



Universal Careers  
3325 Wilshire Blvd Suite 905  
Los Angeles, California 90004  
1-213-290-GOUC (4682)

## UNIVERSAL CAREERS

Martina Pena  
21 East Anderson Lane #122  
Austin, TX 78752  
Ref# DF246334534  
August 17, 2010

National Admissions Team  
Universal Careers' National School of Medicine  
Extension Program through Pelham Training  
[www.UniversalCareers.org](http://www.UniversalCareers.org)

Dear Martina,

Thank You for your application to Universal Careers. Universal Careers is associated with eight of the most prestigious doctors in the country, and is a leading research establishment with a strong post secondary medical education reputation.

I am very pleased to inform you that you qualify for financial aid and that the faculty of Universal Career's Medical Studies would like to make you a conditional offer of a place on our National EMT Certification program in the Universal Careers' School of Medicine. This is either a part-time or full-time program based on which program you determine better fits your schedule. The program starts as early as you need and ends as soon as you pass your state license. After you finish the online portion of the program we will schedule you to fly out to the extension program provided by Pelham Training in Bloomington, Indiana for the skills portion of the training. If you do not have an active CPR card, please plan to arrive in Bloomington the day before the start of your program to get CPR training, which is a prerequisite to the program. **This is a conditional offer, and will be confirmed subject to you achieving the following:** CPR Card / National EMT Certification / EMT State License / Average Online GPA of 3.0

The tuition fee for this program in the academic year 2010-2011 is \$8,830. We are delighted to inform you qualify for a Merit Grant of \$3,000 offered by UC which will be deducted from your tuition fee\*\*. You will therefore pay tuition fee of \$5,045. If you have any questions about your eligibility to pay, please contact your Admission Officer as soon as possible (contact detail below). Further pre-arrival advice will be send to you before you commence your studies.

I would like to take this opportunity to congratulate you on gaining this conditional offer and wish you every success in your forthcoming examinations and hope to welcome you to Bloomington. Please confirm your acceptance of this offer by completing and returning the attached form. Please do not hesitate to contact me if you have any questions or need any further assistance.

Yours sincerely,

Allen Luis  
Head of Post Secondary Admissions





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**EMT BOOT CAMP ENROLLMENT AGREEMENT** Please fill out this page and page 3, sign at the bottom and fax to 206-203-1815. **DATE:** \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ DL/ID #: \_\_\_\_\_

STUDENT NAME (LAST, FIRST): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELEPHONE #: \_\_\_\_\_ ALTERNATE TELEPHONE#: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Course Title:	EMT Accelerated Basic (Boot camp)	Payment Method 1:	Credit Card	Registration Fee:	\$ 550.00**
Training Location:	Bloomington/Merriot	Payment Method 2:		Books:	\$ 100.00**
Course Start Date:	08/08/2010	Loan 1/Check #:		Uniform Rental:	\$ 25.00**
Course Completion Date:	08/21/2010	Loan 2/Check #:		CPR & NREMT Fees:	\$ 110.00**
Class Time:	9AM -7PMail-Day	Work/Study Grant:	\$rant	DOJ & Livescan Fees:	\$ 65.00**
Days of Training:	Saturday – Saturday (15 Days)	Cardholder Name:		Service Charge:	\$ 55.00**
		Card #:		Student Tuition Recovery Fund:	\$ 10.00**
		Expiration:		Textbook S&H:	\$ 20.00**
		Security Code:		Room, Board, Breakfast & Kitchen:	\$ 517.50**
				Resume Writing:	\$ 600.00**
				Job Placement Assistance:	\$ 1500.00**
				Administration Tuition:	\$ 3092.50**
				Out of State Prep Fee:	\$ 100.00**
				Pelham Training Center:	\$ 1500.00**
				Travel Credit:	\$ 300.00**

**UNIFORM ORDER**

Top Size: MEDIUM  
 Number of Sets: One

**TOTAL TUITION:** \$ 8,545.00  
 Universal Careers' Work-Study Grant: -\$ 3,000.00  
**AMOUNT PAID:** -\$ 500.00

\*\* = NON REFUNDABLE TOTAL TUITION REMAINING: \$ 5,045.00

INSTALLMENT/PAYMENT #	AMOUNT OF PAYMENTS	PAYMENTS DUE DATE
1	\$ 500.00 - PAID	07/19/2010
2	\$ 3,000.00 - APPLIED	08/02/2010
3	\$ 5045.00 @ \$504/month for 10 months (Full Payment - No interest)	06/02/2011

