

WEATHERFORD COLLEGE

# EMT Application Packet

Emergency Medical Services



Application Opens	Application Closes	Mandatory Orientation
9/3/2024	12/16/2024	1/3/2025

*Acceptance letters will be issued no more than 1 week after applications close.*

*The First Day of Class is 1/13/2025*

Thank you for your interest in the Emergency Medical Technician (EMT) program offered by the Weatherford College Emergency Medical Services (EMS) Department. Please note that this program is highly competitive, and not every applicant will be accepted. To ensure fairness to all applicants, if at any point you decide not to continue with the application process, please inform the program coordinator. This will allow us to offer your potential seat to another candidate. Before applying, we encourage you to carefully review the required steps and ensure you have all the necessary documents to successfully complete your EMS application.

The application process involves multiple steps and coordination among various individuals, who rely on applicants to complete the process in its entirety. Those who start but fail to respond to emails or other communications use valuable time that could otherwise assist other students. Therefore, please read each page thoroughly. Many of your questions about the program can be answered in the application packet or on the website.

To be considered for the EMT program, students must first meet the basic entrance requirements of Weatherford College. However, admission to Weatherford College does not guarantee acceptance into the EMS Department's programs. Weatherford College and the EMS Department are committed to nondiscrimination based on race, gender, gender identity/expression, disability, age, religion, national origin, genetic information, or veteran status.

The EMT program is both mentally and physically demanding. Given the unique environment in which EMS personnel operate, it is crucial to understand the challenges of the profession. This packet includes a copy of the essential functions required for the role. Please review it carefully to evaluate your ability to perform these essential job functions. If you believe you have a disability requiring accommodations during the application process or during your enrollment, please contact the EMS Department as soon as possible. While we are committed to providing equal opportunities throughout the application and instructional processes, you must be able to successfully complete all program requirements, with or without reasonable accommodations.

This packet also includes a list of the program's prerequisites and required forms. Please read it carefully, complete all forms, and provide any necessary attachments. Refer to the checklist at the bottom of the form to ensure your application is complete. Note that the immunization process can be lengthy, so please plan accordingly. Additionally, we highly recommend that each prospective student complete HPRS 1260 Medical Terminology with a minimum grade of 80% before starting the EMT program. Students who do not meet this recommendation are at a higher risk of struggling to keep pace with the program. You may begin the application process while enrolled in this course.

If you have any questions, please contact us, and we will be happy to assist you.

Sincerely,

Samantha Grimsley

EMS Program Coordinator/Lead Instructor

225 College Park Dr. Weatherford, TX 76086

(817)598-6394

SGrimsley@wc.edu

# Information on a Career in Emergency Medical Services as an EMT

## Nature of the Work

People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs) and paramedics, which are EMTs with additional advanced training who perform more difficult pre-hospital medical procedures. Incidents as varied as automobile accidents, heart attacks, drownings, childbirths, and gunshot wounds all require immediate medical attention. EMTs and paramedics provide this vital attention as they care for and transport the sick or injured to a medical facility.

Depending on the nature of the emergency, EMTs and Paramedics typically are dispatched to the scene by a 911 operator and often work closely with police and fire department personnel. Once they arrive, they determine the nature and extent of the patient's condition, while trying to ascertain whether the patient has preexisting medical problems. Following policies and protocols, they give appropriate emergency care and, when necessary, transport the patient. EMTs and Paramedics also treat patients with minor injuries on the scene of an accident or at their home without transporting them to a medical facility. Some Paramedics work as part of helicopter flight crews that transport critically ill or injured. All treatments are carried out under the operating guidelines of medical doctors. In addition, Community Paramedics provide long-term care that addresses public health, primary care, disease management, social services, and wellness care.

EMTs and Paramedics may use special equipment such as backboards to immobilize patients before placing them on stretchers and securing them in the ambulance for transport to a medical facility. Usually, one EMT or Paramedic drives while the other monitors the patient's condition and gives additional care as needed. At the medical facility, EMTs and Paramedics transfer patients to the emergency department staff, report their observations and actions, and may provide additional emergency treatment. After each run, EMTs and Paramedics replace used supplies, check equipment, decontaminate the equipment and the interior of the ambulance, and write a patient care report.

