Student Application — Spring 2019

Applicant Legal Name (Print): ____________________________

Please select one of the following:
- EMT Afternoon Class
- EMT Evening Class

The Collin County Community College District Emergency Medical Services EMS Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

In addition, the Collin County Community College District Emergency Medical Services Emergency Medical Technician (EMT) program is in compliance with the Texas Department of State Health Services.

**STEP ONE - Apply to Collin College (required)**

1. Complete the Collin College Application at https://apply.collin.edu and provide the college with all the required documents. (You will receive an email with a list of required documents for the college after your Collin College application is accepted.)

2. Make sure you select the box for OSA in the Intended Academic Goal section, then select Emergency Medical Services for your Major-Certificate.

3. Collin College Admissions Meningitis Vaccination Requirement. Texas State Law requires most new students under the age of 22 entering a higher education institution to show proof of having the vaccine 10 days prior to the start of the term. For more information visit www.collin.edu/meningitis. **Note:** The meningitis vaccination is required by Collin College as part of admission to the college.

**STEP TWO - Apply to the EMS Program (required)**

1. Please type or neatly print and complete this application thoroughly. All sections must be completed. Write “n/a” if something does not apply to you. **Important Note:** Please be aware that we do not accept incomplete applications.

2. **Campus Wide ID Number:** Obtain a Campus Wide ID Number (CWID) from the Office of Admissions if you do not already have one. You may use the form on our Website to apply: www.collin.edu/ems

**Attendance:** Attendance is mandatory in completing all Emergency Medical Services (EMS) Education Programs.

a) Clinical rotations are scheduled after the lecture/lab portion of the course and will require day, night and weekend rotations.

b) Students are not allowed to miss clinical/internship shifts without rescheduling in advance.
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<td>List all certifications that you currently hold</td>
<td>Fire, EMT, police, etc. (Please attach copies of certificates)</td>
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<td>Where have you previously attended EMS classes?</td>
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**How did you learn about the Collin College EMS program?**
- [ ] Internet
- [ ] Friend
- [ ] Current / Former student (name): ______________________
- [ ] Collin College Web site
- [ ] Employer
- [ ] High School Teacher
- [ ] Other
The following items must be attached to your completed application.

1) **College Transcript or (if you have not attended college) High School Diploma or GED.** Applicants must be in good academic standing with a minimum of a cumulative/overall 2.0 GPA, no exceptions.
   a) Submit ALL college transcripts. (We do not accept transfer reports from one college to another.)
   b) We accept official OR unofficial transcripts. You must make sure your transcripts show your GPA or they will not be accepted. All Collin College students, including dual credit students, must submit your Collin transcript.
   c) **FOR NON COLLEGE STUDENTS:** Submit a copy of your high school diploma or GED.
2) **Signed, Personal Statement:** This statement gives you an opportunity to indicate your unique qualities and professional goals to be an EMT. This statement must be created with a word processor, should be no longer than one typed page, and must be printed and submitted as a part of this application packet. Be sure to type your name on the statement and sign.
3) **Two Professional Letters of Recommendation:** Letters may be addressed “To Whom It May Concern.”
   a) Hard copy letters should be signed, include contact information and preferably sealed in an envelope by the referrer.
   b) If letters are sent by email, print the letter as well as the email and attach.
4) **Assessment Testing:**
   a) The EMS Education Program is a limited admissions program and results from the AccuPlacer test are used to make program admissions decisions. Therefore, ALL APPLICANTS, regardless of degrees and/or academic standing, must complete the AccuPlacer Test for EMS writing, reading and arithmetic. This test is specifically designed for our EMT Education Program and is not the same as the college entrance exams.
   b) **The minimum scores are:**
      AccuPlacer WritePlacer – 4  AccuPlacer Reading – 78  AccuPlacer Arithmetic – 78
   c) This test is a walk-in test, free of charge, and must be taken at Collin College McKinney Campus Testing Center.
   d) Allow three hours for testing.
   e) Our Website has a link to the AccuPlacer and math practice tests for your convenience. [www.collin.edu/ems](http://www.collin.edu/ems)
   f) You may take this test two times per semester.
   g) If you have previously taken and passed this test within 12 months from the date of your application, you do not have to retake the test. Attach your current test.
   h) Please go to our Website for the Testing Center hours of operation. [www.collin.edu/ems](http://www.collin.edu/ems)

