



# Instructions for Completing the Online Health Application for:

## 2019 Emergency Medical Services

### Wallace State Community College (WSCC) – Hanceville

EMT Application deadlines - April 1<sup>st</sup>, June 1<sup>st</sup> and December 1<sup>st</sup>.

Paramedic Application deadlines – June 1<sup>st</sup> and December 1<sup>st</sup>.

Applications received after deadline will be considered on a space available basis.

## Application Steps:

### 1. Apply to WSCC ADMISSIONS- *If you are currently attending WSCC-Hanceville go to #2*

#### Applicant must meet the following admission criteria:

- Apply to WSCC Admissions 6-8 weeks prior to program deadline. Be unconditionally admitted to the college and must be in good standing with the college.
- Submit to WSCC Admissions 1 month prior to program deadline, Official college transcripts from each college previously attended
- Submit to WSCC Admissions 1 month prior to program deadline, highest official ACT composite score or Accuplacer score (see program requirement)
- If seeking Financial Aid, complete the FAFSA application ([www.fafsa.gov](http://www.fafsa.gov)), School Code: 007871.
- Submit the online health division application with all required attachments before deadline (*see requirements below*).

**NOTE: It is the responsibility of each applicant to ensure that all information is on file in Admissions prior to application deadline.**

### 2. Meet Emergency Medical Services Requirements – Applicant must meet the following requirements:

#### EMT Certificate Requirement:

- Be eligible to enroll in ENG 101 according to Accuplacer, SAT or ACT scores or completed ENG 101 with grade of 75 or better
- Possess current Basic Life Support Healthcare Provider or Enroll in EMS 100 upon acceptance.
- Submit ACCUPLACER scores for reading, writing, and math or an ACT composite score

#### Paramedic Requirements:

- Possess current Alabama EMT or Advance EMT License
- Be eligible to enroll in ENG 101 according to Accuplacer, SAT, or ACT scores or completed with grade of 75 higher
- Be eligible to enroll in MTH 100 or completed with grade of 75 or higher within last 2 year.
- Completed BIO 201 with grade of 75 or higher
- Possess current Basic Life Support Healthcare Provider

Applications received after deadline will be considered on a space available basis.

### 3. Program Application Information

All information must be uploaded to your online application to be complete. Information will NOT be accepted via fax or email. Any missing documentation may result in your application being declined. Please check email periodically for application notifications. Applications must be submitted online with all required documentation uploaded by the deadline date listed above. Mailing address, email, and phone must be current in order to receive correspondence.

Information will not be released from the application. Applicants will be notified by mail of acceptance or non-acceptance to the health program after the deadline date. No information regarding individual admission status will be given via telephone; **do not call** Admissions or the program to obtain status. Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. Drug Testing Policy and Background Check Policy are available for viewing online at [www.wallacestate.edu](http://www.wallacestate.edu).

### 4. Required Documents

Any missing documentation may result in your application being declined. All documents must be legible to be valid. All pages of document (even blank pages, full set of page numbers) must be uploaded to be complete.

#### Specific information that you will need before starting your online application:

- Student must have a valid WSCC Student ID that begins with “W”.
- Print** most current unofficial transcript from each college previously attended. **College name** must be on each transcript. If you are attending WSCC now and All prior college transcripts are posted on your WSCC transcript, you may only submit your WSCC transcript. The WSCC Admissions office CANNOT print transcripts from other colleges. All pages of document (even blank ones) must be uploaded to be complete. WSCC transcript can be obtained from your MyWallaceState account. Screen shots are unacceptable.
  - o Highlight completed courses – BIO 201, ENG 101, and MTH 100 or higher
- Print** the ACCUPLACER scores for reading, writing, and math or ACT composite score. (Scores printed from Degree Works will be accepted for Wallace State Hanceville students) Transcripts with scores are also acceptable. Screen shots are unacceptable
- Possess a Basic Life Support Healthcare Provider Card or enroll in EMS 100
- Possess a EMT or EMT Advance License (*Paramedic requirement*)

When all documents above are gathered proceed to next step.

