

## Department of EMS Education Program Application Checklist

*(This checklist is provided to assist you with the application process, please keep for your records.)*

**YOU SHOULD RETAIN COPIES OF ALL DOCUMENTS SUBMITTED. You will be notified in August of your status for Fall admission; and in December for Spring admission. No information will be given over the telephone. PLEASE do not call Admissions or the EMS Department for information.**

### PRIOR TO PROGRAM APPLICATION DEADLINE, THE FOLLOWING MUST BE COMPLETE:

#### SUBMIT TO ADMISSIONS OFFICE

- WSCC application** (by the program application deadline)
- Student re-entry form** (for students who have not attended WSCC within the last 2 semesters)
- Official transcript** from **each college** previously attended (by the program application deadline)
- Proof of High School graduation (official transcript) or GED. (Official transcript must be provided if high school courses are to be considered for program admission.)**
- Any other** documents required by Admissions

#### SUBMIT TO DEPARTMENT OF EMS EDUCATION (attach to program application)

- \*Program Application (specific to EMS)
- Unofficial transcript** from **each college** previously attended (including WSCC) by the program application deadline
- Proof of High School graduation (copy of transcript) or GED. (Copy of transcript or GED must be provided if high school courses are to be considered for program admission.)**
- Copy of CPR Healthcare Provider**
- Copy of ACT Scores**
- Copy of Compass Scores**
- Completed Essential Functions Form**
- EMS Ranking Form**
- Upon acceptance** into any Health Program at WSCC-Hanceville, students will be required to submit to drug testing and a background check. Guidelines for Health Profession Students are available for viewing online at [www.wallacestate.edu](http://www.wallacestate.edu).
- Upon acceptance** into any Health Program at WSCC-Hanceville, students will be required to furnish proof of major medical health insurance coverage.

**Students must schedule an appointment with the Program Director.**

**\*Must be submitted in person or by mail. When mailing your application, to ensure receipt, please send completed packet by certified mail. Due to the high number of applications, it is department policy that the receipt of an application will not be confirmed. Applications are **NOT ACCEPTED** by **FAX or E-mail.****

#### **For Applicants Information:**

The Alabama department of Health will require that you answer the following questions when you apply for licensure at the conclusion of your program of study. **Eligibility to take the NREMT Basic or Paramedic Examination is the decision of the NREMT; graduation from an accredited school such as WSCC does not ensure eligibility.**

- Do you meet the EMT essential functions relating to the physical, mental, and emotional requirements for licensure under current State EMS Rules?
- Have you ever been convicted of any criminal act, including any DUI convictions? (Do not include minor traffic violations.)
- Have you ever had any type of professional license revoked, suspended, or surrendered?
- Have you ever been addicted to the use of intoxicating liquors or controlled substances?
- Do you have any physical or medical limitations or abnormalities such as, epilepsy, or diabetes?
- Is your eyesight impaired in any manner?
- If yes, is it corrected?

**A “yes” answer will not necessarily prevent you from eligibility but will require clarification from the Alabama Department of Public Health- Office of EMS and Trauma.**



# Emergency Medical Services Application

Applications for EMT Certificate 4/1 – 8/1 for Fall Semester, 9/1 – 12/1 for Spring Semester  
 Applications for EMT Advanced Certificate 6/1 - 7/15 for Fall Semester, 10/1 - 12/1 for Spring Semester  
 Applications for Paramedic - April 15<sup>th</sup> for Summer Semester  
 Program Applying For: \_\_\_ EMT Certificate, \_\_\_ EMT Advanced, \_\_\_ Paramedic Certificate, or \_\_\_ AAS  
 Applications received after dates above will be considered on a space available basis.

**Prior to APPLICATION to the program, the following must be complete:**

- Yes  No Official COMPASS scores submitted to WSCC Admissions
- Yes  No Official ACT score submitted to WSCC Admissions
- Yes  No Uniform Policy  Yes  No Attendance Policy
- Yes  No \_\_\_\_\_ (Your initials) Reviewed WSCC Health Division Background Policy (<http://www.wallacestate.edu/programs/health.html>)
- Yes  No \_\_\_\_\_ (Your initials) Reviewed WSCC Health Division Drug Screening Policy (<http://www.wallacestate.edu/programs/health.html>)

Date of Application: \_\_\_\_\_ Plan to Enter Program: \_\_\_\_\_ Semester/Year \_\_\_\_\_

WSCC Student No.: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last Name First Name Middle Initial Maiden