Beyond these general duties, the specific responsibilities of EMTs and Paramedics depend on their level of qualification and training. The Texas Department of State Health Services certifies or licenses emergency medical service (EMS) providers and the National Registry of Emergency Medical Technicians (NREMT) registers providers at four levels: First Responder, also called Emergency Care Attendant (ECAs), EMT, Advanced EMT, and Paramedic. The lowest level, First Responder (ECA), is trained to provide basic emergency medical care because they tend to be the first persons to arrive at the scene of an incident. Many firefighters, police officers, and other emergency providers obtain this level of training. The EMT represents the first component of the emergency medical service (EMS) system. An EMT is trained to care for ill or injured patients on scene and during transport by ambulance to the hospital. The EMT, basic life support, has the skills to assess a patient's condition and manage respiratory, cardiac, other medical, and trauma emergencies.

## Working Conditions

EMS Providers work both indoors and outdoors, in all types of weather. They are required to do considerable kneeling, bending, and heavy lifting. These providers risk noise-induced hearing loss from sirens noisy accident scenes and back injuries from lifting patients. In addition, EMTs and Paramedics

may be exposed to communicable diseases such as Hepatitis and HIV, as well as violence from drug overdose victims or mentally unstable patients. The work may not only be physically strenuous but also stressful, involving life-or-death situations and suffering patients. Nonetheless, many people find the work exciting and challenging and enjoy the opportunity to help others.

EMTs and Paramedics should be emotionally stable, have good dexterity, agility, and physical coordination, and be able to lift and carry heavy loads. EMTs and Paramedics employed by fire departments work about 50 hours a week. Those employed by hospitals frequently work between 45 and 60 hours a week and those in private ambulance services, between 45 and 50 hours. Some of these providers, especially those in police and fire departments, are on duty for extended periods. Many EMTs and Paramedics work 24/48 hours shifts in which they work for 24 hours and are off the next 48 hours and 48/96 in which they work for 48 hours and are off for the next 96 hours. Because emergency services function 24 hours a day, EMTs and Paramedics have irregular working hours that add to job stress.

## **Employment**

EMTs and Paramedics held about 261,300 jobs in 2020. Most career EMTs and Paramedics work in metropolitan areas. There are many more volunteer EMTs and Paramedics, especially in smaller cities, towns, and rural areas. They volunteer for fire departments, or emergency medical services (EMS). EMTs and paramedics may respond to only a few calls for service per month or may answer 20 calls for service per shift.

Full- and part-time paid EMTs and paramedics were employed in several settings. About 4 out of 10 worked in local and suburban transportation, as employees of private ambulance services. About 3 out of 10 worked in local government for fire departments, public ambulance services, and Emergency Medical Services. Another 2 out of 10 were found in hospitals, where they worked full-time within the medical facility or responded to calls in ambulances or helicopters to transport critically ill or injured patients. The remainder worked in various industries providing pre-hospital medicine.

## **Training, Other Qualifications, and Advancement**

Formal training and certification are needed to become an EMT or Paramedic. In Texas, an applicant must complete a Department of State Health Services-approved course, and pass a credentialing exam and a skills exam. All initial applicants will be required to take the National Registry of EMTs examination to obtain a Texas certification or licensure. To maintain certification, EMTs and Paramedics must reregister, every 2 years for the National Registry, and/or every four years for the Texas Department of State Health Services. To re-register or recertify, an individual must meet the continuing education requirements set by the issuing entity.

Training is offered at progressive levels: EMT, Advanced EMT, and Paramedic. The EMT represents the first level of skills required to work in the emergency medical system. Formal classroom experiences are enhanced with combined time in an emergency room and an ambulance. Coursework typically emphasizes emergency skills such as managing respiratory, trauma, and cardiac emergencies and patient assessment. The program also provides instruction and practice in dealing with bleeding, fractures, airway obstruction, cardiac arrest, and emergency childbirth. Students learn to use and maintain common emergency equipment, such as backboards, suction devices, splints, oxygen delivery

systems, and stretchers. The course is a prerequisite for further training as an Advanced EMT and Paramedic. Advanced EMT training requirements vary from State to State.

The most advanced level of training for this occupation is paramedic. At this level, the caregiver receives additional training in physiology, pharmacology, patient assessment, cardiology, trauma, airway management, and extensive training in other body systems. Paramedic coursework lasts eleven to twenty-four months and can result in an associate degree in applied science. Such education prepares the graduate to take the NREMT and/or the State Credentialing Examination and become certified as a Paramedic. Extensive classroom, clinical, and field training is required. Due to the longer training requirement, almost all Paramedics are in paid positions. Refresher courses and continuing education are available for EMTs and Paramedics at all levels.

