




Training Program Course Billing

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I. PURPOSE

To standardize the administration of KCEMS training programs.

II. POLICY

All training programs, except OTEP, held within Kitsap County must abide by the procedure below.

III. PROCEDURE

A. All instructors for training classes will be compensated based upon the pay matrix listed below

EMT Class (180 hours, multiple needs: logistics, testing, grading, coordination, oversight)

* Class must have 20 students registered at time of deadline to commence.

* Only one SEI /Lecturer/instructor will be paid per hour*

Course Coordinator/SEI	\$35/hour
Lead Instructor/SEI	\$35/hour
Guest Instructor – Non SEI	\$30/hour
Skills Evaluator	\$20/hour

I.V. Tech Class (48 hour class, lecture, logistics, testing/grading, practical oversight)

* Class must have 6 students registered at time of deadline to commence.

* Only one SEI /Lecturer/instructor will be paid per hour*

Course Coordinator/SEI	\$35/hour
Lead Instructor/SEI	\$35/hour



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Guest Instructor – Non SEI	\$30/hour
Skills Evaluator	\$20/hour

ESE Evaluator (6-8 hr class, teaching experience needed, coordination, class oversight)

* Class must have 6 students registered at time of deadline to commence.

Main Instructor	\$35/hour
Instructor/Evaluator	\$20/hour

ALS/ILS OTEP Instruction (Base Station)

Lead Instructor- MD or EMT - P	\$400/session
Skills Evaluator	\$50/hour

ACLS/PALS (if separate class than ALS/ILS OTEP)

Lead Instructor contracted with AHA certified instructor

B. BILLING

1. All districts will be invoiced for classes by the EMS Office approximately within one week after the class deadline, with the exception of EMT classes to be billed within the first week of class. All invoices are due net payment of sixty (60) days.
2. Use of the EMS Office QuickBooks account will be an acceptable form of payment for the registration of classes. The EMS office QuickBooks account accepts Visa and debit cards.
3. The EMS office will send out an invoice through QuickBooks once the application has been received prior to the application deadline. Payment through QuickBooks will be required before the start of class for all students who are non-agency sponsored (self-paying) for the class.
4. Tuition for the nonaffiliated student must be paid in full before the first day of class. If payment is not made prior to the start date, the student may not sit in class.
5. After the class deadline all classes, with the exception of the EMT class, upon billing will be non-refundable whether or not the student attends.
6. Approved EMT Course applicants must put down a \$400 deposit towards the cost of books and supplies. This deposit is refundable until the books are ordered. After the books are the deposit is non-refundable.



C. Cancellation / Withdrawal Policy

1. Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.
2. If a course is canceled due to weather, lack of student enrollment, or instructor conflicts, Students will be notified as soon as possible and will be issued a full refund or given the opportunity to re-enroll in the next class.

D. Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the table on the side.
5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - a. When the school receives notice of the student's intention to discontinue the training program;
 - b. When the student is terminated for a violation of a published school policy that provides for termination or,
 - c. When a student, without notice, fails to attend classes for 30 calendar days.



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6. All refunds must be paid within 30 calendar days of the student's official termination date.

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25 %	25%
25% but less than 50%	50%
More than 50%	100%

- E. Training Coordinator must give the billing administrator and SEI a class roster within 5 days of the class deadline.**