

## Workforce Development & Continuing Education Client Training Proposal/Agreement

**Date:** 08/17/23

**Client Company:** Reach Cyber Charter School

**Client Company Address:** 750 East Park Drive Suite 204 Harrisburg, PA 17111

**Prepared for Client Contact Person:** Rachell Toomey

**Prepared by HACC Employee:** Danielle Bottiglieri EMS Coordinator

**HACC Organization:** Workforce Development & Continuing Education Division

### Introduction

Harrisburg Area Community College (HACC) is pleased to provide you with the following training proposal for your organization. Once duly executed, this document will serve as the agreement between **Reach Cyber Charter School** referred to as the "Client" and HACC to offer the training for your students as outlined below.

### Course/Class Information

- **Course/class title:** Emergency Medical Technician
- **Prerequisites:** Current Reach Cyber Charter School student
- **Applicable standards:** American Heart Association (AHA) and PA Department of Health (DOH) standards
- **Course/class location:** **PSC One HACC Dr Harrisburg PA 17110**
- **Length of program:** length varies with different course deliveries
- **Course/class schedule:**

Sessions	Training Dates & times	Course	Program Hours
Varies	Varies	<ul style="list-style-type: none"><li>• EMT</li><li>• American Heart Association – Basic Life Support</li></ul>	220

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**YOURS.**

- **Course materials/manuals:** Course Textbook will be purchased by the students/school. There is a fee of \$104.00 per student for the NREMT cognitive exam that is not included in the tuition. Successful completion of this exam is required for PA state and National Registry certification. NREMT psychomotor exam is free of charge and scheduled for the student at the end of class.
- **Enrollment per class/section:** Dependent on course location as per student policy manual
- **Attendance requirements:** Students must complete the entire session to receive a certificate of completion
- **Successful completion criteria:** As per AHA and DOH requirements, as outlined in the student policy manual
- **Certificates of Completion:** Will be issued by HACC after course completion
- **Certification testing/retesting:** As per AHA and DOH requirements, as outlined in the student policy manual
- **Continuing Education Credit:** N/A
- **Lead instructor/instructional staff:** Program Co-coordinator **Danielle Bottiglieri**  
Lead Instructors: HACC adjunct instructors

#### **HACC Responsibilities**

- Provide approved instructional staff/instructor to deliver training.
- Keep attendance records for all courses and class sessions.
- Inform Client management as to specific problems or concerns which may arise while conducting the training.
- Provide copies or a summary of student evaluations of instructor and course content for review upon request.
- Provide an invoice for training price in accordance with college procedure.
- Provide appropriate course materials as outlined above.

#### **Client Responsibilities**

- Complete approved Permission to Bill form and submit to HACC enrollment team at least 2 weeks prior to the start of chosen course.

#### **Pricing Information**

- Course/class price: \$925.00 per student
- Prices quoted above are in US dollars.
- Prices quoted are considered good for thirty days.
- If changes are made which deviate from this proposal, it may require a review and adjustment to the training price.
- Tuition includes AHA BLS textbook, AHA BLS card, student kits, uniform t-shirts and all co-requisites.

#### **Emergencies/Inclement Weather**

- If a class is held at a Client's location, any changes to the class schedule that arise as a result of inclement weather or an emergency will be agreed upon by HACC, the Client and the Instructor.

#### **Media/Photo/Video**

- The Client should email [newsroom@hacc.edu](mailto:newsroom@hacc.edu) and the Client's HACC contact with the information. All media interviews and filming require prior approval from HACC.

#### **Hold Harmless Clause**

In executing this Agreement, client does hereby release and hold harmless HACC, its officers, directors, employees, training consultants and agents from and against any and all claims arising from or in any way related to the above-mentioned course(s).

#### **Cancellation Clause**

If student does not successfully complete the course or decides to withdraw less than 14 days from the start of class the client will be responsible for the tuition.

**Contact Information****Client**

Contact Person: Rachell Toomey  
Phone #: 717-745-5092  
Email: rtoomey@reach.connectionsacademy.org  
Fax #: 717-409-8356

**HACC**

Contact Person: Danielle Bottiglieri  
Phone #: 717-221-1757  
Email: dmbottig@hacc.edu  
Fax #: 717-780-2643

**Client Acceptance**

If your company or organization agrees to the terms of this proposal, please have an authorized agent sign below where indicated. Once signed by both parties, this document becomes a binding agreement outlining the terms and conditions under which this training will be conducted. Please indicate a purchase order number if required and return the original signed copy to the HACC Contact as identified above by one of the following three options: USPS mail/courier service, or as a fax transmission, or as a scanned PDF file attached to an email. Please keep a copy of the document for your records and call to verify receipt of signed agreement by HACC contact person.

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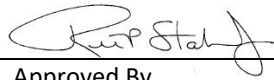
Signature (Authorized Agent of Client)

Position/Title

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Print Name as Signed Above

Date

**HACC Approval**

Approved By

Executive Director, PSC

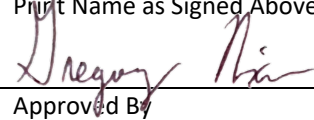
Position/Title

Robert Stakem

08/22/2023

Print Name as Signed Above

Date



Approved By

Director, Business Operations

Position/Title

Gregory Nixon

08/21/2023

Print Name as Signed Above

Date

*EEO Statement:* HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.