





Training Program Course Billing

CHAPTER:	3000	Number:	3110	REVIEWED:	4/11/2023
REPLACES:	10/13/2020	ENACTED:	10/13/2020	10/13/2020	
Revised/Reviewed:	4/11/2023	NEXT REVIEW:		7/30/2026	
APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:	 <small>Jeff Faucett (Aug 8, 2023 15:14 PDT)</small>		Jeff Faucett, Chair		

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 on the pay matrix listed below

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

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

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

Course Coordinator/SEI	\$38/hour
Lead Instructor/SEI	\$38/hour
Guest Instructor – Non-SEI	\$38/hour
Skills Evaluator	\$27.25/hour

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

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

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



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Course Coordinator/SEI	\$38/hour
Lead Instructor/SEI	\$38/hour
Guest Instructor – Non-SEI	\$38/hour
Skills Evaluator	\$27.25/hour

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

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

Main Instructor	\$38/hour
Instructor/Evaluator	\$27.25/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. COURSE FEES

1. The following courses will be provided to member agencies at no charge

- a. Brown Bag Instruction (up to twelve times per year)
- b. Base Station (up to four times per year)
- c. Supraglottic Airway Course (two times per year)
- d. Paramedic Skills Lab (one time per year)

2. The following course fees will be charged to member agencies

- a. KCEMS Hosted EMT Course \$1600.00 / student
- b. Half-Day Course (up to four hours) \$60.00 / student
- c. Full Day Course (four or more hours)..... \$120.00 / student
- d. Evaluator (ESE) Refresher \$60.00 / student
- e. Evaluator (ESE) Initial \$120.00 / student
- f. Advanced Course (e.g. Cadaver Labs) Priced per course

3. The following course fees will be charged to non-member agencies

- a. KCEMS Hosted EMT Course \$1700.00 / student
- b. Half-Day Course (up to four hours) \$75.00 / student



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- c. Full Day Course (four or more hours)..... \$150.00 / student
- d. Evaluator (ESE) Refresher \$75.00 / student
- e. Evaluator (ESE) Initial \$150.00 / student
- f. Advanced Course (e.g. Cadaver Labs) Priced per course

4. All students must be enrolled at least fourteen (14) days prior to the course.

- a. Any late registration will be charged an additional \$25.00 per student
- b. Late registrations can be waived under special circumstances by the KCEMS Chair or Vice-Chair

C. Cancellation / Withdrawal Policy

- 1. Students who cancel or withdraw before the course begins will receive a refund minus all fees and supplies.
- 2. Students who withdraw during the first week of class, will receive 50% of the course tuition.
- 3. No refunds will be given after the first week of class.

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

E. BILLING

- 1. All districts will be invoiced for classes by the EMS Office approximately within one week after the class deadline, except for the EMT Class 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 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 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. The EMS Office will send out to all students an EMS enrollment agreement/contract between the student and KCEMSTCC. The contract will include a breakdown of the course fees and the refund policy. All students must sign the contract/agreement before they are accepted into the course and handed out their materials.
- 5. Tuition for nonaffiliated students must be paid in full seven (7) days before the first day of class. If payment is not made prior to the start date, the student may not sit in class.



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6. After the class deadline, all classes, except for the EMT class, upon billing, will be nonrefundable whether or not the student attends.

F. Cancellation / Withdrawal Policy

1. Once the student has received their book, stethoscope, and t-shirt, and prior to the first day of class, the school will retain the \$625 deposit or the statement amount in their EMT course enrollment contract. If the student chooses to withdraw from the class, this covers bought materials, vouchers, and fees on student's behalf.
2. Upon withdrawal- the student may retain the book, voucher, and stethoscope.
3. The school must refund all monies 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.
4. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels past 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.
5. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	School may keep this percentage of tuition:
Prior to start of class (10%)	10%
More than one week (or 10%), whichever is less, but less than 25%	25%
25% through 50%	50%
More than 50%	100%

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






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Final Audit Report

2023-08-08

Created:	2023-08-08
By:	Tamarah Hoffman (tamhoffman@comcast.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAATzi4dcXBGfGwduooINBYoHS0yd89QnTe

"3110 Training Program Billing for approval. 8..8.23" History

-  Document created by Tamarah Hoffman (tamhoffman@comcast.net)
2023-08-08 - 10:00:28 PM GMT- IP address: 73.254.37.5
-  Document emailed to Jeff Faucett (jfaucett@skfr.org) for signature
2023-08-08 - 10:00:54 PM GMT
-  Email viewed by Jeff Faucett (jfaucett@skfr.org)
2023-08-08 - 10:14:18 PM GMT- IP address: 64.146.143.130
-  Document e-signed by Jeff Faucett (jfaucett@skfr.org)
Signature Date: 2023-08-08 - 10:14:26 PM GMT - Time Source: server- IP address: 64.146.143.130
-  Agreement completed.
2023-08-08 - 10:14:26 PM GMT