

# **EMT Course**

Handbook

2025-2026



Approved by Cabinet – May 2025

## **Welcome to the Western Dakota Technical College's EMT course!**

The WDTC EMS Program is committed to preparing high-quality individuals to be effective and compassionate EMTs in accordance with the standards established by the U.S. Department of Transportation.

The EMS program prepares competent entry-level Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Upon successful completion of the EMT course, the student will be eligible to take the certification examination for National Registry of Emergency Medical Technicians-EMT.

The purpose of this handbook is to serve as a guide to students who are enrolled in the EMT course. Specific expectations, guidelines, policies, and procedures will be outlined along with the procedures that will be followed when there is a violation of the published expectations, guidelines, policies, and procedures.

The information contained in this handbook is intended to supplement the Western Dakota Technical College Catalog and the WDTC Student Handbook. Please retain this handbook in your files so the information can be referred to during your time as an EMT student.

Thank you for choosing WDTC's EMT course to further your training and education in Emergency Medical Services.

EMS Programs  
Western Dakota Technical College  
800 Mickelson Drive  
Rapid City, SD 57703

# Table of Contents

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WDTC Mission Statement .....	4
EMS Programs Mission Statement.....	4
EMS Programs Vision Statement .....	4
EMS Programs Core Values .....	4
National Association of Emergency Medical Technicians (NAEMT) Code of Ethics.....	5
EMT Student Essential Functions .....	6
Students Rights to Assistance or Accommodations .....	7
Policies & Procedures .....	9
Requirements and Expectations .....	9
? Medical Director .....	9
? Uniform .....	9
? Supplies.....	9
? Identification .....	9
? Health Insurance .....	9
? Transportation .....	10
Course Completion Requirements .....	10
Certification/Licensure .....	10
Professionalism and Confidentiality .....	11
Electronic Devices .....	11
Student Evaluations .....	12
Health, Illness, and Injury .....	12
Academic Honesty and Integrity.....	13
Available Support Services .....	13
Disciplinary Actions .....	13
Didactic Phase .....	14
Attendance.....	14

Tardiness and Early Exits .....	14
Make-up Work.....	14
Dress and Appearance .....	14
Clinical and Field Phase.....	15
Prerequisites .....	15
Attendance.....	15
Absences/Tardiness/Early Exits.....	15
Make-up Work.....	15
Dress Code .....	15
Student Expectations .....	16
Signature Page.....	17

## **WDTC MISSION STATEMENT**

Western Dakota Technical College prepares students to be highly skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

## **EMS PROGRAMS MISSION STATEMENT**

The WDTC EMS Programs dedicates its efforts and resources toward assuring excellence in education for its students. The program strives to provide EMS students with the knowledge, skills, and behavior necessary to provide the highest quality care to patients in the pre-hospital setting. This will be accomplished by providing a positive learning environment to students seeking to accept their roles in the professional community in the surrounding jurisdictions.

## **EMS PROGRAMS VISION STATEMENT**

The WDTC EMS Programs seeks to promote and improve the health and safety of the community, to increase the effectiveness of pre-hospital care, to enhance the education of practitioners, and to advance the status of the EMS profession.

## **EMS PROGRAMS CORE VALUES**

The WDTC EMS Programs are committed to educational excellence and attention to detail both in the EMS Programs and in its students. To this end, we hold to the following core values:

- We will provide pre-hospital healthcare education to our students to practice within the scope-of-practice described in the DOT EMT Curriculum.
- As advocates of our students and our patients, we believe our students will achieve EMS excellence using the critical thinking and assessment-based management process through the integration of:
  - Anatomy, physiology, and pathophysiology
  - Appropriate patient assessment
  - Determination of a field or EMT differential diagnosis
  - Implementation of a treatment plan using national and local standards protocols
- The program will always ensure both instructional quality and student safety in the classroom, skills lab, and clinical/internship environments.
- The faculty desire that all students succeed to be safe and competent EMS providers.
- We will promote lifelong learning to our students.

