CCEMTP^{sm} STUDENT INFORMATION HANDBOOK

Welcome to July, 2026 On-Campus CCEMTP^{sm}!

Thank you for choosing UMBC for your critical care education. We are very pleased to have you here and wish to provide you with some administrative guidelines for the course.

We ask that you familiarize yourself with the contents of this handbook as we have provided a great deal of information to assist you throughout the course.

We hope that you will find this handbook useful in answering many of the questions that you may have.

ACADEMIC INTEGRITY AND ETHICS	Academic integrity is an important value at UMBC and the Department of Emergency Health Services. By enrolling in the CCEMTP^{SM} course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal from the CCEMTP^{SM} program. Rigorous standards allow UMBC students, faculty, and administrators, as well as scholars and employers in the larger community, to trust that the work that students submit is the fruit of their own learning and academic effort. All members of the UMBC community are expected to make a commitment to academic honesty in their own actions and with others. The following activities are examples of academic misconduct that are not tolerated by UMBC. (Other situations will be considered on an individual basis and reviewed as to whether the incident violates the standards set forth as an EMS professional.) 1. Cheating 2. Lying 3. Unethical behavior 4. Stealing 5. Lack of respect for authority 6. Lack of respect for fellow students 7. Illegal substance use 8. Plagiarism 9. Fabrication 10. Facilitating academic dishonesty Students are expected to behave in a manner consistent with the UMBC Policy for Academic Misconduct in Undergraduate Courses and the Student Conduct Code. Both of these documents are contained on the UMBC web page www.umbc.edu .
ATM	ATM machines are located outside of the University Center on the ground floor and in the Commons. A campus map is included in the student folder for your convenience. A full-service bank and ATM machines are also located in the Commons.

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ATTENDANCE	**100% class attendance is mandatory** - Class begins at 0800. **We expect you to arrive 15 minutes early** to sign-in for the day and take your seat so that the lectures may start promptly at 0800. - You will be given one (1) hour for lunch. You should return to your seats after the provided time and be prepared for lecture. - Any person missing a lecture or day in whole will not be eligible to take the final exam. - Any person missing portions of any lecture will be prohibited from taking the final exam. ***<Returning late from any break to miss portions of the lecture is not acceptable nor an excused absence.>*** - All course fees are forfeited for lack of attendance in class and failure to meet the guidelines for the final exam. - **You are also expected to remain in class until all sessions are completed and you have been dismissed.**
BANK & BOOKSTORE	- A full-service bank is located in the Commons. - UMBC Bookstore is located in the Commons – notebooks, pens, limited supply of computer accessories and snacks are available. - **NO texts for the class are available in the Bookstore**.
CADAVER LAB	- **Cadaver lab is a mandatory class session**. - You will attend **ONE (1)** session on Thursday, July 16. - Sign-up for the cadaver labs will be held during class. - You MUST provide your own transportation to and from the cadaver lab. There is free parking at the lab. Directions are online welcome website. <Consider carpooling!> - **You should ONLY arrive 15 minutes PRIOR to the scheduled start time. (Parking is extremely limited)** - You must present a government issued ID to enter the cadaver lab – please remember to take one along with you. - ***You also will need to take a set of eye protection goggles and dress in layers with comfortable, closed toe shoes.***
CAMPUS POLICE	Campus Police (Emergency Only) 5-5555 (on campus) Administrative (non-emergency) 5-3136 (on campus)
CCEMTP^{SM} MATERIALS	- CCEMTP^{sm} materials are copyrighted and are not permitted to be copied in part or in whole for use outside of a UMBC sponsored CCEMTP^{sm} program. - The CCEMTP logo is a trademark owned by UMBC. It may not be used without the express written permission of UMBC on any clothing, materials, goods, products, services, websites, stickers, patches, pins, slides, ambulances, and/or similar area, etc.

