



## **EMT (Emergency Medical Technician) Application**

(updated 3/15/2018)

Thank you for your interest in attending First Coast Technical College. This application packet is for those persons who are applying for the EMT training program. Persons who desire to become certified as a Firefighter / EMT are strongly encouraged to consider applying for the Combination Firefighter / EMT program instead (see <http://fctc.edu/programs/firefighteremergency-medical-technician-combined/> for details) . The combination program has a single application process, and is eligible for PELL grant funding for those who qualify.

FCTC is certified by the Florida Department of Health as an Emergency Medical Technician (EMT) and Paramedic training center. This program provides the training required to become certified as an EMT in the State of Florida. Graduates may also obtain NREMT certification as an EMT.

The EMT program is only 300 hours, and includes extensive hands on training on campus, as well as 20 hours working in a local hospital emergency department, and a minimum of 30 hours working as an intern on a local rescue unit (ambulance).

### Entrance Requirements:

- Applicants must be 18 years old to enter the program. (This program is not available as a secondary or dual enrollment program.)
- High School Diploma or GED
- Comply with the background check requirements of Florida Statute Sections (FSS) 408.809, and Florida Administrative Code section 64J-1.017.
- Must not be a convicted or registered sex offender/predator.
- Be free of any addiction to alcohol or any controlled substance (FSS 401.27 (4)(a)(2)).
- Must be medically and physically able to perform the duties of an EMT, and must be free of infectious diseases that would pose a hazard to patients. (This shall be demonstrated by submission of a medical clearance forms, drug screening results, vaccination records, and TB test results.
- Meet any general FCTC admission requirements.
- NOTE: A CPR course is no longer a pre-requisite. It is now included within the EMT course.

**This application packet is intended to be self-explanatory. Please read the whole packet before starting.**

Are you not sure you want this program, and need more information? Contact Ronnette Waycaster at 904-547-3542, or our receptionist at 904-547-3282, extension 4401. They will be happy to setup an appointment for you with the enrollment specialist or the program specialist.

Please note: FCTC is currently updating and improving the enrollment process, there may be changes to the following procedures that will affect your registration process. Check back on our website for updates.

## **Are you ready to apply right now? Then follow the process outlined below:**

### **Submit a general First Coast Technical College Pre-Registration application via our online website:**

<https://fctc.focusschoolsoftware.com/focus/apply/> Use **Mozilla Firefox** or **Google Chrome** web browser software to access this website, it may not work correctly with Internet Explorer or other browsers!

If you are sure of the program you wish to enroll in, please complete the full application, and click the “Finish and Submit” button at the bottom of the form. If you are unsure how to answer any of the questions on the application, leave them blank. The registration staff will complete any missing information when you formally register for the program. (You should expect to hear from us, usually via email, shortly after you submit the online application. Please include a valid email address on your application, and check it on a regular basis.)

If you have ever been a student here before, or you have contacted us previously, you probably already have a “FOCUS” user account set up. (Most logins are defaulted to your user name as “firstname.lastname”, and password as your last name with the first letter capitalized, followed by the last four digits of your social security number, like this: “Lastname0123”). Contact program staff at 904-547-3542, or 904-547-3400 to obtain your user name and password.

**Wonderlic Scholastic Level Exam:** First, make sure you have setup a profile in FOCUS as described above. To register and pay for the exam, please either go to the Main Campus registration office or call 904-547-3282 and ask for registration. You may pay the fee (\$20 per attempt) over the phone using a credit or debit card. Once you have registered and paid, you will be contacted by the testing center staff to set a date and time for your test. You must obtain a score of 15 or higher to enter the program. Here is one website with general information about the exam:

<http://www.wonderlictestprep.com/scholastic-level-exam-sle>

### **PROGRAM APPLICATION PACKET:**

If you have obtained the minimum required score on the Wonderlic Scholastic Level Exam, your next step is to submit the program specific application, with all required documents. NOTE: We will no longer accept partial or incomplete applications. Applicants are expected to submit a complete application, with all required documents, by the due date.

**We strongly suggest that you make and maintain a file with copies of all the documents you submit to us.** Many of these documents will also be required when you apply for work as a firefighter or EMT.

Some of the documents we receive will be forwarded to state agencies as a part of your certification application, and will not be retained by FCTC.

