

CITY OF RAPID CITY
TRAVEL REQUEST

LF031506-03

Person requesting travel Dustin Willett Department EMS 0890

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Critical Care Paramedic Class

List all other City employees, if any, making the trip for the same purpose: _____

Place of meeting or destination: Baltimore, MD

Date of meeting July 16, 2006 - July 29, 2006

Date trip to begin July 15, 2006 Date trip will end July 30, 2006

Method of transportation requested Airline - using personal voucher

Estimated transportation cost \$ _____

Meals _____ 551.00

Lodging 15 days \$60.00/night _____ 900.00

Other costs - description Tuition _____ 875.00

Total estimated cost of trip \$ 2,326.00

Signed _____ Date Gary Stephens Date 2-22-06
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

RCDF&ES General Applications for Course Attendance
& Request for Travel / Expenses

Name: Dustin Willett Signature: [Signature] Today's Date: 1/12/06

Full Course / Event Name: Critical Care Paramedic Class

Event Dates: 7/16/06 - 7/29/06 Travel Dates: Date Leaving 7/15/06 Time Leaving 0950

Date Returning 7/30/06 Time in RC 1503

Event Location: Rapid City University of Maryland - Baltimore

Reasons for Requesting Course: Approved: B/C or Division Chief

Required For Promotion Education Chief

Required For Apprenticeship Denied: B/C or Division Chief

Required For Current Position Education Chief

Other _____ Reason For Denial _____

B/C or Div. Chief Conditions for Approval Overtime for Backfill

B/C or Div. Chief Signature R Powell Ed. Chief Sig. [Signature]

Other Department Employees that are going with me are: _____

I am Requesting:

On Duty Time: _____ Overtime Pay for _____ Hours
Dates & Times _____ Dates & Times _____

Registration / Tuition (Attach Conference/Course Information)
 There is no Registration / Tuition
 Registration / Tuition Cost \$ 875.00
 I will pay and be reimbursed later.
 I will have them bill the Department
 It will need to be paid before I go
 I need to take a check with me
 Registration / Tuition will be paid by: _____

Registration Information

Name: Dustin Willett
Address: 730 Blaine Ave
City: Rapid City State: SD Zip: 57701
NREMTP/RN/MD#: P0899889
Expiration Date: 03/31/2007
Home Phone: (605) 415-4078
Alternate Phone: (605) 394-4180
E-mail: D.Willett@BigFoot.com

Course Selection:

July 17-30, 2005 - \$875

July 16-29, 2006 - \$875

Please Send This Registration Form, Copies of Certifications, and Your Check Made payable to "UMBC" to:

University of Maryland, Baltimore County
Professional Education and Training
1000 Hilltop Circle, Academic IV
B-Wing - 4th floor
Baltimore, MD 21250

Or provide your credit card information below:
(There is a \$5.00 convenience fee for credit card processing)

VISA MasterCard

Card Number: _____ V-Code: _____

Name on card: _____

Expiration Date: _____ Amount to Charge: _____

Signature: _____

I Have Enclosed Copies of My:

- Paramedic, Nursing, or Other License
- BTLS, PHTLS, TNCC, or TNATC Card
- CPR Card
- ACLS Card
- PALS, PEPP, PPC, or ENPC Card

Travel & Lodging Info

UMBC is conveniently located only five minutes from Baltimore-Washington International Airport. AMTRAK trains serve the nearby BWI Rail Station.

A wide variety of hotels are located near the course site. Check out our website for a current listing of hotels in the area.

Based upon availability, campus housing may be offered at reasonable rates.



CRITICAL CARE TRANSPORT

July 17-30, 2005

July 16-29, 2006

Course Sponsored By

The Department of
Emergency
Health
Services

UMBC
An Honors University in Maryland

Continuing Education Course Offerings

The UMBC Department of Emergency Health Services, Professional and Continuing Education offers a wide variety of non-credit courses. If you would like more information concerning any of these courses, please visit our website.

ehs.umbc.edu/ce

Continuing Education

This continuing education activity is approved by UMBC, an organization accredited by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) www.cecbems.org

UMBC

Department of Emergency Health Services
1000 Hilltop Circle
Baltimore, MD 21250
shubbard@umbc.edu

PH: (410) 455-6241 • FAX: (410) 455-6713

Purpose

This intensive course offers the educational foundation which will prepare the paramedic or nurse to become a critical care transport specialist. The 80+ hour course covers a wide variety of critical care topics, including:

- Critical Care Environment*
- Breathing Management*
- Surgical Airway Management*
- Hemodynamic Management*
- Cardiac Management*
- Pharmacological Management*
- GI, GU, and Renal Management*
- Neurological Management*
- Transport Consideration*
- Special Considerations*

Students with 100% attendance will be evaluated with a written examination at the end of the course. Upon successful completion, the student will receive a renewable certificate from UMBC valid for three years.

