

2018 FALL PARAMEDIC PROGRAM APPLICATION INSTRUCTIONS

Application Deadline: May 31, 2018 at 11:59pm PDT or until the program is filled

Our Paramedic Program Application is now available online. Please make sure that you give yourself enough time to read through the instructions so that you can submit a complete application, by the deadline.

Please follow the instructions below in order to submit your 2018 Fall Paramedic Application:

Before you apply:

1. Please visit the Paramedic website and read the available information.

[Paramedic Program Website](#) <-- click here

2. In order to apply to the Paramedic Program, you must obtain a campus wide identification number or CWID. If you don't have a CWID, you may obtain one by submitting an application to Foothill College, at no cost to you. For more information on how to do this, please visit Foothill College's Registration Website:

[Foothill College's Registration Website](#) <-- click here

Application Requirements

3. Make sure you're ready and eligible to apply, by reviewing the program prerequisites, requirements to apply and the application worksheet.

[Program Prerequisites](#) <-- click here

For help calculating your cumulative college GPA, visit:

<https://foothill.edu/counseling/gpacalc.html>

Required Documents: Please obtain copies of the following documents, and be prepared to upload them and attach them to your application.

- Official Electronic Transcripts (e-transcripts) from ALL colleges attended, except for Foothill and De Anza Colleges.
- EMT Card

- BLS/CPR Card
- Driver's License
- Proof of High School Graduation or equivalency (copy of diploma or transcript)

Make sure you have sent your EMT Work Experience Form to your employee. It is available for download as a PDF attachment on the website.

[Program Prerequisites](#) <-- click here

Additional Documents: You are welcome to include the following documents, if they apply to you, or you would like to include them with your application.

- Letters of recommendation
- Additional certification/s earned
- **Approved** petitions (required if applicable)
- Math Placement results
- Documentation of completion of CSU or IGETC General education

Transcripts

Due to the transition of our application system, if you are a previous applicant you must submit all new official electronic transcripts to Foothill College Admissions and Records.

Official Foothill College and/or De Anza College transcripts are not required. If you have prerequisite coursework completed from Foothill College or De Anza College you must enter the coursework where appropriate on the application. We can verify your successful completion of that coursework internally.

You should obtain your College Transcripts by requesting a copy from all the Colleges you've attended. Typically, registrar offices or registration departments at the corresponding college will assist you with this. Please note that unofficial copies will not be accepted and may automatically disqualify you. For the Fall 2018 application, you must request that electronic transcripts or e-transcripts be sent to Foothill College Admissions and Records. If your school doesn't offer this option, please send them to:

Admissions and Records

PM2018

Foothill College

12345 El Monte Road,

Los Altos Hills, CA 94022

Remember that if you received an Associate's Degree from a California Community College and/or Bachelor's degree from a UC or CSU, completion of your General Education requirements will be waived.

If you cannot obtain any of the required documents, please be prepared to provide a letter of explanation, which will be attached to your application.

Please see our Sample Paramedic Program Application. This sample looks very similar to the actual application. As a result, you may use it as an example of the information you will be submitting when you apply. Feel free to fill it out!

[Paramedic Program Website](#) <-- click here

Scanning and Saving Required and Optional Documents

4. Please save the required documents (listed above) to the computer you intend to use, when applying. We recommend that you put together a file with all of these documents, so that they can be easily accessed while you're completing your application. Please note that you will only be allowed one file attachment for each required section. As a result, your college transcripts, for example, must all be uploaded as one file. For assistance on how to scan documents into one file, combine multiple files into one file, save files into one folder, or other alternative options, please visit the Foothill College's ASFC Smart Shop:

