Maryland
EMS News
For All Emergency Medical Care Providers
Vol. 37, No.1 August 2010

MIEMSS Radio Grant Program

For the past several years, MIEMSS has been working to modify the statewide EMS communications system to ensure compliance with FCC mandates for public safety systems to migrate to narrowband technology. The FCC mandates that system operators, such as MIEMSS, be narrowband compliant by January 1, 2013. Additionally, there is a second FCC mandate effective January 1, 2011, affecting the production of radios that is anticipated to significantly increase the cost of narrowband-capable replacement radio equipment. Replacement of Maryland's non-narrowband-capable infrastructure to accommodate the mandate has been underway as part of this project. Current efforts are focusing on statewide replacement of non-narrowband-capable mobile and portable radios.

To accomplish this, MIEMSS has changed the method used to assist jurisdictions to obtain the necessary radio equipment. In the past, MIEMSS provided county and volunteer EMS companies with mobile and portable radios through a donation process. Because of necessary changes in the MIEMSS inventory management system, however, the donation process has been replaced by a Radio Grant Program. This Grant Program will ensure that the jurisdictions can obtain the necessary mobile and portable radio equipment essential for a cohesive EMS communications system subject, of course, to the availability of funding.

Under the Radio Grant Program, MIEMSS will reimburse a county and/or volunteer company in the county, up to a specified amount for the purchase and installation of new narrowband mobile radios that meet the MIEMSS specifications. There is a specific mobile radio and a specific portable radio that can be purchased under the Radio Grant Program which are compliant with FCC requirements and meet the operational needs of the Maryland EMS communications system. As such, MIEMSS will reimburse up to $1,300 for the purchase of a Motorola Model CDM 1550 mobile radio, including installation costs. MIEMSS will reimburse up to $1,300 for the purchase of the Kenwood TK 390 portable radio, mobile charger, and installation. The portable and mobile radios are both available on the state contract. These radios must be programmed with the MIEMSS-approved channel template. MIEMSS hopes to proceed as quickly as possible to replace these radios by encouraging these purchases to occur well in advance of the January 1, 2011 FCC deadline on manufacturers.

In order to participate in the Radio Grant Program, participants must sign a "MIEMSS Radio Cost Reimbursement Grant Agreement." Participants may be either a county or individual companies within a county, depending on how the various jurisdictions wish to proceed.

After execution of the Agreement, the participant may then purchase and install the radios for the EMS units that have been identified as being non-narrowband capable. Copies of the paid invoices should be submitted to MIEMSS, along with a letter requesting reimbursement on the participant's letterhead. It typically takes about 30 days from receipt of the appropriate paperwork for a reimbursement check to be generated.

The Radio Grant Program is operational and will continue through FY2011. Jurisdictions should consider and discuss with the Regional Administrator in their region how and when they would like to participate in the Radio Grant Program.

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2010 PYRAMID CALVERT CHARLES ST. MARYS

PYRAMID 2010

Pyramid Tri-County EMS Conference
"Keeping Current in the World of EMS"
October 7-10, 2010 at the Holiday Inn Select Solomons

For brochure and registration form, please see MIEMSS website www.miemss.org

Presented by: The Maryland Institute for Emergency Medical Services Systems and the Emergency Education Council of Region V, Inc.
Hosted by: Charles County Association of EMS
Sponsored by: Calvert County Volunteer Fire & Rescue Association
St. Mary's County Rescue Squad Association

Blast Injury Preparedness and Response

The Centers for Disease Control (CDC) wants responders to be ready in a moment's notice to treat and receive patients after a terrorist bombing. Terrorist bombings have the potential to inflict multi-system and life-threatening injuries on many persons simultaneously. In addition, they present profound surge capacity challenges, affecting health systems and capabilities.

To this end, CDC has developed two new mass casualty and emergency response documents:

In a Moment's Notice: Surge Capacity for Terrorist Bombings can be downloaded for free in its entirety or in excerpts by clicking on http://emergency.cdc.gov/masscasualties/surgecapacity.asp.