# **NATIONAL ASSOCIATION OF EMERGENCY MEDICAL TECHNICIANS (NAEMT) CODE OF ETHICS**

([HTTPS://WWW.NAEMT.ORG/ABOUT\\_EMS/EMTOATH.ASPX](https://www.naemt.org/about_ems/emtoath.aspx))

Professional status as an Emergency Medical Technician and Emergency Medical Technician- EMT is maintained and enriched by the willingness to accept and fulfill obligations to society, other medical professionals, and the profession. As an Emergency Medical Technician-EMT, I solemnly pledge myself to the following code of professional ethics:

- A fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.
- The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.
- The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
- The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
- The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.
- An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.
- The Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws which affect the practice of the Emergency Medical Technician.
- An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.
- The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, does so in conformity with the dignity of the profession.

- The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician.
- The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurses, the physicians, and other members of the Emergency Medical Services health care team.
- The Emergency Medical Technician refuses to participate in unethical procedures and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

## **EMT STUDENT ESSENTIAL FUNCTIONS**

Students should possess and perform these functions to perform effectively as an EMT. These functions are helpful to remain within a level of professionalism that is highly recommended.

- 1) Physiological Functions:
  - a. Fine motor skills
  - b. General motor skills
  - c. Physical endurance
  - d. Physical strength
  - e. Hearing ability
  - f. Visual ability
  - g. Touch (tactile) ability
  - h. Sense of smell
- 2) Cognitive Functions:
  - a. Perform math calculations (basic algebra).
  - b. Speak, read, and write.
  - c. Express and exchange ideas in a professional manner.
  - d. Measure, calculate, reason, and analyze information.
  - e. Transfer knowledge.
  - f. Utilize computers to access and store information.
- 3) Psychological/Social/Cultural Functions:
  - a. Conduct self within ethical and legal standards of practice.
  - b. Function effectively within stressful situations.
  - c. Maintain control of emotions.
  - d. Respond professionally to angry/unpleasant persons.

- e. Interact therapeutically.
- f. Work effectively in a group.
- g. Concentrate on a task without being distracted.
- h. Manage time effectively.
- i. Multi-task without getting confused.
- j. Utilize problem solving skills.
- k. Adapt to change.
- l. Assume responsibilities for your own actions.

## Students Rights to Assistance or Accommodations

### **ADA/504 Accommodations**

WDTC does not discriminate on the basis of disability. Students with disabilities who are seeking accommodations are strongly encouraged to work with the Disability Services Office prior to the start of the semester as accommodations are not retroactive and the process to become Registered can be lengthy. With that said, students can Register at any time during the semester. Disclosure by the student to a faculty or staff member does not qualify as self-identification to begin this process. Students with disabilities are not required to Register with the Disability Services Office if they are not seeking accommodations.

For more information regarding ADA/504 Accommodations, refer to [Policy 4415](#) and the [Disability Services page](#) housed on the [Student Hub](#) in [My.WDT](#).

### **DISCRIMINATION AND HARASSMENT**

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

### **Notice of Non-Discrimination**

WDTC will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ancestry, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, disability, sexual orientation, genetic information, status as a veteran, or any other status protected under applicable federal, state or local law. WDTC is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: VP for Institutional Effectiveness and Student Success who serves as the Title IX Coordinator.



## **Pregnancy Modifications**

WDTC does not discriminate in its education programs or activities against any student based on the student's current, potential, or past pregnancy or related conditions. Students seeking modifications for pregnancy or pregnancy related conditions need to contact the Title IX Office at [TitleIX@wdt.edu](mailto:TitleIX@wdt.edu).

For more information regarding modifications for pregnancy and pregnancy related conditions, refer to [Policy 4420](#).

## **Title IX at Western Dakota Technical College**

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Technical College (WDTC) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Kelly Oehlerking, Title IX Coordinator; 800 Mickelson Drive, Office D206, Rapid City, SD, 57703; 605-718-2931; [Kelly.Oehlerking@wdt.edu](mailto:Kelly.Oehlerking@wdt.edu).

