

**THE COLLEGE OF THE FLORIDA KEYS
LAB/SPECIAL/COMMUNITY SERVICE FEE
REQUEST FORM (Form 77.3B)
Effective July 1, 2024**

Course	Course Description	Type	Account No.	Description	Per Year Amount	Per Course Amount	Per Student Amount	Comments / Vendor Item Purchased From	New Lab Fee	Current Lab Fee	Change	Percentage of Change	Reason for Change
EMS 1158C 6 Max Cohort	Emergency Medical Technician	Supplies	65502	Paper Copies for Exams and Handouts	90.00	45.00	7.50	2 Cases @ \$45 ea					Increase in cost for supplies, insurance uniforms, including books from publisher, supplies and lab technician.
		Other Expenses	63503	Liability Insurance	276.72	138.36	23.06	Clinical liability and Accident Insurance \$23.06 per student					
		Other Expenses	66505	Uniforms	445.44	222.72	37.12	Uniforms					
		Equipment	70501	Minor Equipment Instructional	324.14	162.07	27.01	Replacement cost for minor medical equipment <1000					
		Equipment	70601	Minor Equipment Instructional	1,491.79	745.89	124.32	Replacement cost for minor medical equipment >1000<5000					
		Equipment	71023	Educational Furniture and Equipment	2,956.15	1,478.07	246.35	Replacement cost for minor medical equipment >5000					
		Professional Fee	65000	Consulting Fees	600.00	300.00	50.00	Medical Director (\$4800/year Divided over 8 courses)					
		Services	64006	Biohazard Disposal	42.31	21.16	3.53	Stericycle \$450 +100 2 pick ups a year split over 13 courses					
		Supplies	65501	EMT Student Tote	1,200.00	600.00	100.00	EMT totes					
		Other Expenses		Book and online access	4,081.20	2,040.60	340.10	EMT Book and JBLearning.com online access for course					
		Supplies	65501	Lab Supplies	1,200.18	600.09	100.01	Medical Equipment & Supplies for lab per student, more accurate estimates					
		Personnel	57000	Lab Assistants (<7 students)	2,202.68	1,101.34	183.56	PT Lab Assistant 20hrsx38wks per yr/13 courses (6 courses per semester and 1 in summer					
		Equipment	70506	Computer Lab Fee	60.00	30.00	5.00	Lab Usage Fee					
Estimated No. of Students Per Course 6					Total	14,970.61	7,455.31	1,247.55	\$ 1,248	\$ 323	\$ 925	286.24%	
EMS 1158C 7min-12max Cohort	Emergency Medical Technician	Supplies	65502	Paper Copies for Exams and Handouts	90.00	45.00	7.50	2 Cases @ \$45 ea					Increase in cost for supplies, insurance uniforms, including books from publisher, more accurate lab supplies figures, addition of lab tech and cost of 2nd instructor if > 6 students in a course.
		Other Expenses	63503	Liability Insurance	553.44	276.72	23.06	Clinical liability and Accident Insurance \$23.06 per student					
		Other Expenses	66505	Uniforms	890.88	445.44	37.12	Uniforms					
		Equipment	70501	Minor Equipment Instructional	324.14	162.07	27.01	Replacement cost for minor medical equipment <1000					
		Equipment	70601	Minor Equipment Instructional	1,491.79	745.89	124.32	Replacement cost for minor medical equipment >1000<5000					
		Equipment	71023	Educational Furniture and Equipment	2,956.15	1,478.07	246.35	Replacement cost for minor medical equipment >5000					
		Professional Fee	65000	Consulting Fees	600.00	300.00	50.00	Medical Director (\$4800/year Divided over 8 courses)					
		Services	64006	Biohazard Disposal	42.31	21.16	3.53	Stericycle \$450 +100 2 pick ups a year split over 13 courses					
		Supplies	65501	EMT Student Tote	2,400.00	1,200.00	100.00	EMT totes					
		Other Expenses		Book and online access	8,162.40	4,081.20	340.10	EMT Book and JBLearning.com online access for course					
		Supplies	65501	Lab Supplies	2,400.36	1,200.18	100.01	Medical Equipment & Supplies for lab per student, more accurate estimates					
		Personnel	57000	Lab Assistants Lab Tech(7 min, 12 max) Ratio	2,202.68	1,101.34	91.78	PT Lab Assistant 20hrsx38wks per yr/13 courses (6 courses per semester and 1 in summer					
		Equipment	70506	Computer Lab Fee	120.00	60.00	5.00	Highly technical rate \$584 x 2 credit hours/ 6 students needed to make 2nd lab section					
Estimated No. of Students Per Course 12					Total	24,570.15	12,225.08	1,350.44	\$ 1,350	\$ 323	\$ 1,027	318.09%	
EMS 2601L 6 Max Cohort	Paramedic I Lab	Supplies	65501	Lab Supplies	2,277.72	1,138.86	189.81	See details					Increase in cost for supplies, insurance uniforms, including books from publisher, supplies and lab technician.
