



6661 Dixie Highway Ste 4 #346  
Louisville KY 40258  
(502) 640-8263  
[www.know-how-inc.com](http://www.know-how-inc.com)

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**KNOW-HOW Inc.**, in cooperation with the *Kentucky Board of EMS*, will conduct an Emergency Medical Technician-Basic (EMT-B) Course. The course is 132 hours in length and takes approximately 4 months to complete.

Enclosed are the class application, general class guidelines, and payment agreement. The course contains classroom lecture, skill activities, and 10 hours of observation in an EMS unit. The lead instructor will arrange the location for the EMS observation. These classes will be occupied by the first paid applicants meeting KBEMS guidelines (902 KAR 13:02E).

- Be 18 years of age or older by completion of program.
- Not convicted of a felony, misdemeanor, or other crime related to ability to perform the duties of an EMT
- Not be a person who uses drugs, controlled substances, or alcohol that may affect ability to perform duties
- Hold at least a High School diploma or GED
- Understand and be able to read, speak, and write the English language on at least a High School Level.

**Course fees** of the EMT training program:

- **\$520**, includes tuition, American Heart CPR, HIV Program, all materials, student book, and final skills testing.

In addition to the class tuition, students will be responsible for:

- \$48 money order paid to VitalCheck for background check, with any fingerprinting fees
- \$70 paid to the NREMT for Computer Based final written testing.
- Know How will pay your Kentucky State Certification Fee

**KNOW-HOW Inc.** does not discriminate based on race, color, national origin, religion, marital status, sex, or handicap in any training program offered. **KNOW-HOW Inc.** is responsible for providing the EMT Instructor, classroom location, supplies and necessary equipment. Questions related to eligibility, certification and recertification are the responsibility of the Kentucky Board of EMS.

**Know-How, Inc. Emergency Medical Technicians Basic Training programs includes these essential elements:**

- Physician Medical Control
- Experienced Lead Instructors with 'real-world experience'.
- Over instructors have over 200 years of combined EMS and prehospital experience

**Kentucky utilizes the National Registry EMT-B examination for Written & Skill Certification Testing**

- Instructors are experienced in scenario based education (Current Kentucky EMT-B Training Format)
- Instructors, and Assistant Instructors are themselves National Registered EMT-Basic Or EMT-Paramedic

**To secure enrollment in an upcoming EMT-B training program the applicants should:**

- Fully complete and return all enclosed documents along with required registration payment of \$100.00 **Or**
- Contact Know-How, Inc. for location, date, and time for open enrollment.

**Return all enrollment documents to, KNOW-HOW Inc.** 6661 Dixie Highway Ste 4 #346, Louisville KY 40258  
Please feel free to contact Know How at (502) 640-8263 for additional class information.



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## EMT - BASIC TRAINING PROGRAM GENERAL CLASS INFORMATION

1. **Attendance:** Only one excused absence is permitted. (This **cannot** be an EMT examination.)
2. **Attendance sheet:** Student must be in classroom and sign in on class roster by the start of each class.
3. **Attire:** Wash and wear clothing (dress appropriately for clinical EMT skill activities).
4. **Tobacco usage:** Only be permitted as per the building rules.
5. **Food and Drink:** Only be permitted as per the building rules.
6. Audible pagers (beepers or cell phones) will not be allowed in the classroom or other skill practices.
7. **No student** that is **on call** will be allowed to participate in class lectures/skills.
8. **Equipment abuse** will result in **immediate dismissal** from class.
9. All equipment must be properly stored before class is dismissed.
10. Classroom must be cleaned and desk/chairs placed in alignment before class is dismissed.
11. Successfully passing the written portion of the program:  
A written class average of **(75% true score)** in order to be recommended for **Final Written Testing.**  
**Final written testing is the NREMT-B test.**
12. Successfully passing the skill performance portion of the program:  
In order to be recommended for Final Skill Evaluation the student must:  
In order to successfully pass the skill portion of the Kentucky Final Skill Evaluation the student must:  
**\* Successfully Complete 100% of all NREMT-B Final Skill Sheets at the Final Skill Testing.**
13. EMS Observation & Clinical Rotation per KBEMS requirements will be arranged by Lead Instructor.
14. Know How Inc., its Program Instructors, Directors, Contractors, or fellow students will not be liable for injuries resulting from inappropriate classroom or clinical activities.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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## Emergency Medical Technician-Basic Payment Options

**KNOW-HOW Inc.** is happy to assist students in meeting the financial obligations in pursuing higher education. Outlined below are three payment options offered to students.

