites for Enrollment**

- Minimum age of 18 years at the time of course start
- High school diploma or GED equivalent
- Current AHA BLS for Healthcare Providers certification (or equivalent approved organization) at the time of course start
- Valid government-issued photo identification. A clear and legible copy of the front and back of the ID, plus a selfie holding the ID, will be required at enrollment.
- Access to a desktop computer, laptop, or tablet capable of running the Pearson MyLab BRADY platform. Mobile phones and smartphones are not sufficient for platform navigation and are not an acceptable substitute.

#### **BLS Certification Required**

Current BLS for Healthcare Providers certification is required before beginning coursework. Students who do not hold a current BLS certification may contact 4Front ETC prior to orientation. As an AHA-credentialed instructor program, we can provide BLS training before your orientation date. Contact us at (801) 791-7356 or [info@4frontetc.com](mailto:info@4frontetc.com) to schedule.

### **1.9 Criminal Background Advisory**

The State of Utah has disqualifying criminal offense criteria that may affect eligibility for EMS licensure. Students with any criminal history are strongly encouraged to review Utah Admin. Code R426-5-3200 before enrolling. 4Front ETC does not screen applicants for criminal history and has no authority over licensure eligibility determinations made by BEMS. Enrollment in this program does not guarantee eligibility for licensure.

#### **Completion Does Not Guarantee Licensure**

Completion of this program does not guarantee state licensure. Licensure is subject to DACS fingerprinting, background check clearance, BEMS application approval, and NREMT examination results. These processes are outside the control of 4Front ETC.

## Section 2: Tuition, Payment Schedule, and Financial Agreement

### 2.1 Total Tuition

Total program tuition is \$1,700.00. Tuition includes access to the Pearson MyLab BRADY platform and Pearson eText for Emergency Care, 15th Edition (Limmer, O'Keefe, Dickinson), ISBN-13: 9780138365561 (2025 update), two 4Front Emergency Training Center t-shirts, and a penlight. No adjustment to tuition pricing is available and the cost of course materials cannot be separated from tuition.

### 2.2 Additional Fees Not Included in Tuition

The following fees are required as part of the certification and licensure process and are paid directly to the respective agencies. They are not paid to 4Front ETC and are not included in tuition:

| Fee   | Detail   |
|---|--|
| <b>NREMT Cognitive Exam Application Fee</b>       | \$104.00 per attempt, paid to NREMT at nremt.org   |
| <b>Utah BEMS Application and Background Check</b> | \$119.00, paid to the state at emslicense.utah.gov |

These fees are subject to change by the issuing agencies. Students should verify current fee amounts at the time of application.

### 2.3 Payment Schedule

| Stage                               | Amount and Timing   |
|-------------------------------------|---|
| <b>Payment 1 -- Deposit</b>         | \$300.00   Due at time of seat reservation. Non-refundable.   |
| <b>Payment 2 -- Pre-Orientation</b> | \$700.00   Due on or before orientation. Required to attend orientation and receive course access.                                      |
| <b>Payment 3 -- Final Balance</b>   | \$700.00   Due no later than two (2) weeks after cohort start date, or before attending the first skills block, whichever occurs first. |
| <b>Total</b>                        | \$1,700.00   All payments are non-refundable.   |

### 2.4 Non-Refundable Policy and Financial Agreement

- Deposit (\$300.00): The deposit holds a seat that cannot be offered to another student during the reservation period. Once placed, this cost is incurred regardless of subsequent enrollment decisions.
- Pre-Orientation Payment (\$700.00): This payment covers administrative processing of NREMT and state agency accounts, Pearson platform setup, and

the cost of the course access code. These costs are incurred upon confirmation of enrollment and cannot be recovered.

- Final Balance (\$700.00): This payment covers skills block supplies, lab setup, and additional instructional personnel for in-person skills instruction. These costs are committed prior to the first skills block.

### **All Funds Non-Refundable**

Tuition payments are non-refundable under all circumstances, including but not limited to: voluntary withdrawal, failure to complete the program, failure to pass the NREMT cognitive examination, failure to obtain state licensure, failure to clear DACS fingerprinting or background check, inability to secure employment or agency placement, removal for disciplinary reasons, or any other reason not constituting documented institutional fraud.

