



# HAZARDOUS MATERIALS OPERATIONS

GATEWAYCC.EDU/HAZMAT

[INFORMATION PACKET]



HEALTH SCIENCES



GATEWAY  
COMMUNITY COLLEGE  
A MARICOPA COMMUNITY COLLEGE



MARICOPA  
COMMUNITY COLLEGES

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For the latest information on programs, graduation rates and other important consumer information, please visit our website at [gatewaycc.edu](http://gatewaycc.edu)

## WELCOME LETTER

## Your Journey Starts Today!

Dear Future Student,

Welcome to GateWay Community College! We are thrilled that you have chosen to pursue an exciting and fulfilling career in Emergency Medical Services with us. At GWCC, we are dedicated to creating a supportive and enriching learning environment, and we are committed to your success.

Our experienced instructors and program supervisors are here to guide you every step of the way. Whether you are new to the field or bringing prior experience, we ensure that all students have equal opportunities to learn, apply knowledge, and develop the essential skills needed for a successful career in EMS.

Welcome to the GWCC EMT family—we're excited to be part of your educational journey!

Sincerely,

Daniel Davis  
Program Supervisor, EMT and Fire Programs  
(602) 392-5354  
[daniel.davis@gatewaycc.edu](mailto:daniel.davis@gatewaycc.edu)

**Hazardous Materials Operations Program Webpage:**

<https://www.gatewaycc.edu/degrees-certificates/emergency-medical-technology>

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**PROGRAM OVERVIEW**

## Program Overview

This HAZMAT course is of utmost significance for individuals working in hazardous materials management and transportation. This extensive 40-hour training program has been designed to equip you with the essential knowledge and skills required for protecting yourself, your community, and the environment from the potential harms of hazardous materials.

Throughout this course, you will be exposed to an array of in-depth subject matters that explore the intricacies of hazardous materials management, including but not limited to hazardous materials identification, selection of protective equipment, spill response procedures, and emergency response planning.

You will also learn how to navigate and comply with various domestic and international regulations and standards governing hazardous materials management, such as the Hazard Communication Standard (HCS), the Occupational Safety and Health Administration (OSHA) regulations, the United Nations (UN) Model Regulations, and the International Air Transport Association (IATA) Dangerous Goods Regulations.

Additionally, you will be encouraged to engage in hands-on practical exercises, simulations, and case studies that simulate real-world hazardous materials incidents. Such scenarios will enable you to sharpen your problem-solving and critical thinking skills while providing you with invaluable experience of effective hazardous materials response techniques.

In conclusion, this HAZMAT course is a crucial investment for individuals who wish to develop and demonstrate their expertise in hazardous materials management and transportation. Enroll now and experience the difference that thorough and comprehensive training can make in ensuring you and your organization's safety and success.

## Hazardous Materials Operations

The Certificate of Competency (CCT) in Hazardous Materials Operations provides training in basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Satisfies minimum standards for certification testing set forth by the current ProBoard and/or Arizona State Training and Certifying Authority.

**PRE-ADMISSION CRITERIA**

## Virtual Information Sessions

For detailed information about your program of interest, we encourage you to attend one of our virtual information sessions. Participation is required for some programs and is strongly recommended before enrollment. Attending a session before contacting an advisor is highly recommended.

To register for a virtual information session, visit [gatewaycc.edu/virtual-sessions](http://gatewaycc.edu/virtual-sessions).

## Clock Healthcare Advisor

To schedule a meeting with the advisor for the Hazardous Materials Operations program, please use the online scheduling tool below:

- Self-schedule an appointment with Debra Phillips: [Schedule an appointment](#)
- Email Debra Phillips:
  - [clock.health.sciences.advising@gatewaycc.edu](mailto:clock.health.sciences.advising@gatewaycc.edu)
  - [phillipsdm@gatewaycc.edu](mailto:phillipsdm@gatewaycc.edu)

For a complete listing of Enrollment Steps, visit [gatewaycc.edu/enroll/clock-enrollment-steps](http://gatewaycc.edu/enroll/clock-enrollment-steps).

## Complete Admission Application

If you are new to college or Maricopa Community Colleges, or if you need to reapply, visit [gatewaycc.edu/enroll](http://gatewaycc.edu/enroll) and follow the steps below to complete the admission application:

- **New Students:** Click "Join Now" to create an account.
- **Returning MCCC students:** Click "Log In" and enter your MEID and password. If you do not remember your MEID or password, select "Forgot your Username?" and/or "Forgot your Password?" for assistance.

Enter/Verify the Following Information During the Admission Application	
<b>Primary College of Interest</b>	GateWay Community College
<b>Field of Interest</b>	Health Sciences
<b>Primary Reason for Attending</b>	Get a Certificate
<b>Select a Plan</b>	Hazardous Materials Operations (CER)
<b>Select Expected Start</b>	Select Academic Year

*For assistance, please contact Enrollment Services at (602) 286-8200.*

## PRE-ENROLLMENT CRITERIA

## Request Enrollment

To request enrollment in the Hazardous Materials Operations program, send an email from your Maricopa Student Email address to: [clockenroll@gatewaycc.edu](mailto:clockenroll@gatewaycc.edu).