Advancement beyond the paramedic level usually means leaving fieldwork. A Paramedic can become a supervisor, community Paramedic, flight Paramedic, operations manager, administrative director, or executive director of emergency services. Some EMTs and Paramedics become educators, or dispatchers, while others move into sales or marketing of emergency medical equipment. Several people become EMTs and Paramedics to assess their interest in healthcare and then decide to return to school and become registered nurses, nurse practitioners, physician assistants, physicians, or other healthcare providers.

## **Job Outlook**

Employment of emergency medical technicians (EMTs) and Paramedics is expected to grow by six percent from 2019 to 2029, much faster than the average for all occupations. Emergencies such as car crashes, natural disasters, and violence will continue to create demand for EMTs and Paramedics. There will also continue to be demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas.

Growth in the middle-aged and elderly population will lead to an increase in the number of age-related health emergencies, such as heart attacks or strokes. This, in turn, will lead to an increase in the demand for EMTs and Paramedic services. An increase in specialized medical facilities will require more EMTs and Paramedics to transfer patients with specific conditions to these facilities for treatment. In addition, many systems are modifying the traditional role of Paramedics and adding more public health responsibilities. This will increase the number of positions available at each service.

In recent years, companies that build ambulances have started to update and redesign their interiors to keep EMTs, Paramedics, and patients safer during transport. These companies are hiring EMTs and Paramedics as consultants to learn their ideas about such updates and designs.

Most opportunities for EMTs and Paramedics are expected to arise in hospitals and private ambulance services. The competition will be greater for jobs in local government, including fire, police, and independent third-service rescue squad departments, where salaries and benefits tend to be slightly better. Opportunities will be best for those who have advanced certifications, such as Advanced EMT and Paramedic, as clients and patients demand higher levels of care before arriving at the hospital.

## Earnings

Earnings of EMTs and paramedics depend on the employment setting and geographic location as well as the individual's training and experience. According to recent data conducted by the Texas Workforce Commission and Zip Recruiter, the average annual salary for North Texas was \$36,999-45,000. Recently, several agencies in the North Texas Area are offering starting salaries of at least \$51,000-63,000 annually for paramedic graduates.

Those in emergency medical services who are part of fire or police departments receive the same benefits as firefighters or police officers. For example, many are covered by pension plans that provide retirement at half pay after 20 or 25 years of service or if disabled in the line of duty.

## Related Occupations

Other providers in occupations that require quick and level-headed reactions to life-or-death situations are Air Traffic Controllers, Firefighting Occupations, Physician Assistants, Police and Detectives, and Registered Nurses.

## Sources of Additional Information

National Association of Emergency Medical Technicians [www.naemt.org](http://www.naemt.org)

National Registry of Emergency Medical Technicians [www.nremt.org](http://www.nremt.org)

National Highway Traffic Safety Administration, Office of Emergency Medical Services [www.ems.gov](http://www.ems.gov)

Zip Recruiter [www.ziprecruiter.com](http://www.ziprecruiter.com)

U.S. Department of Labor 1 [www.texaswages.com](http://www.texaswages.com)

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## Essential Functions

Must demonstrate competency in handling emergencies utilizing all Basic Life Support equipment and skills by all behavioral objectives in the DOT EMT Basic curriculum and the FEMA document entitled "Recognizing and Identifying Hazardous Materials". EMT 1994 curriculum includes objectives, an automated external defibrillator, epinephrine auto-injector, and inhaler bronchodilators.

Receives calls from dispatcher, responds verbally to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route, and observes traffic ordinances and regulations.

Determines nature and extent of illness or injury, takes pulse, and blood pressure, visually observes changes in skin color, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician. May use equipment (based on competency level) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airways and ventilate patient, inflates pneumatic anti-shock garment to improve patient's blood circulation.

Assists in lifting, carrying, and transporting patients to the ambulance and onto a medical facility. Reassures patients and bystanders, avoids mishandling patients and undue haste, and searches for medical identification emblems to aid in care. Extricates patients from entrapment, assesses the extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, and provides additional emergency care following established protocols.

Complies with regulations in handling deceased notifies authorities, and arranges for protection of property and evidence at scene. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to that facility, asks for direction from hospital physician or emergency department. Observe patients en route and administers care as directed by physician or emergency department or according to published protocol. Identifies diagnostic signs that require communication with the facility. Assists in removing patients from the ambulance and into the emergency facility. Reports verbally and in writing observations about and care of patients at the scene and en route to facility, and provides assistance to emergency staff as required.

Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulances cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

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## Information for Prospective EMT Students

Applicants must meet the following prerequisites to be considered for acceptance into the EMT program:

- High school diploma or a GED (High school seniors may apply, but you must be 18 years old and hold a high school diploma or GED to become certified)
- Acceptance to Weatherford College
- Verification of the following required immunizations:
  - Mumps, measles, rubella (2 doses required or titer drawn within 6 months of program start date)
  - Varicella or proof of disease (chicken pox) (2 doses required or titer drawn within 6 months of program start date)
  - Tetanus, diphtheria (within 10-years)
  - Hepatitis B (2 or 3-shot series based on vaccine requirement or titer drawn within 6 months of program start date. Vaccines can take up to six months to complete if no previous record)
  - PPD TB Skin test completed within the last year or a negative chest x-ray
  - Influenza – Fall Programs vaccine may not be available until August.
  - Covid vaccine – Highly recommended by the clinical sites that Weatherford College is affiliated with. Clinical sites retain the authority to enforce COVID-19 vaccination mandates, this can potentially affect student participation in clinical rotations and graduation requirements. Exemptions and accommodations for the COVID-19 vaccine requirement will not be available if clinical site mandates are implemented.
- Hold a **BLS Provider CPR Card** from **the American Heart Association**. CPR cards from the American Red Cross are **NOT** accepted by some of the clinical sites. As a result, this certification is not acceptable for admission to the program. CPR Cards cannot expire before the end of the course. NOTE: We **do not** accept Heartsaver CPR courses from the AHA. These are not designed for professional healthcare providers.
- Proof of health insurance. Insurance can be purchased through [www.ejsmith.com](http://www.ejsmith.com)
- Completion of the written application documents for admission to the program, including all supplemental documentation.

## Recommendations

It is highly recommended that students complete the HPRS 1206 Medical Terminology course before attending the EMT Program. Students who do not take the course are more likely to be unsuccessful in



the course and be able to keep up with the pace of the program. Additionally, any student accepted into the program who has **NOT** completed the course with an 80% or better before the start of the EMT program will be enrolled in the HPRS.1206 course while also enrolled in the additional courses required for the EMT program.

## **Disability Accommodations**

Students or prospective students with disabilities can contact the Office of Disabilities and Accommodations. The Office of D/A exists to assist students with documented disabilities as they pursue their goal of a college education. The office serves as a liaison between students and the college in matters of communication and action toward the achievement of reasonable accommodations. Each student is encouraged to act as his or her advocate and take the major responsibility for securing accommodations. The Office of D/A provides students with the voluntary and confidential means to seek accommodations for academic and related needs. Early and regular contact will ensure the timely identification of needed services and the location of resources and options available to the student.

Eligibility for disability services at Weatherford College is dependent upon the nature of the disability and its impact on learning. A disability is defined as any mental or physical condition that substantially limits an individual's ability to perform one or more major life activities. These disabilities may be: physical, visual or auditory, neurological or psychological in nature, and also include chronic health problems and learning and communication disorders.

The Office of D/A is located in ACAD 121. Due to the high volume of students who receive services through this office, it is highly recommended that students make appointments with the counselor in the Office of Disabilities and Accommodations located in Students Services or call 817-598-6350.

## **Uniforms (*DO NOT PURCHASE UNTIL DIRECTED TO*)**

You will be required to wear specific uniforms during both the classroom and clinical portions of this program. Additional information is found later in the packet. Students are expected to wear the classroom uniform starting the first day of class.

### The uniform will consist of the following:

- Light-blue, short- or long-sleeved Academy uniform shirt (see program-specific addendum for sleeve patch placement)
- Sleeves covering tattoos covering must be tan, white, or black only
- Academy program-specific T-shirt as an undershirt
- Dark navy, tactile/ems pant
- Silver-colored, metal nameplate (first initial, last name – black lettering) worn centered over the right chest pocket
- Black leather inner belt
- Black, polishable uniform or boots, or all-black shoes including the sole
- Black crew socks (if shoes or low-quarter boots are worn)
- Navy blue ball cap with either no visible logo or authorized PSP logo (optional)-may not be worn inside at any time including at clinical sites
- Cold weather wear (optional)-plain black or navy-blue zip-up jacket or navy quarter zip job shirt (PSP only acceptable logo)

Restrictions are also placed on hair color, facial hair, nail polish, nail length, perfume, piercings, and jewelry. These restrictions are based on professional and safety standards. The uniform must be clean and pressed. Clinical sites, preceptors or Weatherford College EMS Department staff may turn you away if they feel your dress or general appearance is inappropriate.

