



INFORMATION & REGISTRATION  
For  
PUBLIC SAFETY TELECOMMUNICATOR (PST)  
CLASS  
AT  
PRINCETON RESCUE SQUAD  
EDUCATION & TRAINING CENTER



## PUBLIC SAFETY TELECOMMUNICATOR PROGRAM (32 clock hours)

**PRINCETON RESCUE SQUAD, INC**

**701 STAFFORD DRIVE**

**PRINCETON, WV 24740**

**304-425-3914**

We at Princeton Rescue Squad are pleased that you have chosen to begin your Emergency Service education with us. The mission of Princeton Rescue Squad's Education department is to effectively and professionally provide quality educational experiences for students to meet the needs of the communities we serve. To fulfill our mission, the administration, faculty, and staff are committed to and focused on fostering the educational endeavors of our students through adherence to our core values in our daily work: Integrity Compassion, Accountability, Respect, Empathy.

As a student progresses through the curriculum they will learn the critical knowledge and skill competencies necessary to work as a certified PST. Our Program follows the standards set forth by the American National Standards as contained in the ANSI approved Minimum Training Standard for Public Safety Telecommunicators (APCO ANS 3.103.2.2015). Upon successful completion of the PST Educational Program and the final exam, the student will receive certification demonstrating completion of a training course that meets and exceeds industry accepted national basic training standards.

### **Administration & Operations:**

**Chief Executive Officer:** Stacey Hicks

**Chief Operational Officer:** Randall Brown, WVEMTP, NRP

### **Education Department:**

**Director:** Paula Johnson, M.Ed., NCEE, NRP

### **The Goal of a PST:**

"To perform the basic skills, knowledge and abilities such as communication skills, call taking and radio techniques with the most up-to-date information on technology and work-related issues to meet the demands of Public Safety Communication Centers."

-APCO



## Program Outcomes:

Upon successful completion of the PST Education Program, the student will be able to:

1. Sit for the final APCO Certification Exam.
2. Utilize effective interpersonal communication skills consistent with the role of the professional PST.
3. Understand and appreciate the legal-ethical issues that influence public safety communication centers.
4. Employ call taking skills and radio techniques to facilitate fundamental strategies to maintain effective local, state, or national security operations for the protection of people, data, property, and institutions.

## Requirements:

Applicants wishing to register for the PST Education Program:

1. Must have a High School Diploma or a GED certificate.
2. Need to submit a photo ID with registration form. (Driver's License)



## Important Dates & Times

- **Classes Begin:** January 7<sup>th</sup> , 2020
- **Class Days & Times**
  - Tuesdays 5:00pm – 9:00pm
  - Fridays 5:00pm – 9:00pm
- **Classes End:** January 31<sup>ST</sup> , 2020
- **Class Length:** ~4 weeks
- **Course Payment Plan Deadlines**
  - 1<sup>st</sup> Payment Deadline – January 7<sup>th</sup> , 2020 (\$200.00)
  - 2<sup>nd</sup> Payment Deadline – January 14<sup>th</sup> , 2020 (\$44.00)
  - 3<sup>rd</sup> Payment Deadline – January 21<sup>ST</sup> , 2020 (\$44.00)
  - 4<sup>th</sup> Payment Deadline – January 28<sup>th</sup> , 2020 (\$44.00)
- **Accepted Methods of Payment**
  - Cash, Check, Money Order, or Credit Card

## PST Program Costs:

### **Paid Directly to Princeton Rescue Squad for Program Participation: \$300.00**

- The \$300.00 dollars covers the cost of the following:
  - Student tuition                    \$132.00
  - Application Fee                    \$20.00                    (Non-Refundable Fee)
  - Textbook                            \$180.00                    (Non-Refundable Fee)

## Student Withdrawal:

Students may withdraw from the course at any time. Any student that misses two (2) or more consecutive class sessions without contacting the course instructor will be considered to have withdrawn from the course.

## Grounds for Dismissal:

A student may be dismissed from the program for the following reasons:

- Failure to obtain a minimum score of 80% or higher on the final written examination.
- Absenteeism greater than 1 unexcused class.
- Insubordination (in classroom or in lab)
- The conviction and/or known use of, distribution of, or possession of illegal drugs, or controlled substances.
- Unprofessional or unethical conduct



- Cheating in related or professional PST courses

### **Cancellation and Refund Policies:**

Payment of course fees, either the instalment or full payment, is due by the start date/time of the program. Any student that does not show up on the first day of class, or chooses to cancel their enrollment agreement prior to the start date/time of the class will be treated as a cancellation and a full refund will be issued to the student within 45 calendar days of the first scheduled day of class or the date of cancellation, whichever comes first. Also, a full refund will be issued if an applicant is rejected prior to the start date/time of the course, or the program is cancelled by the Squad. A student is classified as a “withdrawal” if he/she attends at least one class, but does not complete the program. Any student that withdrawals or is dismissed and has completed less than 70% of the period of attendance for which the student is charged will be issued a pro-rated refund based on the last date of attendance and paid within 45 calendar days from the documented date of determination. *(The Date of Determination is the date the student notifies the institution of withdrawal or the date the institution dismisses the student.)* The refund will be less the application fee and textbook fee not to exceed \$200.00. If the student has completed 70% or more of the period of attendance for which the student is charged, the tuition is considered fully earned and the student will receive no refund.