**Course Schedule – EMT Afternoon Class**

1) Class meets Monday, Tuesday and Thursday, 1:00—5:00 p.m. In addition,
   a) Saturday, 8:00 a.m.—5:00 p.m. on 2/09 and 4/13/2019
2) Class Starts: Tuesday, January 22, 2019
3) Clinical Starts: Tuesday, April 25, 2019
4) End of Class Date: Friday, June 22, 2019
5) **Mandatory Classes:**
   a) **Class Orientation:** Monday, January 14, 2019, 1:00 p.m.—5:00 p.m.
   b) **Clinical Orientation:** Thursday, April 25, 2019, 1:00 p.m.—5:00 p.m.
      **Note:** Clinical rotations will be scheduled during the clinical portion of the course and will require day, night and weekend rotations.

**Course Schedule – EMT Evening Class**

6) Class meets Monday, Tuesday and Thursday, 6:00—10:00 p.m. In addition,
   a) Saturday, 8:00 a.m.—5:00 p.m. on 2/09 and 4/13/2019
7) Class Starts: Tuesday, January 22, 2019
8) Clinical Starts: Tuesday, April 25, 2019
9) End of Class Date: Friday, June 22, 2019
10) **Mandatory Classes:**
   a) **Class Orientation:** Monday, January 14, 2019, 1:00 p.m.—5:00 p.m.
b) **Clinical Orientation**: Thursday, April 25, 2019, 1:00 p.m.—5:00 p.m.

*Note*: Clinical rotations will be scheduled during the clinical portion of the course and will require day, night and weekend rotations.

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### Clinical Readiness, including Immunizations:

Do not attach any of the following to your application. (*These records must be uploaded into a specific database at a later date.*)

The Collin College Department of Emergency Medical Services (EMS) Education Program utilizes an online database for a required clinical background inquiry as well as tracking health records. Students, upon acceptance into the program, will be required to initiate this background inquiry and upload the following documentation prior to the start of clinical rotations. Instructions will be provided to you at your mandatory class orientation.

Students, upon acceptance into the program, should be prepared to pay online with a credit card for the clinical document database. The one-time fee for the database is approximately Thirty Dollars ($30) and you will have this account for life.

**Mandatory Deadline Date**: Your mandatory deadline date to initiate your clinical background inquiry will be given to you at a later time in class. Your mandatory deadline date to have all required documents uploaded into the online database will be given to you at orientation. These dates will also be printed on your daily class schedule. **Important Note**: You will not be allowed to go to your clinical rotation/internship without having met these requirements by the assigned deadline date.

**Official Medical Records**: Proof of immunization records must be from an official medical or government source. Immunity status must be documented, where available, by either serologic immunization (serum titer) showing positive immunity towards the specific diseases listed or proof of immunization.

**START NOW**! Although the following documentation is required at a later date, START NOW making sure you have met these requirements and you have your documents ready to upload. (*Note: Some of these immunizations require several months in sequence, so start now!*)

1) **Required Clinical Documentation**:
   
   i) **Proof of Current Personal Health Insurance Coverage**. Upload a copy of the front and back of the card along with verification telephone number and expiration date. Be sure the card shows your name; if not, contact your insurance company for a letter of proof of coverage. You must keep your personal health coverage current throughout the clinical period.

   ii) **CPR Certification**. You must make certain that you have the proper CPR certification for this class. We require American Heart Association Basic Life Support (BLS), no exceptions and no said equivalents. It is strongly recommended that you have this CPR certification prior to the start of this EMT class and maintain certification throughout the duration of the class. **YOU WILL NOT BE ALLOWED TO GO TO CLINICALS WITHOUT HAVING CURRENT AHA/BLS CERTIFICATION IN THIS CLASS**. You have the option to access CPR courses from our Website (under Other Resources) if you are not currently certified and need to quickly find a class: [www.collin.edu/ems](http://www.collin.edu/ems)

   iii) **Verification of the following Immunizations**:

      a) **Seasonal Flu vaccine**. One of the following is required: documentation of a flu shot administered during the current flu season *OR* a declination waiver.

      b) **Tetanus/Diphtheria/Pertussis (TdaP)**. Upload documentation of a TdaP booster within the past ten years. The renewal date will be set for ten years from the administered date of the booster.

      c) **Measles/Mumps/Rubella (MMR)**. One of the following is required: two vaccinations *OR* positive antibody titer for all three components (*lab report required*). If series is in process, submit first vaccine and a new alert will be created for you to complete series. If the titer is negative or equivocal, new alerts will be created for you to receive one booster shot and provide a second titer.
(d) Varicella. Only one of the following is required: One vaccination OR positive antibody titer (lab report required). If series is in process, submit first vaccine and a new alert will be created for you to complete the series. If the titer is negative or equivocal, new alerts will be created for you to receive one booster shot and provide a second titer.