## **2.5 Financial Aid and Tuition Assistance**

4Front Emergency Training Center is a privately owned training center and is not a government institution. Federal financial aid, FAFSA, and GI Bill benefits cannot be applied to tuition. 4Front ETC does not offer in-house financial aid or payment plans. Many employers offer tuition sponsorship or reimbursement for job-relevant training, particularly fire departments, ambulance services, hospitals, and clinics. Students are encouraged to explore that option with their employer before enrolling.

## **2.6 Chargeback and Dispute Policy**

By enrolling in the Hero Evolution program and making payment, students expressly agree to the non-refundable payment policy set forth in this document. Payments processed through Stripe, Venmo, or other accepted methods are subject to this agreement. Students who initiate a payment dispute or chargeback contrary to this policy will be considered in breach of the enrollment agreement. 4Front ETC reserves the right to pursue recovery of disputed funds and to report the matter to NREMT and state licensing agencies as appropriate.

## **2.7 Accepted Payment Methods**

- Stripe (credit or debit card -- primary online method)
- Venmo
- Cash
- Certified or cashier's check (payable to 4Front Emergency Training Center)

A 3% processing surcharge applies to all payments made by Stripe or Venmo. No surcharge is applied to cash or certified/cashier's check payments. Personal checks are not accepted. Payment confirmation is required before any enrollment step is processed.

## **Section 3: Orientation**

### **3.1 Orientation Requirement**

Attendance at orientation is mandatory prior to beginning any course activity. No course documentation, platform access codes, or course materials will be issued to any student who has not completed orientation. Orientation is not optional and cannot be waived.

### **3.2 Orientation Formats**

- In-person at 4Front ETC, 1920 W 5200 S, Suite 7, Roy, Utah 84067
- Live via Zoom (scheduled session with instructor present)
- Pre-recorded session (available for review at any time)

Orientation is not subject to cancellation. At least one format is available at all times. Inability to attend orientation is not a recognized basis for delayed course access or any accommodation.

### **3.3 Orientation Documentation**

At orientation, students will receive all required course documentation. The following documents must be completed, signed, and submitted before any course access is granted:

- Program Syllabus (signed acknowledgment)
- ADA Accommodation and Accessibility Policy
- Sexual Harassment and Professional Conduct Policy
- Student Rights and Responsibilities
- Financial Agreement and Non-Refundable Payment Acknowledgment
- BLS Certification Self-Attestation
- Any additional required course forms

### **3.4 BLS Self-Attestation**

Students must attest in writing at orientation that they hold a current, valid CPR/BLS for Healthcare Providers certification. Students who do not hold current BLS certification at the time of orientation are not eligible to begin coursework. Contact 4Front ETC before your orientation date if you need BLS training. As an AHA-credentialed instructor program, we can schedule BLS training before your orientation.

### **3.5 Code Issuance**

The Pearson access code is issued only after all of the following conditions are satisfied:

- Deposit (\$300.00) confirmed
- Pre-orientation payment (\$700.00) confirmed
- Orientation attended in one of the three available formats
- All required documentation completed, signed, and submitted

### **Code Issuance Policy**

The Pearson access code is issued once and only once, after all orientation and documentation requirements are met. If you believe you have met all requirements and have not received your code, notify an instructor immediately for verification. Codes are not issued in advance of any requirement, for any reason.

## **Section 4: Required Equipment and Supplies**

### **4.1 Equipment Provided by 4Front ETC**

The following items are provided to students at no additional cost at their first skills block:

- 4Front Emergency Training Center t-shirt (2 shirts provided)
- Penlight

### **4.2 Student-Sourced Required Equipment**

Students are responsible for obtaining and maintaining the following equipment before attending their first skills block:

| <b>Item</b>   | <b>Specifications</b>  |
|---|--|
| <b>Stethoscope</b>                                    | Analog only. Digital stethoscopes permitted only with documented ADA accommodation.  |
| <b>Blood Pressure Cuff (Aneroid Sphygmomanometer)</b> | Aneroid/analog only. Automatic digital cuffs are not permitted at any point during the program, including skills blocks, patient assessments, and any supervised or unsupervised coursework. |
| <b>Watch</b>  | Analog with a second hand, or basic digital with a running seconds display. No smartwatches or internet-capable devices permitted during any skills block or evaluation.                     |

Students who arrive at a skills block without required personal equipment may not be permitted to participate. Equipment is the student's responsibility.