Interim Planning Guidance for Preparedness and Response to a Mass Casualty Event Resulting from Terrorist Use of Explosives can be downloaded for free by clicking on http://emergency.cdc.gov/masscasualties/terrorist_explosives.asp.

These documents provide health care providers and systems knowledge about the critical steps needed to prepare for and respond to a terrorist bombing, including discipline-specific and practical solutions for the surge challenges of multiple patients at the scene and after a terrorist bombing, and guidance for health systems and policy leaders on how to prepare for and respond a terrorist bombing.

For more information and resources related to the treatment of blast injuries or on surge capacity after a terrorist bombing, visit: http://emergency.cdc.gov/BlastInjuries.

Eastern Shore Medics Develop 'EMSpanol' for Medics

If you attended the June convention of the Maryland State Firemen's Association in Ocean City, you may have met Paramedic Jeff Dean and EMT-B/FF Miguel Castañares and seen their display on EMSpañol, where their books received an enthusiastic response.

EMSpañol, according to their website (www.emspanol.com), "is a system of books created by medics for medics to assess Spanish-speaking patients. We assumed the user will speak no Spanish at all, and the patient will speak no English at all, requiring our phrases to be:

- easy to say
- easy [for the patient] to understand even when mispronounced
- reflective of standard EMS practice
- designed to elicit as many yes/no and non-verbal answers as possible"

The "system of books," focused on prehospital care in emergency situations, consists of an ambulance edition, a pocket edition (abridged version of the ambulance edition which allows EMS providers to begin assessing and caring for Spanish-only speaking patients in the field before returning to the ambulance and the complete version of EMSpañol), and bilingual refusal of care forms for English or Spanish-speaking patients. According to the EMSpañol website, the books include "phrases for use in true life and death emergencies, in the order EMS providers will need them, in language simple and clear enough to realistically use." The refusal of care grouping in EMSpañol allows the EMS provider to "confirm the patient is not hurt or sick . . . explain the form itself; and avoid expensive or career ending lawsuits."

At the June convention of the Maryland State Firemen's Association in Ocean City, EMT-B/FF Miguel Castañares and Paramedic Jeff Dean display the three books that comprise EMSpañol.

Dean and Castañares met at the Berlin Fire Company in Worcester County, Maryland. Dean is a career paramedic at the Berlin Fire Company in Worcester County and a volunteer at the Mt. Vernon VFD in Somerset County, Maryland. Castañares, an Argentine-born American citizen, is a career EMT-B/FF at the Delmar Fire Department in Sussex County, Delaware and a volunteer at the Berlin Fire Company.

With the increase in Eastern Shore residents who speak only Spanish, Dean found that he was responding to an increasing number of calls where the patients did not understand or speak English. Frustrated with his lack of communication with the patient when he was assessing and treating his injuries in those situations, Dean talked to his friend and colleague Castañares about teaching him Spanish. But he realized after several "lessons" that there had to be a quicker, more efficient way not only for him but for fellow EMS providers to break the language barrier. Dean and Castañares then began working on developing EMSpañol, which took them three years to write. The finished product was released last February. The books are self-published and Dean and Castañares formed Emergency Language Systems, Inc. to manage the production of the books.

Additional information on EMSpañol can be found at the website, www.emspanol.com.

2010 National EMS Memorial Bike Ride

The 2010 National EMS Memorial Bike Ride was held May 15-23, 2010. The National EMS Memorial Bike Ride, Inc. honors Emergency Medical Services personnel by organizing and implementing long-distance cycling events that memorialize and celebrate the lives of those who serve everyday, those who have become sick or injured while performing their duties, and those who have died in the line of duty. The northern portion of the ride began in two locations, Portland, Maine and Bennington, Vermont and continued to Washington, DC.