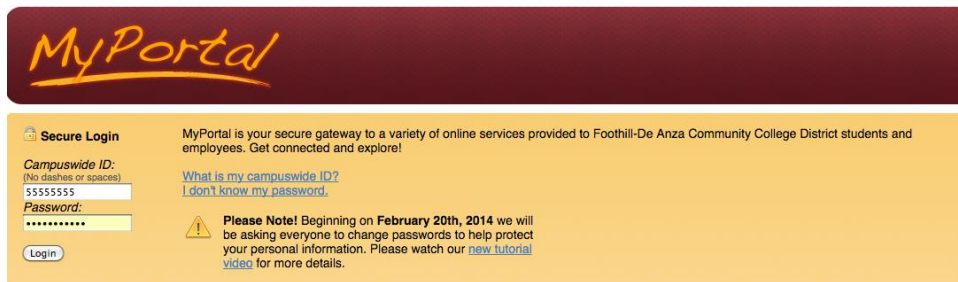
[ASFC Smart Shop](#) <-- click here

Begin your application

5. When you are ready, begin your Fall 2018 Paramedic program application here:

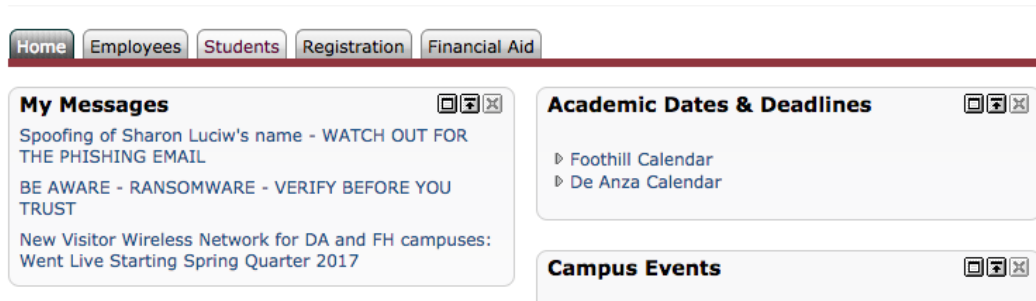
[My Portal](#) <-- click here

6. Log into [My Portal](#).



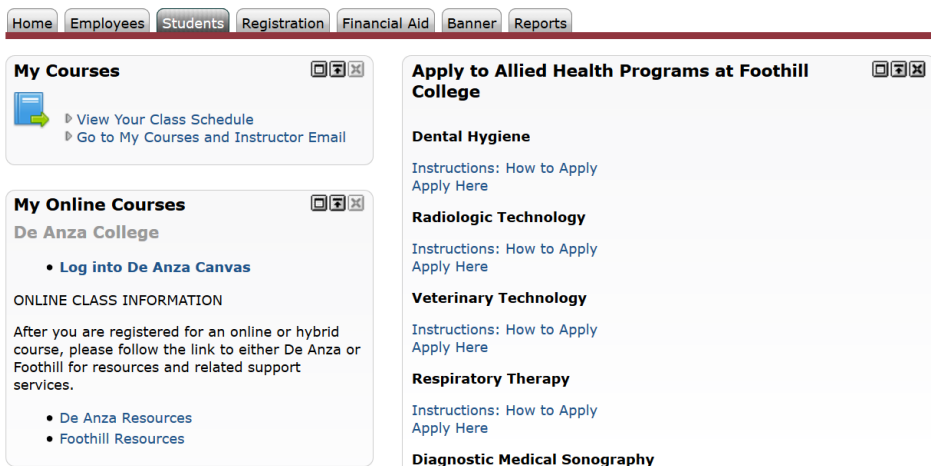
The image shows the My Portal login page. At the top, there is a dark red banner with the text "My Portal" in a stylized orange font. Below the banner is a yellow box containing the login information. On the left, there is a "Secure Login" section with a "Campuswide ID:" field (containing "SSSSSSSS"), a "Password:" field (containing "*****"), and a "Login" button. To the right of the login fields, there is a message: "MyPortal is your secure gateway to a variety of online services provided to Foothill-De Anza Community College District students and employees. Get connected and explore!". Below this message are two links: "What is my campuswide ID?" and "I don't know my password.". At the bottom of the yellow box, there is a "Please Note!" warning icon and text: "Beginning on February 20th, 2014 we will be asking everyone to change passwords to help protect your personal information. Please watch our new tutorial video for more details."

7. Click on the **Students** tab.



The image shows the My Portal navigation bar and the "My Messages" section. The navigation bar has tabs for "Home", "Employees", "Students", "Registration", and "Financial Aid". The "My Messages" section is highlighted and contains three messages: "Spoofing of Sharon Luciw's name - WATCH OUT FOR THE PHISHING EMAIL", "BE AWARE - RANSOMWARE - VERIFY BEFORE YOU TRUST", and "New Visitor Wireless Network for DA and FH campuses: Went Live Starting Spring Quarter 2017". To the right of the "My Messages" section is the "Academic Dates & Deadlines" section, which contains two links: "Foothill Calendar" and "De Anza Calendar". Below the "Academic Dates & Deadlines" section is the "Campus Events" section.

