

SOUTHWESTERN COLLEGE
PARAMEDIC PROGRAM

APPLICATION PACKET for March 1 – May 17, 2019

GENERAL INFORMATION: Phone: 619-216-6760 (Karen: 8:30-4:00 kcook@swccd.edu)

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: <http://www.swccd.edu/paramedic> **Please note: some requirements have changed.**
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.

The goal of the Southwestern College Paramedic Program is to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

PARAMEDIC PROGRAM APPLICATION PROCEDURES

1. Program and College admissions are separate procedures. You must apply through the Paramedic Office for admission to the program. If accepted into the Paramedic Program, or if you wish to take general education courses for any reason, you must apply for College admission through the Admissions Office.
2. Qualified applicants are admitted based primarily on the Selection Process described on Page 3 (item #12.) and secondarily on when your application was complete if there is a tie in ranking. The date you take the medical terminology test) does NOT affect the date your application is considered complete. (See separate test instructions sheet.)
3. **APPLICATIONS WILL NOT BE CONSIDERED UNTIL ALL REQUIRED MATERIALS ARE COMPILED AND SUBMITTED BY THE APPLICANT.** A checklist is provided in the Application Packet to assist the applicant in obtaining all necessary documents (Application check list items 1-12). Applicants will have an 11 week window to complete pre-tests (Items 10 & 13 on the application check list), ending May 17. Be sure to keep this "Application Procedure Sheet" and "Information About the EMT to Paramedic Program" for reference.
4. Make sure we have your current email address. If you don't have an email address please set one up. (All communication is conducted through email so check it often.)
5. If you have a change of name, address and/or phone number after submitting your application, please notify Karen Cook in writing (via email preferably), 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. If we are unable to reach you, you may lose priority for space in the program.

6. Successful completion of an approved Paramedic Preparation class is required. Southwestern College has a "Prep" class in the Fall, Spring & Summer semesters (EMTP 115). See website or college schedule of classes for more information. (Palomar's prep class is accepted; EMSTA's prep class is NOT accepted.)
7. 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 letterhead format. **The letters must be signed and dated originals.**
8. PRE-REQUISITE TESTING:

Two College Placement Test scores **or** transcripts with course work/college degree are required of students applying for the Paramedic Program. Please check with the Assessment Office (619-482-6385) to schedule the reading and/or math assessment tests prior to submitting your application if you don't meet one of the other proofs. Results are often available the same day, or may be obtained about three days following the test in the Counseling Office. You will receive a computer print-out of your test scores to include with your application. Please note: Southwestern College is in the process of eliminating math and reading assessment tests and will likely use a "self-assessment" method in the future.

- a. Provide evidence of requisite **reading ability** by:
 - 1) achieving college level reading proficiency by taking reading assessment test; or
 - 2) earning a "C" or better in Reading 158 or equivalent course at another college; or
 - 3) transcript or copy of diploma indicating an earned associate or baccalaureate degree.
 - 4) transcript indicating a passing grade in a higher level literature class.
- b. Provide evidence of requisite **math ability** by:
 - 1) achieving college level math proficiency by taking Elementary Algebra Test (EAT); or
 - 2) earning a grade of "C" or better in Math 60 or higher numbered course
 - 3) transcript or copy of diploma indicating an earned associate or baccalaureate degree.
- c. Pre-Tests: A medical terminology test is designed to substitute for the Medical Terminology course. Applicants are required to pass the medical terminology exams with 80% proficiency. Testing occurs at the Academic Success Center for a period of two months during the application period. See separate test instructions sheet.
- d. We now use the FISDAP PARAMEDIC ENTRANCE exam to measure EMT knowledge and math. It will be taken in June, online, at no cost to the applicant. Details to follow in May. ALL qualified applicants must take this test and pass with 70% or better.

9. RECORDS:

The applicant is required to compile all records in a 9" x 12" **file folder** (not an envelope). These are on sale individually in the Campus Bookstore or may be purchased at any office supply store. 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. **NO APPLICATION WILL BE CONSIDERED UNTIL ALL RECORDS ARE COMPLETE!!** 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.

10. TRANSCRIPTS:

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 to:**

SWC Higher Ed. Center, Otay Mesa
Attn: Paramedic Program
8100 Gigantic St.
San Diego CA 92154

11. LETTER FROM EMPLOYER

Applicants need to document EMT work experience equivalent to 6 months full-time with a letter from your employer(s) verifying work as an EMT-B or AEMT. Full-time means a minimum of ten (10) 24-hour shifts per month, or 15 12-hour shifts per month. Those working other shifts must have 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.