WDTC Policies 9090/4430, 9090/4430.Procedure.001, and 9090/4430.Procedure. 002 provide information on WDTC's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

Policy <https://www.wdt.edu/assets/docs/uploads/policy/4430.pdf>

Procedure.01 <https://www.wdt.edu/assets/docs/uploads/policy/4430procedure01.pdf>

Procedure.02 <https://www.wdt.edu/assets/docs/uploads/policy/4430procedure02.pdf>

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

## **POLICIES & PROCEDURES**

### **Requirements and Expectations**

All students in the EMT Program are required to have:

- **Medical Director**
  - Students in the EMT and clinical/internship courses of this program are under the supervision of a licensed physician (Medical Director). Expectations from the Medical Director will be presented prior to a student engaging in the hands-on clinical/internship portion of this program.
- **Uniform**
  - It is the student's responsibility to purchase the required uniform for the EMT Course within the first ten days of class. Below is the uniform as prescribed by the instructional staff of the WDTC EMT Program while on clinical/internship rotations:
    - Black service pants (available at a local supplier)
    - WDTC EMS Programs grey polo shirt with WDTC logo (available at a local supplier.)
    - Black leather boots
    - Black belt
    - Student ID
- **Supplies**
  - It is the student's responsibility to purchase the required supplies for the EMT Course.
  - Individual courses may have additional requirements. When in uniform, students should have in their possession:
    - A watch with a second hand
    - Bandage scissors.
    - Stethoscope
    - Black pen
    - Pen light
    - Wallet type case for incidentals
- **Identification**
  - When in uniform, students will have in their possession:

- State issued ID.
- School photo ID, visible
- **Health Insurance**
  - Health insurance is not required. However, due to the nature of the work (clinical/internship sites and close patient contact), EMT students are strongly encouraged to have health insurance coverage.
- **Transportation**
  - Transportation and lodging are the responsibility of the student. Proof of insurance, registration, and valid driver's license is required for access to clinical/internship sites located on military installments.

## Course Completion Requirements

Completion of the WDTC EMT Course requires:

- Successful completion of the EMT course.
- See individual course syllabi for required grades and attendance.

## Certification/Licensure

The WDTC EMT Program Director will certify eligibility to sit for the NREMT psychomotor and written exams.

The State of South Dakota requires an EMT to have a medical license to practice in the state. The South Dakota Board of Medical Examiners (SDBOME) has set forth guidelines for obtaining a medical license. If you have a felony or a misdemeanor, this may prevent you from obtaining employment in the profession.

Required Steps to Obtain Your Credential	1. Successfully pass the National Registry of Emergency Medical Technicians (NREMT) Psychomotor Exam
	2. Successfully pass the National Registry of Emergency Medical Technicians (NREMT) Written Exam
	3. Successfully pass the National Registry of Emergency Medical Technicians – EMT (NREMT) Psychomotor Exam
	4. Apply for licensure within South Dakota through SDBMOE. The student must apply for initial licensing using the SDBMOE account created when he/she applied for Student Status. The cost of initial licensing in South Dakota is \$50.  <i>NOTE: If you plan to work outside of South Dakota, you will be required to apply for certification/licensure within that state. Each state has different requirements for this process.</i>

	<p><i>Some states require additional certification courses such as PALS, Critical Care, or state specific EVOC training before certification/license approval.</i></p> <p><i>NOTE: South Dakota state licensing is not valid until the student is employed by an agency and the Medical Director for that agency has signed the EMT Affiliation Form.</i></p>
	<p>5. To maintain the state certification / licensure, a recertification process is required by the individual state.</p> <p><i>NOTE: South Dakota requires relicensing every year at a cost of \$25.</i></p>

## Professionalism and Confidentiality

Students are expected to conduct themselves in accordance with the professional expectations for EMTs at all times. Students are representatives of the WDTC EMT program whenever and wherever they are involved with course-related activities. Professional conduct is essential to a successful course experience and EMS career.

- Conduct – The WDTC and NAEMT Code of Conduct will be followed at all times.
- Clinical/Internship Site Agency policies will be followed when in the clinical/internship setting.
  - A therapeutic relationship with patients is expected.
  - Honesty in all communications is required. Integrity in both the classroom and the clinical/internship settings is expected.
- Confidentiality is expected at all times in both the classroom and clinical/internship settings. This includes, but is not limited to:
  - Information obtained electronically, verbally, and in written format.
  - Students are permitted to access only patient records that are relevant to patients currently under his/her care.
  - Students must sign an agreement, specific to each clinical/internship site, to maintain confidentiality. Any violation of confidentiality including any HIPAA violation such as using patient identifiers in submitted work will result in a WDTC Student Code of Conduct Violation and possible removal from the clinical/internship site resulting in not completing program requirements.
- Social Networking Guidelines – Confidential, trade-marked, and student/faculty/patient information may not be posted. Classmate, faculty, and patient privacy must be maintained in all communications. Do not disclose information that may be used to identify classmates, faculty, or patients. Remember that even de-identified information may be recognized by fellow classmates, faculty, patients, their families, or their employers. Students must educate themselves about the proper way to use social networking sites and how to avoid the pitfalls afforded by technology. Misuse of social networking is a violation of professional conduct. Because of the distraction, social networking is

