

# PARAMEDIC PATHWAYS PROGRAM

## *DOCUMENT OF STUDENT / PROGRAM EXPECTATIONS*

Paramedic Pathways Programs / HCDFRS HCC EHS Program  
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### **Dear Paramedic Pathways / HCDFRS Participant:**

The purpose of this document is to outline once again what the Howard County Department of Fire and Rescue Services (HCDFRS) expects of students that choose to participate in the Paramedic Pathways Programs. These programs represent a significant mutual investment in each student's education.

1. The student will successfully complete the Emergency Medical Technician – Basic (EMT-B) resulting in Maryland EMT-B Certification.
2. After obtaining Maryland EMT-B Certification, the student will matriculate at Howard County Community College (HCC) with intentions to complete the Emergency Medical Technician - Paramedic (EMT-P) Associate's Degree or Certificate Program.
3. HCC courses, including prerequisites, as well as required textbooks, will be paid in full by HCDFRS until the time of HCC graduation.
  - a. Only those courses outlined specifically in the Associates or Certificate Programs will be financed by the HCDFRS.
  - b. Any and all developmental and repeat course work and associated textbooks will be at the students expense.
4. Participants are expected to remain enrolled and attend courses that will move them through the required curriculum as quickly as possible. Deviation from the Paramedic course curriculum is not acceptable. In order to expedite this process some Summer Session involvement may be necessary. A pathway will be laid out for each student by the HCC Paramedic Program Coordinator and Guidance staff at HCC, with efforts made to insure graduation as quickly as

## Paramedic Pathways Student Expectations

### Page 2

possible from HCC (as close to two years as possible). If a student does not enroll full-time for a given semester, a letter of explanation must be submitted to the HCDFRS Program Coordinator within 30 days prior to the start of the semester in question. These explanations will be evaluated on a case-by-case basis by the Program Coordinator. Final decision making may involve HCDFRS Chief Officers. Students that do not submit a letter of explanation may be dropped from the program.

5. Students are expected to adhere to their planned pathway. Students that deviate from their planned pathway for any reason must submit a letter of explanation within 30 days of the planned deviation. The HCDFRS Program Coordinator will periodically evaluate each student's progress. If it is felt that the student is not progressing adequately through the HCC EMT-P Program coursework, the Program Coordinator will initiate contact with that student in attempts to determine how to assist them. Students that are unresponsive to attempts to resolve performance or participation problems may be dropped from the program.
6. Participants are required to complete all HCC prerequisites and EMT-P coursework with a grade of "C" or better. Courses that are not completed with a "C" or better will not be accepted by HCC toward the degree, and must be retaken and passed before proceeding further in the program. This may require a new pathway plan to be developed. Any repeated coursework due to inadequate grade performance will be at the student's expense.
  - a. Students are expected to maintain an overall GPA of 2.5. Those who drop below 2.0 will no longer be financed by the HCDFRS. Students will be given two (2) semesters to get their GPA above 2.0. If unsuccessful, the student will be dropped from the program.
7. If HCC determines that developmental coursework must be completed by the student prior to beginning HCC prerequisites, this will be taken into account by the program coordinator that oversees students' progress and their planned pathway may be revised and extended as necessary.
8. Participants are required to attend **ALL** sessions of their HCC classes. This is required in order to be successful in this program. Students that have inadequate attendance may be dropped from the program, as their commitment is insufficient and not what the HCDFRS is looking for.
9. Students are encouraged to keep in regular contact with the Paramedic Pathways Program Coordinator. E-mail contact is preferred. There are a number of resources available to assist students in being successful. These include, but are not limited to: "Freshman Focus", a program offered by HCC that guides Freshmen and allows them to register prior to open registration, free tutoring, a dedicated HCC counselor, a variety of free counseling and career services including the "Step Up Program", free personal counseling services with a certified professional counselor, and professional career counseling, resume writing, and interview skills development.

**Paramedic Pathways Student Expectations**

**Page 3**

10. Participants are **strongly** encouraged to participate in the County Volunteer Program / Corporate Program. This program allows students to ride as EMT-Bs on Howard County Fire and Rescue Services apparatus. The development of the skills that are learned in EMT-B is extremely important to continued success while proceeding on the pathway to become a paramedic. This participation also facilitates the recertification of the state EMT-B certification, which is required every three (3) years.
  
11. Because HCDFRS is dedicated to the participants of this program, the Pathways Program Coordinator will be available to, and remain in contact with, participants through recurrent meetings, emails, and via telephone. The progress of students in the program will be monitored throughout the program, and assistance will be given to students whenever possible. However, it is important the each student accept responsibility for their own success. The HCDFRS will help in any way we can.
  
12. Any student finding themselves falling into academic difficulty will notify the Pathways Program Coordinator ASAP before it becomes too late to obtain the appropriate assistance.

Please sign and date below acknowledging receipt of this letter and an understanding of the HCDFRS expectations of participants in the Paramedic Pathways Program.

Sincerely,

***Ken Brown***

Ken Brown, Paramedic Pathways Programs Coordinator  
Howard County Department of Fire and Rescue Services

Participant's Printed Name: \_\_\_\_\_

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