On May 20, the group traveled from Newark, Delaware to Gettysburg, Pennsylvania. The next day, May 21, they began their ride in Gettysburg ending in Washington. On May 22, the group held Celebration Day with an EMS Recognition Event and Celebration Evening with a live band.

Standing in front of Taneytown Volunteer Fire Company, Lou Jordan and Mayor James L McCarron, Jr., watch participants in the 2010 National EMS Memorial Bike Ride.

Three Marylanders— (l-r) Dean Trombley (Lieutenant Commander/USPNS), Rachael Lammeree, EMT-P (Rosedale Vol. Fire Co.); and John Alex Jarrott, EMT-P (Transcare)— participated in the 2010 National EMS Memorial Bike Ride.

As the participants rode through Maryland, they were hosted at several locations. The first was at the Taneytown Volunteer Fire Department. They were met by Mayor James L. McCarron, Jr., as well as Lou and Marion Jordan and the members of the department. (Lou worked with many field providers when he was on the staff at MIEMSS.) They were presented with a Proclamation from the Mayor and a Proclamation from Governor Martin O'Malley, declaring May 22 as National EMS Bike Ride Day in Maryland. President of the organization, Jennifer Frenette, accepted the proclamations.

A second group traveled from the south to Washington. The Kentucky Route began on May 15 in Paintsville, Kentucky, and the group rode the last portion of their trip from Front Royal, Virginia to DC on May 21. They then participated in the Celebration Day on May 22.

Three other rides are coordinated through the group: a South Carolina Route—April 13-15, 2010 from Columbia to Conway, South Carolina; a Colorado Route—June 25, from Littleton to Colorado Springs, Colorado; and still to be held, a Louisiana Route—September 25, from New Orleans to Baton Rouge, Louisiana.

For more information on the group and how you can participate, support, or just learn more about the ride, please go to their website www.muddyangels.org.

Taneytown Mayor James L McCarron, Jr. presents a proclamation to Jennifer Frenette, president of the National EMS Memorial Bike Ride Board of Directors, as Lou Jordan looks on.

Groundbreaking for New Addition to STC

May 13, 2010 marked the groundbreaking ceremony for a new nine-story addition to the R Adams Cowley Shock Trauma Center in Baltimore. The 140,000-square-foot new addition, connected to the existing Shock Trauma Center and the Harry & Jeanette Weinberg Building of the University of Maryland Medical Center, will feature:

- 140,000 square feet of new construction—35,000 square feet of renovated space
- Nine stories, including basement and ground level
- Expanded Adult Emergency Department
- Expanded Pediatric Emergency Department
- 10 state-of-the-art operating rooms
- 14 additional PACU (Post-Anesthesia Care Unit) beds
- 64 private ICU (Intensive Care Unit) rooms on third, fourth, fifth and sixth floors
- Helipad on roof
- The National Trauma and Emergency Medicine Training Center, a technologically advanced simulation facility where conditions in the hospital and on the battlefield can be replicated to enhance the skills of both civilian and military health care professionals will be located on the new building's first floor. (Shock Trauma has played a major role in training military personnel. Since 2001, U.S. Air Force surgeons, nurses, and technicians have been coming to Shock Trauma for training through the Center for Sustainment of Trauma and Readiness Skills [C-STARS] program.)

The new Shock Trauma building is scheduled to be completed in 2013, although renovation of adjacent floors in the existing Shock Trauma Center could continue into early 2014.

(L-r) State Comptroller Peter Franchot, E. Albert Reece, MD, PhD, MBA (Dean of the University of Maryland School of Medicine), Robert Chrencik (president and CEO for the University of Maryland Medical System [UMMS]), Steve Burch (Board Chairman of UMMS), Governor Martin O'Malley, Thomas Scalea, MD (Physician-in-Chief of the R Adams Cowley Shock Trauma Center Program in Trauma), The Honorable Francis X. Kelly (Chairman, Shock Trauma Board of Visitors), Cal Ripkin, Jr. (honorary chairman of major fundraising campaign for Shock Trauma), Jeffrey A. Rivest (president & CEO, University of Maryland Medical Center), Karen E. Doyle, MBA, MS, RN, NEA-BC (Vice-President, Nursing & Operations, R Adams Cowley Shock Trauma Center).