Payment Method 1: \_\_\_\_\_ Payment Method 2: \_\_\_\_\_ (initial to select)

INSTALLMENT/PAYMENT #	AMOUNT OF PAYMENTS	PAYMENTS DUE DATE
1	\$ 500.00 - PAID	07/19/2010
2	\$ 3,000.00 - APPLIED	08/02/2010
3	Financial Aid Payment 1 - \$ 3000.00 @ \$500/month for 6 months	02/02/2011
4	Financial Aid Payment 2 - \$ 2045.00 + \$500 finance charge.	When hired, see terms below.

By signing this contract you authorize Universal Careers through our finance company "JOBS AND HEADHUNTERS" (hereinafter both Universal Careers & JobsandHeadhunters referred to as J&H) to perform a debit of the "RETAINER" amount shown above from your credit card and you agree to all of the terms of this contract. All fees paid are nonrefundable; so if you decide to withdraw from the class you will forfeit any payment(s) made. The total fee is \$5045 if payment method 1 is selected and \$5545 if payment method 2 is selected. This is to be paid in two installments. \$3000 non-refundable fee for registration, books, uniform rental, hotel, travel expenses, resume review and/or preparation, pre-employment counseling or testing, as well as helping to get hired and submitting required paperwork for as many prospective positions as necessary until you are gainfully employed. J&H will provide this service for a term of 30 days from the date you finish the 14 days training. In order to ensure continuous working relationship between J&H and companies hiring you, you must reply to all companies interested in you within 5 days of them contacting you. Because some companies may hire you without our knowledge, the remaining non-refundable balance of \$2545 will be charged within 30 days after you have secured a position or if you stop responding to J&H or stop responding to companies contacting you in 5 days of them contacting you. In addition to these services, J&H will match you with employment opportunities by phone at no charge for a period of 30 days from the date you finish the 14 days training in an attempt to secure the best job for you in the shortest period of time. Applicants are under no obligation to accept employment opportunities provided and because of this, J&H makes no promises or guarantees regarding placement. J&H reserves the right to cancel these services if an applicant knowingly lies on an application/resume or during interviews, misses 3 or more appointments for interviews or is abusive to prospective employers or J&H employees during the term of this contract. J&H also reserves the right at its sole discretion to offer additional counseling and job placement assistance beyond the 30 day expiration of this contract, if it is determined that an applicant needs and qualifies for additional assistance.

**Universal Career Rep:** Judy Parker **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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# Welcome Letter

Hi,  
Welcome to Universal Careers' National School of Medicine. We would like to once again congratulate you on being accepted into the National EMT Certification Program. My name is Judy Parker and I am here to help get you started.

**Step1:** First, fill out the previous form by selecting the payment method and program schedule that best fits your needs.

**Step2:** Fill out the form below and tell us where to send out your book.

First & Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Step3:** After you get your book, please call us at 1-213-290-4682 so we can give you access to the Universal Careers Virtual Campus so you can start the online portion of your training. You must pass the online training with a GPA of 3.00 before we can schedule you for the 14 day training. You can take the test in the UC Virtual Campus as many times as you want until you get a 3.00 GPA.





**Step4:** Once you graduate the online portion of the National EMT Certification program with a minimum of 3.00 GPA, please call us at 1-213-290-4682 to schedule your arrival date and time in Bloomington, Indiana. Please do not purchase your plane ticket before we give you a confirmation number because the location of your training may change. After we give you your confirmation number, you may order your plane ticket.

**Step5:** Go through the 14 days training; work in an emergency room for 8 hours and work on an ambulance for 8 hours so you see exactly what it is like to work with paramedics. Then take the NREMT test and get your national certification and state license.

