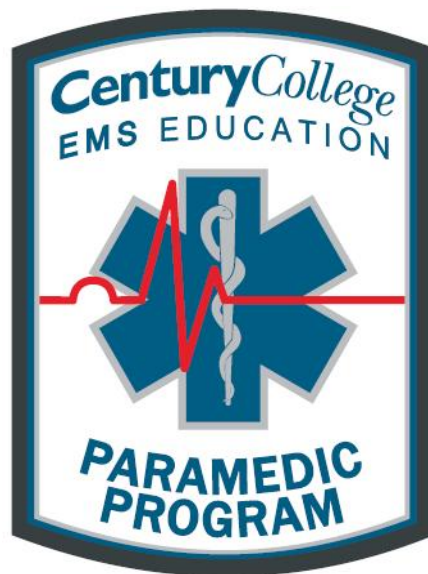


EMSP -- Paramedic Program

Admission and Program Requirements

Fall 2012/Spring 2013



Century College
3300 Century Ave N
White Bear Lake, MN 55110
651-779-3910



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EMS-PARAMEDIC

ADMISSION AND PROGRAM REQUIREMENTS

2012/2013

Paramedics are the highest level of trained Pre-Hospital care providers. They possess the highly skilled techniques of advanced life support and emergency care procedures. The EMS-Paramedic program is designed for career opportunities with ambulance services, police departments, fire departments, rescue departments, hospitals, and clinics. This program meets the criteria for education of paramedics as recommended by the U.S. Department of Transportation. The Century College Paramedic Program has been accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP) since 1987. Students are eligible to complete the National Registry exam for paramedics upon successful completion of the program.

ADMISSION REQUIREMENTS

Documentation of the following list of items must be on file before your application will be reviewed for admission.

- Graduation from high school or an official GED certificate (transcript required)
- Current state EMT certification. *National Registry alone is not sufficient.*
- Current American Heart Association BLS Health Care Provider certification. *Red Cross, National Safety Council, or other CPR certifications do not meet this requirement*
- Current, valid Driver's License
- Assessment score placement into RDNG 1000 or completion of RDNG 0090
- Assessment score placement into ENGL 1021 or completion of ENGL 0090
- Assessment score placement into MATH 0070 or completion of MATH 0030 OR MATH 1000 with grade of "B" or better
- Completion of ENGL 1021, OR COMM 1021, COMM 1031, or COMM 1041, or COMM 1051 (formerly SPCH) with grade of "C" or better. NOTE: Students planning to apply to the Paramedic Mobility Nursing program in the future should not take COMM 1021.
- Successful completion of both EMS 1025 & EMS 1026 with a grade of "B" or better in each course. (EMS 1025 and EMS 1026 are usually taken in the same semester.)

OR

- Documentation of 50 emergency (911 response) ambulance runs **which must include patient transport**. These must be completed after EMT certification. The run log must include the date, nature of the run, and involvement. Each page must also include the supervisor's signature and phone number. At least 50% of the runs must have been completed within the two years prior to acceptance into the program.
- Minnesota State Colleges and Universities Vehicle Use Agreement forms (enclosed)

APPLICATION REQUIREMENTS

Application procedures

1. Complete the Century College Application if you are a new student (must be accompanied by \$20 application fee). The Paramedic Program Application Form is not a substitute for the Century College application.
2. Complete the Century College Paramedic Application (included in this packet)
Deadlines for Application and selection process - The Paramedic program has no application deadline. Once all required documentation is received, your application file will be considered complete. Selection is made on a first come/first served basis. Please be aware that this program has a limited enrollment. If the class size limit is met before your file is complete, this application will be delayed until the next available start date.