prohibited in the classroom.

### **Electronic Devices**

All cell phones, pagers, and other such electronic communication devices should be turned off or set to vibrate during class. Cell phone use policies for the clinical/internship site must be followed during clinical/internship time. Unauthorized use of cell phones while on clinical/internship rotations may result in dismissal from the clinical/internship site which will be noted as unexcused, and clinical time will need to be repeated.

Clinical/internship site cell phone policies are also addressed in the individual course syllabi. While on a clinical or field internship the accommodating agency's electronic device policy will be adhered to as well. The posting, broadcasting or photography while on a clinical or field internship may be viewed as a HIPAA violation.

### **Student Evaluations**

Students will be evaluated relative to the cognitive, psychomotor, and affective educational domains.

- **Frequency**

Evaluation of students shall be conducted on a recurring basis and with sufficient frequency to provide both the student and program faculty with valid and timely indicators of the student's progress toward and achievement of the entry-level competencies stated in the curriculum.

- **Methods**

The methods used to evaluate students shall be valid and reliable and shall verify the achievement of the cognitive, psychomotor, and affective objectives stated in the curriculum. Evaluation methods shall include direct assessment of student competencies in patient care environments.

- **Review**

Test instruments and evaluation methods shall undergo frequent review in order to ensure effectiveness of student evaluation. When appropriate, reviews shall result in the update, revision, or formulation of more effective test instruments or evaluation methods.

### **Health, Illness, and Injury**

- Students incurring any injury in the clinical/internship or lab setting must report immediately to an instructor or preceptor and the Program Director for the necessary policies and procedures of the facility. Required emergency treatment and appropriate report forms must be completed. If the facility assesses cost for this treatment, the student is responsible to pay those charges. WDTC is not responsible for those charges.
- If a student sustains an injury at school, it must be reported, and an accident report must be completed.

- In the event of exposure to a communicable disease or a needle sharps/stick during a clinical/internship rotation, adherence to the policy of treatment for that facility is required. If the facility assesses cost for this treatment, the student is responsible to pay those charges. WDTC is not responsible for those charges.
- All accidents must be reported whether on WDTC campus or at a clinical/internship site. Please see the WDTC Student Handbook for further information.

## **Academic Honesty and Integrity**

- Honesty and integrity are essential qualities in the profession of EMTs.
- Cheating or lack of integrity can take on many forms. These may include but are not limited to:
  - Bringing an answer source to the test site.
  - Copying from another student's test, including take-home and open-book exams.
  - Changing an answer after a test has been submitted.
  - Sharing information about a test with someone who has not yet taken it.
- Falsification or forgery of academic documents, applications, clinical/internship evaluations, lab evaluations, etc.
- Plagiarism is another form of cheating. This may involve but is not limited to:
  - Submitting a paper that was written by someone else, in whole or in part.
  - Copying thoughts and ideas from another source and submitting that work as your own.
  - Copying and pasting of electronic text into assigned work.
- Additional areas of concern specific to EMT include but are not limited to:
  - Covering up or not reporting a clinical/internship error.
  - Charting something that was not done.
  - Altering any legal documentation.
- Not everything is cheating. Some examples of acceptable practices include:
  - Studying together prior to an exam.
  - Sharing notes from class.
  - Using quotes in papers and referencing them appropriately.

If you are unsure if a practice might be considered cheating, please check with an instructor and/or do not engage in the practice.

## **Available Support Services**

You may obtain additional help outside of class through your instructor, the Student Success Center, and the WDTC Library. See the WDTC Student Handbook for more information.

## **Disciplinary Actions**

Please refer to the WDTC Student Handbook.

