

SOUTHWESTERN COLLEGE
PARAMEDIC PROGRAM

APPLICATION PACKET for February 1, 2026 – April 15, 2026

Phone: 619-216-6760 (M-Th 10:00pm-4:00pm) ctorres@swccd.edu

GENERAL INFORMATION:

1. Be sure you have read "Information About the Paramedic Program" before completing the program application. This information (available in the Counseling Office and in the Paramedic Office, 4105A at Otay Mesa) will help you determine whether you are a qualified applicant. We also have a web site:
<https://www.swccd.edu/programs-and-academics/career-education/public-safety-and-services/paramedic/index.aspx>
2. Read all information in the Application Packet carefully.
3. Be sure to follow instructions on the application procedure sheet. Keep the procedure sheet for reference.
4. Information provided on the application must be clear and legible.
5. Applications must be submitted in a folder in person to the Program Technician at the Higher Education Center at Otay Mesa office 4105A. Call or email to make an appointment (619) 216-6760 ctorres@swccd.edu

The goal of the Southwestern College Paramedic Program is to prepare competent entry-level Paramedics in cognitive (knowledge), Psychomotor (skills), and effective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and Emergency Medical Responder levels.

PARAMEDIC PROGRAM APPLICATION PROCEDURES:

1. Program admission and College admission are separate processes. You must first apply to Southwestern College at <https://www.swccd.edu/admissions-and-financial-aid/apply-and-register.aspx> and obtain a Southwestern College student ID number. If you already have an SWC ID number but have not taken any courses in the most recent semester, you will need to reapply to the college. Once you have an active SWC student ID, you must then apply separately through the Paramedic Office for admission to the Paramedic Program. To request an application packet, email ctorres@swccd.edu or visit the Paramedic Office in person at HEC Otay Mesa, office 4105A Monday-Friday 9:00am-4:00pm.
2. A checklist is provided in the Application Packet to assist the applicant in obtaining all necessary documents (Application check list items 1-12).
3. If you have a change of name, address and/or phone number, or email after submitting your application, please notify us in writing at ctorres@swccd.edu, and if currently enrolled at SWC, update your information in WebAdvisor. We are not responsible for information and materials sent to you if we have not received notice of the above changes.

4. Successful completion of an approved Paramedic Preparation and Anatomy and Physiology class is required prior to the first day of Paramedic Program, but not to submit application. Southwestern College has a "Paramedic Prep" class in the Fall, Spring & Summer semesters (EMTP 115). See website or college schedule of classes for more information.
5. Two (2) original letters of recommendation are required. Letters should be on company or agency letterhead. One must come from a higher level medical provider (paramedic, RN or MD) or supervisor. The other can be from a peer. If company or agency letterhead is not available or inappropriate, then the writer's name and contact info should be at the top of the letter in letter-head format. **The letters must be electronic or wet signed and dated originals.**

PRE-REQUISITE TESTING:

We use the Fisdap Paramedic Entrance Exam to measure EMT knowledge, reading, and math. It will be taken in May, onsite at HECOM at no cost to the applicant. Details to follow once your application is complete. ALL qualified applicants must take this test and pass with 70% or better.

RECORDS:

The required records are listed on the Application Checklist. The applicant is to check off each item on the checklist as it is placed in the folder. If you have previously applied to the Southwestern College Paramedic Program, check to see if records are still available in the Paramedic Program Office. If so, they can be activated with updated information and certification cards.

→ Copies of certs/cards should be combined on one page. They do not need to be copied separately. Please do not send Pictures.

TRANSCRIPTS:

- a) **Unofficial** transcripts should be included with the application packet.
- b) **Official** (sealed) transcripts are required for any class or degree you are using to meet the qualifications (math, reading, A & P, medical terminology). Official transcripts cannot be submitted with your application (hand carried/issued to student). **They must be submitted by mail from the other college or University to:**

Southwestern College
Attn: Admissions Office
900 Otay Lakes Rd.
Chula Vista, CA 91910

LETTER FROM EMPLOYER

A letter from your employer(s) verifying work as an EMT-B or AEMT totaling at least 1,000 hours. Letters from employers should be on agency or company letterhead, and must be signed by someone with the authority to verify employment such as Payroll or Human Resources personnel. The letter should state your name, the dates of employment, your job title, whether you are employed full-time or part-time, and the approximate number of hours you work per shift and/or week or month. The letter does not need to

include a recommendation or comments on your job performance.

PARAMEDIC PROGRAM SELECTION PROCESS

Once your application is complete and submitted in person, selection into the Paramedic Education Program will be based on an evaluation of your cognitive, psychomotor, and affective abilities.

The process includes:

- Submitting a complete application in person
- Scheduling your entrance exam
- Participating in an interview to assess qualifications and identify applicants who demonstrate a strong commitment to success in EMS.

We actively seek applicants who:

- Exhibit respect, professionalism, and integrity.
- Communicate effectively and present themselves in a personable and professional manner.
- Demonstrate leadership traits and a passion for the field.

ICS 100, 200, 700, 800:

Submit a copy of the individual course completion record documenting successful completion of each of the courses. The classes are free and can be completed online through the FEMA training website. Due by August 1st.