Required documents include:

**Application cover sheet:** self-explanatory

**Application checklist:** Please initial each item that you have attached.

**Copy of high school diploma, official transcript, or GED:** A copy of either of these is adequate for our program files, and a copy must be attached to the firefighter state test application that we will submit on your behalf. However, FCTC may also require an official sealed transcript to determine if you are TABE exempt. We suggest you request an official sealed transcript be sent to FCTC at the address below:

First Coast Technical College  
Attn. Registration  
2980 Collins Avenue  
St. Augustine, FL 32084

**Copy of a valid driver's license:** This is required as proof of age, and a copy must also be submitted with your state firefighter test application.

**Health Certificate – Emergency Medical Services Programs form:** This form must be completed and signed by both the applicant and a health care professional. We must have this form on file for all students who participate in hospital clinical work or rescue unit internships. You may use any qualified clinic, doctor, nurse practitioner, or physician's assistant of your choice to perform the exam and sign off. You should remember to get this form and the DFS-K4-1022 form signed off at the same time. You may find it helpful to collect your vaccinations records first, and take them with you to the exam. The medical professional should be able to start or complete any needed vaccinations, or perform titer tests to verify immunity. You may also need your medical professional to order the drug screening and TB testing.

NOTE: We need the two forms above, and proof of vaccinations and TB testing. Do NOT submit any other part of your medical exam records, such as EKG printouts, medical questionnaires, or detailed history and physical exam narratives. If you do, they will just be returned to you.

**How do I get my vaccination records?** – many of you ask how you can get copies of your vaccination records. Please be advised that many high school transcripts also contain records of certain vaccinations, including MMR, Hepatitis B, and Tetanus / Diphtheria. We will accept such records as proof of vaccinations. In other cases, you may be able to get vaccinations from your county or state health department. Military records of vaccinations or immunity are also acceptable. Use this link for more information about Centers for Disease Control (CDC) vaccination recommendations for Healthcare Personnel: <http://immunize.org/catg.d/p2017.pdf>

**Proof of tetanus / diphtheria vaccination:** You must provide proof that you have had a tetanus / diphtheria vaccination that will be less than ten years old on the last day of your program.

**Proof of MMR vaccination:** You must have proof that you have received two vaccinations for Measles, Mumps, and Rubella (MMR) in your lifetime. If you have never had the vaccinations, you must have at least the first one completed before the program starts, and the second one 28 days after the first one. If you believe you have had the vaccinations, but do not have a record, your health care professional may be able to order a “titer” test, a titer test result that verifies you have immunity is also acceptable.

**Proof of Hepatitis B vaccination:** You must have proof of having received the full three shot series of Hepatitis B vaccinations, or stated the series and get the second and third shots as recommended, or have proof of immunity (titer test results).

**Proof of “current” flu vaccination:** EMT and paramedic students must have a “current” flu vaccination whenever they are participating in hospital or field internship during flu season (October through March). Since the strains of flu virus expected to affect the United States varies each year, last year’s flu vaccine is not adequate to protect against the current year threat. You will need to submit proof of receiving the 2017-2018 flu vaccine, which may not be available until late summer or early fall. Your application will not be considered incomplete if the vaccine is not yet available.

**TB skin test or chest x-ray results:** All health program students must have a current TB test for the duration of their program. The skin test involves a small shot under your skin, with the health care professional “reading” the results by examining the area after two days. If the result is positive, you will have to have a chest x-ray to verify that you are free of TB. This should usually done at the same time as your medical exam. Please make sure to ask for it. The test must be less than one year old on the last day of your scheduled program, so don’t do this too far ahead of time!

**Drug screen results:** You must have a drug screening, with the results mailed or faxed directly to us. The screening must be at least an “8 panel” screening. Your medical professional can write the order that is required by many labs before they will perform the test. The drug screening must be performed within six months of the first day of your program. Results should be mailed or faxed to:

Attn. Ronnette Waycaster, Public Safety Programs  
First Coast Technical College  
2980 Collins Avenue  
St. Augustine, FL 32084  
Fax number 904-679-3551

**FDLE background check results:** You will request the background check yourself. The check must be performed within six months of the first day of your program. Using a credit card, go online to the Florida Department of Law Enforcement at: <https://cchinet.fdle.state.fl.us/search/app/> (cost is \$24.00) Follow the directions, and attach the results to your application. Be sure to print and attached the **RESULTS** – not the receipt.

