

STEP 1 – APPLICATION SUBMISSION

Applications for each Academy are accepted until the Application Deadline ends. Applications received for an Academy after the Application Deadline ends, may not be considered.

Before being considered for the Oral Boards, all Academy candidates must complete Step 1 and Step 2 of the application procedure. Explanations of these requirements are outlined below.

Academy Application

The Academy Application is five (5) pages in total. The application must be completed in its entirety and submitted along with all required supplemental documents. The exception to this is documents which require submission from a third-party.

Along with the Academy Application, candidates must submit the following:

- ☐ Resume;
- ☐ Copy of government issued identification (Drivers' License, Passport, etc.);
- ☐ Copy of high school or GED Diploma;
- ☐ Copy of college degree or official transcripts;
- ☐ Copy of current healthcare provider CPR card;
- ☐ Copy of current EMT card (CA State or NREMT);
- ☐ Application Essay;
- ☐ Military DD214 if requesting Veteran's preference;
- ☐ Verification of Work Experience Form(s)

Verification of Work Experience

All candidates are required to provide proof of at least 1040 hours (6 months), full-time equivalent, EMT or comparable experience. This experience does not need to come from a single provider or position, but all experience must be verified. Verification must be presented on the provided work verification form and possess an original signature from the supervisor completing the form.

Letters of Recommendation (Optional)

Applicants have the option to submit supplementary letters of recommendation, which should be mailed directly to the Academy from professional sources. Letters may not be from family members. Preferred sources include MD, DO, PA-C, RN, Paramedic, or a former professor. Letters should come from individuals who are familiar with the applicant's medical experience, patient care experience, and work performance and/or study habits. There will be no penalty for not submitting letters of recommendation, however, letters or recommendation will make your application more competitive.

STEP 2 – WONDERLIC ENTRANCE EXAMINATION

All Paramedic Academy candidates will be required to successfully pass the School's entrance examination. The School utilizes the Wonderlic Scholastic Level Exam which is a twelve-minute, fifty-question test used to assess the aptitude of prospective students for learning and problem-solving in a range of occupations. The score is calculated as the number of correct answers given in the allotted time. A score of 20 is intended to indicate average intelligence (corresponding to an intelligence quotient of 100). Candidates must achieve a minimum score of 20 to move on to Phase 2 – Oral Boards. If the applicant scores below a 15 or lower, the applicant will be dismissed from the applicant process. If the applicant scores between a 16 and a 19, the applicant will have the option to take the test on a later date.

STEP 3 – ORAL BOARDS

Based on a pre-designated point system, the top 50 ranking applicants will be invited to participate in the oral boards for the upcoming Paramedic Academy.

The oral board interview panel will consider the following: the candidate's ability to present themselves in a professional manner, the candidate's overall knowledge of relevant medical information, the candidate's ability to verbally communicate, the candidate's understanding of the Paramedics' scope of practice and the candidate's plan for their successful participation as a Paramedic Academy student. The interview will last approximately 30 minutes.

STEP 4 – ACADEMY SELECTION, NOTIFICATION, AND ENROLLMENT

Selection

After all submissions have been scored objectively, the top 24 candidates will be identified and notified by the Paramedic Academy Program Coordinator. Candidates who wish to enroll into the academy must proceed through the School's Paramedic Academy Enrollment and Financial process.

A wait-list will be compiled of candidates whose scores rank them as candidate number 25-34; these candidates will be notified that they have been placed on the wait list and, if for any reason, any of the original 24 candidates are unable to fulfill the requirements for enrollment, the wait-list will be enacted, in order of rank of points.

Once selected, applicants will be given information regarding uniform and textbook requirements.

Enrollment

Paramedic candidates who have been offered a position in the Paramedic Academy must complete the enrollment process to be admitted to the School and Paramedic Academy.

All candidates will be required to attend the Program Expectations and Orientation.

Candidates will be required to complete the School's enrollment and financial agreements.

Students must be prepared to make an initial financial installment for their program during this session. Tuition and fees are outlined in the Fast Response Paramedic Academy Application and the Fast Response Paramedic Academy Catalog. Students are required to pay for all non-refundable fees and the down payment amount. The remaining tuition will be divided into monthly payments.

Prior to the first day of class, all students will need to complete and submit all required immunizations and drug screening results.

Students will also need to complete Step 5, the Fast Response Anatomy & Physiology course, or need to supply transcripts that prove they've completed a college Anatomy and Physiology course within the last three years. Background checks will be performed by the school.