		Supplies	65502	Paper Copies for Exams and Handouts	90.00	45.00	7.50	2 Cases @ \$45 ea					
		Other Expenses	63503	Liability Insurance	276.72	138.36	23.06	Clinical liability and Accident Insurance \$23.06 per student					
		Uniforms	66505	Student Uniforms	445.44	222.72	37.12	T-shirts 2 per student					
		Equipment	70501	Minor Equipment Instructional	324.14	162.07	27.01	Replacement cost for minor medical equipment <1000					
		Equipment	70601	Minor Equipment Instructional	1,491.79	745.89	124.32	Replacement cost for minor medical equipment >1000<5000					
		Equipment	71023	Educational Furniture and Equipment	2,956.15	1,478.07	246.35	Replacement cost for minor medical equipment >5000					
		Professional Fee	65000	Consulting Fees	600.00	300.00	50.00	Medical Director (\$4800/year Divided over 8 courses)					
		Services	64006	Biohazard Disposal	42.31	21.16	3.53	Stericycle \$450 +100 2 pick ups a year split over 13 courses					
		Supplies	65501	Paramedic Student Tote	600.00	300.00	50.00	\$100/2 semesters					
		Personnel	57000	Lab Assistants (<7 students)	2,202.68	1,101.34	183.56	PT Lab Assistant 20hrsx38wks per yr/13 courses (6 courses per semester and 1 in summer					
		Other Expenses	64500	Book and online access	2,785.14	1,392.57	232.10	\$464.19 Book and JBLearning.com online access over 2 semesters					
		Equipment	70506	Computer Lab Fee	60.00	30.00	5.00						
Estimated No. of Students Per Course 6					Total	14,152.09	7,046.05	1,179.34	\$ 1,179	\$ 404	\$ 775	191.92%	
EMS 2601L 7min-12max Cohort	Paramedic I Lab	Supplies	65501	Lab Supplies	4,555.44	2,277.72	189.81	See details					Increase in cost for supplies, insurance uniforms, including books from publisher, more accurate lab supplies figures, addition of lab tech and cost of 2nd instructor if > 6 students in a course.