MANDATORY ORIENTATION MEETING:

An information/orientation meeting for accepted applicants and alternates will be held June 4, 2026 **at 1000** at the Southwestern College Higher Education Center at Otay Mesa. The program director, faculty, and student support services will be present to answer questions and clarify information about the Paramedic Program. **Attendance is mandatory.**

BACKGROUND CHECK:

Every student will be required to complete a background check. Note: Clinical sites may exclude students and the State may refuse to license individuals who have been convicted of a crime. If you have concerns about this, you may contact San Diego County EMS at 619-285-6429, or the EMSA's Enforcement Unit at 916-322-4336. (See EMS Authority's Licensure Denial Policy at <http://www.emsa.ca.gov/paramedic/faq.asp>)

SUGGESTIONS FOR PREPARING TO START PARAMEDIC SCHOOL:

- Make sure you know your EMT protocols and skills.
- Get as much ALS ambulance experience as possible.
- Start reading the Anatomy and Physiology and the Pathophysiology chapters of the paramedic text book.
- Develop good communication and people skills. Learn to interact with all age groups on an appropriate level. Develop good patient rapport.

- Develop leadership skills. Learn to delegate and give direction to others in a decisive, confident manner (without being too abrupt).
- It is highly recommended that you do not work full time during paramedic school.
- Paramedic school is a major time commitment. Make sure you are ready to commit the time, energy, and money to the program.
- Be dedicated; in this next year becoming a paramedic will be your #1 goal.

The Southwestern College Paramedic Training 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).

CAAHEP
9355 - 113th St. N, #7709
Seminole, FL 33775
Phone: (727) 210-2350
Fax: (727) 210-2354
Email: mail@caahep.org
www.caahep.org

CoAEMSP

PARAMEDIC PROGRAM

Date: _____

Applicant's LAST NAME: _____

FIRST NAME: _____

SWC ID #: _____

APPLICATION CHECKLIST

DIRECTIONS FOR APPLICANT:

Fill in information requested in items 1 through 11 below. Check left column when item is completed and included with application. Bring all items checked, including this Checklist to the Paramedic Office, 4105A at the SWC Higher Education Center at Otay Mesa. Call 619-216-6760 for an application submission appointment.

___ 1. Application Form

___ 2. Cover Letter

___ 3. Resume

___ 4. VERIFICATION OF HIGH SCHOOL GRADUATION OR EQUIVALENT

a. Official high school transcript showing graduation or copy of diploma.

Name of School

City & State

-or-

b. GED – passing score OR other proof of high school equivalency or graduation.

___ 5. Copy of current California & County EMT-1 Certificates.

___ 6. Current CPR card

___ 7. Reference letter from employer (on letterhead, signed) verifying minimum 6 months work experience as a licensed EMT-B.

Agency:

___ 8. Two signed letters of recommendation: Peer and higher level EMS or medical personnel.

1. _____

2. _____

- ____ 9. A) Ambulance Driver's License expiration date (if applicable)
B) Copy of CA Driver's License, gov't photo ID or passport
C) Medical Examiners Cert (or equivalent) - expiration date _____(required)
- ____ 10. Anatomy/Physiology requirement: * (SWC offers Biol 190). An online option is available through **Straighterline.com** (Must take Anatomy and Physiology 1 and Anatomy and Physiology 1 Lab).
a. Transcripts verifying completion of 3-4 unit college level anatomy/physiology course with a grade of "C" or better;
-OR-
b. Enrollment verification showing current enrollment in 3-4 unit college level course in anatomy/physiology will be completed by August 1st.
- ____ 11. Successful completion of approved Paramedic Prep Class (such as EMTP 115, EME 175/175L).
a. Transcript verifying completion with grade of "C" or better
-OR-
b. Proof of enrollment
- ____ 12. ICS 100, 200, 700, 800 certifications (due by August 1st)

*Official transcripts must be sent from the issuing college directly to:
Southwestern College
Attn: Admissions Office
900 Otay Lakes Road
Chula Vista, CA 91910*

PLEASE READ AND SIGN:

The information submitted in this application packet is complete and accurate. I understand that falsification of any information on this application may be cause for non-selection or dismissal from the Paramedic Program.

SIGNED: _____ DATE: _____

**SOUTHWESTERN COLLEGE
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GENERAL INFORMATION: * *Email is our primary mode of communication & notification of test results.*

First Name: _____ Last Name: _____

Address: _____
 No. & Street City State Zip Code

Cell: _____ Home Phone: _____

Email Address: * _____

Work Phone: _____ Place of Employment: _____

Work Hours/Days: _____ Kelly Shift: _____

State / County EMT-1 Certification(#s): _____ / _____ Expiration Date: _____

Ambulance Driver's License # _____ Expiration Date: _____

Medical Examiner's Certification Exp. Date _____

EMERGENCY CONTACT:

Name: _____ Phone: _____ Relationship: _____

PREVIOUS EMPLOYMENT HISTORY

EMT-B Work Experience AGENCY	If EMS TYPE OF UNIT (ALS, BLS, IFT, ETC)	POSITION	YEARS	
			FROM	TO
Other related Work Exp:				