

**Inter-Agency Agreement by and between  
Washington County Division of Emergency Services,  
and  
Hagerstown Community College**

WHEREAS, the Washington County Division of Emergency Services (WCDES) and the Hagerstown Community College (HCC) mutually desire to enter into an Agreement for Paramedic training, under the following terms and conditions:

**I. HCC agrees to the following:**

- A. Pay annual Accreditation fees up to \$2,500 per year as the required Higher Education accreditation sponsor for Commission on Accreditation of Allied Health Educational Programs for the Emergency Medical Services Professions (CAAHEP).
- B. HCC's Workforce Solutions and Continuing Education staff will work with WCDES to set up non-credit courses which will be submitted to MHEC for approval. All students registered for these courses will have a non-credit transcript showing their completion of courses/programs.
- C. HCC will provide to WCDES/HCC instructors access and technical support to the learning management system D2L.
- D. HCC will loan to WCDES the following equipment to be removed from campus and relocated at the Public Training Center:

- 1. one ALS manikin, asset number 11052, valued at \$7,255.18
- 2. one Trauma Hal manikin, asset number 10529, valued at \$17,411.24

Repairs and replacement of manikins to be covered by WCDES.

- 3. additional soft supplies from the current stock
- E. HCC will award 41 credits to any student completing the WCDES Paramedic (EMS) Training Program after successfully passing the National Registry Exam and earning 15 additional general education credits of the 19-23 general education credits required to earn the AAS degree.
- F. HCC will award 12 credits to any student completing the WCDES EMT Training Program after successfully earning the recognized EMT credential and earning 15 additional general education credits.

**II. WCDES agrees to the following:**

- A. WCDES shall pay HCC annually the fees set out in section II.D herein to cover communications, and ongoing support, and for applicable student services.

- B. WCDES shall provide all course information including description, outcomes, contact hours and certifications to WSCE for their course submission to MHEC
- C. WCDES will submit attendance and completion information to WSCE immediately after students withdraws from or completes a program. This information will be entered into HCC's student management system.
- D. Specifically, WCDES will pay annually to HCC \$8.00 per student registration fee for each course per student in the Paramedic and/or EMT program. (Total: \$8 x 20 courses = \$160 x # of students for the Paramedic program and \$8 x 2 courses = \$16 x # of students for the EMT program)
- E. WCDES shall provide its own computer equipment and other equipment, except the equipment listed above, needed to accomplish its training responsibilities including office supplies, furniture, training equipment and copying services.

### III. Miscellaneous

- A. Terms of Payment: HCC will invoice WCDES \$8 per student for each student registration per class.
- B. This Agreement is effective July 1, 2022 and shall be in effect for two years, after which the parties will review the efficacy of the program. Thereafter, upon agreement, it shall continue in force and automatically renew annually for two subsequent years, unless modified by mutual written agreement or terminated by either party. Modification or termination would be effective on the subsequent July 1 unless extraordinary conditions exist.
- C. This Agreement contains the entire understanding between the parties and supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written.
- D. Notices. Notices under this Agreement shall be given as follows:

If to Hagerstown Community College:

Theresa M. Shank  
Dean  
Continuing Education & Workforce Development  
Career Programs Building  
11400 Robinwood Drive  
Hagerstown, Maryland 21742  
240.500.2476

If to WCDES:

R. David Hays  
Director  
Washington County Division of Emergency Services

16232 Elliott Parkway  
Williamsport, MD 21795  
240-313-4360

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on this 13 day  
of July 2022.

R. David Hays 7-13-22  
R. David Hays Date  
Director  
Washington County Division of Emergency  
Services

[Signature] 7/13/22  
James S. Klauber Date  
President  
Hagerstown Community College

Revised 7/13/22