### **4.3 Dress Code**

- 4Front ETC issued t-shirt (provided at first skills block)
- Black station pants -- 5.11 Tactical style, Dickies, or similar cargo pants with thigh pocket. No scrubs.
- Closed-toed shoes. No open-toed footwear of any kind.
- No jewelry
- Hair pulled back and secured
- Professional grooming standards consistent with EMS field expectations

### **Dress Code Enforcement**

Students who arrive at a skills block out of compliance with the dress code may be turned away. Dress code non-compliance does not excuse a missed skills block or alter attendance requirements in any way.

## **4.4 Optional Print Textbook**

Students who prefer a physical textbook may purchase the print version of Emergency Care, 15th Edition through the Pearson platform at the time of code redemption. This is an optional in-app purchase and does not replace or reduce the Pearson MyLab BRADY platform requirement. All required coursework, assessments, and hour tracking occur within the platform regardless of whether a student also purchases a print copy.

## **Section 5: Pearson Platform and Course Materials**

### **5.1 Required Platform**

This program requires the use of Pearson MyLab BRADY with Pearson eText for Emergency Care, 15th Edition. This platform is the official Online Learning Platform (OLP) for the course and is the sole authorized means of completing didactic coursework. The OLP is not optional and cannot be substituted by any other resource, textbook, edition, or platform.

### **5.2 Why the 4Front-Issued Code Is Required**

- **Edition Control:** The program curriculum, module assignments, chapter sequencing, and assignment completion requirements are built specifically around Emergency Care, 15th Edition, ISBN-13: 9780138365561 (2025 update). A different edition will not have the correct chapter structure and cannot be used to satisfy program requirements.
- **Access Duration:** Codes issued by 4Front ETC provide multi-term access with a minimum of two years from the date of issuance. Codes obtained independently may have shorter or unknown access windows.
- **Code Integrity:** Codes sourced outside of 4Front ETC may be previously redeemed, invalid, or associated with another student's account. 4Front ETC cannot verify, support, or troubleshoot codes it did not issue.
- **Individual Tracking:** Each code activates one account for one student. The Pearson platform tracks completion, time on task, and assignment scores individually. This data constitutes the official record of instructional hours and academic performance required for state compliance and audit.
- **Technical Support:** 4Front ETC can facilitate support only for codes issued through its account.

### **5.3 One Student, One Code, One Account**

Each Pearson access code is issued to one student and activates one account. Sharing login credentials, sharing a code, or allowing another person to complete coursework

under your account constitutes academic dishonesty and a violation of this agreement. Discovery of intentional credential sharing will be treated as an academic integrity violation subject to the disciplinary procedures in Section 11.

#### **5.4 Lost or Compromised Access Codes**

- For account login issues: Contact Pearson customer support directly to restore access.
- For lost or unlocatable codes: Contact 4Front ETC to confirm your code was issued and retrieve your code record. If the code has been issued and cannot be recovered, a replacement code may be available at the applicable replacement cost plus an administrative processing fee.

#### **Treat Your Code Like Cash**

Your Pearson access code is a course requirement with a real dollar value. It cannot be replaced for free. Store your code in a secure location immediately upon receipt.

#### **5.5 Technical Issues**

- Submit a support ticket through Pearson customer support.
- Notify your instructor so the issue can be documented.
- Platform issues do not extend deadlines or excuse late completion of required coursework.

Internet access is the student's responsibility. Lack of internet access is not an excused reason for late coursework. EMS is a profession that rewards resourcefulness.

## **Section 6: Academic Requirements and Course Progression**

### **6.1 Program Overview**

The Hero Evolution Self-Paced EMT Program consists of 41 chapters organized into modules. Students must complete all 41 chapters and all 8 required skills blocks within nine (9) months of their cohort start date. There are no extensions to this timeframe. This is a State requirement.

### **6.2 Course Entry**

All students begin with Module 1, regardless of cohort start date or prior EMS experience. After completing Module 1, students may complete remaining modules in any order. The most efficient progression is to complete the module that corresponds with the next skills block the student intends to attend. Students may enter the course up to 14 days after the official cohort start date.

### 6.3 Assignment Completion Requirements

Each individual assignment within a module -- including every test, homework assignment, and reading assignment -- must be completed with a score of 80% or higher. This is not an average across a module or chapter. Each assignment must individually meet the 80% threshold. A student cannot offset a low score on one assignment with a high score on another. Multiple attempts are permitted for all assignments. Students who do not achieve 80% after multiple attempts should contact an instructor during office hours for academic support.