	- ***Printouts of the PowerPoint slides will not be provided – please do not ask either your coordinator, instructional faculty or UMBC for these materials!*** - ***Electronic versions of the PowerPoints will not be provided – please do not ask either your coordinator, faculty or UMBC for these materials!*** - All testable material and info contained on the presentation slides is available in the student Resource Guide. **Materials must be retained in their original format; students may not photograph, record, transcribe, "rip" or otherwise borrow, intend to alter the materials or alter the formats without risk of immediate dismissal from class, legal action and/or certification revocation.**
STUDENT RESOURCE GUIDE **(DISTRIBUTED ON DAY 1)**	- The student guide is an all-encompassing reference manual containing objectives and declaratives for each topic. - The final exam is reflective of the topic objectives. Students should familiarize themselves with the objectives when studying for the final exam. - The declaratives are reflected in each of the presentations. They also contain background information not in the presentations as a means to aid the student in studying and reference materials pertaining to each topic. - Students are not permitted to copy any part of this guide for any purpose nor "loan" or give this guide to any other party, company, student, professional, etc.
CLOTHING	- EHS/CCEMTP[sm] clothing will be on display during the course. Clothing orders are included in your student folder. - Only persons that pass the final exam are eligible to purchase CCEMTP[sm] clothing. - Clothing orders and payment are due 8AM as per schedule. - Clothing will be issued **after** the successfully completing the final exam. - If you fail the final exam, your order will be cancelled and payment will NOT be processed. - Some items are currently on backorder. If you place an order for an item on backorder, we will ship it to you upon receipt from our supplier. - You will receive items in stock at time of purchase.

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CONTINUING EDUCATION	- Continuing education hours will be awarded via CAPCE(Continuing Education Coordinating Board for EMS) www.capce.org. - You will be provided with a certificate and paperwork suitable for National Registry re-registration purposes at the end of the course. This info also appears on your student materials. - Pennsylvania residents will be required to submit to their region a con-ed by endorsement form along with a copy of the schedule and certificate. - If you do not successfully pass the final exam or are not eligible to sit for the final exam, you will receive a certificate of attendance suitable for recertification and continuing education purposes.
DISCRIMINATION/ABUSE/ HARASSMENT	The UMBC CCEMTP^{sm} Program admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all rights, privileges, programs and other activities generally accorded or made available to students. The UMBC CCEMTP^{sm} Program does not discriminate on the basis of race, religion, color, sex, age, sexual orientation, or national or ethnic origin in the administration of its educational policies or registration policies. It is unacceptable for any person involved in offering the course to discriminate against, abuse, or harass any person because of his/her sex, race, color, national origin, or religion. Individuals engaging in this behavior may be subjected to dismissal from the program or not allowed to partake in future CCEMTP^{SM} offerings.
DISMISSAL FROM THE PROGRAM	UMBC is granted the privilege of dismissing students from their program for violation of CCEMTP^{SM} Policies and Procedures. A detailed description of events with names, dates and examples; names of personnel involved in decision making process; restitution and/or any refunds made to student(s); ramifications and impacts on remainder of participants or quality of program; and steps which were taken to reach final decision for dismissal must be in writing and will be kept as part of the course records.

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FINAL EXAM	- The final examination is scheduled for Saturday, 7/25 at 9:00 AM – please plan accordingly. - The exam is 110 multiple choice questions. - Passing score is a 70% out of 110 questions - **Exam results will NOT be released until all students have completed the exam!** - In order to protect test integrity, exams are not returned to students after grading for review. - - A copy of licensure must be on file prior to exam day. - **Online completion form MUST be submitted by 0800 Friday July 24 in order to sit for the final exam. – NO EXCEPTIONS** - Do not bring ANYTHING to the classroom for the final exam except a pen or pencil; this includes notebooks, manuals, books, laptops, tablets, cell phones, watches, "cheat sheets", etc. All of these items should be left in your vehicle and not brought in to the classroom. If a person is found with any of these items on test day, they will be immediately removed from the final exam and all fees forfeited and will not receive any course completion. - ***Please note that there is a time Limit for exam: 3 hours*** Students must sit for their CCEMTP final exam and retest(s), if necessary, NO LATER THAN twelve months from the original exam date. After that date, students are no longer eligible to sit for the final exam without repeating the entire course.
FOOD	**(Refreshments will NOT be available at the course site)** - Please refer to the final schedule for lunch breaks and notices regarding food. - Please bring snacks and your own refreshments to class. - **You are given 1 hr for lunch, please heed our advice regarding delivery or packing your lunch!**
INTERNET	- During lunch or breaks, if your laptop has wireless capabilities, you may access the Internet with the following login information: Select UMBC visitor. No password required. **Please remember that "surfing" during class sessions is strictly forbidden and should be done during breaks and/or lunch.**