New Ambulance Entrances for STC, ED during Construction Phase

On June 7, a wall was constructed along the Shock Trauma Center (STC) building blocking the existing driveway for entering the STC and Emergency Department (ED). EMS prehospital providers should use the following new entrances for commercial and emergency ambulances:

Commercial Ambulances

All commercial ambulance traffic delivering or receiving patients from the University of Maryland Medical Center or R Adams Cowley Shock Trauma Center are requested to use the ***New* Lombard Street Commercial Ambulance Entrance**.

Jurisdictional Emergency Ambulances

What is now the exit, on Penn Street, from the ambulance bays will become the **entrance and exit** for all **emergency ambulance traffic** to the STC and ED.

There will be room for approximately five units to park under the building with additional overflow parking available on Penn Street. Parking will be nose-in only and in the designated slots to maintain flow of traffic.

Please use extreme caution when entering or exiting the ambulance bay because of pedestrians and emergency vehicle traffic at this entrance/exit point.

New Staff at MIEMSS

Jeannie Abramson recently joined MIEMSS as its Chief Administrative Officer. Prior to her position at MIEMSS, Ms. Abramson was Director of Finance at the Maryland State Police. Her other experience includes 10 years as the Director of Budget & Contracts for the State Retirement Agency and 10 years as an Assistant Legislative Auditor.

The new Project Manager in MIEMSS' Information Technology is Rosa Linnear. Ms. Linnear is responsible for the development and implementation of the Health and Medical Awareness Dashboard. She most recently worked at MedStar Health as a Project Coordinator in IT training and Development to train the hospital staff to use the Electronic Patient Tracking system.

Jeannie Abramson, Chief Administrative Officer

Rosa Linnear, Project Manager, Information Technology

Vanhoy to Manage New Emergency Center

Mary Alice Vanhoy, MSN, RN, CEN, CPEN, NREMT-P, who represents emergency nurses on the Maryland EMS Board, has been named Nurse Manager for the new Queen Anne's Emergency Center in Grasonville, scheduled to open in October. In this role, she will be responsible for the clinical operation of this 15-bed free-standing emergency center. The new center will be staffed by board-certified emergency medicine physicians, experienced ER nurses, and hospital-experienced radiology and laboratory technologists.

An emergency nurse for more than 30 years, Vanhoy joined Shore Health System in 1994. For the past 14 years she has been Shore Health System's EMS Coordinator. In 2006, she took on additional responsibility as the educator for the Emergency Department staff at Memorial Hospital and Dorchester General Hospital. She has also served as Shore Health System's clinical expert for disaster management.

In addition, Ms. Vanhoy is the EMS captain of the United Communities Volunteer Fire Department in Stevensville and EMS Program Coordinator at Chesapeake College.

Shore Health System, the University of Maryland Medical System, and Queen Anne's County partnered to build and operate the freestanding emergency center.

Coming SPRING 2011!!

The 2011 Statewide EMS Education Conference
at the BEACH
to be held in Ocean City!

See you at the Clarion Resort Fontainebleau Hotel

March 31 – April 3, 2011

Watch for details coming soon!!!

EMS Calendar

September 24, 2010
Topics in Trauma
Sponsored by Peninsula Regional Medical Center (PRMC)
Clarion Resort Fontainebleau Hotel
Ocean City, MD
Information: Contact PRMC's Trauma Office at 410-912-2844
Register online at www.peninsula.org

September 28, 2010
Mid-Atlantic Life Safety Conference
Johns Hopkins Applied Physics Lab
Columbia, MD

September 29, 2010
Providing Trauma Care
Hagerstown Community College,
Merle S. Elliott Continuing Education & Conference Center,
Career Programs Building
Information: Phone: 301-790-2800, ext. 236;
e-mail: learn@hagerstowncc.edu

October 7-10, 2010
Pyramid EMS Conference 2010
Solomon's Island, MD
Information:
MIEMSS Region V Office 301-474-1485
or 1-877-498-5551

March 31 - April 3, 2011
Statewide EMS Education Conference
Ocean City, MD
Information: Details will be coming soon!