#### **No Exceptions to the 80% Rule**

Students who have not completed the required assignments with a passing score of 80% or higher on each individual assignment will not be admitted to the corresponding skills block, regardless of circumstances. There are no exceptions. If you are not eligible for the current offering of a skills block, you may attend a future offering in a subsequent series or arrange private remediation at a cost of \$25.00 per hour.

### 6.4 Weekly Progress Check-In

Students are required to complete a brief weekly progress check-in via Google Form. This form is distributed by the instructor and takes approximately two to three minutes to complete. Check-in responses are used to monitor student progress and identify students who may need additional support. Two consecutive non-responses without prior communication to the Course Coordinator will be flagged for follow-up and may affect a student's standing in the program.

### 6.5 Prior EMS Experience

This program does not award credit for prior EMS experience, military medical training, or any other prior education or certification. All students complete all 41 chapters and all 8 skills blocks in full.

### 6.6 Instructor Support and Office Hours

Instructor office hours are offered every Tuesday and Thursday from 10:00 a.m. to 2:00 p.m., except during holidays and scheduled breaks. Office hours are available in person and virtually. Up to four hours of structured instructor availability per week are included in tuition at no additional cost. No other EMT program in Utah offers this level of included instructor access. Documented office hour attendance may be applied toward total instructional hours as appropriate.

### 6.7 Instructional Hour Requirements

| <b>Component</b>  | <b>Hours</b> |
|---|--------------|
| <b>8 Required Skills Blocks (in-person, Saturday)</b>           | 72 hours     |
| <b>Pearson MyLab BRADY coursework (tracked and timestamped)</b> | 48+ hours    |
| <b>Total Minimum Required</b>                                   | 120 hours    |

| Component                            | Hours    |
|--------------------------------------|----------|
| Minimum In-Person Skills Instruction | 70 hours |

Students who fall below the required 120 total instructional hours will be assigned remediation hours until the minimum is satisfied. Remediation may be completed through office hours attendance, attendance at a future skills block (space permitting), or through private remediation at \$25.00 per hour.

## Section 7: Skills Blocks

### 7.1 Skills Block Structure

The program includes 8 required skills blocks. Each standard skills block is 9 hours in length, held on Saturdays from 8:00 a.m. to 5:00 p.m. Skills blocks are offered in recurring series throughout the year. Due to holiday scheduling, certain blocks within a series may be split into two midweek sessions of 4.5 hours each (5:30 p.m. to 10:00 p.m., Tuesday and Thursday). Split sessions for a single block must both be attended to receive full credit for that block. Students who cannot attend a split session in their current series may attend the equivalent block in a future series or arrange private remediation.

Skills blocks are Saturday sessions only. Hero Evolution students do not attend Friday skills sessions. Friday sessions are reserved for in-person EMT cohorts.

### 7.2 Skills Block Registration

- Students must confirm completion of the required didactic assignments with passing scores before registering for a skills block.
- Skills blocks are filled on a first-come, first-served basis among eligible students, subject to priority rules.
- Maximum capacity per skills block is 24 students, maintaining a 6:1 student-to-instructor ratio.
- Do not travel to a skills block without first confirming your registration and eligibility. Unregistered or ineligible students will not be admitted.

### 7.3 Priority Registration

Students who have completed 6 or more skills blocks are designated as priority students and are given preferential registration. Priority students must self-identify when registering to receive priority placement. 4Front ETC holds 4 spaces in each skills block for priority students, released to the general waitlist three (3) days before the scheduled block if not claimed.

#### **Priority Registration**

It is the student's responsibility to indicate priority status when registering. If

you do not identify yourself as a priority student, you may not receive a priority space.

## 7.4 Skills Block Attendance Policy

- Students must attend the full session to receive credit for that block.
- Missing more than two (2) cumulative hours across all skills block sessions combined will result in the student falling below the state-mandated minimum of 70 in-person instructional hours. This applies whether the lost time occurs within a single session or is accumulated across multiple sessions.
- Students in this situation must complete remediation hours through office hours attendance, a future skills block (space permitting), or private remediation at \$25.00 per hour to satisfy the minimum requirement.
- Chronic tardiness is unprofessional conduct and may result in ineligibility for instructor recommendation to test.
- All skills block dates are published in advance. If you miss a skills block for any reason, excused or otherwise, remediation or attendance of a future offering is required. There are no exceptions.