**Program Fee \$520.00**

<b>OPTION 1.</b>	Payment of \$520.00 includes tuition, textbook, registration, AHA Health Care Provider Program, Kentucky Certified HIV Program, Final Skills testing fee, and initial KBEMS application fee. Payment to be submitted upon return of application.
<b>OPTION 2.</b>	Payment of \$100 with application, fees applied to tuition, textbook, registration, and American Heart Association Health Care Provider CPR/AED Program. Payment of \$420.00 to be submitted on or before the first class meeting.
<b>OPTION 3.</b>	Payment of \$100.00 with application, fees applied to tuition, textbook, registration, and American Heart Association Health Care Provider 9.0 Hour Program. Balance Due \$420.00 Payment Due On First Class: >Payment #1 \$210 payable on date of first class >Payment #2 \$210 payable on first date of class, which will be held in escrow for 30 days after the start of the program date. This payment will not draft from your bank until 30 day into the program.
	<b>I agree to pay the tuition fee noted in section #3 should the identified enrolling student fail to meet their financial obligation.</b>
	Signature _____ Date _____
	Phone # (    ) _____
	Address _____
	City _____ State _____
	Zip code _____ <span style="float: right;">Rev7/7/09</span>

I agree to pay KNOW-HOW Inc. by the following Payment Option # \_\_\_\_\_. I fully understand that regardless of which payment option I select, I will be obligated to pay in full, to KNOW-HOW Inc. the non-refundable tuition of \$520.00, regardless of attendance. I also understand, I will be obligated to pay the \$100.00 registration fee. A \$35.00 fee will be charged on all returned checks

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# **Know How Inc. Privacy Disclosure**

## **Overview**

Know How Inc. Corporation, its affiliates and employees, are dedicated to protecting the privacy of your nonpublic personal information. We maintain information about you in order to provide you with the most effective and convenient access to our broad range of products and services. We want you to understand what information we collect, and how we use and protect it. This notice serves as a standard for all Know How Inc. employees for collection, use, retention and security of nonpublic personal consumer information.

## **Information we collect**

“Nonpublic personal information” is information about you that we obtain in connection with providing a product or service. Such information includes for example, name, address, phone numbers, social security numbers, and other information necessary for our programs.

We may collect nonpublic personal information about you from the following sources: Information that you provide to us, such as on applications or other forms, information about your transactions with us, our affiliates or others, or information from others, such as KBEMS, NREMT, or employers.

## **Our security procedures**

To maintain security of customer information, we restrict access to your personal and account information to persons who need to know that information to provide you products or services. We maintain physical, electronic and procedural safeguards to guard information.

## **Information we disclose**

Know How Inc. may disclose nonpublic personal information about you to organizations deemed necessary by know How, including, but not limited to, the Kentucky Board of EMS (KBEMS), National Registry of EMTs (NREMT). Disclosure of nonpublic personal information may also be permitted by federal law, specifically Title V of the Gramm-Leach-Bliley Act of 1999. The confidentiality of your nonpublic personal information will continue to be maintained consistent with this privacy notice even if you decide to close your account(s), your account becomes inactive, or when you otherwise cease to do business with us.

Know How Inc. works with a variety of third parties to bring you educational services. We disclose information about you as necessary to fulfill these services. For example, we may disclose information about you to third parties that assist us in providing education or services. We may also disclose information about you to governmental entities, such as sending annual income statements to the IRS, and to other third parties such as credit bureaus, or in response to subpoenas.

## **Fair Credit Reporting Act disclosure**

Know How Inc. does not share financial information, about you with any affiliate. However, Know How may be permitted to share certain information by law, such as information related solely to our experiences or transactions with you, for example, information that may be used to collect a debt.

## **Effective date and changes**

The effective date of this Privacy Notice is provided below. Any updates or changes to the Notice will be posted on this web site. Consumers who are Know How Inc. customers will be notified of updates and changes in accordance with federal law. Revised 8/2007.