(e) Complete Hepatitis-B vaccination series* (One of the following is required: Three vaccinations OR a positive antibody titer (lab report required) OR declination waiver. If the titer is negative or equivocal, new alerts will be created for you to receive one booster shot and provide a second tier.

(f) Hepatitis A (recommended, not required)

(g) TB Test (PPD) One of the following is required within the past twelve months: A negative one-step test OR negative T-Spot blood test OR Quantiferon TB Gold Test OR if positive results, submit clear chest X-ray report.

* All EMS education students are required to have received either the complete Hepatitis-B vaccination series or provide proof of serologic immunization in order to attend hospital clinicals and MICU internships. The vaccination series is a three to four shot series that may take six (6) to twelve (12) months to complete. Immunizations can be administered according to the CDC at zero (0), one (1) and six (6) months OR days zero (0), seven (7) and thirty (30) along with a booster at twelve (12) months. Students are further required to provide proof of completion of the vaccination series on schedule. Individuals unable to receive the HBV must inform the program coordinator. In such cases, the applicant must sign a declination form. All immunizations must be complete by the assigned deadline date prior to the first clinical visit. Questions regarding immunizations should be directed to the EMS Education Coordinator at 972-548-6530.

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**Educational History**

*Please note that you must be in academic good standing with a GPA of 2.0 or higher.*

1. Mark which of the following you have received:
   - High School Diploma
   - GED

2. Have you ever attended a college or university?
   *(This includes withdrawing from a college or university without obtaining a grade.)*
   - YES
   - NO

   If yes, list all previous colleges attended.

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3. Are you currently, or have you ever violated the Student Code of Conduct or received a college disciplinary penalty while attending Collin College or any other college/university?
☐ YES
☐ NO

4. Have you ever been on academic warning, probation, or suspension while attending Collin College or any other college/university?

☐ YES
☐ NO

If you answered “YES,” to either of the two questions listed above, please explain. Please be sure to include all relevant dates:

________________________________________________________________________
________________________________________________________________________
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**Functional Position Description - EMS**

1. **Introduction**
   The following general position description for the EMT, AEMT and EMT-P is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each Emergency Medical Services (EMS) entity.

2. **Qualifications**
   An individual must successfully complete a Texas Department of State Health Services approved course and achieve competency in each of the psychomotor skills to qualify for EMS certification or licensure. In addition, the individual must achieve a passing score on the National Registry of EMT’s examination.

   EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have the:
   a. ability to communicate verbally via telephone and radio equipment;
   b. ability to lift, carry and balance up to 125 pounds (*250 pounds with assistance*);
   c. ability to interpret written, oral and diagnostic form instructions;
   d. ability to use good judgment and remain calm in high-stress situations;
   e. ability to work effectively in an environment with loud noises and flashing lights;
   f. ability to function efficiently throughout an entire work shift;
   g. ability to calculate both weight and volume ratios and read small print under life threatening time constraints;
   h. ability to read and understand English language manuals and road maps;
   i. ability to accurately discern street signs and address numbers;
   j. ability to interview patient, family members and bystanders;
   k. ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; and
   l. ability to converse in English with coworkers and hospital staff as to status of patient.
EMS personnel should possess good manual dexterity, with the ability to perform all tasks related to highest quality patient care. Having the ability to bend, stoop and crawl on uneven terrain and to withstand varied environmental conditions such as extreme heat, cold and moisture is vital. The ability to work in low light, confined spaces and other dangerous environments is required.

3. **Description of Tasks**
   a. Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations.
   b. Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician.
   c. May use equipment (based on competency level) such as, but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patient, inflates pneumatic anti-shock garment to improve patient’s blood circulation or stabilize injuries.
   d. Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
   e. Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care.
   f. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.
   g. Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene.
   h. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
   i. Observes patient en route and administers care as directed by physician or emergency department or according to published protocol.
   j. Identifies diagnostic signs that require communication with facility.
   k. Moves the patient into the emergency facility from the ambulance.
   l. Reports verbally and in writing concerning observations about the patient, patient care at the scene, patient care en route to facility and provides assistance to emergency department staff as required.
   m. Maintains familiarity with all specialized equipment.
   n. Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.