## 7.5 Didactic Prerequisites and Skills Block Entry

Completion of required didactic modules is mandatory before attending any skills block. This requirement exists because psychomotor skill instruction builds directly on foundational cognitive knowledge. Students who have not completed the required didactic work cannot safely or effectively participate in skills instruction, regardless of prior experience or certification.

### **Module 1 Is Required Before Any Skills Block -- No Exceptions**

Chapters 1 through 8 (Module 1: EMS Foundations) must be completed with a passing score of 80% or higher on every individual assignment before a student may attend any skills block, regardless of which entry path the student is following, and regardless of prior EMS experience, military training, or other credentials. Module 1 establishes the foundational EMS knowledge required for all skills instruction. There are no exceptions to this requirement.

In addition to Module 1, each skills block requires completion of its designated prerequisite module, as set forth in Section 7.6 below. Both conditions must be satisfied: Module 1 complete, and the block-specific prerequisite module complete.

## 7.6 Skills Block Prerequisite Requirements

The following table sets forth the didactic prerequisites for each skills block. All listed modules must be completed with a passing score of 80% or higher on every individual assignment before a student may register for or attend the corresponding block.

| Block   | Required Prerequisite Modules | Notes                                       |
|---------|-------------------------------|---|
| Block 1 | Module 1                      | Module 1 only. First block available to all |

| Block          | Required Prerequisite Modules | Notes  |
|----------------|-------------------------------|--|
|                |                               | students.  |
| <b>Block 2</b> | Module 1 and Module 2         | Patient Assessment -- Day 1. Both modules required.  |
| <b>Block 3</b> | Module 1 and Module 3         | Airway, Breathing, and Oxygenation.  |
| <b>Block 4</b> | Module 1 and Module 4         | Medical Emergencies.   |
| <b>Block 5</b> | Module 1 and Module 5         | Cardiac and Resuscitation. Mid-series entry point.   |
| <b>Block 6</b> | Module 1 and Module 2         | Patient Assessment -- Day 2. Same prerequisites as Block 2. Both Block 2 and Block 6 must be completed; one does not substitute for the other. |
| <b>Block 7</b> | Module 1 and Module 6         | Trauma.  |
| <b>Block 8</b> | Module 1 and Module 7         | Obstetrics and Neonatal Care.  |

## 7.7 Skills Block Entry Paths and Sequencing

Students must begin their skills block sequence with one of two approved entry paths. The path a student follows depends on which blocks are available in the series the student enters. Both paths satisfy the same completion standard and lead to the same outcome.

**Module 1 (Chapters 1 through 8) is a prerequisite for both entry paths and must be completed before attending any skills block under either path. This requirement applies without exception.**

**Path A -- Standard Entry (recommended for students who begin at the start of a series):**

| Step          | Action   |
|---------------|--|
| <b>Step 1</b> | Complete Module 1 (Ch 1-8). Attend Skills Block 1.                           |
| <b>Step 2</b> | Complete Module 2 (Ch 11-17). Attend Skills Block 2.                         |
| <b>Step 3</b> | Complete Module 3 (Ch 9, 10, 19). Attend Skills Block 3.                     |
| <b>Step 4</b> | Complete Module 4 (Ch 18, 22-28). Attend Skills Block 4.                     |
| <b>Step 5</b> | Complete Module 5 (Ch 20-21). Attend Skills Block 5.                         |
| <b>Step 6</b> | Module 2 already complete. Attend Skills Block 6 (Patient Assessment Day 2). |
| <b>Step 7</b> | Complete Module 6 (Ch 29-35). Attend Skills Block 7.                         |
| <b>Step 8</b> | Complete Module 7 (Ch 36). Attend Skills Block 8.                            |
| <b>Step 9</b> | Program complete. Submit all documentation: patient assessments              |

| Step | Action  |
|------|---|
|      | (100), vital signs (25), and patient care reports (10). |