12. PARAMEDIC PROGRAM SELECTION PROCESS (SCENARIO & INTERVIEW)

Once your application is complete and you've passed the written tests, selection into the paramedic training program will be determined based on an assessment of your cognitive, psychomotor and affective abilities. This will include:

1. A static patient care scenario based on NREMT (BLS) standards, using different cases to measure your ability to assess, treat and identify potential life-threats, while establishing a working differential diagnosis list. The student will verbally assess and discuss the patient scenario with the evaluators. (35%)
2. A BLS skill will be randomly selected using the NREMT (BLS) final skills scoring sheet. The applicant will be expected to properly identify the need for the skill, select the proper equipment and correctly and safely apply the skill to a simulated patient. (35%)
3. All applicants will be interviewed to assess their qualifications and to identify those applicants who have demonstrated a passion for success in EMS. We actively seek those applicants who have a history of being respectful, personable, are effective communicators, have exhibited leadership traits and consistently conduct themselves with integrity. (30%)

13. ICS 100, 200, 700, 800:

Submit a copy of the individual course completion record documenting successful completion of each of the courses with five (5) years of the start-date for the upcoming paramedic class. (Aug. 2015) The classes are free and can be completed online through the FEMA training website. Due by May 31st.

14. GROUP INFORMATION/ORIENTATION SESSION:

An information/orientation meeting for accepted applicants and alternates will be held on **(T B A)**. The Program Director will be present to answer questions and clarify information about the Paramedic Program. Attendance is mandatory.

15. 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.
- Take or audit an ACLS, PEPP/PALS and PHTLS class. Start learning about heart rhythms and EKG mega codes ahead of time.
- 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).
- Get your finances in order. You should not be working full time during paramedic school, so make sure you have enough money to see you through the year. Have some money in savings as a buffer in case you have unforeseen expenses (i.e. vehicle repairs).
- Paramedic school is a huge time commitment and can be hard on personal relationships. Make sure you are ready to commit the time, energy and money to the program.
- Be dedicated; have becoming a paramedic 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).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350 www.caahep.org

**** Roger Haley Scholarship Available: www.cvfirefighters.org (annual deadline June 15) ****

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 in a 9" x 12" file folder (not an envelope). Call 619-216-6760 for assistance if you cannot come between 8:30 and 4:00.

In Folder Completed

PLEASE PRINT

1. Application Form

___ 2. VERIFICATION OF HIGH SCHOOL GRADUATION OR EQUIVALENT

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

Name of School

City & State

Name Enrolled

-or-

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

___ 3. Copy of current California & County EMT-1 Certificates.

___ 4. Current CPR card (BLS-C/Health Care Provider level)

___ 5. Reference letter from employer (on letterhead, signed) verifying minimum 6 months work experience as a licensed EMT-B.

Agency:

___ 6. Two letters of recommendation: Peer and higher level EMS or medical personnel.

1.

2.

___ 7. 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)

-over-

- ___ 8. Provide evidence of requisite reading ability by: *
 - a. achieving proficiency; **-or-**
 - b. earning a "C" or better in Reading 158 **-or-**
 - c. transcript verifying an earned associate or baccalaureate degree or passing grade on higher level literature course.

- ___ 9. Provide evidence of requisite math ability by: *
 - a. achieving proficiency on the Elementary Algebra Test (EAT) ; **-or-**
 - b. earning a "C" or better in Math 45 or higher numbered math course
 - c. transcript indicating an earned associate or baccalaureate degree.

- ___ 10. Medical Terminology requirement: (SWC offers MEDOP 230)
 - a. Official transcript verifying completion of 2-3 unit college level course in Medical Terminology with a grade of "C" or better; **-or-**
 - b. Enrollment verification showing current enrollment in 2-3 unit college level course in Medical Terminology; **-or-**
 - c. Challenge test for Medical Terminology (50 questions, 80% correct) *The date this test is taken does NOT affect date of completion, and can be taken after the application is turned in.*

- ___ 11. Anatomy/Physiology requirement: * (SWC offers Biol 190)
 - a. Official transcript 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.

- ___ 12. Successful completion of approved Paramedic Prep Class (such as EMTP 115, EME 175/175L) or proof of enrollment.

*Official transcripts must be sent from the issuing college directly to:
 SWC Higher Ed Center, Otay Mesa
 Attn: Paramedic Program
 8100 Gigantic St.
 San Diego CA 92154*

* Priority will not be given until transcripts, enrollment verification or assessment tests for items 8 & 9 have been received.

Tests: (Written tests are taken at the Academic Success Center, on the Chula Vista campus March 11 – May 17)

- ___ 13. Online FISDAP Paramedic Entrance Exam (EMT knowledge) test with passing score. (At least 70% correct)

- ___ 14. Optional Anatomy & Physiology course challenge test with passing score. (50 questions, 80% correct) (This is a one time opportunity. If you do not pass, you must take the course.)

- ___ 15. EMT skills, scenario and interview with qualifying score. Administered by appointment in June after passing other tests. (One time per year – no retakes.)

- ___ 16. ICS 100, 200, 700, 800 certifications (due by May 31)

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: _____

