

## Foothill College Paramedic Program 2012-2013

### PURPOSE AND GOALS

*The program is designed to prepare students for employment as paramedics working for various EMS agencies, such as ambulance services, fire agencies, fixed & rotary wing operations, 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, National Registry of EMTs paramedic examinations, studies of current nation-wide protocols and expanded practices.

### COURSE DESCRIPTION

The paramedic program is a rigorous 12 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 consist of didactic (classroom) instruction. The final two quarters are the hospital rotations and the ambulance field internship. Students may opt to enroll in emergency department rotations during the 3<sup>rd</sup> quarter of didactic. This will shorten the overall time spent for program completion. During the second quarter of didactic students will attend 32 hours of specialty hospital rotations, e.g., RT, OR, ICU, etc. Students should be prepared to alter their work schedules to attend didactic three days per week and specialty rotations for at least one day per week until all 32 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. We suggest that students do not work or work minimal hours while enrolled in the program.

1. Didactic (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 4-hour lectures on Tuesdays and Thursdays, 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 didactic. Foothill College Paramedic Program is unique in many aspects. Stanford physicians provide select lectures during the didactic portion and paramedic students visit the Stanford campus to attend procedural and gross anatomy cadaver laboratories.

2. Hospital Rotations (winter, spring or summer quarter). There are two types of hospital rotations: specialty and emergency department (ED). All students will attend 32 hours of specialty rotations during the winter quarter. ED rotations can be taken during the didactic (spring quarter if academic standing is appropriate) to accelerate program completion or students can enroll during the summer. Students spend a minimum of 144 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, especially if they intend to enroll in hospital ED rotations during the didactic phase.

3. Field Internship (summer or 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.

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 85.5 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 [www.sjsu.edu/healthscience](http://www.sjsu.edu/healthscience) for more information).

## ADMISSION REQUIREMENTS

1. High school diploma or GED certificate.
2. Current EMT certification
3. Current BLS (CPR) certification.
4. Elementary Algebra (or higher) or equivalent college level or placement into MATH 105 (Int. Algebra) on the Foothill College placement test.
5. A minimum 6 months full-time OR equivalent part-time experience with an EMS provider agency (960 hours) by the application deadline.
6. Eligible for ESL 25 or ENGL 110. (Contact testing office 650/949-6958)
7. 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	\$ 36.00 - \$46.00
Enrollment Fees:	\$ 31.00 per unit

### Non-resident/International Registration Fees:

Out-of-state	\$ 135.00 per unit
Foreign citizen	\$ 135.00 per unit
Health Insurance (international students)	\$448.00
Basic Fee	\$ 36.00 - \$46.00

### Other Foothill Costs

Books	\$450.00 - \$500.00
Material/misc. Fees	\$500.00 - \$600.00

### Additional Costs

ACLS/PHTLS/PALS	\$750.00
Background/drug/ Fingerprinting check	\$200.00
Internship Fees	\$0.00 - \$1,250.00

## STUDENT LOANS

Foothill College offers student loans through its Financial Aid Office (650) 949-6987. 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. In addition, 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 31<sup>st</sup>, 2012 (we will still accept applications past the May 31 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

Letters of acceptance/non-acceptance will be mailed to all candidates by June 22<sup>nd</sup>, 2012.



# FOOTHILL COLLEGE PARAMEDIC APPLICATION

## 2012-2013 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 box to the left of the phone number.

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_  
Name

Address Phone #

Permanent Address (if different from above):

\_\_\_\_\_ Number Street Apt #

\_\_\_\_\_ City State Zip

## 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					

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

**STOP! Please fill out ALL the information above before filling out the next sections**

**SECTION A: HUMAN ANATOMY AND PHYSIOLOGY** (pick **one** of the five choices below) (Maximum 6 points. Points earned for a "C" grade or better)

COURSE	COLLEGE	GRADE	POINTS
A&P (1 <sup>st</sup> quarter)			2
A&P (2 <sup>nd</sup> quarter)			2
A&P (3 <sup>rd</sup> quarter)			2

\*\*\*OR\*\*\*

COURSE	COLLEGE	GRADE	POINTS
A&P (1 <sup>st</sup> semester)			3
A&P (2 <sup>nd</sup> semester)			3

\*\*\*OR\*\*\*

COURSE	COLLEGE	GRADE	POINTS
Anatomy (1 quarter)			1
Physiology (1 quarter)			1

\*\*\*OR\*\*\*

COURSE	COLLEGE	GRADE	POINTS
Anatomy (1 semester)			1.5
Physiology (1 semester)			1.5