**Path B -- Mid-Series Entry (for students who enter when a series is already underway):**

| Step           | Action  |
|----------------|---|
| <b>Step 1</b>  | Complete Module 1 (Ch 1-8). Required before any skills block, regardless of entry point.                                |
| <b>Step 2</b>  | Complete Module 5 (Ch 20-21). Attend Skills Block 5 (Cardiac and Resuscitation). This is the mid-series entry point.    |
| <b>Step 3</b>  | Complete Module 2 (Ch 11-17). Attend Skills Block 6 (Patient Assessment Day 2).   |
| <b>Step 4</b>  | Complete Module 6 (Ch 29-35). Attend Skills Block 7 (Trauma).   |
| <b>Step 5</b>  | Complete Module 7 (Ch 36). Attend Skills Block 8 (Obstetrics). Wrap to next series.                                     |
| <b>Step 6</b>  | Next series begins. Module 1 already complete. Attend Skills Block 1.   |
| <b>Step 7</b>  | Module 2 already complete. Attend Skills Block 2 (Patient Assessment Day 1).  |
| <b>Step 8</b>  | Complete Module 3 (Ch 9, 10, 19). Attend Skills Block 3.  |
| <b>Step 9</b>  | Complete Module 4 (Ch 18, 22-28). Attend Skills Block 4.  |
| <b>Step 10</b> | Program complete. Submit all documentation: patient assessments (100), vital signs (25), and patient care reports (10). |

**Fastest Path to Completion**

Both Path A and Path B represent the most direct routes through the program and result in approximately the same total completion time -- roughly 9 to 12 weeks for a student who stays current with module work and attends skills blocks at the earliest eligible opportunity. Path A is the most straightforward for students who begin at the start of a series and can attend Block 1 within the first few weeks of their cohort start. Path B is the recommended sequence for students who enter mid-series and need to access skills instruction before Block 1 becomes available again. In either case, a student who completes module work promptly and attends every eligible block without interruption can finish the program well within the nine-month window. Students may complete blocks out of sequence within the constraints of the prerequisite table in Section 7.6, but the paths described here represent the most efficient routes to program completion.

Blocks 2 and 6 are both Patient Assessment blocks. Both are required for program completion. Completing one does not satisfy the requirement for the other. The prerequisite for both is the same: Module 1 and Module 2 must be complete.

All 8 blocks must be completed within the nine-month program window. There are no exceptions.

## **7.8 Guests and Lab Participants**

- Guests may observe instruction and serve as patient subjects for assessment and vital signs practice.
- Guests may not directly participate in skills practice or operate any equipment.
- Guests must conduct themselves professionally and must not disrupt instructional delivery.
- Guests who disrupt the learning environment will be asked to leave.

## **7.9 Skills Station Pass Standards**

All skills stations require a demonstration of 100% accuracy. This standard applies to all first attempts and all retests without exception.

- The instructor will provide immediate remediation and, where time and capacity allow, offer same-day retesting.
- If same-day retesting is not possible, retesting will be scheduled at the next available opportunity, which may be during a future skills block or through private remediation at \$25.00 per hour.

# **Section 8: Patient Assessment Documentation**

## **8.1 Patient Assessment Requirements**

Course completion requires documentation of 100 patient assessments, 25 sets of vital signs, and 10 patient care reports. These are individual requirements that must be completed and documented by the enrolled student.

## **8.2 Assessment Format**

A complete patient assessment consists of all of the following components performed in sequence:

- Primary Assessment (scene size-up, general impression, level of consciousness, chief complaint, life threats)
- Secondary Assessment
- Vital Signs
- Trauma or Medical History (SAMPLE, OPQRST as applicable)
- Head-to-Toe Physical Exam (DCAP-BTLS, Body Systems Exam)
- Transport Decision

One complete assessment including all components above constitutes one patient assessment. Partial assessments do not count. Assessments must follow the format taught in class.

### 8.3 Eligible Assessment Subjects

Patient assessments may be performed on any willing individual, including family members, friends, coworkers, classmates, or actual patients in a clinical or field setting. All subjects must consent. Assessments performed in a professional or clinical setting require employer consent and must comply with all applicable privacy and professional standards.

### 8.4 Documentation Standards

In EMS, if you did not write it down, it did not happen. This principle applies fully to this course.

- All patient assessments must be documented on the official course documentation form at the time of the assessment.
- Assessments documented after the fact, reconstructed from memory, or transferred from informal notes to official forms are not acceptable.
- Official documentation is a course record maintained for State audit for a minimum of seven (7) years.
- Patient care reports (PCRs) must be completed as they occur. We practice how we play.

#### **Documentation Integrity**

Submitting documentation that was not completed at the time of the assessment, or transferring information from informal notes to official forms, is a violation of academic integrity and course standards. Documentation accuracy is a foundational EMS competency.

## Section 9: Affective Domain and Professionalism

### 9.1 Affective Assessment Overview

Three affective domain assessments are required for course completion. Two are completed by the instructional team through direct observation throughout the course. One is completed by the student as a self-evaluation. All three must be completed within the nine-month program window.