## General Information / Frequently asked questions.

### APPLICATION REVIEWS AND PROGRAM COMMUNICATIONS

Many of you will submit your application packets early. You are encouraged to do so. However, please be advised that program staff will usually not be able to review each application individually as they are received. Program staff will typically review all applications shortly after the application deadline. At that point, you should receive an email letting you know if any items are still missing, or if there are other issues with your application. That is also when you should expect an email with more details about the ability test and orientation days. Please be patient with us.

Please make sure you provided us with a legible / valid email address, and that you check it regularly. Most of the communication we have with applicants will be via email.

You are encouraged to supply us with a personal email address, rather than use a family or parent's email address. If you need to create your own account, see the following link for possible free email account services: <https://www.thebalance.com/best-free-email-accounts-1356641> Once you create an email account with most of these services, you can access your new email account from any computer or smartphone connected to the internet.

### ACCEPTANCE INTO THE PROGRAM

**THIS PROGRAM REQUIRES CLOSE CONTACT WITH CHILDREN. PURSUANT TO FCTC'S POLICIES, CONVICTED AND/OR REGISTERED SEXUAL OFFENDERS WILL NOT BE ADMITTED TO THIS PROGRAM.**

Applicants without a minimum score of 15 on the Wonderlic assessment will not be accepted into the program. Applicants with criminal records that do not meet Florida Department of Health standards for certification as an EMT will not be accepted.

Once the application deadline has passed, all candidates with fully completed applications on file will receive a notice inviting them to participate in the program orientation. Should there be a very large number of applicants, the college reserves the right to invite a limited number of applicants, prioritized based on the date their Pre-Registration Form and Program Application were submitted. Applicants with incomplete applications may be invited to attend the orientation date, but may not be accepted until their application is complete.

**Applicants who have met all program criteria for entry, including passing Wonderlic scores will be notified on the day of their orientation if they have been accepted into the program.** If there are more applicants than seats available, some applicants may be placed on the alternate / wait list. Candidates with incomplete applications may have their formal acceptance delayed until the program staff determine that the application packet meets minimum requirements for program start.

Applicants who fail to complete the registration process within one week after the orientation date may have their seat transferred to an applicant on the wait list. Alternatively, FCTC reserves the right to cancel a scheduled program if a minimum number of students have not registered within the one week period.

### **ORIENTATION**

Attendance at the Orientation is mandatory for you to be considered for the program and will be held approximately two to four weeks before classes begin. Those who are late for orientation will be moved to the back of the list, and considered after any alternates who were on time for orientation. You must attend orientation, and be selected for program entrance, before you will be allowed to register for the course.

### **ACTIVE DUTY MILITARY**

FCTC recognizes that persons who are on active duty with the US military, particularly overseas, may have difficulty meeting all the standard application deadlines and activities. FCTC wishes to encourage the transition of those who have/ are serving in the military to civilian careers. Therefore, program staff reserve the right to make alternate arrangements when possible to accommodate military personnel. Contact Frank McElroy at [frank.mcelroy@stjohns.k12.fl.us](mailto:frank.mcelroy@stjohns.k12.fl.us) or Ronnette Waycaster at 904-547-3542 if special assistance is requested. (We will require copies of military orders to confirm eligibility for such accommodations.)

### **AUXILLIARY AID**

FCTC provides aids and services for people with disabilities. FCTC staff are prohibited from asking if a student needs accommodations due to any disability. If you will need assistance during the course, please contact your Student Advisor in Building A, at the FCTC Main Campus.

### **FINANCIAL AID**

FCTC encourages all students to apply for financial aid. Please visit our website at <http://fctc.edu/financial-aid/application-instructions/> for detailed instructions & the required forms packet. Once your online FASFA application has been submitted, you should contact the Financial Aid Office to make an appointment ([fctcfinancialaid@stjohns.k12.fl.us](mailto:fctcfinancialaid@stjohns.k12.fl.us)) to meet with them, complete any FCTC specific paperwork, and discuss what funding you qualify for.

Our “**Career Navigators**” program may also be able to provide financial aid grant funds to those who meet program eligibility requirements. Use this link to get basic information about the program:

<http://fctc.edu/future-students/career-navigators/>

*You can start the Financial Aid process at any time. You do not have to wait for your orientation, Wonderlic test, TABE test, or program application to be done. You should have this process completed before you attend the program orientation!* Applying for financial aid & determining eligibility usually takes 1-2 weeks. All financial aid available through FCTC is grant funding or scholarships. We do NOT handle any student loan arrangements, as we strongly believe our students should be able to graduate debt free.