### ***Uniform Vendors***

Students who need to purchase uniforms may do so from any source. However, the uniforms must meet the specifications of the EMS program.

**North Texas Uniforms-** Provides pants, uniform shirts, belts, patches, and boots.

151 College Park Dr. Weatherford, TX 76086

(817) 599-7160

## Supplies

Students will be required to purchase a stethoscope; pen light and safety goggles for use during laboratory sessions and clinical rotations. Purchase of a blood pressure cuff is encouraged.

## Books

To be successful in this program you will need to purchase and read the course textbook. The textbook is available at the Weatherford College Bookstore, but may also be purchased online.

Prehospital Emergency Care Mistovich & Karren-12<sup>th</sup> Edition (ISBN9 9780137938476)

Medical Terminology Book-see course requirements upon registration

## Class Schedules

Classes meet on Monday and Wednesday from 9:00 am to 3:30 pm. There will also be one 8-hour additional session as indicated on the course schedule for clinical orientation.

In addition, you will attend a minimum of 96 hours of, off-campus, clinical rotations. Clinical rotations will be scheduled outside of class time for a time agreed upon by the clinical sites.

## Courses

Upon acceptance into the program, you will be enrolled in 4 courses for 12 credit hours:

- EMSP 1501-Emergency Medical Technician-Basic equates to 5 college credit hours.
- EMSP 1260-Clinical equates to 2 college credit hours. *(Does not begin until after midterm)*
- EMSP 1391-Special Topics in Emergency Medical Technology equates to 3 college credit hours
- HPRS 1206-Medical Terminology equates to 2 college credit hours.  
*(Recommended to be taken before starting the EMT program; any student who has not completed this before starting the program will be enrolled in the course while enrolled in the additional three courses listed above.)*

Students wishing to pursue advanced coursework such as Paramedic are encouraged to enroll in Human Anatomy and Physiology I and II (BIOL 2401/BIOL 2402).

*Students will only be able to enroll themselves in the HPRS 1206 course during a non-EMT program term. At no time will a student register themselves for the EMSP courses.*

## Costs

Tuition and General Fees are based on your address on file. Please refer to the chart below.

**EMT DOES NOT MEET THE REQUIREMENTS TO QUALIFY FOR FINANCIAL AID. If you are interested in applying for the Tru Grant please contact MCarsons@wc.edu**

### College Fees:

EMT Program: (EMSP 1501, EMSP 1391, EMSP 1260, & HPRS 1206)	In-District:	Out-of-District: (Wise County)	Out-of-District:
<b>Tuition</b>	\$1,500	\$1,944	\$2,640
<b>Institutional Enrichment Fee</b>	\$300	\$300	\$300
<b>Technology Fee</b>	\$180	\$180	\$180
<b>Lab Fee</b>	\$48	\$48	\$48
<b>Parking Fee</b>	\$30	\$30	\$30
<b>Total Cost</b>	<b>\$2,058</b>	<b>\$2,502</b>	<b>\$3,198</b>

*All tuition and fees are subject to change.*

### Additional Fees:

CastleBranch Medical Tracker:	Immunizations: (if no proof is provided the cost could be up to)	CastleBranch Background and Drug Screening:	CB Bridges:	Clinical Software:	Textbooks: (Varies based upon place of purchase)	Uniforms/Other Expenses: (Varies based upon needs)
\$35	\$415	\$128	\$10	\$25	\$250	\$500
<b>Additional Fees Can Vary Up to \$1,363</b>						

*All additional fees are subject to change.*

#### CastleBranch Medical Tracker:

Compliance tracker of immunization records used for vetting EMT student applicants. (A package code is needed to purchase this.)

#### Immunizations

If proof of immunizations cannot be located, outdated vaccines need to be updated, or titers need to be drawn students may endure the cost of such. This can vary from student to student.

#### CastleBranch Background and Drug Screening:

Upon conditional acceptance into the EMT program, all students will be required to purchase a separate package code given by the Program Coordinator for CastleBranch to run a criminal background check

and drug screening. Students will be given 10 days to complete such task or they will be dismissed from the program.