### 9.2 What Is Being Evaluated

- Dependability and reliability
- Attitude toward learning, instructors, and fellow students
- Maturity and emotional regulation
- Ability to accept and apply constructive feedback
- Professional conduct in all course environments
- Ability to relate to others, including patients, families, and team members
- Response to stress and high-pressure scenarios

### 9.3 Role of the Course Medical Director

4Front ETC operates under the medical oversight of a Course Medical Director (Off-Line Medical Director), a Utah-licensed physician with emergency medical experience. The Course Medical Director holds co-authority with the Course Coordinator over all matters of course content, student competency, and licensure recommendation. The Course Medical Director evaluates and co-signs affective domain assessment forms for each student and observes student conduct throughout the course.

#### **Licensure Recommendation Is Not Automatic**

Successful completion of all technical requirements does not guarantee a recommendation for licensure. The Course Coordinator and Course Medical Director must both agree that a student has demonstrated the professional competency, judgment, and conduct required for safe EMS practice. A student who completes all hours, all chapters, and all skills blocks but has not demonstrated satisfactory professional conduct may not receive a recommendation to test.

## Section 10: Program Completion and Certification Pathway

### 10.1 Completion Requirements

To successfully complete the Hero Evolution Self-Paced EMT Program, ALL of the following steps must be accomplished within nine (9) months of the cohort start date. There are no exceptions.

| <b>Requirement</b>   | <b>Standard</b>  |
|--|--|
| <b>Each individual assignment completed at 80% or higher</b> | All 41 chapters, every test, homework, and reading assignment individually |
| <b>Required skills blocks completed in full</b>              | 8 blocks (72 hours)  |
| <b>Affective domain assessments completed</b>                | 3 total (2 instructor-observed, 1 student self-assessment)                 |
| <b>Patient assessments documented on official forms</b>      | 100 complete assessments   |
| <b>Sets of vital signs documented</b>                        | 25   |
| <b>Patient care reports completed at time of assessment</b>  | 10   |
| <b>Total instructional hours</b>                             | 120 hours minimum  |
| <b>In-person skills instruction</b>                          | 70 hours minimum   |
| <b>BEMS application filed AND fees paid in full</b>          | Within 30 days of cohort start date  |

| Requirement  | Standard   |
|--|--|
| <b>DACS fingerprinting completed</b>                           | Within 90 days of LiveScan Authorization form issuance               |
| <b>Background check cleared</b>                                | Required before licensure can be issued                              |
| <b>NREMT application submitted</b>                             | Within 2-year course validity window                                 |
| <b>NREMT exam fees paid</b>                                    | Required before ATT issuance   |
| <b>Professional conduct and affective domain</b>               | Satisfactory determination by CC and Course Medical Director jointly |
| <b>CC and Course Medical Director co-signed recommendation</b> | Required for licensure consideration -- not automatic                |

### **Nine Months. No Extensions.**

The nine-month completion window is a State requirement. It is not subject to extension, exception, or exemption for any reason. Students who do not complete all requirements within nine months of their cohort start date will not receive a completion recommendation and will need to re-enroll in a future cohort at full tuition cost.

## **10.2 Skills Verification Submission**

4Front ETC submits skills verification records to the appropriate state agency on a monthly basis. Students who complete all 8 skills blocks within the nine-month window will be included in the next scheduled submission following their completion.

## **10.3 Completion Documentation and Recommendation**

Upon successful completion of all program requirements, the Course Coordinator and Course Medical Director will co-sign a recommendation letter and the completed Practical Training Record and submit them to the state agency. These documents attest that the student has completed all written and practical training and meets requirements for initial licensure consideration.

## **10.4 NREMT Cognitive Examination**

- Students may submit their NREMT application and pay the application fee at any time after course completion. The ATT will not be issued until payment is received and all verifications are complete.
- Authorization to Test (ATT) is valid for 90 days from the date of issuance.
- Candidates who do not complete the examination before ATT expiration must reapply and pay the application fee. No refunds are issued for expired ATTs.
- Course completion is valid for two (2) years from the month and year of course completion. Students who wait until close to the two-year expiration should be aware that an ATT issued within 90 days of course expiration will expire when the course expires, not 90 days after issuance.

- In the event of a non-passing result, candidates may reschedule after a 15-day waiting period. Refer to the NREMT Certification Handbook for current retake policy.