Wallace State Community College does not discriminate on the basis of race, color, sex, religion, national origin, disability, sexual orientation, or age.

## 5. Document Preparation

All documents must be named as directed below and uploaded to the online application. Document format must be PDF with 16 MB limit. Suggested scanning instructions below.

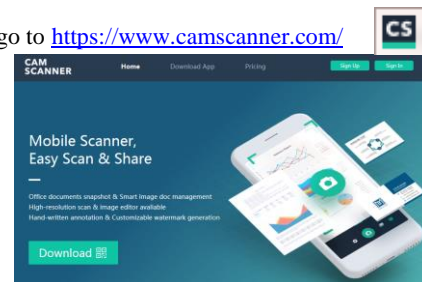
Scanning to PDF can be accomplished either by:

1. Use a copier machine to scan documents as PDF to a jump drive. You may bring documents and jump drive to the WSCC breakroom in the Tom Bevill Health Building. Free self-service. Place jump drive in slot, place documents on copier, select scan, press button. From jump drive **send documents to your computer, rename as directed below and upload to online application as directed.**

2. Download the **Free Cam Scanner App to your smart phone.** Set up Free Basic Account. For details go to <https://www.camscanner.com/>

**For each document file:**

1. Lay document on flat surface
2. Open CS App, Tap Camera and slide selection to either Single or Batch (multiple) pages. Example.-if transcript is 3 pages (batch in one file). All pages of document (even blank pages) must be uploaded to be complete. Maximum of 10 pages allowed per batch.
3. Hold phone directly over document
4. Take a Picture of document by tapping camera button, edit any changes, tap ✓ (lower right)
5. Select picture brightness, tap ✓ (lower right) when complete
6. Select either Email or more <sup>ooo</sup> (lower right), Select Email to myself.
7. Select files to send. Add email address. Tap Send (top right)
8. **Open files from computer, rename as directed below and upload to online application directed.**



## 6. Naming Documents

Name required documents as directed below.

- ACCUPLACER** scores for reading, writing, and math or ACT composite score, **Save file as – your FULL NAME Test**
- Transcripts (unofficial) from each college attended -**
  - First college attended, **Save file as – your FULL NAME college name.**
  - Second college attended, **Save file as – your FULL NAME college name**
  - Third college attended, **Save file as – your FULL NAME college name**
  - Other colleges attended, **Save file as – your FULL NAME college name**
- Current certification of Basic Life Support Healthcare Provider – you FULL NAME CPR**
- Current Alabama EMT or Advance EMT License (for Paramedic Program only), Save file as – your FULL NAME License**

**All required documents must be correctly named and ready to upload from your computer prior to opening the link. The online application must include all information listed above at the time it is submitted to the program.**

## 7. Online Program Application Instructions

**Do not attempt** to complete your application until you have fully read and understand all instructions. **Once you start the application, you must finish it in one sitting.** You will have **one** opportunity to open the link and complete the application from your **computer**. Any missing documentation may result in your application being declined. All required documents must be ready to attach **from your computer** prior to opening the link.

**Once the above information is gathered, completed, and documents named as above, continue to the online application:**

Link to Online Application: <https://www.surveymonkey.com/r/EMS19>

When prompted, Click **Choose File** and upload file **from your computer**. You can click **Remove File** to clear your response or **Replace File** to change the file. A confirmation of application submission will not be given. Please check email periodically for application notifications.

## 8. Selection

Program applications will be reviewed for completion of program admission requirements. You will be notified by mail of your acceptance or non-acceptance to the health program before semester begins.

**I understand that meeting minimal requirements does not in itself guarantee admission to the program. I acknowledge that I have reviewed and agree to the WSCC Health Division Background Policy and WSCC Health Division Drug Screening. I acknowledge that this information presented is truthful and accurate. Violation is subject to disciplinary action through Wallace State Community College.**

*It is the policy of Wallace State Community College, a postsecondary institution under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, age, or sexual orientation be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment. The College will not retaliate against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis specified above.*