

RESA VII -- Public Service Training

1201 North 15th Street, Clarksburg, WV 26301-1936
304-624-6554 or 1-800-427-3600, Extension 224 or 225

Student Information Form

Please print legibly.

Today's Date

Course Title		Clock Hours	
Course Location			
Name of Your Organization		County of Residence	
Last Name	First Name	Middle Name	
Address		Birth Date	Month Day Year
City	State	Postal Zip Code	<input type="checkbox"/> Male <input type="checkbox"/> Female
Social Security Number		Telephone Number	
E-Mail Address			

Do you belong to a licensed EMS Agency or a Fire Department?

☐ Yes ☐ No
☐ Paid ... OR ... ☐ Volunteer

If your answer is yes, give name of licensed agency: _____

How long have you been affiliated with the above named agency? _____

STUDENT: Check items you wish to purchase:

- ☐ Tuition \$ _____
- ☐ Lab Fee _____
- ☐ Textbook _____
- ☐ Workbook _____
- ☐ Pocket Mask _____

TOTAL FEES \$ _____

For INSTRUCTOR to complete/verify:

☐ Invoice Company _____

Address _____

☐ Paid by: Amount \$ _____

☐ Cash ☐ Money Order
☐ Check # _____

For Office Use Only

Class Name: _____

RESA Class Number: _____

OEMS Class Number: _____

☐ Class Completed. Date: _____

☐ CPR _____ Score: _____

☐ Completed required classroom hours, but did not test.

☐ New ☐ Renew
☐ First Aid _____ Score: _____

☐ Passed Practical. Date: _____

☐ Failed Practical. Date: _____

Test Score: _____

Student/Instructor Commitment Statement

This course requires a specified number of hours for attendance and practical skills when applicable. This course may also require prerequisites for admission to the class. It is the responsibility of the student to provide proof of having met the prerequisites for the class at the first class session. With the exception of EMT Recertification students who must complete 100 percent of the classroom hours, a student may miss a total of 10 percent of the course, but must complete all required skills to 100 percent. Time missed over and above the allowable absence, or failure to complete all required skills, will have to be made up. If the course requires an examination, the student must obtain a final score of 70 percent or better in order to pass. If student scores below 70 percent he/she will be allowed one additional attempt to score a passing percentage within one year following the ending date of the course. A score below 70 percent on the second attempt will necessitate the student repeat the course before again being eligible to challenge the exam. Be advised that you are not required to furnish your social security number when completing this form; however, without it your training records may not be available to you in the future.

Student Responsibilities:

1. Act professionally during the course (no gossip during breaks, do not refer to names of individuals when talking about personal experiences, approach the instructor if you have a problem with another student or the instructor, etc.).
2. Read assigned chapters prior to class, come to class prepared, bring required materials/paperwork to each class session, be attentive during class, and do not cause any disturbance during class.
3. Be on time for the class and return from breaks at designated times.
4. Actively participate in the class.
5. Actively participate in the practical skills learning sessions to become proficient in the practical skills.
6. Abide by policies and regulations set forth by governing agencies.

Instructor Responsibilities:

1. Present material in a professional manner, using acceptable teaching methods (lectures, slide presentations, videos, activities, and skills demonstrations).
2. Be prepared for class and have appropriate materials present for class when needed.
3. Class sessions and break periods will begin and end at designated times.
4. Clarify important material by using personal experiences or relate experiences of others on related matters.
5. Demonstrate the skills prior to having students practice them.
6. Give tests when scheduled.
7. Privately speak with students who appear to be having difficulty.
8. Answer questions to best of ability or get the answer from a reliable source.

I have read, and I understand, the above statements; I agree to abide by them. I also understand that I am liable for payment of all checked items on the front of this form and that payment is to be rendered to the instructor by no later than the fourth class session or the last class date, whichever comes first. (Although no personal checks will be accepted, payment may be made in the form of cash or a money order/company check made payable to RESA VII.)

EMT-Basic Students: By signing below, I certify that I have obtained a high school diploma or GED.

Name: _____
Student's Printed Name

Date: _____

Student's Signature

Name: _____
Instructor's Printed Name

Date: _____

Instructor's Signature