MIEMSS, *Maryland EMS News*
653 W. Pratt St., Baltimore, MD 21201-1536

Governor Martin O'Malley
Lt. Governor Anthony Brown
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653 W. Pratt St., Baltimore, MD 21201-1536
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Executive Director, MIEMSS: Robert R. Bass, MD

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Design & Layout: Gail Kostas *Photography:* Jim Brown, Dick Regester, Brian Slack (*unless noted otherwise for specific photos*)

This conference is a one day educational opportunity to provide current issues and trends related to the trauma patient.

Objectives

- Discuss current methods of diagnosis and management of patients with traumatic, complex injuries
- Discuss the pre-hospital and hospital practices routinely given to patients with traumatic injuries
- Identify complications related to the care of the trauma patient

Who Should Attend

Nurses involved in caring for the adult and pediatric trauma patient.

Pre-hospital providers interested in expanding their knowledge of caring for the trauma patient and related topics.

Nurses:

Six hours of trauma continuing education units will be awarded at completion and return of conference evaluation form.

Pre-hospital Care Providers:

Six hours of trauma credits will be awarded at the completion of the conference.

Bring your MIEMSS Identification Card.

Conference Location

Clarion Resort Fontainebleau Hotel, 10100 Coastal Highway, Ocean City, Maryland will be the site for Peninsula Regional's 20th Annual Trauma Conference. The Clarion is Ocean City's finest full-service hotel. The ocean front hotel with it's 40,000 square foot conference center provides an ideal location for the conference.

Hotel Accommodations

Rooms have been reserved at a special rate until August 20, 2010. Refer to the Peninsula Regional Trauma Conference when making reservations at the Clarion Resort Fontainebleau Hotel, 10100 Coastal Highway (1-800-638-2100).

Exhibitors

An array of vendors are expected to exhibit. This is an excellent opportunity to network with available resources.

BRO-110 (750)

U.S. Postage
PAID
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Organization
Permit No. 81
Salisbury, MD

PENINSULA REGIONAL
MEDICAL CENTER
Part of Peninsula Regional Health System
100 East Carroll Street
Salisbury, MD 21801-5493
Address Service Requested

EDUCATION

20th Annual
Trauma Conference

Topics In Trauma

September 24, 2010

PENINSULA REGIONAL
MEDICAL CENTER
Part of Peninsula Regional Health System

Topics in Trauma

7:30 - 8:00 a.m.
Registration
Continental Breakfast

8:00 - 8:15 a.m.
Welcome/Opening Remarks

8:15 - 9:00 a.m.
"Trauma in Haiti"
Florian Huber, MD
Orthopaedic Traumatologist
Peninsula Regional Medical Center

9:00 - 9:45 a.m.
"Trends in Trauma"
Douglas Wilhite, MD
Chief, Division of Vascular Surgery
Peninsula Regional Medical Center

9:45 - 10:00 a.m.
Break/Visit Exhibits

10:00 – 10:45 a.m.
"Pediatric Trauma"
Michael Murphy, MD
Emergency Services Associates
Peninsula Regional Medical Center

10:45 – 11:30 a.m.
"Ocular Trauma"
Martha Conlon, RN, MAS
Johns Hopkins Hospital Wilmer Eye Institute

11:30 a.m. - 12:30 p.m.
Lunch

12:30 - 1:15 p.m.
"Cyanide Poisoning"
Chuck Barton, NREMT-P
Deputy Chief
Ocean City Fire Department-Career Division