\*\*\*OR\*\*\*

COURSE	COLLEGE	GRADE	POINTS
A&P - private college (ex: NCTI)			1

## SECTION B: GENERAL EDUCATION REQUIREMENTS (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 only one section.

(1) \_\_\_\_\_ AA or AS from a Community College

List College, degree & year granted:

14 Points

**OR**

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

List College, degree & year granted:

14 Points

**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 <http://www.foothill.edu/counseling> 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 C: EMT WORK EXPERIENCE

There are four ways to earn application points using work experience. Pick only ONE type of work experience within SECTION C. Maximum points for Section C is 10 points.

### 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 interfacility transports)*

<b>TIME WORKED</b>	<b>FULL-TIME</b>	<b>PART-TIME</b>
>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*

<b>TIME WORKED</b>	<b>FULL-TIME</b>	<b>PART-TIME</b>
>1.5 years	9	4.5
6 months to 1.5 year	7	3.5

**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*

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

## 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.

<b>TIME WORKED</b>	<b>FULL-TIME</b>	<b>PART-TIME</b>
any time worked	1	1

### SECTION D: TOTAL POINTS

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

	<b>Points</b>
<b>Section A</b> (max. 6 pts)	
<b>Section B</b> (max 14 pts)	
<b>Section C</b> (max 10 pts)	
<b>TOTAL POINTS</b>	

**MAXIMUM POINTS POSSIBLE: 30**

## 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	

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

Continue on the following page

## EMT WORK EXPERIENCE VERIFICATION

### Section G (continued)

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

<p><b>Type 1a</b> Working as an EMT with a paramedic partner on a transporting ambulance responding to 911 calls</p>	<input type="checkbox"/>
<p><b>Type 1b</b> Working as an EMT with an EMT partner on a transporting ambulance responding to 911 calls only</p>	<input type="checkbox"/>
<p><b>Type 2</b> a. Working as an EMT with a EMT partner on an ambulance performing interfacility transports and responding to occasional system 911 calls</p>	<input type="checkbox"/>
<p>b. Working as an EMT on a critical care transport ambulance with a registered nurse or paramedic</p>	<input type="checkbox"/>
<p>c. Working as an EMT with an EMT partner on an ambulance performing interfacility transports and NOT responding to occasional system 911 calls.</p>	<input type="checkbox"/>
<p><b>Type 3</b> 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</p>	<input type="checkbox"/>
<p>b. Working as an EMT in the emergency room</p>	<input type="checkbox"/>
<p><b>Type 4 – volunteer –</b> 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</p>	<input type="checkbox"/>

Name (Print)	Administrator/Supervisor	Title
Signature	Administrator/Supervisor	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 (didactic, clinical, internship).

Having read the above and fully understanding the contents thereof, I meet the above requirements.

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Signature

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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 2011, 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 completely and 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 HIGH SCHOOL DIPLOMA OR EQUIVALENCY (OR OFFICIAL HIGH SCHOOL TRANSCRIPTS TO SATISFY THE MATH REQUIREMENT)
- OFFICIAL COLLEGE TRANSCRIPT(S) (IF APPLICABLE)
- PROOF OF MEETING FOOTHILL'S MATH REQUIREMENT
- PROOF OF MEETING FOOTHILL'S ENGLISH REQUIREMENT

**Letters of acceptance/non-acceptance will be mailed to all candidates by June 22<sup>ND</sup>, 2012. 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 June 22<sup>nd</sup> 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 31<sup>st</sup>, 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 meeting 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.

### 7. If I took classes Foothill or De Anza, do I still need to submit official transcripts?

In most cases, no. The only time you would need to submit transcripts is if the classes you took were prior to 1983. I have access to grade records starting from 1983 to verify any classes you have taken through Foothill or De Anza.

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 31<sup>st</sup> 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 70 to 90 applications.

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

Currently, no. However, it is **strongly** encouraged that you take A&P because **a)** it will increase your chances of getting accepted into the program, and **b)** there is a lot of A&P work during fall quarter. Having a strong A&P background will make your first quarter in our paramedic program much easier.

13. Do I need to submit other personal documentation (social security card, driver's license, DMV medical examiner's card, immunization info, etc...) with the application?

No. Please do not turn in photocopies of your driver's license or social security card – we don't need them. 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. We do not pre-test or interview candidates – our decision is determined by your 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.