4. **Americans With Disabilities Act**
The Americans with Disabilities Act does not exempt the student from the Functional Position Description requirements. These requirements are viewed as essential to the job. However, whenever possible, reasonable accommodations will be made to students with disabilities. The Collin College EMS program uses the rules of the Texas Department of State Health Services along with the National Registry of EMTs as a guide with regards to what accommodations will be provided. Students must speak with the instructor within the first class session in order to be considered for accommodation. It is the student’s responsibility to contact the ACCESS office at 972-881-5898 and show legitimate documentation of the disability by the third day of class.

The following is a sample list of accommodations that are not allowed in the EMS Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the Functional Position Description. These include, but are not limited to:
a. **Students are not allowed additional time for skills with specific time frames.**
   i. Patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.

b. **Students are not allowed unlimited time to complete a written exam.**
   i. This request is not considered unreasonable because a candidate should be able to complete a test within a finite amount of time.
   ii. Students will be allowed a maximum of time and one-half to complete written exams.

c. **Students are not allowed to have written exams given by an oral reader.**
   i. The ability to read and understand small English print is an essential function of the profession and written exams are designed, at least in part, to measure that ability.

d. **Students are not provided a written exam with a reading level of less than grade eight.**
   i. The EMS profession requires a reading level of at least grade eight to work safely and efficiently.

e. **Students must answer all written test questions as written. No explanation of the question can be provided by the test proctor or any other individual.**
   i. Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
   ii. Student must be able to understand and converse in medical terms appropriate to the profession.

**EMS Education Program Application Disclosure**

1. **Criminal Background Inquiry:** A criminal background inquiry MUST be done on all EMS Education Program students prior to clinicals. Unacceptable results may result in your dismissal from the EMS Education Program. Additionally, both the Texas Department of State Health Services and the National Registry of EMTs perform a criminal background inquiry prior to certification or licensure.
   a. You must complete our background check even if you have completed one in the past, no exceptions. (This is required in order for us to be in compliance with our allied facilities.)
   b. Instructions to the online background Website and a mandatory deadline date will be assigned to you at a later date in class to complete your background inquiry.
   c. Contact these agencies at the below listed numbers if you have questions regarding what is or is not an acceptable background. **TDSHS: 512.834.6700  NREMT: 614.888.4484**
   d. Failure to disclose any convictions of a felony or misdemeanor, including deferred adjudication, etc., will be grounds for application denial or removal from the course.
   e. **The following may result in an unacceptable background inquiry:**
      i. The misdemeanor of knowingly or intentionally practicing as an EMS professional without a certification or license;
      ii. An offense involving moral turpitude;
      iii. The misdemeanor of failing to report child abuse or neglect;
      iv. A misdemeanor involving deceptive business practices;
      v. The offense of assault or sexual assault;
      vi. The felony offense of insurance claim fraud;
      vii. A misdemeanor and/or felony offense under various titles of the Texas Penal Code:
         1. concerning Title 5 offenses against the person;
         2. concerning Title 7 offenses against property;
         3. concerning Title 8 offenses against public administration;
         4. concerning Title 9 offenses against public order and decency;
         5. concerning Title 10 offenses against public health, safety, and morals; and
         6. concerning Title 4 offenses of attempting or conspiring to commit any of the offenses in the above listed subparagraphs (a)-(e); or
      viii. Any felony or misdemeanor alcohol or drug related offences, and
      ix. Any other misdemeanor or felony directly relating to the duties and responsibilities of an EMS professional.
2. **Drug Screening**: A drug screen is required of all EMS Education Program students.
   a. A supervised Substance Abuse Panel-10 drug screen will be performed on students at an unannounced time specified by the instructor, the Clinical Coordinator or the EMS Program Coordinator.
   b. Students, upon acceptance into the program, should be prepared to pay online with a credit card for the drug screen. The cost of the screening is approximately Thirty Dollars ($30).