1:15 - 2:00 p.m.
"Cyanide Poisoning"
Eunice Esposito, RN, FNE A/P, SANE-A, SANE-P
Coordinator, Sexual Assault Forensic Nurse Examiner Program
Peninsula Regional Medical Center

2:00 - 2:15 p.m.
Break/Vendors

2:15 - 3:00 p.m.
"The Golden Hour - Yours and Ours"
David Owens
Detective
Wicomico County Bureau of Investigations

3:00 - 3:45 p.m.
"Management of Thoracic Trauma"
Nicholas Ogburn, MD
Cardio-Thoracic Surgeon
Peninsula Regional CV Surgical

Conference Registration Form

(registration on-line recommended)*
www.peninsula.org

Name_____

Address_____

City/State/Zip _____

Day Phone_____Evening Phone_____Fax _____

Affiliation/Institution_____

Position/Title or Specialty _____

Email _____

EMS Provider # _____

Conference Registration Fees:

Nurses/Pre-hospital Providers ❑ $75.00
Students ❑ $30.00

Please return completed form, along with payment by **September 13, 2010** to:

Peninsula Regional Medical Center
100 East Carroll Street, Salisbury, MD 21801
Attn: Trauma Department

Make check payable to: Peninsula Regional Medical Center

For disability accommodations please contact the trauma office at 410-912-2844. For more information go to our website at www.peninsula.org.

Registration fees must be received by September 13, 2010.

Registration fee includes conference, materials, continental breakfast, hot buffet lunch, breaks and exhibits. In the attempt to "Go Green" we will be providing CD's of the presentations instead of handouts. Thank you for your understanding.

Please note: *Enrollment is* ***limited****, full registration fee must accompany registration form. Registrations will be accepted in the order received. Late registrations accepted only if space is available. Telephone registration for the conference will not be accepted.* ***Confirmation will be sent if e-mail address is provided.***

Refunds: *No refunds will be granted.*

***To register on-line, please visit www.peninsula.org. Under classes & events, click on category and select Conferences.**

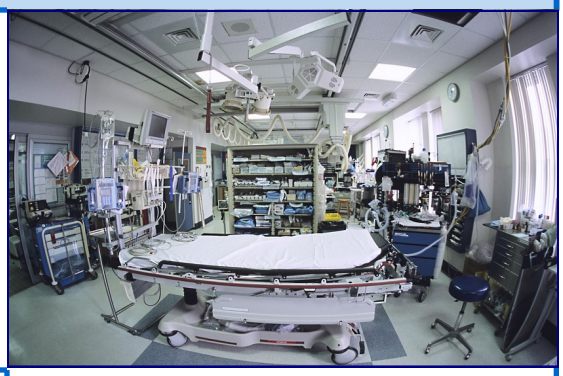
Providing Trauma Care

Wednesday, September 29, 2010

8:00 am—4:00 pm

(Registration check-in: 7:30am)

The Merle S. Elliott Continuing Education & Conference Center, Career Programs Building Hagerstown Community College



Program Agenda

7:30 am	**Registration & Continental Breakfast**
8:00—9:15 am	**The First Responder: Assessment & Treatment** *Austin Rinker, Jr., MS,, NREMT-P*
9:15—9:30 am	*Break*
9:30—10:45 am	**All by Myself: Case Study on the Mortality Impact of the Lonely Pre-hospital Provider** *D. Bruce Foster, DO*
10:45—12:00 pm	**Receiving the Trauma Patient: Every Second Counts** *Stephen J. Kotch, MD*
12:00—1:00 pm	*Lunch (on your own)*
1:00—2:15 pm	**First Things First: New Trends in the Hospital Diagnostic Approach to Trauma** *D. Bruce Foster, DO*
2:15—2:30 pm	*Break*
2:30—3:45 pm	**Lessons Learned from Trauma Survivors** *Terry M. Snavely, RN, BSN*
3:45—4:00 pm	Evaluations and Questions

Registration Information:

Seminar Fee: $79.00
WCHSYS Employees Fee: $65.00

Seminar fee includes continental breakfast, handout manual, certificate of attendance & continuing education credits.