**CB Bridges:**

A student link of the clinical compliance tracker to one of our clinical site partners. Each student is required to purchase this code upon being accepted into the program.

**Clinical Software:**

This platform handles all the reporting of student's clinicals, schedules, labs, skills, and documents. It is required to be purchased on the first day of the program.

**Textbooks:**

Prices can vary on textbooks based upon the site of purchasing the book, rental, hard copy, and digital copy. Weatherford College has the most up-to-date prices on books.

**Other Expenses:**

Uniforms, academy patches, and major medical health insurance (varies) should the student not have medical insurance.

## **Payment**

Once registered students are responsible for logging into Coyote Connect and making payments through the student finance portal. It is the student's responsibility to ensure a payment plan is in place before the drop dates outlined on the WC website.

**How to Enroll in a Payment Plan Student Instructions:**

1. Go to the Weatherford College website, log into Coyote Connect, and click on the Student Finance tab.
  2. From the Account Summary screen, Click on Payment/Refund Options.
  3. Click on Continue to Payment Center.
  4. From the Student Account screen, click on Enroll in Payment Plans.
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*Upon receiving a tentative acceptance into the EMS program, students will be provided with an additional CastleBranch package code. A deadline will be established for the purchase and completion of the drug test. Failure to complete the drug test by this deadline will result in the forfeiture of the student's acceptance into the program, which will then be offered to another candidate.*

## **Criminal Background Check**

Our Clinical Affiliation Agreements require that students complete and submit a criminal background check before being granted access to those facilities.

There are two categories of crimes:

- Students may never have convictions, including a conviction for an attempt, conspiracy, or solicitation at any time from any state or jurisdiction for an offense listed in section 250.006(a) or (c) of the Texas Health and Safety Code or in section 301.4535 of the Texas Occupation Code as may be amended or recodified.
- Students may not have convictions in the last five (5) full years from any state or jurisdiction for an offense listed in section 250.006(b) of the Texas Health and Safety Code as may be amended or recodified.

In addition, students are subject to further criminal background screening for cause.

***Do not complete this process until you are advised by the EMS Department!***

## **Drug Screening**

Our Clinical Affiliation Agreements require that students complete and submit a drug screening before being granted access to those facilities.

Students who test positive for the following substances, without providing a prescription, will not be allowed to complete clinical rotations:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine Metabolites
- Marijuana
- Methadone
- Methaqualone
- Opiates
- Oxycodone
- Phencyclidine
- Propoxyphene

This list may be amended by the clinical sites. In addition, students are subject to further drug screening and criminal background screening for cause.

***Do not complete this process until you are advised by the EMS Department!***

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## **Step by Step Instructions for Applying for the EMT Program**

### **1) Apply to Weatherford College**

1. Go to [www.WC.edu](http://www.WC.edu) and click on the Apply Now Button on the homepage.
2. Submit official copies of all transcripts including High School and any College to Admissions and Records and bring them with you to your EMT interview.
3. Have your major listed as Emergency Medical Technician-Basic Certificate
4. Submit proof of meningitis vaccine to Admissions and Records if under the age of 21.
5. Complete the TSI Exam (Not required for college graduates or military/veterans)  
If Military, please contact Tammy Peters at 817-598-6243

### **2) Enroll in HPRS 1260. Medical Terminology**

Each prospective student is highly recommended to complete an HPRS 1260 before enrolling in the EMT program. However, if a student is accepted into the EMT program and has not completed this course they will be placed into the course in conjunction with the EMT program. This course will be hosted during each semester. Students must successfully pass HPRS 1206 Medical Terminology with an 80% or better.

#### **Fall Course Dates and Course Number:**

HPRS.1206-501L (EMS Dedicated Course) 10/16/2024-12/18/2024

To enroll in the HPRS. 1260 Medical Terminology course students must be accepted to Weatherford College and have submitted the required transcripts and completed the TSI English, Math, and Reading. Please contact [SJohnson@wc.edu](mailto:SJohnson@wc.edu) to be enrolled in the course. Students will need to make a payment through the Coyote Connect portal once they have been registered.

