Foothill College Paramedic Program Application 2015-2016

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, with entry in the fall quarter only. 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 EMTs for at least 6 months at full-time capacity. The first three quarters (Fall, Winter, Spring) consist of lecture and lab instruction, as well as specialty rotations Winter quarter. The fourth quarter (Summer) is clinical (hospital) rotations. The final quarters (Fall and Winter) are the ambulance field internship. 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 three days per week and specialty rotations for at least one day per week until all 96 hours of specialty rotations are completed. Students are advised to consider their work schedules carefully and plan their finances accordingly before committing to the program.

1. Lecture/Lab (Fall, Winter, Spring 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 on Tuesdays, and 8-hour labs on Wednesdays. Lectures/labs begin at the end of September and finish at the end of June. 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 (Winter quarter for specialty rotations and Summer quarter for ED rotations). There are two types of hospital rotations: specialty and emergency department (ED). All students will attend 96 hours of specialty rotations during the winter quarter. ED rotations will be taken during Summer quarter. 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, nights, 8, 10, 12 hour or 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 work schedule & finances and plan accordingly.

3. Field Internship (Fall quarter). 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 Internships generally take longer than 1 quarter.

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 immediately or with little wait if they opt to attend in counties that are outside the immediate Bay Area, such as Fresno, Stanislaus, Contra Costa, San Joaquin, and Shasta. For this section of the course, students are advised to pay the greatest attention to detail in planning their work schedule and finances accordingly.

CREDIT HOURS
Successful completion of the program earns 56.5 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 call (650) 949-6959 for additional information. Foothill also has an articulation agreement with San Jose State University for students to receive credit for our paramedic program that leads to a BS degree (go to http://www.sjsu.edu/hsr).

ADMISSION REQUIREMENTS
1. High school diploma or GED certificate.
2. Current EMT certification
3. Current BLS (CPR) certification.
4. Copy of your Driver's license
5. Anatomy/Physiology (min. 1 quarter or 1 semester of A&P with lab)
6. Elementary Algebra (or higher) or equivalent college level or placement into MATH 105 (Int. Algebra) on the Foothill College placement test.
7. A minimum 6 months full-time OR equivalent part-time experience with an EMS provider agency (960 hours) by the application deadline.
8. Eligible for ESL 25 or ENGL 110. (Contact testing office 650/949-6958)
9. Meet technical standards.

STARTING DATES
This program is offered once each academic year, beginning in September.

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 year in the program.

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

Registration Fees (CA residents):
Basic Fee	$ 52.00
Enrollment Fees:	$ 31.00 per unit

Non-resident/International Registration Fees:
Out-of-state	$ 144.00 per unit
Foreign citizen	$ 144.00 per unit
Health Insurance (international students)	$484.00
Basic Fee	$52.00

Other Foothill Costs
Books	$450.00 - $500.00
Material/misc. Fees	$500.00 - $600.00

Additional Costs
ACLS/PHTLS/ PALS	$1000.00
Background/drug/ Fingerprinting check	$150.00
Internship Fees	$0.00 - $1,500.00
Work Experience Verification fee for Rural Metro employees	$25.00

STUDENT LOANS
Foothill College offers student loans through its Financial Aid Office. Please call (650) 949-6987 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 grants, 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. Also, paramedic employers usually require an ambulance driver's license. Anything that would prohibit obtaining this license should be addressed through the DMV.

APPLICATION PROCESS
All required documentation and the completed application must be received by **May 1st, 2015** (we will still accept applications past the May 1 deadline if the program is not full). Please mail to:

Foothill College Paramedic Program
Attn: Charlie McKellar
4000 Middlefield Road, Suite I
Palo Alto, CA 94303

FOOTHILL COLLEGE
PARAMEDIC APPLICATION
2015-2016 APPLICATION

General Information (Please type or print legibly with a pen)

Name: _____
        Last   First   M.I.

Foothill College Student ID number (optional): _____

Have you ever registered at this or any other institution under a different name?
  ☐ Yes   ☐ No

If yes, state name(s): _____

At what institution(s): _____

E-mail address: _____

Current Address: _____
                    Number   Street   Apt #

_____
       City   State   Zip

Indicate the preferred method of contact by placing an "x" in the appropriate box

☐   Home Phone Number: _____

☐   Work Phone Number: _____

☐   Cell Phone Number: _____

Emergency Contact Info: _____
                          Name   Phone #

COLLEGE(S) ATTENDED: Please list the name, starting and ending dates, and any degrees or certificates, for ALL colleges, universities, and technical/vocational attended. You must include colleges in which courses were attempted even if not completed. DO NOT LEAVE BLANK.

Name of College/University	City/State	Dates Attended	Degree

PROGRAM ADMISSION POINT WORKSHEET

Directions: You can use this worksheet to see (1) if you have met the prerequisites for application to the program and (2) how many points you have earned toward the application process. We recommend you set up an appointment with the 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 Equivalency					
Elem. Algebra (or higher) or Math Placement Test					
English 110 (or higher) or English Placement Test					
Anatomy & Physiology (min 1 quarter or 1 semester)					

Expiration of EMT card: _____   Expiration of BLS (CPR) card: _____

I have (or will have) at least 960 hours of EMS-level work experience
(six months full-time work or equivalent) by the application deadline: _____ yes   _____ no

SECTION A: HUMAN ANATOMY & PHYSIOLOGY (pick **one** of the four choices)

Note that points earned 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.

COURSE	COLLEGE (quarter system)	GRADE	POINTS (circle one)		
A&P (1st **quarter**)			4 (A)	3 (B)	2 (C)
A&P (2nd **quarter**)			4 (A)	3 (B)	2 (C)
A&P (3rd **quarter**)			4 (A)	3 (B)	2 (C)

OR

COURSE	COLLEGE (semester system)	GRADE	POINTS		
A&P (1st **semester**)			6 (A)	4.5 (B)	3 (C)

OR

COURSE	COLLEGE	GRADE	POINTS		
Anatomy (1 **semester**)			3 (A)	2 (B)	1.5 (C)
Physiology (1 **semester**)			3 (A)	2 (B)	1.5 (C)

OR

COURSE	INSTITUTION	GRADE	POINTS
A&P at a private school (ex: NCTI)			1

SECTION A TOTAL (maximum 12 points) _____

SECTION B: <u>GENERAL EDUCATION REQUIREMENTS</u> (Maximum 14 points)

See Foothill College Catalog & Paramedic Program Curriculum Sheet

There are three ways to satisfy the GE requirements & earn application points. Please choose <u>only one</u> section.

 (1) _____   AA or AS from a Community College

List College, degree & year granted: <u>14 Points</u>

_____

OR

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

List College, degree & year granted: <u>14 Points</u>

_____

OR

(3) _____   You have not completed a college degree as listed above, but you have completed the following GE courses. Please list the course(s) taken, college, and circle points for courses you have completed with a "C" or higher.

Note that points earned in this section may not qualify for Foothill College's General Education requirements for the A.S. Degree. Please go to <u>http://www.foothill.edu/counseling</u> to schedule an appointment with a counselor, or click on the "Online Advising Forum" link to post questions on what will or will not qualify for points. As a guide to this section, please go to the website http://www.foothill.edu/programs/degrees.php

	COURSE	COLLEGE	GRADE	**POINTS** Points given for "C" or better
Humanities				2
English				2
Natural Sciences (with lab)				2
Social & Behavioral Sciences				2
Communication & Analytical Thinking				2
United States Cultures/Communities				2
Lifelong Understanding (2 courses)				1
				1

SECTION B TOTAL (maximum 14 points) _____

SECTION C: EMT WORK EXPERIENCE (Maximum 10 points)

There are four ways to earn application points using work experience. Pick only ONE type of work experience within SECTION C.

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)*

TIME WORKED	FULL-TIME	PART-TIME
> 1.5 years	10	5
6 months to 1.5 year	8	4

OR

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.*

TIME WORKED	FULL-TIME	PART-TIME
> 1.5 years	8	4
6 months to 1.5 year	6	3

OR

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*

TIME WORKED	FULL-TIME	PART-TIME
> 1.5 years	6	3
6 months to 1.5 year	4	2

OR

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.*

TIME WORKED	FULL-TIME	PART-TIME
any time worked	1	1

SECTION C TOTAL (maximum 10 points) _____

SECTION D: GRADE POINT AVERAGE (Maximum 4 points)

Cumulative College GPA	Points
3.50 – 4.00	4
3.00 – 3.49	3
2.50 – 2.99	2
2.00 – 2.49	1
Under 2.00	0

Overall GPA from **all** colleges you have attended: _____

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

SECTION D TOTAL (maximum 4 points) _____

SECTION E: TOTAL POINTS

To calculate your points, transfer the total from each section & add.

	Points
Section A (max 12 pts)	
Section B (max 14 pts)	
Section C (max 10 pts)	
Section D (max 4 pts)	
TOTAL POINTS	

MAXIMUM POINTS POSSIBLE: 40

If accepted into this program, I will abide by all the program policies and procedures. I certify that the statements, point totals, and information in this application are true and complete to the best of my knowledge.

_____

Applicant's Signature   Date

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, 4000 Middlefield Rd. Suite I, Palo Alto, CA 94303, Attn: Charlie McKellar, Program Coordinator

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

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

Continue on the following page

EMT WORK EXPERIENCE VERIFICATION

Section G (continued)

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

Type 1a Working as an EMT with a paramedic partner on a transporting ambulance responding to 911 calls	
Type 1b Working as an EMT with an EMT partner on a transporting ambulance responding to 911 calls only	
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 an EMT partner on an ambulance performing interfacility transports and NOT responding to occasional system 911 calls.	
Type 3 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	
b. Working as an EMT in the emergency room	
Type 4 – volunteer – 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	

_____

Administrator/Supervisor's name (please print)   **Title**

_____

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.

_____   _____
                     Signature   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, September 2013, 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.*

FOOTHILL COLLEGE PARAMEDIC PROGRAM
Application Checklist

Paramedic Program Applicant: 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
4000 Middlefield Road, Suite I
Palo Alto, CA 94303
Attn: Charlie McKellar, Program Coordinator**

FORMS

☐ COMPLETED APPLICATION

☐ PROGRAM ADMISSION POINT WORKSHEET

☐ 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

☐ PHOTOCOPY OF YOUR 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)*

The application deadline is May 1, 2015. Letters of acceptance/non-acceptance will be mailed to all candidates by May 31, 2015. Call Charlie McKellar at 650-949-6955 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 the end of May 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?

It depends. If your Math prerequisite can be met through college transcripts, or you successfully placed high enough on your Foothill College Math proficiency test, we do not need to see high school transcripts. However, you are still required to submit some form of proof of high school graduation or equivalent regardless of any prior education or advanced degrees (Associates degree, Bachelors degree, Masters degree, PhD, etc…) you have already received. Usually, a copy of your high school diploma or equivalent 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 650-949-6958 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 May 1st, 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 in prior to the deadline.

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

Yes. Although we would prefer everything submitted together, we understand that 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 summer courses to improve my chances of getting into the program or meet the prerequisites?

No. However, if you are taking spring 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. **We will not accept any classes that start after the May 1st deadline.**

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. I'm having a hard time filling out SECTION B (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.

9. I don't quite have my 960 hours of work experience earned by the deadline. Can I work during the summer to complete my 960 hours? Can the prerequisite 960 hours be waived/shortened?

No. **The minimum 960 hours worked must be completed prior to the May 1st deadline**. However, the 960 hours may be accumulated through either volunteer, part-time work or full-time work. On the average, 6 months full-time work equates to 960 hours. We will also accept part time work that adds up to 960 hours.

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

No. It must be turned in directly by your employer, using their envelopes. 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.

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

We will accept 30 students this Fall quarter. Typically, we receive 60 to 80 applications.

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

Yes. All students are required to complete and pass a minimum one quarter or one semester A&P class. We will also accept A&P from a private institution (ex: NCTI) but note that it will only earn you one point out of a possible 12. It's recommended that students take the full 9 months of A&P at Foothill College because it will earn you more points on your application and will best prepare you for the program.

13. 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.

14. How do you determine who gets in?

The application is based on your overall point total. After the application deadline, we evaluate all completed applications and select the top 30 applicants with the highest point total.

15. Can I turn in other items (additional certs, letters of recommendation, etc…) to help my app?

Yes, but note that it won't earn you any points. However, we will take these items into consideration in the event that ties within a particular point total cause us to further evaluate your application.