Pre-application requirements - At the time of application, applicants must have completed all the requirements listed previously in "Admission Requirements" and supplied all required documentation.
3. Complete the Paramedic Readiness Determination Form found on the back of (or the page following) the Paramedic Application form.
4. Request transcripts
Request official transcripts from high school and all college courses and vocational school work done previously. Transcripts must be sent directly from the previous institution to the Century College Records Office.
5. READI assessment
A significant portion of the program is in a blended online format. Go to <http://century.readi.info/> and take the assessment. The user name is: **century student** and the password is: **century**. Please retain a printed copy of your results as you will be asked for this the first week of class.
6. Assessment for college readiness (Accuplacer assessment)
Please contact the Admissions Office at 651-773-1700 or the Assessment Coordinator at 651-779-3352 for the Assessment schedule and locations. Assessment schedules are also available on our website. Please keep in mind that the assessment may only be taken **twice** in a twelve-month period and any required developmental courses must be completed prior application. Additional accommodations may be provided through the Access Center; call 651-779-3355 to see if a student qualifies for services.
Students must know their Century Student ID or social security number and bring a current photo.
7. Attend "New Student Orientation" (only students new to Century College are required to attend)
8. Registration information and In-Person Registration forms will be sent to admitted applicants as registration approaches. Registration must be made in person as a faculty signature is required.
9. ****NEW REQUIREMENT****: The purchase of an iPad by the student is required for the Paramedic Program commencing Fall 2012, to support the use of electronic textbooks, medical applications, and clinical materials. Questions may be directed to Kim Schmitzer at 651-779-5798.

AFTER APPLICATION/ACCEPTANCE

Completion of the following requirements is mandatory. Accepted students who do not fulfill these requirements lose their space in the program.

- MN Human Services Background Study is required prior to clinical experience
- Motor vehicle record check will be required
- Documentation of current immunizations for: rubella, chicken pox and mumps. Immunization for Hepatitis B and a Mantoux test prior to the clinical portion of the program is also required.

MN Human Services Background Study

Minnesota Human Services requires any individual having contact with patients to complete a background study prior to starting the clinical experience. An individual may be disqualified from having patient contact and would not be permitted to participate in the clinical experience.

Motor Vehicle Record Check

You must have a valid driver's license. In accordance with MnSCU policy your driving record will be checked to verify that you are current and free from any violations or accident history that may restrict you from operating a College vehicle. Depending on the nature and how recent the issue is, you could be disqualified from admittance to the program.

Social Security Notice:

Century College uses Social Security Numbers for student identification purposes on student records. Providing your Social Security number is voluntary. However, if you do not provide your Social Security Number, you may not be considered eligible for Education Tax Credits (Hope and Lifetime Learning Scholarships). If you do not provide this number, your petition will still be processed. This data is requested for purposes of administration, program evaluation and consumer data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

Data Privacy Notice:

The college is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your petition for residency. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your petition if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: (1) to other schools in which you seek to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of, financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged educational research or accrediting agency. Minnesota State Colleges and Universities abide by the provision of Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity.

EMS-PARAMEDIC PROGRAM CURRICULUM

Paramedic Technician AAS (76 credits)

Career/Occupational Requirements: 56 credits

Discipline/Number	Title	Credit #
EMSP 1041	Introduction to Paramedics	5
EMSP 1046	Advanced Assessment, Communication, and Documentation	3
EMSP 1048	Advanced EMS Operations	3
EMSP 1049	Advanced EMS Pharmacology	4
EMSP 1053	Advanced Medical Emergencies I	4
EMSP 1064	Advanced Prehospital Trauma Care	2
EMSP 1066	Prehospital Special Populations	4
EMSP 1054	Advanced Medical Emergencies II	4
EMSP 1060	Advanced Prehospital Cardiac Care I	2
EMSP 1061	Advanced Prehospital Cardiac Care II	4
EMSP 1070	Paramedic Preparation and Assessment	3
EMSP 1071	Advanced Clinical Practicum I	3
EMSP 1072	Advanced Clinical Practicum II	3
EMSP 1075	Advanced Life Support Practicum I	4
EMSP 1076	Advanced Life Support Practicum II	3
EMSP 1077	Advanced Life Support Practicum III	3
EMSP 1080	Integration and Transition to the Paramedic Role	2