***Please do not email and ask to be registered for the course if you do not plan to complete the entire Spring EMT program application process.***

***It is advised to only ask to be registered for the HPRS course once you have purchased your CastleBranch account.***

### **3) Apply to the EMS Department**

1. Carefully review the Essential Functions section of this packet. This document describes the physical and mental tasks the EMS profession requires. If you believe you have a disability that will require accommodations during the application process or during your enrollment as a student, please contact the EMS Department as soon as possible.
2. Go to [Castlebranch.com](http://Castlebranch.com) and select Place Order. Fill in Package Code **WV19im** and complete the rest of the required information to make an account. Once payment has been submitted your application for the EMT program has officially begun.

3. Upload all the required documents listed under the pre-requisite column at the beginning of this packet.

4. Set up an EMT entrance interview through the following link:

<https://calendly.com/sgrimsley-weatherfordcollege/emt-program-interview>

**Please do not set up an interview until you have 75% of your CastleBranch account completed.**

5. Submit an essay outlining the difference between an EMT and a Paramedic and why you want to attend Weatherford College's EMS Program. Minimum 500 words. Submit to [SGrimsley@wc.edu](mailto:SGrimsley@wc.edu) **before** attending the interview.

6. Attend the EMT interview and bring:

- The cadet waiver form and the demographic form
  - Both are located at the back of the packet.
- Driver's license
- A hardcopy set of official transcripts of high school and all college-based courses.

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## Evaluation of Applicants

The EMT Program is a limited admissions program involving a competitive process that requires we cap our classes per cohort. As such a screening process is being set to give students a fair chance at admittance while maintaining the best overall outcomes for student success.

By use of the interview process students who show concerns of success in the program or a lack of understanding of the commitment/requirements of the program will be notified of such however no student is denied a fair chance of participating in the program. The applicant will be allowed to decide based on the Program Coordinator's concerns on the decision to continue with the application process.

Because of the limited spots, it is highly recommended that this entire packet is reviewed with the prospective student to have a clear understanding of the requirements this program will demand.

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**Please return the next 2 pages along with a hardcopy set of official transcripts to the EMS Department during your scheduled interview.**

**Main Campus**

*Jack Knight Building RM. 130*





Weatherford College - Public Safety Professions

**EMT**

This form, the notarized cadet waiver form, and a **colored** copy of the DL must be submitted to our office in person or by mail. No other offices on campus will process your paperwork.

**INCOMPLETE PAPERWORK** will **NOT** be considered for the program.

All correspondence with our office must include:

- Student name
- Student ID (SID)
- Program name

Please **type** or **print**.

Semester & Year:

<b>WC Student ID:</b> _____	<b>Date of birth:</b> ____/____/____		
<b>NAME:</b> _____			
Last	First	Middle	Other (e.g. Maiden)
<b>Mailing address:</b> _____			
Street	Apt. #		
_____			
City	State	Zip	County
<b>Email:</b> _____		<b>Phone:</b> _____	
<b>Emergency Contact:</b> _____		<b>Phone:</b> _____ <b>Relation:</b> _____	

INITIAL	COMPLETION CHECKLIST
	WC Application completed
	TSI Test Completed. If past or current military have contacted Tammy Peters.
	A CastleBranch account created
	Proof of MMR (2 shots or titer) in CB
	Proof of Varicella (2 shots or titer)
	Proof of Hepatitis B (3 shots or titer)
	Proof of Tetanus shot
	Proof of major medical insurance in CB

INITIAL	COMPLETION CHECKLIST
	EMT Essay submitted
	EMT Interview scheduled
	Demographic, cadet waiver and copy of driver's license submitted
	Enrolled or completed HPRS 1206



**\*Law Enforcement Academy \* Fire Academy\* Paramedic\* EMT**

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**CADET FILE WAIVER**

I \_\_\_\_\_ represent and warrant the answers I have made to each and all of

*Print Name*

the foregoing questions are full and true to the best of my knowledge and belief. So that the officials of the Weatherford College Public Safety Professions programs (LEA, EMT, Paramedic & Fire Academy) may be fully informed as to my character and qualifications for enrollment in the academy, I refer them to each of my former employers and to any other person who may have information concerning me. As this information is furnished at my express request and for my benefit, I do hereby release them from any and all liability for damage of whatsoever nature an account of furnishing such information. I acknowledge that any false statements, omissions, or misrepresentations knowingly made in answering the above questions are good cause for removal from consideration for the Academy or discharge during it.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of applicant Date

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary public in and for, State of \_\_\_\_\_

My commission expires \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Notary

Notary seal or stamp

\_\_\_\_\_  
Signature of Notary