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**Answer All Questions, then Sign and Date**

1. Have you ever been convicted of a crime, arrested, assessed deferred adjudication for a crime or pled guilty or nolo contendere to a crime, or convicted of any misdemeanor to include DWI / DUI?
   - YES
   - NO

2. Have you ever been convicted of any crime, arrested, assessed deferred adjudication for a crime or pled guilty or nolo contendere to a crime, or convicted of any misdemeanor involving the use, sale, possession or distribution of drugs or chemical substances?
   - YES
   - NO

3. Have you ever been convicted of a crime, arrested, assessed deferred adjudication for a crime or pled guilty or nolo contendere to a crime, or convicted of any misdemeanor for assault, burglary, or theft?
   - YES
   - NO

4. Have you ever been convicted of a crime, arrested, assessed deferred adjudication for a crime or pled guilty or nolo contendere to a crime, or convicted of any misdemeanor involving the misappropriation of fiduciary property or property of a financial institution, or securing document(s) by deception that is punishable as a Class-A misdemeanor?
   - YES
   - NO

5. Please use the space below to state all charges, dates, and dispositions if you have answered “YES” to any of the above listed questions. **Important Note**: Failure to disclose information on this form is automatic grounds for denial of admission or subsequent dismissal from the EMS Education program and forfeiture of all paid fees.

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Applicant Certification and Authorization

I certify that the information provided on, and/or submitted with this application is true and correct. Formal application to the EMS Education program does not guarantee admission to the program or the college. I understand that false or misleading information on my application and/or submittals and in the interview may result in my release from the program. I hereby authorize the procurement of a background inquiry or other required information for the purpose of being admitted into the clinical rotation or observation portion of this course.

I have read and understand and agree to the above listed terms and conditions.

__________________________________________
Applicant Name (print)

__________________________________________
Applicant Signature

/__/20_
Date (month/day/year)

EMT Personal Interviews

Your interview date and time will be scheduled at the time you submit a completed application.

Personal interviews are mandatory and will be held on:
Wednesday November 28, 2018, 8:30 a.m.—5:30 p.m. – EMT Afternoon Class
Thursday, November 29, 2018, 1:00—8:00 p.m. – EMT Evening Class

Please keep this interview date open for your assigned appointment. Interviews are approximately one hour in duration. The location for the interview will be in the Health Science Building, McKinney Campus.

Application Deadline Date:
Monday, November 26, 2018

Incomplete applications are not accepted.

Application Attachment Reminder:
Copy of All College Transcripts
Copy of High School Diploma or GED (only if you have never attended college)
Personal Statement
Two Professional Letters of Recommendation
Copy of Your AccuPlacer Scores

Note: Your application is incomplete without the above listed documents.
Collin County Community College District is an equal opportunity institution and provides education and employment opportunities without discrimination on the basis of race, color, religion, sex, national origin, age, disability or veteran status in accordance with federal law.

**Application Legal Name:** __________________________

**CWID:** __________________________

**Email:** __________________________

**Phone:** __________________________

*Please CONFIRM your choice of the following:*

- EMT Afternoon Class □
- EMT Evening Class □

Submit the completed application packet to the Office of Emergency Medical Services at:

**Collin College - McKinney Campus**

Health Science Building, Room H128

2200 W. University Drive, McKinney, TX 75071

972-548-6530  www.collin.edu/ems

**Hours of Operation**

Monday—Friday, 8:00 a.m.—5:00 p.m.

*Closed during the Noon hour for lunch.*

*Closed for holidays per the campus schedule.*

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**Application Processing Schedule**

The following is the office procedure in processing applications.

1. Completed application with all required attachments is received by the deadline date.
2. Interview is scheduled at the time the application is received.
3. Interview appointments are conducted at the McKinney Campus at the above listed address.
4. Interview results are submitted to the education coordinator.
5. The educational coordinator will verify all applicants who are accepted into the program.
6. This office will issue course permits to the accepted applicant’s Collin College account.
7. A letter of acceptance will be sent via email to the applicant stating important information and deadlines as well as registration instructions, including CRN numbers. (Please allow 24—72 hours after the interview date for this process.) Once this letter is received, the applicant MUST:
   a. register for all the courses listed on the letter, and
   b. attend the mandatory orientation, also listed on the letter.

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**APPLICATION CHECK LIST** *(For Office Use Only)*

- Application Received Date: ___/___/20___  □  Currently Admitted to Collin College
- Assessment Scores Attached:
  - WritePlacer (4)  □  Reading (78)  □  Math (78)
- ALL College Transcripts Attached.  □  HS Diploma/GED if never attended college
- Certified in AHA/BLS  Date of Class: ___/___/20___
- Personal Statement  □  Two Letters of Professional Recommendation
- Personal Interview Date: ___/___/20___  Time: ________ a.m.  □  p.m.