



Additional Program Policies

Attendance Policy

The ACE EMT program is a fast-paced course and therefore adheres to a strict attendance policy. Missing a class puts a student behind and interrupts the learning process for the rest of the class.

Students are only allowed a total of two absences. If a student will be absent, they must contact the instructor prior to the start of class. A student will be given a written warning after two absences. If absent a third time, the student will be removed from the program without refund. Failure to inform the Primary Instructor of an absence prior to the start of a class will result in a No Call No Show and the student may be removed from the course without refund of tuition.

Students are required to contact the Primary Instructor prior to the start of class if they will be tardy. If a student is more than 30 minutes late to class, they may be charged with one absence. Two unexcused tardies may result in removal from the program.

If a student is absent, they will be expected to complete all class work, homework and quizzes before the start of the next scheduled class. If a student is absent on the day of a test, the student will be expected to complete the test prior to the next scheduled class and will be subject to a 10% penalty on the test.

Clinical Information

Students must complete field clinical rotations prior to completion of the EMT course. Clinical time and proper documentation will account for 10% of the overall class grade. ACE requires a minimum of six ambulance clinicals prior to the completion of the course. Hospital clinicals are recommended but not required for course completion. Ambulance clinicals require at least four documented patient contacts per clinical shift. Students will be trained on HIPAA laws and proper patient care documentation to support their learning experience during clinical rotations.

Uniform Policy

During class and at clinical sites, students are expected to comply with all uniform policies.

Proper Uniform

- Beards/Facial Hair: Clean Shaven (no beards, mustaches, stubble, goatees, etc.)
- Black EMS-style pants (no denim, leggings, jeggings, yoga pants, etc.)
- ACE-issued grey polo shirt tucked into pants
- Black belt
- Black non-slip boots or tennis shoes
- ACE-issued name badge worn on shirt and visible at all times
- Optional: Solid black hats

Required for Clinicals

- Watch and stethoscope
- Optional (but suggested)
 - Pen light
 - Trauma Shears

Classroom Devices

ACE recommends students bring a computer to class. Voice recording lectures is allowed as long as it does not disturb the instructor or other students. Cell phones are allowed in class on silent and must be put away prior to the start of class. If a student receives a phone call during class, they must leave the classroom to take the call. Texting is not allowed while in class. Excessive phone usage and call taking may result in the student being removed from the course. Students who do not abide by these policies will receive a verbal warning, followed by a written warning. On the third offense the student may be removed from the course without refund. Classroom WIFI will be available for students who bring a computer to class.