		Supplies	65502	Paper Copies for Exams and Handouts	90.00	45.00	7.50	2 Cases @ \$45 ea					
		Other Expenses	63503	Liability Insurance	553.44	276.72	23.06	Clinical liability and Accident Insurance \$23.06 per student					
		Uniforms	66505	Student Uniforms	890.88	445.44	37.12	T-shirts 2 per student					
		Equipment	70501	Minor Equipment Instructional	324.14	162.07	27.01	Replacement cost for minor medical equipment <1000					
		Equipment	70601	Minor Equipment Instructional	1,491.79	745.89	124.32	Replacement cost for minor medical equipment >1000<5000					
		Equipment	71023	Educational Furniture and Equipment	2,956.15	1,478.07	246.35	Replacement cost for minor medical equipment >5000					
		Professional Fee	65000	Consulting Fees	600.00	300.00	50.00	Medical Director (\$4800/year Divided over 8 courses)					
		Services	64006	Biohazard Disposal	42.31	21.16	3.53	Stericycle \$450 +100 2 pick ups a year split over 13 courses					
		Supplies	65501	Paramedic Student Tote	1,200.00	600.00	50.00	\$100/2 semesters					

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		Personnel	57000	Lab Assistants	2,202.68	1,101.34	91.78	PT Lab Assistant 20hrsx38wks per yr/13 courses (6 courses per semester and 1 in summer Highly technical rate \$584 x 2 credit hours/ 6 students needed to make 2nd lab section \$464.19 Book and JBLearning.com online access over 2 semesters						
		Personnel	57000	Lab Tech(7 min, 12 max) Ratio Requirement	2,336.00	1,168.00	194.67							
		Other Expenses	64500	Book and online access	5,570.28	2,785.14	232.10							
		Equipment	70506	Computer Lab Fee	120.00	60.00	5.00							
Estimated No. of Students Per Course			12	Total	22,933.11	11,406.56	1,282.23		\$ 1,282	\$ 404	\$ 878	217.38%		
Course	Course Description	Type	Account No.	Description	Per Year Amount	Per Course Amount	Per Student Amount	Comments / Vendor Item Purchased From	New Lab Fee	Current Lab Fee	Change	Percentage of Change	Reason for Change	
EMS 2602L 6 Max Cohort	Paramedic II Lab	Supplies	65501	Lab Supplies	162.96	600.00	100.00	See details?					Increase in cost for supplies, insurance uniforms, including books from publisher, supplies and lab technician.	
		Supplies	65502	Paper Copies for Exams and Handouts	90.00	45.00	7.50	2 Cases @ \$45 ea						
		Equipment	70501	Minor Equipment Instructional	324.14	162.07	27.01	Replacement cost for minor medical equipment <1000						
		Equipment	70601	Minor Equipment Instructional	1,491.79	745.89	124.32	Replacement cost for minor medical equipment >1000<5000						
		Equipment	71023	Educational Furniture and Equipment	2,956.15	1,478.07	246.35	Replacement cost for minor medical equipment >5000						
		Professional Fee	65000	Consulting Fees	600.00	300.00	50.00	Medical Director (\$4800/year Divided over 8 courses)						
		Services	64006	Biohazard Disposal	42.31	21.16	3.53	Stericycle \$450 +100 2 pick ups a year split over 13 courses						
		Personnel	57000	Lab Assistants (<7 students)	2,202.68	1,101.34	183.56	PT Lab Assistant 20hrsx38wks per yr/13 courses (6 courses per semester and 1 in summer						
		Supplies	65501	Paramedic Student Tote	600.00	300.00	50.00	\$100/2 semesters						
		Other Expenses	63503	Liability Insurance	276.72	138.36	23.06	Clinical liability and Accident Insurance \$23.06 per student						
		Other Expenses	64500	Book & online access	2,785.14	1,392.57	232.10	\$464.19 Book and JBLearning.com online access over 2 semesters						
		Equipment	70506	Computer Lab Fee	60.00	30.00	5.00							
Estimated No. of Students Per Course			6	Total	11,531.90	6,284.47	1,052.41		\$ 1,052	\$ 322	\$ 730	226.84%		
Course	Course Description	Type	Account No.	Description	Per Year Amount	Per Course Amount	Per Student Amount	Comments / Vendor Item Purchased From	New Lab Fee	Current Lab Fee	Change	Percentage of Change	Reason for Change	
EMS 2602L 7min-12max Cohort	Paramedic II Lab	Supplies	65501	Lab Supplies	-	1,200.00	100.00	See details?					Increase in cost for supplies, insurance uniforms, including books from publisher, more accurate lab supplies figures, addition of lab tech and cost of 2nd instructor if > 6 students in a course.	