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LAPTOPS	- While laptops may be used for note taking purposes ONLY, we discourage their use during course due to distractions and previous experiences with student learning. - We do not recommend or endorse the use of computers during class – please remember that students sitting behind you may be distracted from learning when you are using your computer! - **No recording (audio or visual) is permitted. No cameras of any kind are permitted.** - *Special requests for use will be handled on a case by case basis.*
PACE CONTACT INFORMATION	Crista 410-455-3584 Danette 410-455-3584 Bill 410-455-1651 Fax 410-455-6713 Website: https://edhspace.umbc.edu/
PARKING	- Parking on campus is strictly enforced. Please park in the designated area Lot 22. - *There is no fee to park **nor** permit to display so please ensure that you are parked in the correct parking lot. - Obey all traffic signals/signs. PACE cannot "fix" any ticket you might receive. - Speed limits and seatbelt use are also strictly enforced. **Plan your visit to UMBC BEFORE 7/12 – review the parking maps, look at the directions and know your way around. There will NOT be assistance or persons on campus to direct you the correct building – make sure you review the maps.**
PRECOURSE ASSESSMENT AND SELF ASSESSMENT EXAMS	The Pre-course Assessment MUST be completed on EdX by 7/8. **Please complete the pre-course exam by WEDNESDAY, July 8th** Failure to do so will forfeit all tuition fees and dismiss you from class. The Self-Assessment Pretests on Box can be used when preparing for the final examination. There are over 200 questions between the two exams. All of the exam questions are derived from the recommended textbooks, PowerPoint presentations, and student resource guide. Students are encouraged to recognize their mistakes and research the correct answer. Although the final examination is reflective of the pre-test, no questions from the self-assessments will appear on the final exam. **DO NOT SUBMIT THE SELF ASSESSMENTS TO OUR OFFICES** - (Pre-course assessment and Self assessments are available on your course materials sites)
SHIPPING INFORMATION	If you need to have anything shipped while attending CCEMTP, the

	shipping address is as follows: **University of Maryland Baltimore County (UMBC)** **Department of Emergency and Disaster Health Systems (EDHS)** **Professional and Continuing Education (PACE)** **1000 Hilltop Circle,** **Sherman Hall room 319** **Baltimore, MD 21250**
SMOKING POLICY	Smoking is prohibited on all UMBC grounds including buildings, grounds, property, and parking lots.
STUDENTS W/ DISABILITIES	To assure equal access to educational opportunities for disabled individuals, a student with a documented disability will receive "Reasonable Academic Accommodations". A student with a disability may be one with a temporary or permanent disability that is attributable to a medical condition, psychiatric condition, sensory, physical, cognitive or learning impairment or a combination of such impairments which results in: a reduced ability to access educational services and a need for support services to overcome these barriers. **A prospective student with a disability is responsible for disclosing the nature of their disability and their special needs *in the initial phases* of the course to facilitate learning, comprehension and inclusion in course activities. (During registration and/or the first day of class.) Medical verification or proof of learning disability is required to be on file with UMBC.** Reasonable accommodations should be based on individual disability needs; allow the most integrated experience possible; not compromise the essential requirements of the course for all students; and not pose a threat to personal or public safety. Students who claim academic disabilities after the beginning of the course must follow the recommendations of the Coordinator and/or Medical Director who may provide optional remediation, additional practice scenarios, lessons, or one-on-one review to determine eligibility to sit for the final exam. These accommodations are NOT guaranteed if made aware after the course start. Exam accommodations will not be made after the first day of class. Any student that uses their disability with malicious intent will be dismissed from the program without prior warning.

	Students with a properly documented academic disability may be granted an extension on the time limit or other reasonable adjustments for the final exam ONLY with **prior approval from UMBC**.
TELEPHONE MESSAGES/FAXES	- For emergency purposes only, the PACE office will be happy to receive telephone messages (410-455-6241) and faxes (410-455-6713). If you are expecting a message/fax/shipment, please notify one of your coordinators (Crista, Bill, or Danette).
VENDING MACHINES	- Vending machines are available on many floors of the ITE Building as well as the University Center and Commons. - Since we cannot guarantee that they will be stocked, please bring your own refreshments and food.

We will continually update and post announcements, course information and course materials on the website. During class we will also post information and refer students to the website often.

PLEASE MAKE SURE THAT YOU REVIEW THE COURSE POLICIES ON THE WELCOME WEBSITE

Look for: https://edhspace.umbc.edu/welcome-ccemtp-students/