4Front ETC prepares students to the highest standard for both the NREMT cognitive examination and actual clinical practice. We cannot guarantee individual examination results. Instructors are available during office hours to support students preparing for a retake.

## **10.5 Reciprocity**

Utah utilizes NREMT for EMT certification. Most states recognize NREMT certification and have established reciprocity processes. Students who intend to practice in another state must contact that state's EMS licensing office to determine reciprocity requirements before beginning this program. It is the student's responsibility to confirm that this program meets the requirements of their intended state of practice.

## **10.6 State Licensure and DACS Background Check**

State licensure is issued by the Utah Bureau of Emergency Medical Services and is separate from NREMT certification. Students must submit their BEMS application and pay the required fees within 30 days of the cohort start date. This deadline is based on the cohort start date, not the student's individual enrollment date. Applications not both filed and paid in full within 30 days of the cohort start date will be assessed a \$75.00 late fee, payable directly to BEMS at the time of submission.

Once fees are paid, BEMS will issue a LiveScan Authorization (DACs) form through the student's account at [emslicense.utah.gov](https://emslicense.utah.gov). This form expires 90 days from issuance. Students must complete DACs fingerprinting at an approved LiveScan location before the form expires. Background checks may take up to six weeks to complete after fingerprints are submitted. Licensure will not be issued until the background check is cleared.

4Front ETC will walk students through the BEMS application process during orientation. 4Front ETC has no authority over and no involvement in the outcome of the DACs or BEMS licensure processes.

# **Section 11: Student Conduct and Disciplinary Policy**

## **11.1 Professional Standards**

Students enrolled in the Hero Evolution program are expected to conduct themselves professionally at all times, including during online coursework, orientation, skills blocks, and any interaction with 4Front ETC staff, fellow students, or guests. Additional expected conduct standards, including professional appearance, substance use prohibition, technology requirements, and reporting procedures, are set forth in the 4Front ETC Student Rights and Responsibilities document and the course syllabus. Both

documents are provided and signed at orientation and are incorporated by reference into this agreement.

### **11.2 Academic Integrity**

Academic integrity violations include but are not limited to:

- Sharing Pearson login credentials with any other person
- Allowing another person to complete coursework under your account
- Submitting documentation that was not completed at the time of the assessed activity
- Falsifying patient assessment records, vital signs, or patient care reports
- Misrepresenting skills block attendance or completion
- Plagiarism or dishonesty in any course submission

### **11.3 Disciplinary Authority**

The Course Coordinator, in consultation with the Course Medical Director where appropriate, has authority to impose disciplinary action, including:

- Verbal or written warning
- Removal from a skills block session
- Required remediation
- Dismissal from the program

### **11.4 Dismissal and Financial Consequences**

Students who are dismissed from the program for disciplinary reasons, academic integrity violations, or any other cause forfeit all tuition payments made to that point. No portion of tuition is refunded upon dismissal, regardless of the stage at which dismissal occurs or the reason for dismissal. Violations may result in dismissal from the program and may be escalated to reporting of inappropriate behavior to law enforcement, as appropriate.

### **11.5 Sexual Harassment and Professional Conduct**

Students are subject to the 4Front Emergency Training Center Integrated Sexual Harassment and Professional Conduct Policy, provided and signed at orientation. Violations may result in dismissal from the program and may be escalated to reporting of inappropriate behavior to law enforcement, as appropriate.

### **11.6 ADA Accommodations**

Students who require accommodations under the Americans with Disabilities Act should refer to the 4Front Emergency Training Center Integrated ADA Accommodation and Accessibility Policy, provided and signed at orientation. Accommodation requests should be submitted no later than seven (7) days prior to the course start date.

## Student Acknowledgment and Agreement

By signing below, I acknowledge that I have received, read, and understand the 4Front Emergency Training Center Hero Evolution Self-Paced EMT Program Student Policy and Enrollment Agreement, Version 2.1. I agree to comply with all standards, requirements, and policies set forth in this document. I understand that all tuition payments are non-refundable and that completion of the program requires satisfying ALL requirements within nine months of my cohort start date.

I further attest that I hold a current, valid CPR/BLS for Healthcare Providers certification, and that I have the equipment required to participate in skills block sessions.

Legal Name (Print): \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Cohort: \_\_\_\_\_ Start Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Course Coordinator Signature: \_\_\_\_\_ Date:

\_\_\_\_\_