**Please be sure to include the following in your email:**

- Hazardous Materials Operations program and desired [start date](#)
- The [funding source](#) you intend to use to pay for your program

*Enrollment is based on eligibility, completed documents, and space in the program.*

## Uniforms and Professional Appearance

- Well-kept shirt
- Pants
- Closed-toe shoes

**FINANCIAL INFORMATION**

Program Costs \*

**REQUIRED TUITION AND FEES**

PROGRAM TUITION AND FEES	HAZMAT
Registration Fee	\$15
Tuition Clock Hour	\$200
Course Fees	\$0
<b>TOTAL Tuition &amp; Fees</b>	<b>\$215</b>

**ADDITIONAL EXPENSES ESTIMATED COST**

ADDITIONAL EXPENSES	ESTIMATED COST
Books	\$20+

*\*Please note that these are only estimates and may change. Additional fees may apply.*

## Payment Options

After registering for your classes, you will need to pay your tuition. There is no one-size-fits-all approach, so it's important to understand your options and develop a payment plan that suits your needs.

### Key Steps:

- Act early if you need to set up a payment plan.
- Regularly check your Maricopa student email and Student Center for updates on payment balances, due dates, and other important information.

**Financial Responsibility:** Students are responsible for covering the full program cost, which includes tuition, fees, out-of-pocket expenses, and any additional costs associated with the program. Each student must secure sufficient Agency funding for their tuition and fees and/or establish a payment plan during enrollment.

**Payment Process:** We recognize that paying for college can involve several steps. Because tuition and fees are due before classes begin, we have provided a list of accepted payment methods.

**Important Note:** Certification will not be granted until all tuition and fees are paid in full.

For more information on payment options and deadlines, visit: [Payment Options](#)

### Explore available scholarship opportunities to help fund your education:

- Visit the [Maricopa Community Colleges Foundation Scholarships](#) for more information.
- For specific details about scholarships available at GateWay Community College, visit [GateWay Scholarships](#).

### What You Should Know About Payment Plans:

- Payment plans are not loans, so no interest or finance charges will apply.
- No credit check is required.
- A down payment is necessary to initiate the plan.
- Payments are divided into manageable installments over a specified period.

### Payment Plan Details:

- Contact Student Business Services at (602) 238-4347 or (602) 286-8277 for specific payment plan details as options vary by program.
- A 10% down payment is due 30 days before the program start date.
  - 1 – 6 scheduled payments: Requires a 10% down payment plus a \$25 enrollment fee.\*
  - 7 – 12 scheduled payments: Requires a 10% down payment plus a \$45 enrollment fee.\*



**Important Information:**

- Payment plans must be set up online through your Student Center.
- All payment options require an immediate (same-day) down payment.
- To avoid having your classes dropped, sign up for the payment plan before your tuition due date.

*\*Note: The Nelnet payment plan enrollment fee is non-refundable.*

**Payment Methods:**

- Automatic Bank Payment (ACH): This option involves pre-approved transfers from your checking or savings account, processed on the 5th of each month until your balance is fully paid within your enrollment period.
- Credit Card: Monthly payments are automatically charged to your credit card, processed by American Card Services, Inc., on the 5th of each month until the balance is fully paid within your enrollment period. eCashier registration is available online.

For more information or to pay your tuition and fees, visit: [Pay for College](#).

## Your Financial Account

- For your convenience, you can view your financial account activity in your Student Center located at [Students | Maricopa Community Colleges](#)
- Credit/debit payments can be made online through MCCCCD Student Center, in person at Student Business Services Department, or over the phone at (602) 238-4347 or (602) 286-8277
- Cash/check payment can be made in person at the Student Business Services Department (Check website for hours).

## Payment Reminders

- Your seat will not be secured until you have verified funding for your program. Failure to secure your seat by your due date may result in a drop from your program for Non-Payment.
- Continued enrollment in the program is contingent upon the ability to secure tuition funding. Students who do not adhere to tuition payment guidelines will be withdrawn from the program.
- Students who are withdrawn prior to the program start date due to failure to comply with tuition payment guidelines will void their seat in class and it will be given to the next student in line who is on the waitlist.

## Refund Policy

Students who officially withdraw from classes within the withdrawal deadlines listed below will receive a 100% refund for tuition, course and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

*\* Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCDC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

Visit this webpage for additional information:

<https://www.maricopa.edu/students/tuition-payment-information/student-refunds>

## How to Obtain a Refund

When dropping classes, you must officially do so during the refund period to be eligible for a refund. You can do this online using your Online Student Center or in person at your college's Admissions, Records, and Registration office.

Once you have officially dropped from your classes, and if you are eligible for a refund, you must contact Student Business Services at your college to receive your refund.

Student Business Service processes all refunds. All refunds of cash, check, and checking/saving payment plan payments are issued through the Maricopa Student Refund Program (MSRP). No refunds of cash are available. Refunds of credit card payments will be made only to the credit card on which the original payment was processed.

To ensure you receive your refund as quickly as possible, make sure your current address is correct, and update it if necessary in your Student Center in the Personal Information section.

Click this link for additional information:

<https://www.maricopa.edu/students/tuition-payment-information/student-refunds>

## Disability Resources

Students with disabilities who believe that they may need accommodations in a class or program must contact the Disability Resource Center (DRC) at Gateway at (602) 286-8171. The Director of Disability Resources, Learning, & Testing Services is responsible for determining a student's eligibility for services and will notify the faculty in writing of the accommodations requested. During the first class session, faculty members shall announce that students may meet with them during office hours if they need special accommodations for a disability. If you have a question or concern, please contact the DRC.

[gatewaycc.edu/disability-resources](http://gatewaycc.edu/disability-resources) | email: [disability.services@gatewaycc.edu](mailto:disability.services@gatewaycc.edu) | 602-286-8171

## Medical Marijuana Policy

Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including clinical externship and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108, which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational externship - will be subject to disciplinary action and criminal prosecution.

## Nondiscrimination Policy

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam era/disabled Veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

## Notice

GateWay Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication