

# Foothill College Paramedic Program Application Spring 2017

## PURPOSE AND GOALS

*The program is designed to prepare students for employment as paramedics working for various EMS agencies, such as ambulance services, fire and hospital emergency departments. Students who complete the program in a satisfactory manner are qualified to apply for state paramedic licensure.*

## CURRICULUM

The curriculum exceeds CA EMSA requirements and in addition includes Advanced Cardiac Life Support, Pediatric Advanced Life Support, Pediatric Education for Prehospital Professionals, Basic Trauma Life Support, Prehospital Trauma Life Support, Differential Diagnosis/Critical Thinking scenarios, National Registry of EMTs paramedic examinations, studies of current nation-wide protocols and expanded practices.

## COURSE DESCRIPTION

The paramedic program is a rigorous 15 to 18-month sequence of instruction. The course work is intense with very detailed and difficult information covered over a brief period of time. The ability to multitask, work well in chaos, deal with stress, communicate well, perform tasks quickly, and work well with others is paramount to success. This course is designed for students who have worked as EMT's for at least 3 months at full-time capacity or 6 months part time capacity. The first three quarters consist of lecture and lab instruction, as well as specialty rotations the second quarter. The fourth quarter is clinical (hospital) rotations. The final two quarters are the ambulance field internship. Students have the option of enrolling in clinical rotations during the last quarter of didactic to accelerate the program sequence. During the second quarter of lecture, students will attend 96 hours of specialty hospital rotations, e.g., RT, OR, ICU, Assisted Living etc. Students should be prepared to alter their work schedules to attend lecture twice per week and specialty rotations for at least one day per week until all 96 hours of specialty rotations are completed.

1. Lecture/Lab (first 3 quarters). This phase of the program includes 592 hours of lecture, skill laboratories and simulated 911-call practice. **All students meet for 8-hour lectures Tuesdays, and 8-hour labs on Wednesdays.** Meeting days will remain the same throughout the first nine months. Foothill College Paramedic Program is unique in many aspects. Stanford physicians provide select lectures during the lecture/lab portion and paramedic students visit the Stanford campus to attend procedural and gross anatomy cadaver laboratories.

2. Hospital Rotations. There are two types of hospital rotations: specialty and emergency department (ED). All students will attend 96 hours of specialty rotations during the second quarter. ED rotations will be taken during fourth quarter for regular-track students, or third quarter (along with the last quarter of didactic) for fast-track students. Students spend a minimum of 160 hours in an approved emergency department. The hospital time gives the student an opportunity to take the knowledge and skills learned in the classroom and apply them to live patients in a controlled setting. The clinical assignment will include weekends and nights, with variable shifts. Student must attend ED rotations for at least 8 hours per week and must complete the experience within the 12-week quarter. For this section of the course, students are advised to pay close attention to their own work schedule & finances.

3. Field Internship (last two quarters of the program). During the final phase of the program the student will spend 480 to 720 hours on assignment with an approved 911-ambulance service provider agency under the supervision of a paramedic preceptor. The internship has the reputation of being the most challenging portion of paramedic education. Students are required to take the theoretical knowledge from the classroom, the laboratory simulations on manikins, the hospital experience on live patients and combine these components to function as an intern responding on an ambulance to ill and injured patients while being instructed and evaluated by a field preceptor. The student has the task of initiating, providing, and directing entire patient care while in a sometimes chaotic, uncontrolled environment. Note that Field Internship generally takes approximately 2 quarters, depending on placement speed, call quality, and preceptor evaluation, but could take longer if necessary.

The field assignment will include weekends, holidays, nights, and variable hours. There is a critical demand for limited internship resources in northern California and delays may be possible. When the student is assigned to the Internship she/he must attend on a full-time basis - matching the preceptor's work schedule exactly. Students may be placed in Internship with little wait if they opt to attend in counties that are outside the immediate Bay Area, such as Fresno, Stanislaus, Contra Costa and San Joaquin. For this section, students are advised to pay the greatest attention to detail in planning their work schedules

## CREDIT HOURS

Successful completion of the program earns 70.5 quarter units

## DEGREE PROGRAM

There is a course of study available through Foothill College which can lead to an AS degree when taken in addition to the paramedic program. Please contact a Foothill Counselor for more information.

## ADMISSION REQUIREMENTS

1. High school diploma or GED certificate.
2. Current EMT certification
3. Current BLS (CPR) certification.
4. Anatomy/Physiology (min. 1 quarter or 1 semester of A&P with lab)
5. Elementary Algebra MATH 220 (or higher), or equivalent college level or placement into MATH 105 (Intermediate Algebra) on the Foothill College placement test or Advanced Placement Test placement.
6. A minimum 3 months full-time OR 6 month part-time experience with an EMS provider agency (480 hours) by the application deadline.
7. Eligible for ESL 25 or ENGL 110 or equivalent. (Contact testing office 650/949-6958)
8. Copy of your Driver's license
9. Meet technical standards.

## STARTING DATES

This program is scheduled to start the first week of April, 2017, with an orientation class scheduled in February. Application deadline is November 15<sup>th</sup>, 2016.

## FINANCIAL INFORMATION

Students in the past have reported the reason for failure to complete the program is usually financial and more explicitly it was the student's work commitments that interfered with their study time. We suggest you keep your work commitments to a minimum in order to be successful. Plan ahead financially for your time in the program.

**(All fees are approximate and subject to change without prior notification)**

### Registration Fees (CA residents):

**Basic Fee (each qtr)        \$ 52.00**  
**Enrollment Fees:         \$ 31.00 per unit**

### Non-resident/International Registration Fees:

**Out-of-state                 \$ 156.00 per unit**  
**Foreign citizen             \$ 156.00 per unit**  
**Health Insurance**  
**(international students) \$484.00**  
**Basic Fee                     \$52.00**

### Other Foothill Costs

**Books/materials/misc     \$1000.00 - \$1200.00**

### Additional Costs

**ACLS/PHTLS/  
PALS                             \$1000.00**

**Background/drug/  
Fingerprinting check     \$150.00**

**Internship Fees             \$800.00 - \$1,500.00**  
*(internship fees are set by the site and will vary depending on where you are placed)*

**TOTAL APPROXIMATE COST: (CA residents)**  
**\$5,500 - \$6,200**

## STUDENT LOANS

Foothill College offers student loans through its Financial Aid Office. Please call (650) 949-7245 for more information. Loan applications are not processed until a student is officially enrolled in the college, thus money is not available until several weeks after class begins. Students are responsible for those fees that are due on the first day of class. Foothill College also offers a variety of scholarships and fee waivers.

## STATE LICENSING/EMPLOYMENT

Licensure with the state is required for employment as a paramedic. Drug or alcohol offense, sexual misconduct, traffic violation, DUI, or felony crime may prohibit paramedic licensure. Questions regarding paramedic licensure and any convictions should be directed to the state.

## APPLICATION PROCESS

The application and documents must be received by **November 15, 2016** (we will still accept applications past the deadline if the program is not full).

Please mail all applications and supporting docs to:

Foothill College Paramedic Program  
 1070 Innovation Way  
 Sunnyvale, CA 94089  
 Attn: Charlie McKellar

Please call (408) 745-8022 for more information



## PROGRAM ADMISSION WORKSHEET

**Directions:** You can use this worksheet to see if you have met the prerequisites for the program. We recommend you set up an appointment with our counseling department for academic advice & counseling (<http://www.foothill.edu/counseling>).

|   | Name of High school | Name of College | Course Name | Grade ("C" or better) | Year |
|---|---------------------|-----------------|-------------|-----------------------|------|
| High School Graduation or GED                     |                     |                 |             |                       |      |
| Elem. Algebra (or higher) or Math Placement Test  |                     |                 |             |                       |      |
| English 110 (or higher) or English Placement Test |                     |                 |             |                       |      |

Expiration of EMT card: \_\_\_\_\_ Expiration of BLS (CPR) card: \_\_\_\_\_

I have (or will have) at least 480 hours of EMS-level work experience (three months full-time work or equivalent) by the application deadline: \_\_\_\_\_ yes \_\_\_\_\_ no

### SECTION A: HUMAN ANATOMY & PHYSIOLOGY

**Note that classes in this section may not qualify for Foothill College's General Education requirements for the A.S. Degree. Please go to <http://www.foothill.edu/counseling> to schedule an appointment with a counselor, or click on the "Online Advising Forum" link to post questions. If you plan to take A&P after the application deadline or you are currently in A&P, please list the GRADE as "IP" so we know you are In Process of completing the class.**

Name of School: \_\_\_\_\_

Course Name/Number: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

### SECTION B: GRADE POINT AVERAGE

Overall GPA from **all** colleges you have attended: \_\_\_\_\_

***If you have attended more than one college and need help figuring out your overall GPA, go to <http://www.foothill.edu/counseling/gpacalc.php> to use Foothill College's GPA calculator.***

## SECTION C: GENERAL EDUCATION REQUIREMENTS

There are three ways to satisfy the GE requirements. Please choose only one section.

(1) \_\_\_\_\_ AA or AS from a Community College

List College, degree & year granted:

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**OR**

(2) \_\_\_\_\_ BA or BS Degree (from an accredited U.S. College or University)

List College, degree & year granted:

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**OR**

(3) \_\_\_\_\_ You have not completed a college degree, but you have completed the following GE courses. Please list the course(s) taken, college, and grade for courses you have completed with a "C" or higher.

**Note that classes listed in this section may not qualify for Foothill College's General Education requirements for the A.S. Degree. Go to <http://www.foothill.edu/counseling> to schedule an appointment with a counselor, or click on the "Online Advising Forum" link to post questions. Go to <http://www.foothill.edu/programs/degrees.php> as a guide to filling out this section.**

|   | COURSE | COLLEGE | GRADE |
|---|--------|---------|-------|
| <b>Area I:</b> Humanities<br>(Arts & Letters)             |        |         |       |
| <b>Area II:</b> English<br>(Eng 1A or ESLL 26)            |        |         |       |
| <b>Area III:</b> Natural<br>Sciences (with lab)           |        |         |       |
| <b>Area IV:</b> Social &<br>Behavioral Sciences           |        |         |       |
| <b>Area V:</b> Communication<br>& Analytical Thinking     |        |         |       |
| <b>Area VI:</b> United States<br>Cultures & Communities   |        |         |       |
| <b>Area VII:</b> Lifelong<br>Understanding<br>(2 courses) |        |         |       |
|   |        |         |       |

## SECTION D: EMT WORK EXPERIENCE

Pick the type of work experience within SECTION D. Complete any boxes that are appropriate

### Type 1

- a. Working as an EMT with a paramedic partner on a transporting ambulance responding to 911 calls.
- b. Working as an EMT with an EMT partner on a transporting ambulance responding to 911 calls only. (no inter-facility transports)

| NAME OF COMPANY | DATE STARTED | DATE FINISHED | HRS/WEEK | STILL EMPLOYED? |
|-----------------|--------------|---------------|----------|-----------------|
|                 |              |               |          |                 |
|                 |              |               |          |                 |

### Type 2

- a. Working as an EMT with a EMT partner on an ambulance performing interfacility transports and responding to occasional system 911 calls.
- b. Working as an EMT on a critical care transport ambulance with a registered nurse or paramedic.
- c. Working as an EMT with a EMT partner on an ambulance performing interfacility transports and NOT responding to occasional system 911 calls.

| NAME OF COMPANY | DATE STARTED | DATE FINISHED | HRS/WEEK | STILL EMPLOYED? |
|-----------------|--------------|---------------|----------|-----------------|
|                 |              |               |          |                 |
|                 |              |               |          |                 |

### Type 3

- a. Working as a paid EMT responding to 911 calls while NOT on an ambulance, e.g. working for a fire agency & responding to 911 calls in a rescue vehicle, engine or truck
- b. Working as an EMT in the emergency room.

| NAME OF COMPANY | DATE STARTED | DATE FINISHED | HRS/WEEK | STILL EMPLOYED? |
|-----------------|--------------|---------------|----------|-----------------|
|                 |              |               |          |                 |
|                 |              |               |          |                 |

### Type 4

Working as a **volunteer** EMT responding to 911 calls while NOT on an ambulance e.g. volunteering for a fire agency & responding to 911 calls in a rescue vehicle, engine or truck.

| NAME OF COMPANY | DATE STARTED | DATE FINISHED | HRS/WEEK | STILL EMPLOYED? |
|-----------------|--------------|---------------|----------|-----------------|
|                 |              |               |          |                 |
|                 |              |               |          |                 |



## EMT WORK EXPERIENCE VERIFICATION

### Section F

1. *The applicant will sign the EMT WORK EXPERIENCE VERIFICATION form (Section F).*
2. *The applicant will submit the EMT WORK EXPERIENCE VERIFICATION form to their supervisor or administrator*
3. *The administrator/supervisor will complete Section G (gray portion)*
4. *The administrator/supervisor will mail the EMT WORK EXPERIENCE VERIFICATION form to Foothill College.*

**WE WILL NOT ACCEPT ANY EMT WORK EXPERIENCE VERIFICATION FORMS MAILED BY THE STUDENT. IT MUST BE MAILED BY THE EMPLOYER.**

Applicant's Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section G

**Dear Supervisor/Administrator,**

**The individual named above has applied to the Foothill College Paramedic Program. Please complete the gray portion of this form (2 pages) to verify the above individual's work experience. The applicant's signature permits release of this information. Please return this form to: Foothill College Paramedic Program, 1070 Innovation Way, Sunnyvale, CA 94089, Attn: Charlie McKellar, Program Coordinator**

|                                 |  |
|---------------------------------|--|
| Employer's Name                 |  |
| Supervisor/Administrator's Name |  |
| Address                         |  |
| City, State, Zip Code           |  |
| Telephone Number                |  |
| E-mail Address                  |  |

|   |              |            |
|---|--------------|------------|
| <b>Dates of employment (full-time)</b>              | <b>From:</b> | <b>To:</b> |
| <b>Average number of hours worked per week:</b>     |              |            |
| <b>Dates of employment (part-time)</b>              | <b>From:</b> | <b>To:</b> |
| <b>Average number of hours worked per week:</b>     |              |            |
| <b>The individual participates in patient care:</b> | <b>Yes</b>   | <b>No</b>  |
| <b>Applicant's performance was/is satisfactory:</b> | <b>Yes</b>   | <b>No</b>  |

**Continue on the following page**



## EMT WORK EXPERIENCE VERIFICATION

### Section G (continued)

Indicate the type of work experience by marking the appropriate box(es):

|  |                          |
|--|--------------------------|
| <b>Type 1a</b><br>Working as an EMT with a paramedic partner on a transporting ambulance responding to 911 calls   | <input type="checkbox"/> |
| <b>Type 1b</b><br>Working as an EMT with an EMT partner on a transporting ambulance responding to 911 calls only   | <input type="checkbox"/> |
| <b>Type 2</b><br>a. Working as an EMT with a EMT partner on an ambulance performing interfacility transports and responding to occasional system 911 calls   | <input type="checkbox"/> |
| b. Working as an EMT on a critical care transport ambulance with a registered nurse or paramedic   | <input type="checkbox"/> |
| c. Working as an EMT with an EMT partner on an ambulance performing interfacility transports and NOT responding to occasional system 911 calls.  | <input type="checkbox"/> |
| <b>Type 3</b><br>a. Working as an EMT responding to 911 calls while NOT on an ambulance e.g., working for a fire agency and responding to 911 calls in a rescue vehicle, engine, or truck                | <input type="checkbox"/> |
| b. Working as an EMT in the emergency room   | <input type="checkbox"/> |
| <b>Type 4 – volunteer –</b><br>Working as an EMT responding to 911 calls while NOT on an ambulance e.g. volunteering for a fire agency and responding to 911 calls in a rescue vehicle, engine, or truck | <input type="checkbox"/> |

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Administrator/Supervisor's name (please print)

Title

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Administrator/Supervisor signature

Date

**WE WILL NOT ACCEPT ANY EMT WORK EXPERIENCE VERIFICATION FORMS MAILED BY THE STUDENT. IT MUST BE MAILED BY THE EMPLOYER.**

## Technical Standards & Course Requirements

### TECHNICAL STANDARDS:

- A. The prospective Paramedic Program student must possess sufficient strength, motor coordination and manual dexterity to be able to:
  1. Lift at least 125 pounds unassisted.
  2. Stand, carry, balance, and walk on uneven terrain.
  3. Stoop, kneel, climb, crouch, and crawl as needed to reach patients and safely remove/transport them.
  4. Carry and utilize emergency medical equipment appropriately.
- B. The student must be able to communicate verbally to patients, physicians, nurses and co-workers.
- C. The student must be able to hear, understand and react quickly to verbal instructions and patient needs.
- D. The paramedic student must be capable of:
  1. handling stressful situations related to technical and procedural standards and patient care situations.
  2. providing physical and emotional support to the patient in the out-of-hospital setting and be able to set priorities for basic and advanced emergency care.
  3. following directions effectively and working closely with members of the health care community.

### COURSE REQUIREMENTS

- A. The student must be able to travel to field trips, hospital sites, and field internship as assigned.
- B. The student must be able to work varying shifts and hours as assigned.
- C. The student must be able to work at least 1 shift per week during the Emergency Department assignment.
- D. The student must be able to match their paramedic field preceptor's schedule exactly (attend full-time) during the Ambulance Field Internship.
- E. The student must be able to proceed through the program without taking time off between any section (lecture/lab, clinical, internship).

Having read the above and fully understanding the contents thereof, I meet the above requirements.

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Signature

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Date

## Foothill College Background Screening, Policy and Procedure

To comply with JCAHO, state and local regulations regarding background checks for healthcare providers, the Foothill College EMT-P, DMS, RSPT, RTT, PHT and RT program students will be required to undergo a background investigation. DMS, RSPT, RTT, PHT and RT program students must have clear criminal background checks to participate in placements in clinical facilities. The background check is not a requirement for admission to a program and will be completed after an invitation for admission is received. Background screening is required for registration in the clinical courses\*.

Background investigations must minimally include the following:

- Social Security Verification
- Criminal Search (seven years or up to five criminal searches)
- Employment Verification (last two employers)
- Violent Sexual Offender and Predator Registry Search
- HHS/OIG List of Excluded Individuals/Entities (<http://exclusions.oig.hhs.gov/search.html>)
- GSA List of Parties Excluded from Federal Programs (<http://epls.arnet.gov/>).
- Seven years history
- Address verification
- Two names (current legal and one other name)
- Three counties

These requirements may be expanded due to additional requirements, which may come from hospital/clinical facilities at any time.

Students may not be able to attend clinical facilities for felonies and some misdemeanors. In addition, students may be denied access to clinical facilities based on offenses appearing on the criminal record, which may have occurred more than seven years ago.

Students must provide clinical facilities with information allowing the clinical facility (and school as necessary) access to the background check. If the students record is not clear, the student will be responsible for obtaining documents and having the record corrected to clear it. If this is not possible, the student will be unable to attend the clinical portion of the program. If a student cannot complete the clinical training during the time it appears in the curriculum, a student may not be allowed to complete the program requirements.

If after reviewing the background screening, a clinical site determines that a student does not meet security standards, the student will be ineligible for mandatory clinical rotations and be denied admission to clinical portion of the program. The school is not obligated to make special accommodations and will not find an alternative clinical site if there is a problem with a student's background screening.

It is the responsibility of the student to provide/bring the background screening to the clinical site.

\*At this time, it is unclear if the initial background check would satisfy this requirement throughout each student's progress through the clinical placements. The student pays cost of background screening directly to the screening company.

## Foothill College Background Screening, Policy and Procedure

I have read and understand the Foothill College Background Screening, Policy and Procedure. I understand that Foothill College is not responsible for either the accuracy of screening results or any agencies determination, if any, as to whether I will be permitted to participate in clinical rotations. I also understand the Foothill College policy and procedure may be, at any time, expanded due to facilities developing new requirements. I recognize that background screening results can impact my receiving a clinical site, completing program requirements or gaining a license to practice upon graduation.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This form must be signed and submitted prior to acceptance  
into the clinical portion of the program.*

## Application Checklist

Use this checklist to mark off each requirement of the application and retain it for your records. Be sure to fill out each form accurately.

Return the completed application to:  
**Foothill College Paramedic Program**  
**1070 Innovation Way**  
**Sunnyvale, CA 94089**  
**Attn: Charlie McKellar**

### FORMS

- COMPLETED APPLICATION
- EMT WORK EXPERIENCE VERIFICATION FORM  
**(returned by applicant's administrator/supervisor)**
- TECHNICAL STANDARDS & COURSE REQUIREMENTS
- BACKGROUND SCREENING, POLICY AND PROCEDURE

### DOCUMENTATION

The following items must be turned in:

- PHOTOCOPY OF CURRENT EMT CERTIFICATION
- PHOTOCOPY OF CURRENT BLS CPR CARD
- DRIVER'S LICENSE
- PHOTOCOPY OF HIGH SCHOOL DIPLOMA OR EQUIVALENCY (OR OFFICIAL HIGH SCHOOL TRANSCRIPS TO SATISFY THE MATH REQUIREMENT)
- OFFICIAL COLLEGE TRANSCRIPT(S) FROM **ALL** SCHOOLS
- PROOF OF MEETING FOOTHILL'S MATH REQUIREMENT (*Algebra or higher with a "C" or better, or placement into Math 105 (Int. Alg) on the Foothill College Assessment Test*)
- PROOF OF MEETING FOOTHILL'S ENGLISH REQUIREMENT REQUIREMENT (*English 100 or ESLL 236/237 or higher with a "C" or better, or placement into English 110/ESLL 25 on the Foothill College Assessment Test*)
- PROOF OF MEETING FOOTHILL'S ANATOMY/PHYSIOLOGY REQUIREMENT *or* COMMITMENT TO TAKE A&P, PROVIDING THAT THE CLASS IS FINISHED PRIOR TO THE FIRST DAY OF THE PARAMEDIC PROGRAM.

**The application deadline is November 15, 2016. Letters of acceptance/non-acceptance will be mailed to all candidates by December 15, 2016. Call Charlie McKellar at 408-745-8022 if you have any questions. Also, please read our Application FAQ's on the next page - many of your questions may be answered there!**

## Application FAQ's

### 1. When will I find out if I got (or didn't get) accepted into the program?

We will send out written notification by December 15th telling you if you are in, on the waiting list, or not in. If you turn in your application after the deadline and the program is full, admittance will only be granted if/when a spot is open.

### 2. Am I required to submit high school transcripts?

High school transcripts are not required, but proof of high school graduation or equivalency is. Usually, a photocopy of your diploma will suffice.

### 3. I already have a college degree. Do I *still* need to prove my Math/English prerequisite eligibility?

Yes. For Math, we need to see on a transcript proof of Algebra or higher with a "C" or better. For English, we need to see on a transcript proof of being at English 110 (Intro to college reading/writing) or higher. If you have not taken these classes, we will accept a placement test in lieu of these classes. Please call 408-745-8025 to arrange a placement test.

### 4. Are there any advantages of submitting my application early?

Yes and no. The important thing is that by the application deadline of November 15th, your application is turned in and all supporting documents are included. We do not accept students on a first-come, first-serve basis. However, we do recommend submitting your application early because if we determine you are still missing any documentation, it gives you time to send the remaining documentation.