## Event: 14 Days Emergency Medical Technician Work-Study Training

Everything you need to succeed is included, tuition includes:

- ✔ Airport Pickup
- ✔ Hotel Accommodation
- ✔ Catered Food
- ✔ Books
- ✔ Uniform
- ✔ Seasoned Instructors
- ✔ State License Preparation
- ✔ National Certification in all 50 states
- ✔ Actual Working time on ambulance
- ✔ Actual Working time in an Emergency Room
- ✔ Job Placement Assistant



### Airport arrival instructions

Students that are flying or staying at our hotel should arrive on the day before their scheduled class. Once arriving at the airport terminal you need to collect your luggage at baggage claim and look for the Star of America shuttle. The shuttle will be dispatched to the airport and take you 2 blocks away from our hotel which you can easily walk over to our location. If you are arriving by plane, be sure to provide us with your itinerary to assure there will be enough shuttles available during your scheduled arrival time. Please identify yourself as an EMT student and make sure you email or fax your flight itinerary to [tosupport@universalcareers.org](mailto:tosupport@universalcareers.org) or fax to 1-206-203-1815 prior to your arrival.



### Vehicle arrival instructions

Students that are driving and staying at our hotel may arrive as early as 3:00pm (1500 hours) on the day before their scheduled class. Just show your ID at the reception to get your room



key.



### **Meals**

Too keep the cost for you as low as possible, only breakfast is provided by the hotel which consists of bread and cereal. There is however a fully equipped kitchen in every room which consist of a refrigerator, microwave, toaster and oven. So if you would like to cook you can as well. There are also many local restaurants and fast food that you can go to. During the clinical phase of your training where you will be in an actual emergency room and on an actual ambulance, please bring sufficient funds to purchase food or plan to bring your lunch to the clinical setting. Alcoholic beverages are not allowed at any time during your stay at the hotel.



### **Laundry**

Please be advised that you may need to bring enough clothes for two weeks. There are a few coined washer and dryer at the hotel that you can use if you would like to wash your clothes.



### **Felonies**

The National Registry of Emergency Medical Technicians (NREMT) has a Felony Conviction Policy. If you have a felony, it is strongly recommended that you read and understand the policy and take any necessary actions on your part. The Felony Conviction Policy can be read here: [http://www.nremt.org/about/policy\\_felony.asp](http://www.nremt.org/about/policy_felony.asp)

**Step6:** After you get your state license, tell us which city you want to work in, what hours you want, what type of work you want either part time or full time and our job placement counselors will help you get hired.

Sincerely,

Judy Parker

[judy@universalcareers.org](mailto:judy@universalcareers.org)

Monday to Friday

9AM to 6pm

National EMT Certification Instructor



## Top 9 reasons to become an Emergency Medical Technician

**9. 210,700 EMT** and paramedic jobs. According to the U.S. Bureau of Labor Statistics, there were 210,700 jobs available for emergency medical technician and paramedics with expected growth of 9% over the next decade because there are so many people that need urgent care!

**8.** EMT is one of the most stable careers available today. Whether you want to become an EMT just to pay off some bills or you are using it as a full time career; becoming an EMT is one of the best things you can do because it is one of the most stable jobs offered by the state. Once you become state licensed and nationally certified you can work with any federal ambulances, hospitals, fire departments and senior care facilities in all 50 states.

**7.** Increasing Demands over the next decade - According to the U.S. Bureau of Labor Statistics, demand for EMT and paramedics is going to continue to increase over the next decade because there are so many people that calls 911 on a daily basis and EMT and paramedics must be sent to provide urgent assistance.

**6.** Get nationally certified in 14 days - Most medical careers such as Medical Assistant, Pharmacy Technician, Registered Nurse and LVN nursing requires you to go to school for a year or more. EMT and paramedic classes taught at other schools take 9 months to 2 years to complete. We are one of the only nationally certified programs that offers a 14-day training boot camp that prepares you to become an emergency medical technician in just 14 days and help you get your state license and national certification. Why go to school for over 2 years, when you can attend our nationally certified 14-day boot camp training and get the same thing in less time.

**5.** Work anywhere you want for the rest of your life - Once you are nationally certified, you can work anywhere you want in all 50 states, you just have to apply to get the license in whichever state you plan to work. If you decide to move from one state to the next you can simple contact the local fire station, hospital or Ambulance Company to find work.