General Education Requirements: 20 credits

Goal 1: Communication

7 credits:

ENGL 1021	Composition I	4
Select <u>one</u> of the following COMM courses:		
COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	3
COMM 1041	Small Group Communication	3
COMM 1051	Intercultural Communication	3

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 / Goal 4: Sciences/Math/Logical Reasoning: 3 credits

Goal 5: History/Social and Behavioral Sciences: 3 credits

Goal 6: Humanities and Fine Arts: 3 credits

Goals 7-10: Three credits in one of the four goals

Paramedic Technician Diploma (59 credits)

Career/Occupational Requirements: 56 credits

Discipline/Number	Title	Credit #
EMSP 1041	Introduction to Paramedics	5
EMSP 1046	Advanced Assessment, Communication, and Documentation	3
EMSP 1048	Advanced EMS Operations	3
EMSP 1049	Advanced EMS Pharmacology	4
EMSP 1053	Advanced Medical Emergencies I	4
EMSP 1064	Advanced Prehospital Trauma Care	2
EMSP 1066	Prehospital Special Populations	4
EMSP 1054	Advanced Medical Emergencies II	4
EMSP 1060	Advanced Prehospital Cardiac Care I	2
EMSP 1061	Advanced Prehospital Cardiac Care II	4
EMSP 1070	Paramedic Preparation and Assessment	3
EMSP 1071	Advanced Clinical Practicum I	3
EMSP 1072	Advanced Clinical Practicum II	3
EMSP 1075	Advanced Life Support Practicum I	4
EMSP 1076	Advanced Life Support Practicum II	3
EMSP 1077	Advanced Life Support Practicum III	3
EMSP 1080	Integration and Transition to the Paramedic Role	2

General Education/MnTC Requirements: 3 credits

Goal 1 - Communication: 3 credits

Select one of the following communication courses:

ENGL 1021	Composition I	4
COMM 1021	Fundamentals of Public Speaking	3
COMM 1031	Interpersonal Communication	3
COMM 1041	Small Group Communication	3
COMM 1051	Intercultural Communication	3

**Full-Time Paramedic Program
Projected Course Schedule**

(This schedule may be helpful in planning for financial aid assistance. This schedule is subject to change at any time).

Fall Semester Start: Diploma 56 core credits

Fall Semester (Commence August)

EMSP	1041	Introduction to Paramedics	5
EMSP	1046	Advanced Assessment, Communication, and Documentation	3
EMSP	1048	Advanced EMS Operations	3
EMSP	1049	Advanced EMS Pharmacology	4
EMSP	1053	Advanced Medical Emergencies I	4
Total			19 credits

Spring Semester

EMSP	1064	Advanced Prehospital Trauma Care	2
EMSP	1066	Prehospital Special Populations	4
EMSP	1054	Advanced Medical Emergencies II	4
EMSP	1060	Advanced Prehospital Cardiac Care I	2
EMSP	1061	Advanced Prehospital Cardiac Care II	4
Total			16 credits

Summer Semester

EMSP	1070	Paramedic Preparation and Assessment	3
EMSP	1071	Advanced Clinical Practicum I	3
EMSP	1072	Advanced Clinical Practicum II	3
EMSP	1075	Advanced Life Support Practicum I	4
Total			13 credits

Fall Semester (Completion in November)

EMSP	1076	Advanced Life Support Practicum II	3
EMSP	1077	Advanced Life Support Practicum III	3
EMSP	1080	Integration and Transition to the Paramedic Role	2
Total			8 credits

Spring Semester Start: Diploma 56 core credits

Spring Semester (Commence January)

EMSP	1041	Introduction to Paramedics	5
EMSP	1046	Advanced Assessment, Communication, and Documentation	3
EMSP	1048	Advanced EMS Operations	3
EMSP	1049	Advanced EMS Pharmacology	4
EMSP	1053	Advanced Medical Emergencies I	4