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

High School Graduation/GED Year: \_\_\_\_\_ High School Name: \_\_\_\_\_

**Previous Education (Please Attach copies of Transcripts for each College) If needed, please add additional education on reverse side**

Transcript Attached	College Name	City/State	Diploma or Degree	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____

Have you completed a 2 year allied health patient care related program?  Yes  No Which field: \_\_\_\_\_

**For Advanced EMT student must hold:**  
 Alabama EMT Basic license \_\_\_ Yes (must provide copy) **Compass Test Scores:** \_\_\_\_\_ **Reading** **Compass Test Score** \_\_\_\_\_ **Math**  
**Compass Test Scores:** \_\_\_\_\_ **Writing**

**STUDENTS PLEASE COMPLETE THE BELOW INFORMATION of general education courses taken:**

Insert Grade	Class	Credit Hours	Official Use	Official Use
	ORI 101 Orientation to College	1		
	ENG 101 English Composition I	3		
	SPH 106 Fundamentals of Oral Communication	3		
	HUM Humanities/Fine Arts Elective	3		
	MTH 100 Intermediate College Algebra	3		
	BIO 201 Human Anatomy & Physiology I	4		
	BIO 202 Human Anatomy & Physiology II	4		
	Area IV History, Social & Behavioral Science Elective	3		

**ATTACH to this application:**

<b>Copy of CPR Card (Healthcare Provider)</b>	
<b>Copy of ACT Scores , Copy of Compass Scores</b>	
<b>Completed Essential Function Form</b>	
<b>EMS Ranking Form</b>	
All UNOFFICIAL College Transcripts attached to Application (including WSCC): <input type="checkbox"/> Yes <input type="checkbox"/> No	

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

**Mail completed application to:**

Emergency Medical Services Program  
 Attn: Jennifer Ivey (#95)  
 Wallace State Community College  
 P. O. Box 2000, Hanceville, AL 35077-2000

**For official use only:**

Date Application Received: \_\_\_\_\_ Application Complete:  Yes  No

Application Reviewer's Initials: \_\_\_\_\_ Additional documentation required: \_\_\_\_\_

# Wallace State EMS Education Program

## Application Packet Statement (return with application)

*Upon acceptance all health science division students are required to have drug screenings and background check.*

*Drug Policy and Background Check Policy are available for viewing in the college catalog and online at [www.wallacestate.edu](http://www.wallacestate.edu). Once you have accessed the web page please follow these prompts: **Programs**→**Health Division***

### ACKNOWLEDGMENT OF RECEIPT OF BACKGROUND CHECK POLICY

I certify that I have received notification of the Wallace State Community College's Background Check Policy and Guidelines. I have read and understand the requirements of the policy and guidelines, and that I am responsible for all cost incurred to obtain the background check (\$69 minimum). I further understand that I will not be refunded tuition once the Drop/Add date has passed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Student's Name Printed

\_\_\_\_\_  
Parent's/Legal Guardian's Signature  
(If student is a minor)

### ACKNOWLEDGMENT OF RECEIPT OF REVISED DRUG AND ALCOHOL TESTING POLICY

I certify that I have received notification of the Wallace State Community College's Drug Testing Policy and Guidelines. I have read and understand the requirements of the policy and guidelines.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Student's Name Printed

\_\_\_\_\_  
Parent's/Legal Guardian's Signature  
(If student is a minor)

# Wallace State EMS Education Program

Application Packet Statement (return with application)

## Attendance

Class attendance is required. ADPH/ EMS Rules and Regulations Appendix C-8 require students attend all class sessions, labs and scheduled rotations. To be in compliance the student must adhere to following set of rules:

**Spring and Fall Semesters:** More than 5 absences will prohibit a student from successfully completing any EMS/EMP course (**student will fail**)

**Summer Semester:** More than 3 absences will prohibit a student from successfully completing any EMS/EMP course (**student will fail**)

## Tardiness/Leave early

Tardiness/Leaving early is disruptive and disrespectful to all concerned. As such, the following is effective for the EMS program.

Tardiness is defined as arriving after the scheduled beginning of the class. Leaving early is defined as leaving the class prior to instructor dismissal. Students who are tardy/leave early **12** times during the semester (a tardy/leave early will count as a half absence) will prohibit a student from successfully completing any EMS/EMP course (**student will fail**).

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Student Signature

*Policy Change Acknowledgement as of October 2005*

# Wallace State EMS Education Program

Application Packet Statement (return with application)

## Uniform Policy

The purpose of the dress code is to promote a professional appearance.