## **DIDACTIC PHASE**

### **Attendance**

Student attendance is required at all scheduled classes, including lab sessions. All coinciding lab sections will be scheduled and tracked through an electronic record system. Students with less than 80% attendance will not be authorized to test for the NREMT exam.

### **Tardiness and Early Exits**

Lecture and Lab Courses - A tardy is defined in individual course syllabi.

Special program requirements: If a student's absences coincide with the CPR course, the student will be required to take that course or courses in a different program at the student's own expense as these are required to be authorized to take the NREMT exam.

### **Make-up Work**

Students who miss assignments, quizzes, exams, or any other work due to absences, tardiness, or early-exits must make arrangements with the course instructor. The ability to make-up assignments is based on the individual instructor.

### **Dress and Appearance**

Students are required to wear approved uniform attire during the EMT course. All students are to practice cleanliness, neatness, and good personal hygiene.

## **CLINICAL /FIELD PHASE**

An optional 12-hour field experience is offered through the EMT course. Varied shifts are assigned during the clinical/internship phase, i.e., days, evenings, and/or weekends. Students are expected to be present and on time for all of their scheduled clinical/internship rotations. Rotations will be scheduled by the EMT Program Director or the Clinical Coordinator. This information is found in individual course syllabi.

During clinical /field hours, students must operate under the supervision of qualified personnel at all times. Students may not be compensated for procedures performed or substituted for regular staff.

### **Prerequisites**

Students are responsible to meet all of the clinical/field site requirements, which may include drug screening, background check, and fingerprinting. Students must maintain a minimum of a "C" in the EMT Course didactic portions.

### **Attendance**

If you choose to engage in a field experience, the time may be rescheduled if the instructor approves and if notification is given in advance according to the EMT course syllabus.

### **Absences/Tardiness/Early Exits**

This information can be found in the individual course syllabi.

Notification of any absence must be made to the EMT Program Director and/or the Clinical Coordinator as well as the facility where the student will be doing their clinical/internship rotation prior to the absence.

### **Make-up Work**

All missed shifts must be made up according to the course syllabus.

### **Dress Code**

Students are to follow clinical/internship site dress code requirements.

- Student will wear the prescribed uniform. All clothing will be clean and free of wrinkles and stains; shirt will be tucked into trousers for the duration of the clinical/internship rotation.
- A name tag is required when on a clinical/internship site.
- If a facility requires an alternate dress code, students will be notified in advance and will abide by the site's dress code.
- Hair to be pulled back and neat. Long hair is to be worn up.



- Make-up should be natural looking and appropriate for daytime.
- Jewelry – Students are limited to a watch, wedding ring, and small, non-dangling earrings.
- Body piercing adornments deemed a safety hazard will not be worn during clinical/internships.
- Excessive perfumes and colognes are not permitted.

## **STUDENT EXPECTATIONS**

EMT students will be expected to:

- Follow all policies set out in the WDTC Student Handbook and the EMT Program Student Handbook
- Actively participate in the learning process
- Attend classes and clinical/internships as scheduled.
- Refrain from attending clinical/internships when student has an infectious disease.
- Refrain from working overnight the previous night before a scheduled clinical/internship.
- Demonstrate professional behavior in the classroom to instructors, staff, and other students.
- Demonstrate professional behavior at the clinical/internship sites to all patients, visitors, staff members, instructors, and other students.
- Demonstrate a therapeutic relationship with patients.
- Maintain patient confidentiality.
- Practice non-discriminatory behavior in the rendering of patient care as it relates to human rights and dignity of the individual.
- Perform safe and appropriate practices and patient care within the scope of a student EMT.
- Administer medication only with the permission of the clinical/internship instructor or preceptor.
- Perform invasive procedures only in the presence of the clinical/internship preceptor or instructor.
- Perform true and accurate recordings on patient records.
- Wear appropriate clothing as described in this handbook or as required by clinical/internship agencies.
- Take ultimate responsibility for his/her own learning.

**Western Dakota Technical College  
EMT Course  
Student Handbook**

I have received from my advisor a copy of the EMT Course Handbook. By signing below, I certify that I have read, understand, and agree to abide by the policies and procedures of the program.

Printed Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Please return the signed form to the EMS Programs Director.