



MANIILAQ
ASSOCIATION
ETT & EMT
BRIDGE CLASS
APPLICATION
PACKET

A Workforce Development &
Regional EMS Collaboration

PARTNERING TO
SUPPORT AND
DEVELOP EMS IN THE
NORTHWEST ARCTIC
REGION.

We are offering an exciting opportunity for community members interested in becoming certified Emergency Trauma Technicians (ETTs) while training alongside our current Community Health Aides as they increase their certification to State of Alaska EMT!

Paid Flights. Paid Lodging. Paid Meals. Education that is centered on accessibility to all of our regional community members. Interested in becoming a Health Aide? Interested in EMS? This is for you!

DEADLINE FOR APPLICATION IS DECEMBER 7TH 2023 AT 5:00PM

PLEASE SEND COMPLETED APPLICATIONS TO: NICHOLAS.JCIHA@MANIILAQ.ORG OR DROP OFF IN PERSON AT THE MANIILAQ EMS TRAINING ROOM M-F 8AM-5PM IN KOTZEBUE.

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A Maniilaq Workforce Development & EMS Department Partnership

Contact: Nicholas Jicha, Maniilaq EMS Program Manager

Email: Nicholas.jicha@maniilaq.org Phone (907)442-7241

The purpose of the program(s) is to provide access to educational opportunities that results in student's certification of either: Emergency Trauma Technician (ETT); or Emergency Medical Technician 1 (EMT1). The courses are structured congruently (at the same time) to allow for interactions and development of leadership skills for perspective EMTs and the dynamics of teamwork between ETT and EMT1 students. These courses are open to all community members 18 years of age and older as well as Maniilaq employees.

Students with **existing ETT certifications will be eligible to attend the EMT1 Bridge** course scheduled from 01/15/2024 through 02/14/24. *See the 'EMT1 Bridge Course Schedule' attached to this application for days and hours of classes. There is a total of 96 hours of instruction offered and students must attend a minimum of 84 hours to be eligible for certification and testing. Students are encouraged to attend all instructional hours for the greatest opportunity for success. Note: Required homework or practice may be assigned outside of scheduled class hours.

The State of Alaska regulates the licensure and eligibility of person(s) applying for EMT1. Conviction of 'barrier crimes' may prevent state licensure and be identified during application to the State of Alaska Department of Health and Social Services (DHSS). For further information please contact the instructor.

Students with **no-existing certifications are eligible to attend the Emergency Trauma Technician** course (ETT) scheduled January 15th-17th & February 12th- 14th (students must attend both sessions). *See the 'Emergency Trauma Technician Course Schedule' attached to this application for days and hours of classes. ETT students will work in collaboration with the EMT1 students in skills and scenarios while in person. Note: Required homework or practice may be assigned outside of scheduled class hours.

Lodging accommodations will be arranged for all students in Kotzebue during the scheduled days of class. **If students do not attend scheduled days of class time in Kotzebue their lodging will be terminated by 8am of the next day; or by discretion of the EMS/Workforce Development Program Manager(s) and Administration.** The only exception is with prior authorization by course instructor(s). Instructor(s) contact information is available on the attached course syllabus.

Flights to and from villages, and meals will be provided for students. There is a \$100.00 per day meal allowance that can be charged to the hotel room at Nullagvik for non-Maniilaq employees. Maniilaq employees will receive their regular per diem rate in Kotzebue. Meal and lodging benefits will be revoked for gross misconduct or dismissal for any reason by students.*See Student Code of Conduct.

Class size is limited to a combined (ETT & EMT1) size of 12 students. If your application is received on time but we are unable to offer you a spot in class due to the volume of applications, your application will be kept and considered in future courses that may be offered. Selection of applications will be made to balance both ETT applications and EMT1 applications (6 students each). To be eligible for this program you must live in the Maniilaq Service Area.

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Student Expectations and Code of Conduct for EMS Course

Purpose: This document sets forth the expectations and guidelines for students participating in the EMS course. It is designed to promote a positive learning environment, professionalism, and safety while ensuring that all students have the opportunity to excel.

Student Expectations for Attitude and Engagement:

- **Positive Attitude:**
 - Approach the course with a positive and constructive attitude.
 - Foster a culture of respect, support, and collaboration among your peers.
- **Engagement:**
 - Attend all classes and practical sessions as scheduled.
 - Actively participate in class discussions, exercises, and skill demonstrations.
 - Ask questions, seek clarification, and contribute to the learning process.
- **Mentoring and Support:**
 - Be open to mentoring from instructors and experienced peers.
 - Offer assistance and support to fellow students when needed.
 - Foster an atmosphere of learning and growth for all.
- **Safety Awareness:**
 - Prioritize safety at all times, both for yourself and others.
 - Follow safety protocols, including proper use of equipment and infection control measures.
- **Professionalism:**
 - Maintain a high level of professionalism, including punctuality.
 - Uphold ethical and legal standards and practice confidentiality.

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(Continued) Student Expectations and Code of Conduct for EMS Course

Reasons for Dismissal:

1. **Academic Dishonesty:**
 - Plagiarism, cheating, or any form of academic dishonesty will not be tolerated.
2. **Disruptive Behavior:**
 - Disruptive behavior that negatively impacts the learning environment or the safety of others.
3. **Non-Compliance with Safety Protocols:**
 - Repeated failure to follow safety guidelines and protocols.
4. **Unprofessional Conduct:**
 - Repeated unprofessional behavior, including harassment, discrimination, or inappropriate conduct.
5. **Excessive Absences:**
 - Unexcused or excessive absences from class, lectures or practical sessions.