### 5. Can I submit my official transcripts/supporting documents separately from my application?

Yes. Although we would prefer everything submitted together, we understand that things like transcripts may be delayed. The important thing is that **all** supporting documentation is in by the deadline. **(Note that for a transcript to be considered "official", it must be submitted in an unopened school envelope. Any opened transcripts will not be considered)**

### 6. Can I take Fall courses to improve my chances of getting into the program or meet the prerequisites?

With Anatomy/Physiology, yes. With any other classes, no. We understand that A&P is a difficult class to find, so we will accept A&P even if class starts after the November 15th deadline. **However, we must receive proof of successful completion prior to the first day of class. We will not accept any A&P class that finishes after the first day of paramedic school.**

With other classes, they must be started prior to the November 15th deadline but may finish after the deadline. If you are taking Fall classes and can submit official transcripts showing your classes as being "IP" (in process) prior to the application deadline, we will count that. You will then be required to submit follow-up official transcripts after your class ends and your grade posts, verifying you passed the class with a C or better.

### 7. If I took classes Foothill or De Anza, do I still need to submit official transcripts?

Yes. Please make sure you order and turn in your Foothill/De Anza transcripts by the deadline.

### 8. How many students do you accept each year, and how many students apply?

We will accept 30 students. Typically, we receive 50 to 60 applications.

### 9. When are classes held?

The didactic portion will be Tuesdays and Wednesdays from 8 am to about 4:30 pm. Your clinical and internship days/hours will be determined by your preceptor's schedule.

10. I'm having a hard time filling out SECTION C (General Education Requirements). What do I do? I want to make this section as accurate as possible.

The best thing to do is to make an appointment with one of our counselors. Another option is to go to <http://www.foothill.edu/transfer/counseling.html> and click on the "Online Advising Forums" link. Please be specific as to which classes you have taken, the school you took the class, and which category it may fit into. Also, go to <http://www.foothill.edu/programs/degrees.php> as a guide to what classes we need.

11. I don't quite have my 480 hours (3 months full-time equivalent) of work experience earned by the deadline. Can the prerequisite 480 hours be waived/shortened?

No. **The minimum 480 hours worked must be completed prior to the November 15th deadline.** However, the 480 hours may be accumulated through either volunteer, part-time work or full-time work. On the average, 3 months full-time work equates to 480 hours. We will also accept part time work that equals 480 hours.

12. Can I turn in my Work Experience Verification Form with my application?

No. It must be turned in directly by your employer. If you have more than one employer, make a photocopy of your form. Any WEVF's submitted by the applicant will be sent back to the applicant. **You are responsible for making sure your employer submits the WEVF on time. Foothill College does not take responsibility for any lost/non-mailed WEVF's.**

13. Are Human Anatomy & Physiology with Lab (A&P) classes a requirement for the program?

Yes. All students are required to complete a minimum one quarter or one semester A&P class with a C or better prior to the start of the program. We will also accept A&P from a private institution (ex: NCTI or Westmed). It's recommended that students take the full 9 months of A&P at Foothill College (BIO 40A, 40B, 40C) because it will best prepare you for the program. Also note that we do not accept online-only A&P classes, although hybrid (combination of in-person and online) classes are acceptable. Due to the difficulty in finding and enrolling in A&P, we will also accept any class (even if the class begins *after* the application deadline) provided that the class is finished prior to the first day of the paramedic program.

14. Do I need to submit other personal documentation (SS card, DMV medical examiner's card, immunization info, etc...) with the application?

The only additional item we need is a copy of your driver's license. Please do not turn in photocopies of your social security card – we don't need it. Should you get accepted into our program, we will ask you later in the summer for your DMV card and immunization info but you don't need to turn them in just yet.

15. How do you determine who gets in?

Starting Fall 2016, admissions are based on the lottery system. Provided you meet the minimum prerequisites, your application will be considered for admittance. Note that we don't carry over any applications for the next program, so if you aren't chosen you will need to re-apply. However, any supporting documents (transcripts, High School graduation proof, etc...) will be carried over so you won't need to re-submit any items previously submitted unless there are changes in them.

16. Can I turn in other items (additional certs, letters of recommendation, etc...) with my application?

Yes. If there are any additional skills/qualifications you can show us, we would like to know about it!