



Polk City Fire Department Standard Operating Guidelines

509a

#509 – Emergency Medical Technician (EMT) Training Agreement

Date Issued: 7/31/2007

Date Last Revised: 7/25/2019

This training agreement is entered into between the City of Polk City and _____. The agreement is for the member of the Polk City Fire Department to complete _____ that starts in _____ and for the City of Polk City to pay for the certification program.

Member agrees to:

1. Meet the requirements for successful course completion and certification by the Iowa Department of Public Health, Bureau of Emergency and Trauma Services.
2. While enrolled as a student in this program the member shall:
 - a. Complete all mandatory department training programs.
 - b. Maintain department participation standards.
3. Sign a “Grade Release Form” in order that the Department may track the student’s progress and status.
4. After obtaining EMT certification, the member shall participate as a EMT for the Polk City Fire Department for a minimum of one year from their certification date.
5. If he/she fails to successfully complete the training program including the certification process, the member shall reimburse the City of Polk City 100% of the program cost paid for by the city.
 - a. The Fire Chief may waive or modify this requirement to reimburse the City of Polk City should the member’s inability to complete the program or certification process be due to personal injury, illness or family emergency.
 - b. The member’s signature to this agreement shall allow the City of Polk City to withhold this amount from their paycheck.
6. If he/she fails to participate as a EMT for a minimum of one year from the certification date, the member shall reimburse the City of Polk City 50% of the program cost paid for by the city.
 - a. The Fire Chief may waive or modify this requirement to reimburse the City should the member’s inability to complete the program or certification process be due to personal injury, illness or family emergency.
 - b. The member’s signature to this agreement shall allow the City of Polk City to withhold this amount from their paycheck.
7. In the event that legal action must take place in order to enforce this agreement, the member who has signed this agreement shall be responsible for all fees and costs incurred, including but not limited to attorney fees for both parties and court costs.



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The Polk City Fire Department agrees to:

1. Pay the registration fee for the member upon acceptance into the program.
2. Pay program tuition, textbooks and applicable course fees.
3. Pay examination fees for the first examination. Subsequent attempts to pass the exams will only be paid for by city upon successful completion and certification. A maximum of three exam attempts will be paid for by the city.
4. Allow an exemption from the 50% training/meeting attendance requirement while the member is completing the didactic portion of the program.

Signatures below indicate acceptance by the member and the Polk City Fire Department to the terms of this training agreement.

Member Name

Date Signed

Jim Mitchell, Fire Chief

Date Signed