



EMT Student Extension Request Form

All RC Health Services Online EMT-Basic students have a total of six (6) months to complete all aspects of the Online EMT Program as outlined by the Online Student Handbook. There are four (4) reasons that RC Health Services will officially grant extensions to the student:

1. Worker's Compensation Claim (must present documentation to assigned Instructor).
2. Active Duty in the Armed Forces.
3. Service on a Jury (Bailiff Receipt required).
4. Family Medical Leave Act (FMLA – documentation required).

As a professional organization, RC Health Services recognizes that other extenuating circumstances exist and desires to be flexible with their students. Extensions may be administered by the Course Coordinator, Course Director, or assigned Instructor on a case-by-case basis and may request additional documentation. In order for an extension to happen, the following conditions must be met:

- Tuition must be paid in full. If tuition is not paid in full, the student must pay the remainder of their balance in order to apply for an extension.
- The questionnaire on page 2 of this form must be filled out in full.
- Weekly contact with the student's assigned instructor must be made. This contact will be in the form of an email to the assigned instructor detailing the progress that has been made and what the student's action plan is for the following week.
- Submit an established timeline of how and when the student anticipates completing the program.
- Students must have finished the Trauma Exam.

All extensions granted by RC Health Services will be for 90 days and 90 days only. ***No student will have their course extended greater than 90 days after their six-month expiration.*** In the event the student does not meet the new timeline, the student will be withdrawn from the course. They will be eligible for re-enrollment pending education committee approval, however they must start the course over as a new student.

The following must also be noted: Please note that delaying your course completion ***significantly*** decreases your likelihood of passing the NREMT cognitive exam. You **must** dedicate additional





study time to the NREMT cognitive exam or the likelihood of you passing drops significantly. By applying for an extension, you are recognizing that your NREMT pass rate drops significantly for every week you delay your NREMT.

In the first six months of 2017 >90% of NREMT failures from online students were on an extension.

Please complete and submit the following pages.





What is the last chapter you have completed?

How many skills days (if any) have you completed?

Have you completed your Final Exam and Oral Boards?

Have you completed your Clinical Orientation?

In the space below, please outline the reason(s) why you have not been able to complete the course within the allotted time:





By signing below, I agree to all terms as outlined on page one:

Student Printed Name

Student Signature

Date

Faculty Use Only

Extension approved (yes or no): _____

New course end-date: _____

Faculty Printed Name

Faculty signature

Date