- The student will be clean, bathed, and without odor.
- The student's clothing will be clean, neat, and pressed.
- The student will wear the appropriate color (*EMT-Basic = tan, Paramedic = navy*) "golf" type shirt with the WSCC EMS embroidered logo. No emblems or pins are to be on the shirt.
- The student will wear black or navy blue pants at prehospital sites and tan or khaki trousers or scrubs at hospital sites. Jeans are unacceptable.
- The student will wear solid black shoes or boots at prehospital sites. The student will wear solid black, brown or white shoes at hospital sites. High heel shoes, and open-toed shoes will not be allowed. All footwear will be clean and shined.
- Student will wear socks or hose.
- No company uniform may be worn.
- Hair must be clean, neat, and well groomed. Long hair will be secured off the collar at all times.
- Beards and moustaches must be neat, clean, trimmed, and well groomed.
- Students are encouraged to use only moderate amounts of make-up.
- Students are allowed to wear one small stud earring in each earlobe.
- Tattoos must be concealed while in uniform.

Once the date for the uniform policy has been implemented, any student in violation will be asked to leave class. A student may return to the class once they are in full uniform. This directly relates to the attendance policy. If a student is asked to leave the classroom due to uniform policy violation, a "leave early" situation exists and a half absence will be noted. The violation will also be noted in the affective domain of the grading policy.

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Signature

*Clinical policy revision November 2005*

**I understand that completion of this application is a component of the student profile and does not in itself grant admission to the EMS program. I understand this application must be updated if I am not selected. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to dismiss the student and/or refuse admission.**

Minimum admission standards for **Paramedic** include:

- Unconditional admission to the college.
- Receipt of completed application for the EMS program(s) in the EMS Office.
- Minimum of 2.5 GPA based on the last 24 credit hours for students with previous college work.
- Minimum of 2.5 high school GPA for students without prior college work (GED acceptable).
- Completion of Biology 201
- Eligibility for English 101 and Math 100 (Higher level math accepted).
- Good standing with college.
- Meeting the essential functions or technical standards required for prehospital providers.
- A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher) NOTE: Score must be obtained within the past three years.
- Current Alabama EMS licensure at the Intermediate or Advanced EMT level.

Minimum admission standards for **Advanced EMT** include:

- Unconditional admission to the college.
- Receipt of completed application for the EMS program(s) in the EMS Office.
- Good standing with college.
- Eligibility for English 101, BIO 103, and Math 100 (Higher level math accepted).
- Meeting the essential functions or technical standards required for prehospital providers.
- A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher) NOTE: Score must be obtained within the past three years
- Current Alabama EMS licensure at the EMT level.

Minimum admission standards for **EMT Certificate** include:

- Unconditional admission to the college.
- Receipt of completed application for the EMS program(s) in the EMS Office.
- Good standing with college.
- Eligibility for English 101
- Meeting the essential functions or technical standards required for prehospital providers.
- A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher) NOTE: Score must be obtained within the past three years.

**Admission to the EMS program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Date received: \_\_\_\_\_ Initials: \_\_\_\_\_

**Please return this application to:**  
*(Submit by Registered Mail for  
delivery confirmation)*

**Wallace State Community College  
Department of EMS Education (#95)  
P. O. Box 2000  
Hanceville, AL 35077-2000**

## EMS Program Essential Functions

Area	Function	Yes	No	If no, please comment
Mobility	1. Have physical stamina to stand and walk for 8+ hours in a clinical or field setting	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Can stand on both legs, move about freely, and maneuver in small spaces. <i>Physical disabilities must not pose a threat to the safety of the student, faculty patients, or other health care workers.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexibility	1. Can bend the body downward and forward by bending at the spine and waist.	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Can flex and extend all joints freely.	<input type="checkbox"/>	<input type="checkbox"/>	
Strength	1. Can raise objects from a lower to a higher position or move objects horizontally from position to position. <i>This factor requires the substantial use of the upper extremities and back muscles.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Possess mobility, coordination and strength to push, pull or transfer heavy objects. (Strength to lift 50 lbs. frequently and 75 lbs. or more occasionally).	<input type="checkbox"/>	<input type="checkbox"/>	
Fine Motor Skills and Hand/Eye Coordination	1. Possess manual dexterity, mobility, and stamina to perform CPR.	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Can seize, hold, grasp, turn, apply pressure and otherwise work with both hands.	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Can pick, pinch, or otherwise work with the fingers.	<input type="checkbox"/>	<input type="checkbox"/>	
Auditory Ability	1. Possess sufficient hearing to assess patient's needs, make fine discriminations in sound, follow instructions, communicate with other health care workers <i>Please comment if corrective devices are required.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual Acuity	1. Possess the visual acuity to read, write and assess the patient and the environment. <i>Possess comment if corrective devices are required to correct to 20/20.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	1. Possess verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information, and instructions accurately.	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Able to read, comprehend, and write legibly in the English language.	<input type="checkbox"/>	<input type="checkbox"/>	
Interpersonal Skills	1. Able to interact purposefully and effectively with others.	<input type="checkbox"/>	<input type="checkbox"/>	
	2. Able to convey sensitivity, respect, tact, and a mentally healthy attitude.	<input type="checkbox"/>	<input type="checkbox"/>	
	3. Oriented to reality and not mentally impaired by mind-altering substances.	<input type="checkbox"/>	<input type="checkbox"/>	
	4. Able to function safely and effectively during high stress periods.	<input type="checkbox"/>	<input type="checkbox"/>	

