

# 2020 Paramedic Program Admission Requirements

## Important Dates

Fall 2020 Paramedic Program Application Dates . . . February 1, 2020–June 19, 2020\*

Program Start. . . . .August 31, 2020

\*June 19, 2020 is the application deadline; all required documents must be submitted by that date.  
(Check the program web site for information on the application status.)

## Submit College Application and Fee

- If you haven't already applied to the College, you will need to do so before completing the following steps. You can apply online at harpercollege.edu or in person in Building C, room 102.

### STEP I

#### Schedule the EMT Validation Exam

- Applicants must demonstrate minimally acceptable EMT knowledge through written pre-testing in order to be accepted into the paramedic class. Contact **Pamela Ross** at [847.618.4482](tel:847.618.4482) after February 1, 2020, to obtain the Validation Exam blueprint via email along with the pre-test registration instructions. Questions about the exam can be answered at the 847.618.4482 number.
- A score of **80%** or higher is considered passing. Applicants have one opportunity to retake the exam if they score less than **80%** on the first attempt. Applicants who take the pretest more than one time should note that first attempt scores are weighed in the ranking for class acceptance and the process for securing the required field internship sponsorship.
- Applicants who receive a score of **80%** or higher on the pretest will receive from the EMS Office at Northwest Community Hospital:
  - The Paramedic Program **Supplemental Information Form**, which must to be completed and submitted to the NWC EMS Office.
  - The Paramedic Program **Application**, which must be completed and submitted to the Harper College Health Careers Division Office, Avanté Center, Room X250.

### STEP II

#### Submit Paramedic Program Application and Supporting Documentation

**NOTE:** Proof of meeting minimum age requirement of 18 years (driver's license, passport, or state ID), current driver's license, current EMT licensure, and current American Heart Association CPR for Healthcare Professionals card must be submitted to Pamela Ross at Northwest Community Hospital EMS Office **BEFORE** submitting application to the program at Harper College.

- **Paramedic Program application** (Submit to Harper College's Health Careers Division Office, Building X, Room X250):
  - Both sides of the application must be completed.

- **Official High School Transcript OR GED Results - MANDATORY** (Submit to Admissions Processing, A137c):
  - Send your **official** final high school transcripts with the graduation date posted, or, if you are submitting the GED report, the document must show passing scores. Either document should be sent directly from the institution to Harper College.
  - Applicants who have completed high school in another country will need to submit a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators, INC (ECE) [www.ece.org](http://www.ece.org) **or** World Education Services (WES) [www.wes.org](http://www.wes.org) specifically stating: **U.S. Equivalence: High school diploma.**
- **English/Reading Placement** – can be satisfied by one of the following options:
  - ACT English score of 19 or higher **and** ACT Reading score of 20 or higher; **or**
  - Harper College Writing/Reading Assessment Test results that demonstrate placement into ENG 101 without a reading co-requisite; **or**
  - Completion of ENG 100 (or higher level English course) at Harper with a grade of “C” or better; **or**
  - Successful completion of a college level English composition course (at another appropriately accredited college) equivalent to ENG 101 at Harper.
- **Math Placement** – can be satisfied by one of the following options:
  - Completion of at least two semesters of high school algebra, each with a grade of “C” or better; **or**
  - ACT Math score of 20 or higher; **or**
  - Completion of MTH 060 or higher level math course at Harper College with a grade of “C” or better; **or**
  - Harper College Math Assessment Test results that demonstrate placement into MTH 080 or higher level math course; **or**
  - Completion of MTH 060 or higher level math course at another appropriately accredited college with a grade of “C” or better
- **Academic Standing**
  - Current or previously enrolled Harper students must have a minimum 2.0 grade point average (GPA).
  - Applicants who do not have a 2.0 GPA will need to meet with a Student Development counselor.

### STEP III

#### Admission Selection Decisions

- This is a Limited Enrollment Program. Once all required documents are submitted and all admission requirements are satisfied, your name will be forwarded to the NCH EMS Office.
- Class enrollment is mutually determined by NCH and Harper College representatives shortly after the deadline date for those whose Harper paramedic program files are **complete** by June 19, 2020. Passing the validation exam, submitting the application, and satisfying all admission requirements will result in an admission decision; however, completing these steps will not guarantee acceptance into the program. The number of students selected depends on the availability of field internship and hospital clinical opportunities, classroom space, and required student-instructor ratios.
- Applicants who have satisfied the above requirements and are employed by and are assigned to vehicles in the NWC EMSS with verified preceptors will have priority in the selection process. An acceptance email will be sent to the applicant at the email address provided on the application.
- Unaffiliated students are selected in EMT Validation Exam score order starting with the highest first attempt scores. If a tiebreaker is necessary, file completion date will determine order of acceptance.
- Applicants needing an agency match and preceptor assignment shall indicate that need on their paramedic Supplemental Information Form. **All applicant-agency matching** of those who are not employed in the NWC EMSS **shall be done ONLY through the PM Program Director** after

prospective students are rank ordered for acceptance.