8. Find the **Apply to Allied Health Programs** Channel.



The image shows the My Portal navigation bar and the "Apply to Allied Health Programs at Foothill College" section. The navigation bar has tabs for "Home", "Employees", "Students", "Registration", "Financial Aid", "Banner", and "Reports". The "Apply to Allied Health Programs at Foothill College" section is highlighted and contains four sub-sections: "Dental Hygiene", "Radiologic Technology", "Veterinary Technology", and "Respiratory Therapy". Each sub-section has a link for "Instructions: How to Apply" and "Apply Here". Below the "Respiratory Therapy" section is the "Diagnostic Medical Sonography" section.

9. Find the *Apply Here* link.

Diagnostic Medical Sonography
Instructions: [How to Apply](#)
[Apply Here](#)

Pharmacy Technology
Instructions: [How to Apply](#)
[Apply Here](#)

Dental Assisting
Instructions: [How to Apply](#)
[Apply Here](#)

Paramedic
Instructions: [How to Apply](#)
[Apply Here](#)

10. Fill out and complete your Fall 2018 Paramedic Application. Your application progress will be saved until the deadline, or until the program is filled – whichever comes first. You will receive an email after you've begun your application, to the email displayed on your application.

The screenshot shows the Adobe Sign interface for the "Test: Paramedic Fall 2018" application. The form is titled "FOOTHILL COLLEGE PARAMEDIC PROGRAM APPLICATION" and includes the following fields and instructions:

- NAME:** Three input fields for Last, First, and Middle. The values entered are "Abad", "Danilo", and "A".
- Foothill Student CWID Number (required):** A text input field.
- Registration Information:** Text stating "If you don't have a FH ID number, you will need to register at: <http://www.foothill.edu/admissions.php>. There is no cost involved to register for the college."
- Other Names:** A text input field with the instruction "Please list any other name(s) by which you have been known:".
- Address:** Four input fields for Address, City, State, and Zip, each with a red asterisk indicating it is required.

A "Next" button is visible on the left side of the form. A notification box in the top right corner states: "You need to complete 56 required field(s)." The top of the page shows "Adobe Sign", "Alternative actions", "Test: Paramedic Fall 2018", and "Next required field 56".

11. Attach all required documents by clicking on the designated boxes. After you click, you will be asked to choose from your saved files to upload.

Adobe Sign

Test: Paramedic Fall 2018

Next required field 56

PARAMEDIC PROGRAM APPLICATION CHECKLIST

Please make a [Symbol] or attach the documents in the available box/es to insure you have completed everything in your application.
Note: the documents you upload must be PDF files.

<input type="checkbox"/>	I fully read the Paramedic Program Online Application Instructions before applying. (Required)
<input type="checkbox"/>	I accurately filled the Paramedic Program Online Application. (Required)
<input type="checkbox"/>	I am able to comply with the technical standards and I understand that failure to perform any of these standards may be cause for action by the program in accordance with the policies and procedures of the Paramedic Program Student Handbook, including dismissal. (Required)
<input type="checkbox"/>	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 clinical 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. (Required)
<input type="checkbox"/>	If accepted into this program, I will abide by all the program policies and procedures. I certify that the statements and information in this application are true and complete to the best of my knowledge. (Required)

You need to complete 56 required field(s).

Submit your application

12. When you are ready, submit your program application by signing it electronically.


You will not be able to do this, until you have filled all of the required sections.

No changes will be allowed after you've signed the application.

Applicants may submit one Paramedic application per cohort.

Please make sure to review your application thoroughly, for accuracy. This is very important.

My signature verifies the accuracy of my application:

 <small>Danilo Abad Jul 27, 2017</small>	Danilo Abad	Jul 27, 2017
Signature	Printed Name	Date

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

Click to Sign

13. You will be receiving an email confirming that you've successfully submitted your application, along with a copy of it, for your records. The email will be sent to the email linked to your MyPortal account, and displayed on the first page of the application.

Application Deadline: May 31, 2018 at 11:59pm PDT

If you have questions, please contact: Charlie McKellar at:

alvarezjenevieve@fhda.edu or at (650) 949-7538