

FALL 2019 PARAMEDIC PROGRAM APPLICATION INSTRUCTIONS

The application deadline for the Fall 2019 program is May 15, 2019, at 11:59pm PDT or until the program is filled. Please follow the instructions below to submit your application. Note that once you sign and submit your application, you cannot change or retrieve it back so make sure you fully review everything for accuracy, with all supporting documents attached.

STEP 1 Be sure to fully read/review the prerequisites of the program before applying. Information on this can be found at <https://foothill.edu/ems/paramedic>

STEP 2 Obtain a CampusWide ID (CWID) number. If you don't have a CWID, you may obtain one by submitting the general application to Foothill College, at no cost to you. This application is not the application for the paramedic program. For more information on how to do this, please go to <https://foothill.edu/reg/admission/apply.html> Once you successfully complete the application, you will receive an 8-digit CWID number via email within 24 hours.

STEP 3 Please obtain copies of the following **REQUIRED** documents to be uploaded to your online application

- Official Electronic Transcripts (e-transcripts) from ALL colleges attended, except for Foothill and DeAnza College.
- EMT card (front side only)
- BLS/CPR card (front side only)
- Driver's license (front side only)
- Proof of High School graduation or equivalency (copy of diploma or transcript)

In addition, you may upload any **optional** information/items, for example:

- Letters of recommendation
- Additional certification/cards earned
- Documentation of completion of CSU or IGETC General education
- Any other items you might regard as relevant to the program

TRANSCRIPT INFORMATION

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.

For the Fall 2019 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 & Records - PM2019
Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022

It's important to include the "PM2019" in the order so that our admissions office will know to upload the transcripts directly to your file. Generally, the Admissions office will upload the transcripts 24-48 hours upon receipt.

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 portion of the application 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! As a reminder, once your official application is submitted, it cannot be returned.

STEP 4 Download the Work Experience Verification Form (found at <https://foothill.edu/ems/paramedic/app.html>), give it to any current/past employers, and have them send the form directly to the Paramedic program, 1070 Innovation Way, Sunnyvale CA 94089, attn: Charlie McKellar

STEP 5 Apply directly to the program through your MyPortal system: <https://myportal.fhda.edu> Once logged in, click on the **Students** tab, find the "Apply to Allied Health Programs at Foothill College" section and click on the "Apply Here" link. 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. 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.

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 only one Paramedic application per cohort. **Please make sure to review your application thoroughly, for accuracy.** You will receive an email confirming that you've successfully submitted your application, along with a copy of it, for your records.

If you have any questions, contact Charlie McKellar at 408-745-8022 or you may email him at mckellarcharlie@foothill.edu