To get the latest information or to know more about this program you may check out our web site at:

ehs.umbc.edu/ce

Clinicals

Ride-along and observation opportunities may be available in a variety of settings such as the Maryland State Police Aviation Division, the University of Maryland Hospital cadaver lab, and the Johns Hopkins Hospital PICU.

Attendees

CCEMTP is open to any paramedic or nurse who has worked in that capacity for a recommended one (1) year. Current CPR, ACLS, BTLs, PHTLS, TNCC or TNATC and PALS, PEPP, PPC, or ENPC is required. Copies of your certification cards must be submitted with your registration. Failure to do so will prohibit registration for the course.

Tuition

- July 17-30, 2005 - \$875
- July 16-29, 2006 - \$875
- Enrollment is limited
- All cancellations and requests for refunds must be made in writing six (6) weeks prior to the course start date, and is subject to a \$45 withdrawal fee. After the withdrawal deadline all tuition will be forfeited.
- A \$45 fee will be charged for any returned check
- UMBC reserves the right to cancel any course due to insufficient enrollment. In the event of cancellation, tuition will be refunded or transferred to another course date at UMBC's expense.

Faculty

Instructors may be paramedics, physicians, and nurses with extensive experience in critical care. All instructors are approved by the University of Maryland, Baltimore County Department of Emergency Health Services.

Courses

CCEMTP courses are offered in many locations around the U.S. To obtain the most up-to-date list of courses being offered and coordinator contact information, visit our website.

A vast number of locations around the U.S. possess a CCEMTP Educational Site License. Please check our website for the most current listing and coordinator contact information.

Sponsor Information

If you would like information regarding sponsoring a CCEMTP course at your location, please contact the UMBC Department of Emergency Health Services at:

410-455-6241

410-455-3781

or via email

shubbard@umbc.edu

clenk@umbc.edu

UMBC
An Honors University in Maryland

UMBC

Professional and Continuing Education
Department of Emergency Health Services

FAX

TO: Dustin Willett
FROM: Sandra Hubbard
DATE: 2/22/06
FAX #: 605-394-6754

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Please be advised that we anticipate being able to offer on-campus housing through UMBC's Office of Residential Life for our July 16-29, 2006 CCEMTP course. As I explained, we will not have the exact nightly rate until late this spring. At this time you can expect to pay somewhere between \$45-\$60 per night.

*From the desk of:
Sandra Hubbard
Professional & Continuing Education
Department of Emergency Health Services
University of Maryland, Baltimore County
410-455-6241
410-455-6713 fax
shubbard@umbc.edu*

Dustin Willett
Firefighter / Paramedic
730 Blaine Ave.
Rapid City, SD 57701
22 January 2006

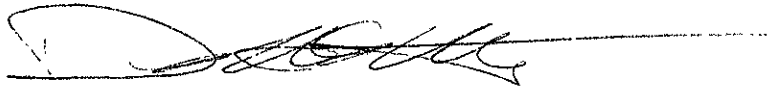
Mike Thompson
EMS Section Chief, RCFD
10 Main St.
Rapid City, SD 57701

RE: Critical Care Transport Class

Dear Chief Thompson,

Please accept this letter as my request to attend the UMBC Critical Care Transport Course this coming July in Baltimore, MD. Not only do I consider this course to be a great opportunity to further my knowledge and skills as a paramedic, but it is my understanding that pursuant to Operations Protocol 6.9 (Inter-facility Transport – Critical Care) a paramedic must be CCEMTP certified to attend a certain subset of patients. I am not aware of any other A Shift paramedic currently certified to the CCEMTP level. I have a Northwest Airlines voucher that I plan on using for my airfare. This class is held at the University of Maryland and it is my understanding that on-campus housing will be available at \$30-40 per night. UMBC created the CCEMTP program and is considered unsurpassed in regards to quality of faculty and overall education for this curriculum. Thank you very much for your time and consideration.

Sincerely,



Dustin A. Willett

enclosure: (2) RCFD Course Request, UMBC CCEMTP brochure & registration

cc: Battalion Chief Rob Powell, Asst. Chief Rick Lehmann