If you are unable to fully meet any of the listed criteria, you will need to meet with the WSCC ADA Coordinator.

Students who are seeking accommodations and services on the basis of a disability are required to submit documentation to verify their eligibility for services. Receiving academic accommodations at Wallace State is a 4-step procedure: 1. Students must complete an accommodation request form from the ADA Office each semester. 2. Students may hand-deliver the letter or have it sent via WSCC intra-mail to each instructor. 3. Students must arrange a meeting with their instructor(s) to discuss the proposed accommodations listed in the letter. 4. Students report any concerns about accommodations to the ADA Office as soon as possible. Students with disabilities must maintain the same responsibility for their education as students who do not have disabilities. This includes maintaining the same academic levels, maintaining appropriate behavior and giving timely notification of any special needs. Utilize accommodations available to you; asking for assistance is not a sign of weakness or dependence. It is our goal to help you achieve your educational pursuits.

Upon reading and reviewing the Essential Functions, I have selected the appropriate boxes above attesting to my ability to perform the indicated function area. I further understand that I may be required by the EMS faculty to be re-evaluated if deemed necessary based on my ability to perform the essential functions during the program, for retention, and progression through the program.

Please mark the box that meets your ability at this time:

- I currently have the ability to perform the Essential functions.
- I currently am unable to perform the Essential functions indicated without accommodations.

\_\_\_\_\_  
Please Print Your Name

\_\_\_\_\_  
WSCC Student No.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Today's Date



## 2011 EMS Ranking Form Wallace State Community College

Print Name: \_\_\_\_\_ Total Score \_\_\_\_\_

GPA EMS Required Courses: \_\_\_\_\_ (For Official Use) Rank # \_\_\_\_\_

Placement testing omitted based upon successful completion of ENG 101 & MTH 100	<p>Placement Test: Award <u>1 point</u> for each of the criteria met. ACT scores will be utilized if taken within the last 3 years, COMPASS utilized if ACT scores are out dated or applicant did not take ACT exam.</p> <p>ACT Scores: _____ COMPASS Scores: _____</p> <p>Mathematics score greater than 20 _____ Mathematics score greater than 36 _____</p> <p>Reading score greater than 14 _____ Reading score greater than 65 _____</p> <p>Writing score greater than 20 _____ Writing score greater than 62 _____</p> <p style="text-align: right;">Total from either ACT or COMPASS Scores: _____</p>
<p>General Education Courses: For each of the following general education requirements completed assign the following number of points. A=3 points, B= 2 points, and a C= 1 point</p> <p>ORI 101 _____ BIO 103 _____ Humanities/ Fine Arts Elective _____</p> <p>ENG 101 _____ BIO 201 _____ History, Social, or Behavioral Science Elective _____</p> <p>SPH 106 _____ MTH 100 _____</p> <p style="text-align: right;">Total from General Education Courses _____</p>	
Advanced EMT / Paramedic Entry Requirements & Ranking	<p>EMS Related: Award <u>1 point</u> for each of the following criteria met. * NREMT certification applies to students applying for Advanced EMT and Paramedic. A letter of affiliation from your prehospital service affiliation must accompany application in order to receive point for filed experience.</p> <p>NREMT Certification* (Current) _____</p> <p>Prehospital Field Experience (Paid or Volunteer status) _____</p> <p style="text-align: right;">Total from EMS Related Activities _____</p>

**Total Score:** Add results of *Placement Test*, *EMS Related Activities*, and *General Education Course points*, Put Overall Application Point Score in the top right Total Score Blank. **Total points should not exceed 30.**

Overall Application Point Score \_\_\_\_\_

Make a copy for your records.