**4.** Lots of job choices - EMTs and paramedics have many job choices available. You are not limited to just ambulances. You can contact any local fire stations, hospitals, emergency rooms, senior care facilities, special response teams, helicopter companies, and many other local government agencies to find work. Just show them your state license and national certification.

**3.** All you have to do is follow our program and start working. - We have everything already set up with local and federal government agencies to get you trained, licensed, and nationally certified so you can start working in the shortest amount of time. The 14-day training includes classes taught by state approved seasoned instructors who have been in the industry for over 15 years, 8 hours of shadowing in an



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emergency room, 8 hours of shadowing in an actual ambulance, so you can see what it is like to actually work as an emergency medical technician.

**2.** Start working right away - Tired of getting laid off and being unemployed? The average American is now unemployed for over 2 years because there are hundreds of thousands of people looking for work! Change your career and become an emergency medical technician and start working a lot sooner. With our work-study program, after you get your state license and become nationally certified, we will help you get federal EMT jobs!

**1.** Everything you need to succeed is included for those who qualify. From airport pickup, to hotel stay to catered food! Once you are enrolled in our 14-day EMT certification training; we will pick you up from the airport, provide you with hotel accommodations, catered food, books, and everything else you need to help you pass the national test and help you get hired!



## EXAMPLE DAILY SCHEDULE



(This is just a sample, it may differ depending on which training facility you choose)

SUNDAY   DAY 1		
TIME	CHAPTER #	CHAPTER
0800 – 0900	-	Orientation
0900 – 1200	-	Health Care Professional Rescue CPR (Contracted)
1200 – 1300	-	LUNCH
1300 – 1600	-	Health Care Professional Rescue CPR (Contracted)
1600 – 1630	1	Intro to Emergency Medical Care
1630 – 1800	2	The Well-Being of the EMT
1800 – 2000	3	Medical, Legal and Ethical Issues

MONDAY   DAY 2		
TIME	CHAPTER #	CHAPTER
0800 – 0830	-	QUIZ #1
0830 – 1200	4	The Human Body
1200 – 1300	-	LUNCH
1300 – 1500	7	Airway Management, Ventilation and Oxygen Therapy
1500 – 1700	11	Respiratory Emergencies
1700 – 1830	10	General Pharmacology
1830 – 1900	6	Lifting and Moving Patients
1900 – 2000	-	Daily Review of Material / Quiz / Questions

TUESDAY   DAY 3		
TIME	CHAPTER #	CHAPTER
0800 – 0830	-	QUIZ #2
0830 – 0930	8	Scene Size-Up
0930 – 1045	5	Baseline Vital Signs and History Taking
1045 – 1200	8	Patient Assessment
1200 – 1300	-	LUNCH
1300 – 1400	8	Patient Assessment (cont.)
1400 – 1800	-	SKILLS LAB
1800 – 1900	8	Patient Assessment (cont.)
1900 – 2000	-	Daily Review of Material / Quiz / Questions



WEDNESDAY   DAY 4		
TIME	CHAPTER #	CHAPTER
0800 – 0830	-	QUIZ #3
0830 – 1100	12	Cardiac Emergencies
1100 – 1200	15	Altered Mental Status and Diabetic Emergencies
1200 – 1300	-	LUNCH
1300 – 1400	15	Altered Mental Status and Diabetic Emergencies (cont.)
1400 – 1800	-	SKILLS LAB
1800 – 1900	13	Stroke
1900 – 2000	-	Daily Review of Material / Quiz / Questions

THURSDAY   DAY 5		
TIME	CHAPTER #	CHAPTER
0800 – 1030	-	EXAM #1 (150 questions)
1030 – 1200	14	Acute Abdominal Pain
1200 – 1300	-	LUNCH
1300 – 1400	13	Seizures and Syncope
1400 – 1800	-	SKILLS LAB
1800 – 1900	16 and 17	Allergic Reaction and Anaphylaxis and Poisoning Emergencies
1900 – 2000	-	Daily Review of Material / Exam / Questions

