

INSTRUCTIONS FOR COMPLETING STUDENT APPLICATION

This application should be completed in pencil so that any mistakes may be erased completely. Care should be taken to answer all items accurately, filling in the circles and not straying into the circle next to it. When filling in the circles, please take care to not make multiple entities in a column, leaving others blank. In completing the name and address sections, do not fill in unused blocks or circles. **PLEASE PRINT CLEARLY!**

1. **NAME** – There is a separate section for each part of your name (last, first, and middle initial). If you utilize a suffix, complete this part.
2. **ADDRESS** – This is to be the address to which the postal service delivers your mail. Take note that city is a separate section from street, P.O. Box #, or route. Should your street address require more spaces than those provided (25), you must abbreviate the address so that it fits, and is recognizable.
3. **STATE/ZIP CODE** – Use the standard two-letter abbreviation (PA). The basic zip code should be used (5 numbers).
4. **BIRTH DATE** – This is a six (6) digit field. Be sure to use a leading zero (0), when applicable, i.e., 01-09-70, month, day, and year.

5. **REGISTRATION NO.** – This is your DOH certification number, if certified. This section should be left blank if is form being completed by a student in a basic class.

Column A(1) If a valid number

(2) If an invalid number (dummy number assigned by regional council)

Column B--GEnter your six (6) digit DOH certification number.

Column HEnter your level of current certification.

(A) First Responder

(D) PHRN

(F) EMT (new curriculum)

(B) EMT (old curriculum)

(E) HP Physician

(H) Rescue (all courses)

(C) Paramedic

6. **SPECIAL CODES**

Column A - GThis is the unique DOH-assigned class number (enter all zeroes (0) only when completing form for name or address change.

Column HSex ----- (1) Male (2) Female

Column IEducation Level ---- (1) Less than high school (3) Post High School
(2) High School (4) College Graduate

Column JRace ----- (1) White (4) Asian or Pacific Islander
(2) Black (5) American Indian or Alaskan Native
(3) Hispanic

Column KEnter Zero (0).

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Column L-M.....Enter the two-digit county of residence code. Enter (0) in both if residence is outside PA.

NOTE: When completing this form for a change of name, address, or phone number, enter zero (0) in Columns A - K.

7. **FINAL SCORE SEND TO** – Enter the regional EMS council number to which the student is registered; or if a new student, enter the regional number to be registered.
8. **IDENTIFICATION NUMBER** – Enter the applicant's social security number in A-I. Leave J blank.

Pennsylvania Region Numbers and County Codes

Region Number is the region of the practitioner's residence. Region Number is to be placed on the top left side of the CE scan card.

County Code is the county where the practitioner resides.

Place in columns AB on far right side of scan card.

Example: Delaware County Regional Number = 12, Delaware County Code Number = 23

Region #	County Name	Code	Region #	County Name	Code	Region #	County Name	Code
03	Adams	01	19	Elk	24	15	Montour	47
04	Allegheny	02	18	Erie	25	02	Northampton	48
04	Armstrong	03	04	Fayette	26	15	Northumberland	49
04	Beaver	04	18	Forest	27	03	Perry	50
09	Bedford	05	03	Franklin	28	14	Philadelphia	51
02	Berks	06	09	Fulton	29	05	Pike	52
09	Blair	07	04	Greene	30	19	Potter	53
01	Bradford	08	09	Huntingdon	31	02	Schuylkill	54
10	Bucks	09	04	Indiana	32	15	Snyder	55
04	Butler	10	19	Jefferson	33	09	Somerset	56
09	Cambria	11	08	Juniata	34	07	Sullivan	57
19	Cameron	12	05	Lackawanna	35	01	Susquehanna	58
02	Carbon	13	03	Lancaster	36	07	Tioga	59
08	Centre	14	04	Lawrence	37	15	Union	60
11	Chester	15	03	Lebanon	38	18	Venango	61
18	Clarion	16	02	Lehigh	39	18	Warren	62
19	Clearfield	17	05	Luzerne	40	04	Washington	63
08	Clinton	18	07	Lycoming	41	05	Wayne	64
15	Columbia	19	19	McKean	42	04	Westmoreland	65
18	Crawford	20	18	Mercer	43	05	Wyoming	66
03	Cumberland	21	08	Mifflin	44	03	York	67
03	Dauphin	22	02	Monroe	45			
12	Delaware	23	13	Montgomery	46		OUT OF STATE	68