## **Tuition**

Please see the program page on the FCTC website for Resident versus Non-Resident fees. Applicants who are unable to provide required documentation of Florida Residency for the past 12 months should expect to pay Non-Resident Tuition Fees. Florida Statutes and Department of Education rules establish proof-of-residency requirements and Resident versus Non-Resident tuition rates. FCTC staff must apply Non-Resident tuition charges in accordance with those requirements.

## **DRESS CODE Fire Fighter / EMT**

A dress code that includes wearing a uniform during all classroom, field, and internship activities is in place. Full details on the uniform / appearance policy are provided in the Program Policies and Procedures document, which will be distributed and discussed in detail during orientation.

## **COURSE DESCRIPTION**

The EMT Training and Certification Program meets all state requirements to become a State Certified EMT. Provided you meet all other requirements, you will also satisfy the training requirements for the National Registry of Emergency Medical Technicians (NREMT) certification.

This course requires a dedicated effort from the student in classroom studies, practical activities, and clinical and field internship to reach the high standards that are required to pass the State exams. Written exams and practical evaluations follow each unit of study.

## **ATTENDANCE**

Strict attendance records are maintained, as required by the Florida Department of Education and various financial aid organizations. Students who miss more than the permitted number of hours will not graduate. Full details will be provided in the program orientation.

If you know you will be unable to attend all scheduled class sessions, you should consider enrolling in a later class when your schedule will permit complete attendance.

## **GRADES**

A minimum score of 75% is required to pass EMT tests. Specific details for retaking exams will be given to you in the student handbook that is distributed in class.

## **COLLEGE CREDIT**

First Coast Technical College is a Career Technical Center established as a part of the Florida Public School System, and is a component of the St. Johns County School District. As such, we are not authorized to issue college credit for our programs. However, the Florida Department of Education has established statewide articulation agreements between Florida's public Career Technical Centers and Florida's State College System. These agreements insure that students who meet certain conditions will receive college credit from a State College for certificate course work completed here at FCTC. EMT program graduates who pass the state certification exam will receive a minimum of 11 credits if they enroll in an AS in EMS degree program at any State College.

**All the following documents should be included in your application packet submittal.**



General Application and Enrollment Checklist:

Applicants should initial each item that they have completed or are attaching, as noted. This page should be included in your application packet submittal.

Do NOT mark in the second column. That will be marked only by Public Safety Program staff who have verified that each item meets the required standards.

#	Program Staff Only!	Student Initial	Item
1			Pre-registration application completed at <a href="https://fctc.focusschoolsoftware.com/focus/apply/">https://fctc.focusschoolsoftware.com/focus/apply/</a>
2			Wonderlic testing completed (or scheduled)
3			EMT Program Application - Cover Sheet
4			This checklist page
5			Health Certificate – Emergency medical Services Programs
6			Copy of high school diploma, GED, or transcripts
7			Copy of valid driver’s license
8			Proof of tetanus / diphtheria vaccination within 10 years
9			Proof of MMR vaccination (times 2) or immunity
10			Proof of Hepatitis B vaccination or immunity
11			Proof of “current” flu vaccination – see notes
12			TB skin test or chest x-ray results
13			Drug screen submitted – results will be forwarded to FCTC by clinic / lab
14			FDLE background check results

**HEALTH CERTIFICATE – FCTC Emergency Medical Services Programs**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

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

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

Cell or Home Phone Number: \_\_\_\_\_

To the best of my knowledge, I am emotionally and physically capable of fully participating in the EMT program.

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

\_\_\_\_\_  
Date

**THE FOLLOWING IS TO BE COMPLETED BY A LICENSED PHYSICIAN / HEALTHCARE PROFESSIONAL**

This is to certify that \_\_\_\_\_ is free from  
(Print Student's Name)

contagious diseases and is physically and emotionally capable of pursuing studies leading to certification as an emergency medical technician.

\_\_\_\_\_  
Physician's signature

\_\_\_\_\_  
Physician's printed name

\_\_\_\_\_  
Date

Physician's Address: \_\_\_\_\_

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