### **Employment Guarantee Disclaimer:**

Princeton Rescue Squad provides job referral services for students. Princeton Rescue Squad is unable to research the integrity of the employers and as such, makes no representations, recommendations, or guarantees regarding the accuracy or reliability, or otherwise, of any employer, posted job listing, or employment data provided. Additionally, while Princeton Rescue does hire some graduates, this program of study or registration handbook is in no way to be interpreted or construed as a contract of employment or guarantees of continued employment for any specific period of time. No verbal communication or written document will provide such a contract, assurance, or guarantee unless specified in writing and signed by a company official who is authorized to enter into such agreement.

### **FUNCTIONAL JOB ANALYSIS: Public Safety Telecommunicator**

This functional job analysis is utilized in the development of examination accommodations to meet the requirements of the Americans with Disabilities Act. Readers and persons interested in utilizing this functional job analysis should refer questions related to specific indicators to occupational rehabilitation specialists for interpretation.

*SKILLS/ABILITIES –*



The student should be able to:

- Quickly and accurately follow written and oral instructions;
- Learn rules and regulations quickly and interpret them correctly;
- Reason clearly, analyzing situations rapidly and accurately in order to quickly adopt an effective course of action;
- Dispatch public safety equipment in a coordinated manner;
- Speak clearly and concisely using proper English;
- Hear and distinguish between several voices at the same time while acquiring and retaining the information;
- Spell correctly using proper English;
- Function efficiently and calmly under pressure;
- Type accurately at a minimum speed of 35 (net) words per minute;
- Rapidly and accurately operate complex computerized equipment;
- Read and understand maps;
- Monitor up to four (4) CRT screens simultaneously;
- Properly use a headset;
- Be independently competent during limited staffing hours;
- Pick up and carry manuals and directories weighing up to 12 pounds;
- Sit continuously for long periods of time during a twelve hour shift; and
- Neck movement is required when performing job tasks such as viewing the keyboard, mouse, monitor screens, reading, research, page turning and handwriting.

KNOWLEDGE -

The student should be able to:

- The techniques, procedures and methods used in the operation of a public safety communications center;
- The use and proper care of radio, telephone and other job-related equipment;
- Federal Communications Commission rules and regulations pertinent to public safety operations;
- The location of major streets, highways, rivers, public places and geographical landmarks within Stanislaus County; and
- The general functions of the Sheriff's Department, city police, fire departments and other public safety agencies.



LAST NAME

FIRST NAME

MIDDLE INITIAL

Mailing Address:

Phone Number:

City, State, Zip Code

Email Address:

Social Security Number:

Date of Birth:

**COPY OF DRIVER'S LICENSE or PHOTO REQUIRED with APPLICATION**

HAVE YOU EVER BEEN CONVICTED OF A FELONY:  YES  NO

IF YES PLEASE EXPLAIN

DO YOU CURRENTLY REQUIRE ANY DISABILITY (ADA) ASSISTANCE?  YES  NO

IF YES, PLEASE EXPLAIN, AND BRING PHYSICIAN STATEMENT

HAVE YOU EVER WORKED IN HEALTHCARE FIELD BEFORE?  YES  NO

IF YES, PLEASE EXPLAIN (PLEASE INCLUDE TYPE AND STATE OF LICENSURE/CERTIFICATION)

HAVE YOU EVER HAD ABOVE LICENSURE/CERTIFICATION OR RESTRICTED?  YES  NO

IF YES, PLEASE EXPLAIN (PLEASE INCLUDE TYPE AND STATE OF LICENSURE/CERTIFICATION)





I verify and attest that I have received, read, and understand the content found within this registration and application booklet (*Pages 1 through 12*) and the catalog regarding, but not limited to: tuition, fees, external fees, cancellation and refund policies. Furthermore, I acknowledge that I have entered into a legal and binding contract for education with Princeton Rescue Squad once this application has been signed by both parties.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

I certify that all information given in this registration form is true and valid to the best of my knowledge. I understand that any information that has been falsified or labeled as misleading, can lead to expulsion from the program and/or hinder the ability to test for the State of West Virginia and / or National Registry EMT certification. All disability information must be given to Education Director at a 30 day minimum before conclusion of class and testing to allow time for accommodations. I also to agree to abide by the rules and regulations of the host educator, Princeton Rescue Squad, Inc, when partaking in EMT program events and on company property

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

Date: Received:
Agency Representative Signature