

## FALL 2021 PARAMEDIC PROGRAM APPLICATION INSTRUCTIONS

**The application deadline for the Fall 2021 program is May 1, 2021, at 11:59pm PDT.** Please follow the instructions below to submit your application. Note that once you sign and submit your application, you cannot change or retrieve it. Ensure you have fully reviewed your application for accuracy prior to submission. Attach all supporting documents.

\*\* A Sample Paramedic Program Application can be found [here](#). This can be used as a guide to assist you in filling out the official online application. Once your official online application is submitted, it cannot be retrieved.

**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** The following **REQUIRED** documents, *except transcripts*, **MUST be saved in a single pdf file** and uploaded to your online application. The application program will not accept these documents individually.:

**Required Documents: (Must be current, valid and uploaded as a single PDF file)**

- California EMT card (front side only)
- BLS/CPR card or e-card
- Driver's license (front side only)
- Proof of High School graduation or equivalency (copy of diploma or transcript)

**Transcripts: (Emailed)**

- Email all Official Electronic Transcripts (e-transcripts) from ALL colleges attended (except for Foothill and De Anza) to [fhtranscripts@fhda.edu](mailto:fhtranscripts@fhda.edu). (see more information below).

**Optional: (Must be uploaded as a separate PDF file)**

- 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

### ELECTRONIC TRANSCRIPT INFORMATION

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

For the Fall 2021 application, you must request that **electronic transcripts or e-transcripts** from the other schools you attended. They should be sent to Foothill College Admissions and Records ([fhtranscripts@fhda.edu](mailto:fhtranscripts@fhda.edu)). Typically, registrar offices or registration departments at the corresponding college will assist you with this. If your school doesn't offer this option, please send **sealed official** transcripts to:

**Admissions & Records - PM2021**  
**Foothill College**  
**12345 El Monte Road**  
**Los Altos Hills, CA 94022**

It's important to include the "PM2021" 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 14-21 days from receipt. Please note that unofficial copies will not be accepted.

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 transcripts, please be prepared to provide a letter of explanation, which will be attached to your application.

**STEP 4** Download and complete the Work Experience Verification Form <https://foothill.edu/ems/paramedic/app.html>. Ensure that your employer has submitted this by the May 1<sup>st</sup> deadline.

**STEP 5** Apply directly to the program through the MyPortal system: <https://myportal.fhda.edu>

- Click on the **Students** tab.
- Click on the "Allied Health" icon.
- Click on the "Apply" link under Paramedic.
- You should receive a verification email after you've begun your application.
- Attach all required documents (see step 3).
- Submit your program application by signing it electronically.
- You should receive a confirmation email once your application has been submitted.
- Your application progress will be saved until the deadline.

\*\* A Sample Paramedic Program Application can be found [here](#). This can be used as a guide to assist you in filling out the official online application. Once your official online application is submitted, it cannot be retrieved.

**IMPORTANT. The following MUST be submitted for your application to be complete:**

- Required Documents**
- Transcripts**
- Work Experience Form**
- Online Paramedic Application**