Total 19 credits

Summer Semester

EMSP	1054	Advanced Medical Emergencies II	4
EMSP	1060	Advanced Prehospital Cardiac Care I	2
EMSP	1061	Advanced Prehospital Cardiac Care II	4

Total 10 credits

Fall Semester

EMSP	1064	Advanced Prehospital Trauma Care	2
EMSP	1066	Prehospital Special Populations	4
EMSP	1070	Paramedic Preparation and Assessment	3
EMSP	1071	Advanced Clinical Practicum I	3
EMSP	1072	Advanced Clinical Practicum II	3

Total 15 credits

Spring Semester (Completion in April)

EMSP	1075	Advanced Life Support Practicum I	4
EMSP	1076	Advanced Life Support Practicum II	3
EMSP	1077	Advanced Life Support Practicum III	3
EMSP	1080	Integration and Transition to the Paramedic Role	2

Total 12 credits



Paramedic Application Form 2012-2013

This application is for:		Start Date:	
Fall Semester	2012 _____	Aug. 27, 2012	Diploma (59 credits) _____
Spring Semester	2013 _____	Jan. 14, 2013	AAS (76 credits) _____

Name (Last, First, Middle Maiden)	Student ID Number	SSN (optional)
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Address	City	State	Zip Code
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Home Phone () ()	Cell Phone () ()	e-mail address
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Educational Record: Names of secondary schools, colleges and technical schools attended:

High Schools or GED *	State	Town or City	Dates		Degree or diploma received
			From	To	

Have you attended any college? Yes ___ No ___ Have you attended Century College? Yes ___ No ___

Colleges, technical or other post secondary schools *	State	Town or City	Dates		Certificate, degree or diploma received
			From	To	

* Please contact each college and request an official transcript be sent directly to the Records Office at Century College.

Do you have a current STATE EMT certification? YES ___ NO ___ State: _____	Do you have current CPR-Healthcare Provider certification from the American Heart Association? YES ___ NO ___
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Do you have the Required field experience? (after EMT certification) EMS 1025/1026 Yes ___ No ___ In Progress ___	Minimum 50 runs (50% within past 2 years) Yes ___ No ___
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Employment Record: List your employment record indicating most recent employment first.

Employer or Organization	Nature of work	Dates of employment		Location
		From	To	

Applicant Signature

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate and true to the best of my knowledge.

Signature _____	Date _____
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NOTE: Any criminal background or driving record issues (accidents, tickets, dui etc) should be discussed with faculty well before the first day of class as certain issues may disqualify you from completing the program.

NOTICE

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.

This document can be made available in alternative formats such as large print, Braille or audio tape, by calling 779-3300 voice/TTY.

PARAMEDIC READINESS DETERMINATION CHECKLIST

Application Requirements

All documentation must be received before acceptance can be awarded. All certifications and licenses must be current at the time of application and must remain current to continue in the program.

Have you completed and submitted official documentation of the following prerequisites:

- Graduation from high school or an official GED certificate
- Current EMT state certification. *National Registry alone is not sufficient.*
- Current American Heart Association BLS Health Care Provider certification. *Red Cross, national Safety Council, or other CPR certification does not meet this requirement.*
- Current, valid Driver's License
- Assessment score placement into RDNG 1000 or completion of RDNG 0090
- Assessment score placement into ENGL 1000 or completion of ENGL 0090
- Assessment score placement into MATH 0070 or completion of MATH 0030 OR MATH 1000 with grade of "B" or better
- Completion of ENGL 1021, or COMM 1021, COMM 1031, or COMM 1041, or COMM 1051 with grade of "C" or better
- Successful completion of both EMS 1025 & EMS 1026 with a grade of "B" or better in each course. (EMS 1025 and EMS 1026 are usually taken in the same semester.)

