SOUTHWESTERN COLLEGE

 **PARAMEDIC PROGRAM**

 APPLICATION PACKET for February 1, 2023 – May 1, 2023

Phone: 619-216-6760 (M-Th 12:00pm-5:00pm) 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>

**Please note: some requirements have changed.**

1. Read all information in the Application Packet carefully.
2. 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 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 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. <https://www.swccd.edu/locations/higher-education-center-at-otay-mesa/index.aspx>

2. Qualified applicants are admitted based primarily on the Selection Process described on Page 3 (item #12.) The date you take the FISDAP Paramedic Entrance Exam does NOT affect the date your application is considered complete.

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). 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 us in writing at swcfireems@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. 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.

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 letter-head format. **The letters must be signed and dated originals**.

8. PRE-REQUISITE TESTING:

We use the FISDAP Paramedic Entrance Exam to measure EMT knowledge, reading, and math. It

will be taken in May, online, 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.

9. RECORDS:

The applicant is required to compile all 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. No applications 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:

 a) Unofficial transcripts should be included with the application packet or sent to

 SWC Higher Education Center

 Attn: Carmen Torres

 8100 Gigantic Street

 San Diego, CA 92154

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 to**:

 Southwestern College

 Attn: Admissions Office

 900 Otay Lakes Rd.

 Chula Vista, CA 91910

11. LETTER FROM EMPLOYER

 Applicants need to document EMT work experience. A minimum of six months, one year recommended, of full-time work 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 14 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 test, selection into the paramedic education program will be determined based on an assessment of your cognitive, psychomotor and affective abilities. This will include:

1. 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.

13. 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.

14. GROUP INFORMATION/ORIENTATION SESSION:

An information/orientation meeting for accepted applicants and alternates will be held on **July 6, 2023 at 1000** at the Southwestern College Higher Education Center at Otay Mesa, Room 4500. The program director, faculty, and student support services 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.
* 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 Programis accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

25400 US Highway 19 North Suite 158
Clearwater, FL 33756
Phone: (727) 210-2350
Fax: (727) 210-2354
Email: mail@caahep.org
[**www.caahep.org**](http://www.caahep.org/)

\*\* Roger Haley Scholarship Available: [www.cvfirefighters.org](http://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. Call 619-216-6760 for assistance if you cannot come between 9:00am and 5:00pm.

PLEASE PRINT CLEARLY

 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:

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

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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)

Official transcripts must be sent from the issuing college directly to:

 *Southwestern College*

 *Attn: Admissions Office*

 *900 Otay Lakes Road*

 *Chula Vista, CA 91910*

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) or proof of enrollment.

\_\_ 12. ICS 100, 200, 700, 800 certifications (due by August 1st)

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

**PARAMEDIC PROGRAM**

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 |  YEARSFROM TO |
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| **Other related Work Exp:** |  |  |  |  |
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CT:9/21/22 Application 2023\_24