FRIDAY   DAY 6		
TIME	CHAPTER #	CHAPTER
0800 – 0830	-	QUIZ #4
0830 – 0930	19	Behavioral Emergencies
0930 – 1030	19	Drug and Behavioral Emergencies
1030 – 1130	18	Environmental Emergencies
1130 – 1200	18	Drowning and Diving Emergencies
1200 – 1300	-	LUNCH
1300 – 1400	37	Multi-Casualty Incidents
1400 – 1800	-	SKILLS LAB
1800 – 1900	37	Multi-Casualty Incidents
1900 – 2000	-	Daily Review of Material / Quiz / Questions



SATURDAY   DAY 7		
TIME	CHAPTER #	CHAPTER
0800 – 0830	-	QUIZ #5
0830 – 0930	21	Mechanisms of Injury: Kinetics of Trauma
0930 – 1030	22 and 23	Bleeding and Shock
1030 – 1130	24	Soft Tissue Injuries
1130 – 1200	11	Documentation
1200 – 1300	-	LUNCH
1300 – 1400	24	Burn Emergencies
1400 – 1800	-	SKILLS LAB
1800 – 1900	10	Communication
1900 – 2000	-	Daily Review of Material / Quiz / Questions

SUNDAY   DAY 8		
TIME	CHAPTER #	CHAPTER
0800 – 0830	-	QUIZ #6
0830 – 1000	29	Musculoskeletal Injuries
1000 – 1100	30	Injuries to the Head
1100 – 1200	25 and 26	Eye, Face and Neck Injuries
1200 – 1300	-	LUNCH
1300 – 1400	30	Injuries to the Spine
1400 – 1800	-	SKILLS LAB
1800 – 1900	27 and 28	Chest, Abdomen and Genitalia Injuries
1900 – 2000	-	Daily Review of Material / Quiz / Questions

MONDAY   DAY 9		
TIME	CHAPTER #	CHAPTER
0800 – 0830	-	QUIZ #7
0830 – 1200	20	Obstetric and Gynecological Emergencies
1200 – 1300	-	LUNCH
1300 – 1400	32	Infants and Children
1400 – 1800	-	SKILLS LAB
1800 – 1900	32	Infants and Children (cont.)
1900 – 2000	-	Daily Review of Material/Quiz/Questions

TUESDAY   DAY 10		
TIME	CHAPTER #	CHAPTER
0800 – 0830	-	QUIZ #8a
0830 – 0945	35	Ambulance Operations
0945 – 1045	36	Gaining Access and Extrication
1045 – 1200	38	EMS Response to Weapons of Mass Destruction
1200 – 1300	-	LUNCH
1300 – 1900	-	NREMT Skills Testing
1900 – 2000	-	Daily Review of Material / Questions



**WEDNESDAY | DAY 11**

TIME	CHAPTER #	CHAPTER
0800 – 0830	-	QUIZ #8b
0830 – 0945	35	Ambulance Operations
0945 – 1045	36	Gaining Access and Extrication
1045 – 1200	38	EMS Response to Weapons of Mass Destruction
1200 – 1300	-	LUNCH
1300 – 1900	-	NREMT Skills Testing
1900 – 2000	-	Daily Review of Material / Questions

**THURSDAY | DAY 12**

TIME	CHAPTER #	CHAPTER
0800 – 1030	-	EXAM 2 (150 Questions)
1030 – 1200	-	Crime Scenes / Clinical Information
1200 – 1300	-	LUNCH
1300 – 1400	33	Geriatrics
1400 – 1800	-	SKILLS LAB
1800 – 1900	33	Geriatrics (cont.)
1900 – 2000	-	Daily Review of Material / Quiz / Questions

**FRIDAY | DAY 13**

TIME	CHAPTER #	CHAPTER
0800 – 0830	-	Quiz #9
0830 – 1000	37	Hazardous Material Emergencies
1000 – 1100	39	Advanced Airway Management
1100 – 1200	B	Appendix B
1200 – 1300	-	LUNCH
1300 – 1400	35	Agriculture and Industrial Emergencies
1400 – 1800	-	SKILLS LAB
1800 – 1900	A	Appendix A (review)
1900 – 2000	-	Daily Review of Materials / Quiz / Questions

**SATURDAY | DAY 14**

TIME	CHAPTER #	CHAPTER
0800 – 1030	-	FINAL EXAM (150 Questions)
1100	-	Exam Results