- **Prospective students are NOT to call EMS agencies seeking a sponsorship.**

### **Important Admission Notes**

- Applicants who are offered enrollment will be given **one week** to accept their seat in the class. They are considered paramedic student *candidates* only, until all final acceptance requirements have been satisfied. It is the candidate's responsibility to insure that all requirements are met and all documentation is satisfactory and on file in a timely manner. Failure to successfully comply with the requirements will result in separation from the program.
- Unaffiliated candidates who require a match with an Agency are *conditionally* accepted, subject to a final match proposed by the Paramedic Program and acceptance by an approved Agency administrator (Chief/Provider; EMS Coordinator). Individual agency members cannot agree to host a student and unaffiliated students are NOT to seek out an agency relationship.
- PM student candidates are required to provide evidence of health insurance coverage and to successfully complete all health clearance requirements which include passing a physical exam attesting to their ability to physically, mentally, and emotionally meet the essential job functions of a PM as listed in the student handbook and to participate in all class activities without restriction prior to the beginning of class. Very limited accommodations are available to paramedic students as they must fully demonstrate the ability perform competently in class meeting the essential job functions in the student handbook in the same manner as they would be expected to perform on duty in a hospital and/or at an EMS agency. Students must also meet all immunization requirements by deadlines set by the program or they will forfeit their seat in the class. In addition, enrollment into the PM Program is contingent upon the results of the criminal background check that meets the requirements in the Illinois EMS Act and Rules, and a clean drug screen required of all admitted students that meets program requirements. Information regarding these requirements will be provided following a contingent program acceptance.
- Applicants are obligated to meet current admission requirements and follow the program curriculum as defined at the time of acceptance into the program and as modified by changes in national, state, and/or Program standards that may occur while classes are in session.
- Enrolled students will be required to sign a Student Agreement, Academic Release form, Photo Release Form, Invasive Procedure Release Form, and an Emergency Preparedness Exercise participant release form on the day of program orientation.
- Applicants not accepted into the program who wish to be considered for the following year must reapply.

## RESOURCES FOR PARAMEDIC PROGRAM APPLICANTS

For questions regarding:	Contact:	Phone number and/or email address:
Paramedic application process, requirements and deadlines	<u>Harper College</u> Health Careers Division Office, X250 (Yvonne Thomson / Cathie Borst)	847.925.6533 <a href="mailto:le@harpercollege.edu">le@harpercollege.edu</a>
Validation exam, supplemental information form, opening applicant files at NCH	<u>NCH EMS Office</u> Pamela Ross	847.618.4482 <a href="mailto:pross@nch.org">pross@nch.org</a>
Course schedule, content, requirements during the program	<u>NCH EMS Office</u> Michael Gentile, Paramedic Program Lead Instructor	847.618.4490 <a href="mailto:mgentile@nch.org">mgentile@nch.org</a>
EMS Education Programs, EMT and Paramedic Certificate and Associate degree requirements	EMS Education Program Director at NCH and for Harper College <u>Connie J. Mattera</u>	847.618.4485 <a href="mailto:cmattera@nch.org">cmattera@nch.org</a>
Academic advising, possible academic standing waiver, if needed	<u>Harper College</u> Academic Advising and Counseling A364	847.925.6220
Assessment testing for English / math placements	<u>Harper College</u> Assessment and Testing Center A148	847.925.6541
Tuition, billing, 3 <sup>rd</sup> party payment, deferred payment program	<u>Harper College</u> Business Office (Norma Capuana-Czarnecki)	847.925.6497 <a href="mailto:ncapuana@harpercollege.edu">ncapuana@harpercollege.edu</a>
Health Requirements (after admission)	<u>NCH EMS office</u> Jennifer Dyer	847.618.4494 <a href="mailto:jdyer@nch.org">jdyer@nch.org</a>
Address or phone number changes, transcripts, financial aid	<u>Harper College</u> One Stop A250	847.925.6710
Proficiency credit	<u>Harper College</u> Assessment and Testing Center A148	847.925.6541

12/2019

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