Discipline:

- In the event of a violation of the Code of Conduct, any of the following steps will be taken:
 - Verbal warning and counseling with the student.
 - Written warning with a specific action plan for improvement.
 - Disqualification and dismissal from the course.

Upon dismissal student's housing and meal allowance will be terminated no later than 8am of the next day. Students who are dismissed from a course will not be eligible for future courses. This code of conduct extends beyond the classroom and is in effect for the duration of the course. Violation of hotel rules are grounds for dismissal and students should be advised there is no alcohol on the premises.

Acknowledgment: I, [_____], acknowledge that I have read, understand, and agree to abide by this Code of Conduct and the outlined expectations for the EMS course. I am aware of the reasons for dismissal and the possible disciplinary outcomes, termination of hotel privileges, and meal allowances.

Signature: _____

Date: _____

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Personal Information:

Are you applying for: **ETT Certification** _____ or **EMT1 Bridge Course** _____

****Note: you MUST have a valid ETT certification to enroll in the EMT1 Bridge Course. If you do not have a valid ETT certification your application will not be selected.*

Full Name:

(First) _____ (Middle) _____ (Last) _____

Date of Birth: _____

Home Address: _____ **PO BOX#** _____

City: _____ **State:** _____ **ZIP Code:** _____

Email Address: _____

Phone Number: (Home) _____ (Cell) _____

Highest Level of Education Completed: _____

Emergency Contact

(First) _____ (Middle) _____ (Last) _____

Phone Number: (Home) _____ (Cell) _____

**Are you currently certified as an Emergency Trauma Technician (ETT)? (Circle one)*

Yes

No

Don't Know

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Background Information and Questionnaire:

1. Have you ever been convicted of a felony? (Circle one)

Yes

No

**If you answered yes, you MAY not be eligible to receive Certification from the State of Alaska. You should contact an instructor for more information.*

2. Do you have a tribal enrollment certificate or card?

Yes

No

**If you answered yes, please provide a copy of the certificate or card. Not being tribally enrolled may not prevent you from participating in this course but must be disclosed in this application.*

3. Do you currently help when there is an emergency in your community? (Circle one)

Yes

No

4. If you become a certified EMT or ETT would you be willing to be called at any time to help assist in your community? (Circle one)

Yes

No

5. Do you have an organized first responder group in your community?

**(Examples: Search & Rescue, ambulance service, hasty crew etc.)*

Yes

No

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(Continued) Background Information and Questionnaire:

6. Please briefly describe your motivation and goals for enrolling in this program:

7. If open positions were available to you, which of the following would interest you? (Check all that apply)

- Health Aide _____
- Firefighter _____
- Emergency Medical Technician (EMT) _____
- Paramedic _____
- Doctor _____
- Nurse _____
- Certified Nursing Assistant (CNA) _____
- Other paid position (Write in what this would be) _____

Declaration:

I certify that the information provided on this application form is accurate and complete to the best of my knowledge. I understand that any false statements or omissions may result in disqualification from the program.

Signature: _____ **Date:** _____

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Photo and Media Release

I, the undersigned, hereby grant Maniilaq Association permission to use my likeness in photographs, video recordings, and any other media in any and all publications, including websites and social media, for the purpose of promoting Maniilaq Association and its interests and in its activities. I understand that this may also include any future fundraising or reporting efforts.

I hereby release and discharge Maniilaq Association from any and all claims and demands arising out of or in connection with the use of the photographs, including, but not limited to, any claims for defamation, invasion of privacy, or infringement of copyright.

I understand that there will be no financial or other compensation for recording me, either for initial or subsequent transmission or playback.

I am at least 18 years of age and competent to sign this release. I have read this release before signing and understand its contents.

Participant's Full Name: _____

Participant's Signature: _____

Date: _____

**This media release is required to permit advertising and reporting for purposes of obtaining additional funding and support in region for EMS courses. Thank you.*

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(Optional) Recommendation for admittance to ETT or EMT1 Course

Please use this blank space to have someone other than the person on this application write a short recommendation that addresses the following 3 questions:

1. Would this person benefit from this class and why?
2. Would the community benefit from this person attending and why?
3. Why is this person likely to succeed in this class?

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Application Completion Checklist:

Complete all personal, background information, and questionnaire and sign.

Is this Complete? (Circle Yes or No)

Yes

No

Include a completed W9 form; this is required.

**Maniilaq employees do not need to complete a W9 as it is already on file with HR.*

Is this Complete? (Circle Yes or No)

Yes

No

Ensure that you have completed the Photo/Media Release Form.

The photo release form is required and supports the funding and continuation of these classes into the future.

Is this Complete? (Circle Yes or No)

Yes

No

Attach a photocopy of your Tribal Enrollment Certificate or Card.

Is this Complete? (Circle Yes or No)

Yes

No

Include a copy of your photo ID.

Is this Complete? (Circle Yes or No)

Yes

No

Understand and sign the expectations and code of conduct form.

Is this Complete? (Circle Yes or No)

Yes

No

Send completed applications to: Nicholas.Jicha@Maniilaq.org . Deadline for applications is December 7th at 5:00pm. Thank you for your interest in this course and I look forward to seeing you soon!