NRS 543 F

Continuing Education Credits

Nurses (6.5 contact hours)
The Maryland Community College Association for Continuing Education and Training is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

To receive ANCC contact hours you must attend 100% of a one-day class and complete a course evaluation.

Social Workers, Psychologists, Counselors/Therapists
HCC is automatically authorized to sponsor 6.5 Category 1 activities by the Maryland Board of Social Work Examiners CEUs for psychologists, and Category A & B for Counselors and Therapists.

Radiographers
Application has been made for continuing education credits to ASRT, determination is pending.

EMS
Application has been made for continuing education credits to the Maryland Institute for Emergency Medical Services Systems (MIEMSS), determination is pending.
PA EMS: Provisions to apply for PA credit with the PA Dept of Health Emergency Medical Service will be provided.

WASHINGTON COUNTY HOSPITAL

HAGERSTOWN COMMUNITY COLLEGE

Center for Continuing Education

Hagerstown Community College
11400 Robinwood Drive
Hagerstown, Maryland 21742-6514

Phone: 301-790-2800, Ext. 236
Fax: 301-582-4001
E-mail: learn@hagerstowncc.edu

Fax Transmittal Form

TO:

Name: _____

Organization Name/Dept.: _____

Phone Number: _____

Fax Number: _____

FROM:

Name: _____

Organization Name/Dept.: _____

Phone Number: _____

Fax Number: _____

Date Sent: _____ **Time Sent:** _____

Number of pages (including cover page): _____

FOUR EASY WAYS TO REGISTER!

FAX your registration form with credit card info to: 301-582-4001

-OR-

MAIL your registration form and payment to: Center for Continuing Education, Hagerstown Community College, 11400 Robinwood Drive, Hagerstown MD 21742-6514

-OR-

PHONE 301-790-2800, ext. 236; please have credit card information available. You will be mailed a pre-paid postcard to sign and return to the college

-OR-

IN PERSON visit HCC's Valley Mall Training Center located across from the Valley Mall Management Office near the rear entrance of JC Penney or visit HCC's Main Campus, Administration Building

Walk-in registrations will be processed before mail-in, faxed, and phone-in registrations.

TS:RS:cm 2/26/10

11400 Robinwood Drive ▪ Hagerstown, Maryland 21742-6514
301-790-2800, extension 236 ▪ Fax: 301-582-4001 ▪ learn@hagerstowncc.edu

HAGERSTOWN COMMUNITY COLLEGE

Center for Continuing Education

Registration Form

Each student must use a separate registration form. Please send completed registration form and payment to the College. (Payment, invoice, or purchase order must accompany this registration.) ***This form may be duplicated.***

To avoid delay, please complete all information requested.

❒ Mr. ❒ Ms. ❒ Mrs. ❒ Other _____

Last Name _____ First _____ MI _____ Maiden/Former _____

Home Address _____

City _____ State _____ Zip Code _____ County _____

Phone: Home _____ Work _____ E-mail Address _____

Course #	Course Title	Begin Date	Tuition	Materials Fee	Total
				Total Fee	

The Refund Policy is published in the current issue of the HCC Continuing Education Non-Credit Schedule.

I certify that the information on this form is correct.

Signature _____ Date _____

Social Security # _____

Birthdate (mo/day/yr) _____

Senior Citizen (60 and over) ❒ Yes ❒ No

Employer's Name _____

Ethnicity: Are you of Hispanic or Latino origin?
❒ Yes ❒ No

Race: You may check more than one race.
❒ White
❒ Black or African American
❒ Asian
❒ American Indian or Alaskan Native
❒ Native Hawaiian or Pacific Islander

Information not used for admission. Federal regulations require colleges to report enrollment data by ethnic, racial, and gender categories.

For Credit Card Use Only:

Card Holder's Name _____

Account No. _____

Expiration Date _____

Signature _____

Billing Address for Card _____

_____