		Supplies	65502	Paper Copies for Exams and Handouts	90.00	45.00	7.50	2 Cases @ \$45 ea						
		Equipment	70501	Minor Equipment Instructional	324.14	162.07	27.01	Replacement cost for minor medical equipment <1000						
		Equipment	70601	Minor Equipment Instructional	1,491.79	745.89	124.32	Replacement cost for minor medical equipment >1000<5000						
		Equipment	71023	Educational Furniture and Equipment	2,956.15	1,478.07	246.35	Replacement cost for minor medical equipment >5000						
		Professional Fee	65000	Consulting Fees	600.00	300.00	50.00	Medical Director (\$4800/year Divided over 8 courses)						
		Services	64006	Biohazard Disposal	42.31	21.16	3.53	Stericycle \$450 +100 2 pick ups a year split over 13 courses						
		Personnel	57000	Lab Assistants (<7 students)	2,202.68	1,101.34	91.78	PT Lab Assistant 20hrsx38wks per yr/13 courses (6 courses per semester and 1 in summer						
		Personnel		Lab Tech(7 min, 12 max) Ratio Requirement	2,336.00	1,168.00	194.67	Highly technical rate \$584 x 2 credit hours/ 6 students needed to make 2nd lab section						
		Supplies	65501	Paramedic Student Tote	1,200.00	600.00	50.00	\$100/2 semesters						
		Other Expenses	63503	Liability Insurance	553.44	276.72	23.06	Clinical liability and Accident Insurance \$23.06 per student						
		Other Expenses	64500	Book & online access	5,570.28	2,785.14	232.10	\$464.19 Book and JBLearning.com online access over 2 semesters						
		Equipment	70506	Computer Lab Fee	120.00	60.00	5.00							
Estimated No. of Students Per Course			12	Total	17,366.79	9,883.40	1,155.30		\$ 1,155	\$ 322	\$ 833	258.79%		
Course	Course Description	Type	Account No.	Description	Per Year Amount	Per Course Amount	Per Student Amount	Comments / Vendor Item Purchased From	New Lab Fee	Current Lab Fee	Change	Percentage of Change	Reason for Change	
EMS 2063L	Paramedic III	Supplies	65502	Paper Copies for Exams and Handouts	90.00	45.00	7.50	2 Cases @ \$45 ea					New	
		Professional Fee	65000	Consulting Fees	600.00	300.00	50.00	Medical Director (\$4800/year Divided over 8 courses)						
		Other Expenses	63503	Liability Insurance	276.72	138.36	23.06	Clinical liability and Accident Insurance \$23.06 per student						
		Equipment	70506	Computer Lab Fee	60.00	30.00	5.00							
Estimated No. of Students Per Course			6	Total	966.72	483.36	85.56		\$ 86	\$ -	\$ 86	100.00%		
Course	Course Description	Type	Account No.	Description	Per Year Amount	Per Course Amount	Per Student Amount	Comments / Vendor Item Purchased From	New Lab Fee	Current Lab Fee	Change	Percentage of Change	Reason for Change	
EMS1381C	EMT Recertification	Supplies	65501	Paper Copies for Exams and Handouts	28.43	28.43	1.78	1/2 case of paper for year @ \$28.43 each					No Change	
Estimated No. of Students Per Course			6	Total	28.43	28.43	1.78	Estimated 16 students enrolled	\$ 1	\$ 1	\$ -	0		
Course	Course Description	Type	Acct #	Description	Per Year Amount	Per Course Amount	Per Student Amount	Current Lab Fee	New Lab Fee	Current Lab Fee	Change	Percentage of Change	Reason for Change	
HCP0102	Articulated Nurs Asst Theory & Clinical	Supplies	65502	Printing Costs for certificate	100.05	100.05	5.00	Paper/ Ink/ Envelopes / Postage					No Change	
		Miscellaneous	69500	Laundry expenses	45.00	45.00	2.25	\$15 ea. Ind. size load per load, 4 loads each term / 4 courses						
		Miscellaneous	63500	Liability Insurance	185.00	185.00	9.25	Clinical liability Insurance \$9.25 per student						
		Equipment	62500	Lab Supplies	100.05	100.05	5.00	Pocket Nurse						
		Supplies	69500	ID Badges	100.00	100.00	5.00	\$5 per student						
Estimated No. of Students Per Course			6	Total	530.10	530.10	26.51	Estimated 20 students enrolled	\$ 27	\$ 27	-	0		