Application Instructions

**Applications will be accepted to apply to the
Emergency Medical Services Program on the dates listed below:**

Paramedic & EMT (for summer entry) Feb.1st – April 15th

EMT and AEMT (for fall entry) March 1st - June 1st

EMT and AEMT (for spring entry) Aug. 1st – Nov. 1st

Minimal Admission Requirements

1. Apply to **WSCC** 6-8 weeks prior to program deadline and be unconditionally admitted and in good standing with the College.
2. Have official college transcripts from each college previously attended sent to WSCC Admissions <u>at least one month</u> prior to the program deadline.

   NOTE: It is the responsibility of each applicant to ensure that all information is on file with the Admissions Office prior to application deadline.

3. **Meet the minimal Emergency Medical Services Program Admission Requirements which include**:
   A. Minimum of 17 ACT composite score or superscore (National or Residual) is required for admission consideration. Proof of scores must be uploaded. **Paramedic requirement.**

      ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. While an official score report is not required, if ordering your score report from ACT.org, please use __Code 0083__ and allow 4-6 weeks for processing. Wallace will receive your score from ACT and add it on your myWallace account. To use scores available on ACT.org you will need to print to PDF, we do not accept screenshots. We will accept ACT Superscores from ACT, but not manually calculated ACT Superscores. Higher scores will receive more points in the application process. Scan the document to PDF format and save file and then upload the document to your online application.

   B. Be eligible to enroll in ENG 101 according to Accuplacer or ACT ENG scores or have completed ENG 101 with a grade of 75 or better. Students placed into remedial coursework are not eligible for program entry. **EMT, AEMT and Paramedic requirement.**

C. Be eligible to enroll in MTH 100 according to Accuplacer or ACT MTH scores or have completed MTH 100 with a grade of 75 or better. Students placed into remedial coursework are not eligible for program entry. **AEMT and Paramedic requirement.**

D. Possess current CPR certification (BLS for Healthcare Providers) or enroll in EMS 100 upon program acceptance. Online CPR courses **will not be accepted**. Proof of current CPR must be uploaded to application. **Required for EMT, AEMT, and Paramedic.**

E. If already completed AEMT coursework, the student must possess a current Alabama Advanced EMT license – Active status. Proof must be uploaded to application.

F. A student must meet the essential functions and technical standards required for the program as documented on the required **WSCC physical form**. Form to be completed **upon** program acceptance, view **now** for reference only.

G. Schedule an appointment with the Program Director

H. To receive college credit for non-credit EMT, the student must provide the following documentation:
   1. Copy of current unencumbered Alabama EMS provider license
   2. Documentation of up-to-date National Registry Certification at the requested level.
   3. Proof of six (6) months of recent in-field experience as an EMT as documented by the employer (volunteer service accepted with appropriate documentation)
   4. Copy of current CPR certification at the Healthcare Provider level.

4. The following are **required documents** that are needed before beginning the application:
   a. **General Education Worksheet – Paramedic only**
   b. **ACT Composite Score** - Scores (National or Residual) printed from Degree Works will be accepted for Wallace State students. Transcripts with ACT score is also acceptable. Save file. *Paramedic only.*
   c. **Transcript** – Obtain the most current unofficial transcript from each college previously attended and highlight the highest grade received for courses listed on General Education Worksheet. Make sure your name and the college name are clearly visible on each transcript. The **unofficial** transcript must include all pages (even blank ones). *WSCC Admissions office CANNOT print transcripts from other colleges. The WSCC transcript can be obtained from your MyWallaceState account.* Save file.

How to Scan to PDF
All documents must be named as directed above and uploaded to the online application. Document format must be PDF with 16 MB limit. All documents must be legible to be valid. All pages of document (even blank pages, full set of page numbers) must be uploaded to be complete. ** Only one image per page. If document contains multiple pages, these pages MUST be batched together into a single PDF document.

1. *Download the Free Cam Scanner App to your smart phone, https://www.camscanner.com/*
2. *Set up Free Basic Account. See free tutorial: https://www.youtube.com/watch?v=iZRaIwludu8*
3. *From App, select files to send.*
4. *Add applicant email address. Tap Send.*
5. *Open email from computer, rename document as directed above and upload to online application when prompted.*

5. **Apply to the Program**
First time users will be required to "Create New Account" in Dynamic Forms upon entering the online application.
   - To create an account, you must use your WSCC email address and PW.   Using your email as username: firstname.lastname@student.wallacestate.edu and PW: !ACCS010199 (for a January 1, 1999, date of birth).

6. **Selection**
1. Program applications will be reviewed for completion of program admission requirements/ Written notification of program acceptance status will be sent to each applicant via information supplied on the program application.
2. Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link provided on their letter, by the deadline indicated. A student who fails to respond will forfeit his/her place in the class.

Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. Drug Testing Policy and Background Check Policy are available for viewing on the Health Division page.