OR

- Documentation of 50 emergency (911) ambulance runs. These must be completed after EMT certification. The run log must include the date, nature of the run, and involvement. Each page must also include the supervisor's signature and phone number. At least 50% of the runs must have been completed within the two years prior to acceptance into the program. A letter from your supervisor printed on official letterhead may be submitted in lieu of a run log.
- Minnesota State Colleges and Universities Vehicle Use Agreement forms

Minnesota State Colleges and Universities Vehicle Use Agreement

To be submitted with Paramedic Application

Original Agreement

Update to Existing Agreement

The information you are being asked to provide will be used by Minnesota State Colleges & Universities personnel to determine your qualification to drive vehicles on college/university business or activities. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on college/university business or activities.

The information on this form **will be accessible to your supervisor, state risk management and other system personnel** who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years. The completed form shall be returned to the individual designated on your campus. Be advised that processing and approval may take 7 to 10 working days. Vehicles may not be driven until you are notified of approval.

College/University: _____ Campus: _____

Department/Division: _____ Dept Contact: _____

Drivers Name: Last: _____ First: _____ Middle: _____

Driver's Phone #: _____ - _____ - _____ (Circle: home / work / mobile)

Driver's E-mail: _____ (Circle: home or work)

Status: Staff/Faculty Student Other (specify) _____

Age: Younger than 18 18 to 20 21 or over

Driver's License Number: _____ Issued by the State of _____

Date of Birth: _____

Driver's License Expiration Date: _____ Drivers License Class: _____

Years of US or Canada Driving Experience:

Less than 2 yrs 2 to 5 yrs More than 5 yrs

Drivers' Responsibilities:

Driver agrees to:

1. Complete and sign this Vehicle Use Agreement and consent form for Motor Vehicle Records checks.
2. Have a valid driver's license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws and college or university regulations.
5. Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.
6. Always remove the keys and lock the vehicle when unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
10. Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players or other distracting activities while driving. Also be aware that radios, CD players and other devices can be distracting and should be limited while driving. Cell phones should never be utilized by the driver when the vehicle is in motion.
13. Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving vehicles on college/university business.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines for the Minnesota State Colleges and Universities, including the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE MINNESOTA STATE COLLEGES AND UNIVERSITIES TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE AGREEMENT.

I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the MnSCU Risk Management department in the event of any negative change in the status of my driving record, such as at fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving on college/university business and activities.

Applicant's Signature Date

Dept Contact Signature (as applicable) Date

Minnesota State Colleges & Universities – Fleet Safety Program

Eligible/Ineligible Driving Record (as developed by Dept of Admin)

Eligible rating:

- a. No more than 2 Minor Violations in the last three years;
- b. No more than 1 At-Fault Accident in the last three years.

Conditional Rating:

- a. No more than 3 Minor Violations in the last three years;
- b. No more than 2 At-Fault Accidents in the last three years;
- c. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling no more than 3 occurrences.

Ineligible Rating:

- a. One or more Major Violation in the last five years;
- b. 4 or more Minor Violations in the last three years;
- c. 3 or more At-Fault Accidents in the last three years;
- d. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling 4 or more occurrences.

Definitions:

- a. At-Fault Accident – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.
- b. The term “Major Violation” shall include any of the following:
 - Driving under the influence of alcohol and/or drugs
 - Failure to stop/report an accident
 - Reckless driving
 - Driving while impaired
 - Making a false accident report
 - Homicide, manslaughter or assault arising out of the use of a vehicle
 - Driving while license is suspended or revoked
 - Careless driving
 - Attempting to elude a peace officer
- c. The terms “Minor Violation” shall include any moving violation other than a Major Violation noted above, however not including:
 - Motor vehicle equipment, load or size requirement violations
 - Improper/failure to display license plates (if valid license exists)
 - Failure to sign or display registration (if valid registration exists)
 - Failure to have drivers license in possession (if valid license exists)