

# 2018 Paramedic Program

## *Admission Requirements*

### Important Dates

Fall 2018 Paramedic Program Application Dates . . . February 1, 2018–June 22, 2018\*

Program Start. . . . . August 31, 2018

\*June 22, 2018 is the application deadline; all required documents must be submitted by that date.  
(Check the program web site for information on the application status.)

### Attend an Information Meeting (Optional)

- Check the Harper web site at [www.harpercollege.edu](http://www.harpercollege.edu) for meeting schedule information.

### Submit College Application and Fee

- If you haven't already applied to the College, you will need to do so before completing the following steps:

#### STEP I

### Schedule the EMT Validation Exam

- Applicants must demonstrate minimally acceptable EMT knowledge through written pre-testing in order to be accepted into the paramedic class. Contact Dara Sordo at [dsordo@nch.org](mailto:dsordo@nch.org) after February 1, 2018, to obtain the Validation Exam blueprint via email along with the pre-test registration instructions. Questions about the exam can be answered via email to Dara Sordo at [dsordo@nch.org](mailto:dsordo@nch.org).
- A score of **80%** or higher is considered passing. Applicants have one opportunity to retake the exam if they score less than **80%** on the first attempt. Applicants who take the pretest more than one time should note that first attempt scores may be weighed in the ranking for class acceptance and the process for securing the required field internship sponsorship.
- Applicants who receive a score of **80%** or higher on the pretest will receive from the EMS Office at Northwest Community Hospital:
  - The Paramedic Program **Supplemental Information Form**, which must be completed and submitted to the NWC EMS Office.
  - The Paramedic Program **Application**, which must be completed and submitted to the Harper College Health Careers Division Office, Avanté Center, Room X250 (See below).

#### STEP II

### Submit Paramedic Program Application and Supporting Documentation

**NOTE:** Proof of meeting minimum age requirement of 18 years (driver's license, passport, or state ID), current driver's license, current EMT licensure, and current American Heart Association CPR for Healthcare Professionals card must be submitted to Dara Sordo at Northwest Community Hospital's EMS Office BEFORE submitting an application to the program.

- **Paramedic Program application** (Submit to Health Careers Division Office, Avante Center, Room X250.) Both sides of the application must be completed.
- **Official\* High School Transcript OR GED Results** (Submit to Admissions Processing, A137c)
  - Final high school transcript must have graduation date posted; GED report must show passing scores.

- **\*Official** transcripts are those sent directly from the institution to Harper College.
- Applicants who have completed high school in another country will need to submit a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators, INC (ECE) [www.ece.org](http://www.ece.org) **or** World Education Services (WES) [www.wes.org](http://www.wes.org) stating **U.S. Equivalence: High school diploma.**
- **Official\* College Transcripts** (Submit to Admissions Processing, A137c)
  - Submit transcripts from other colleges attended.
  - **\*Official** transcripts are those sent directly from the institution to Harper College.
- **English/Reading Placement** – can be satisfied by one of the following options:
  - ACT English score of 19 or higher **and** ACT Reading score of 20 or higher; **or**
  - Harper College Writing/Reading Assessment Test results that demonstrate placement into ENG 101 without a reading co-requisite; **or**
  - Completion of ENG 100 (or higher level English course) at Harper with a grade of “C” or better; **or**
  - Successful completion of a college level English composition course (at another appropriately accredited college) equivalent to ENG 101 at Harper.
- **Math Placement** – can be satisfied by one of the following options:
  - Completion of at least two semesters of high school algebra, each with a grade of “C” or better; **or**
  - ACT Math score of 20 or higher; **or**
  - Completion of MTH 060 or higher level math course at Harper College with a grade of “C” or better; **or**
  - Harper College Math Assessment Test results that demonstrate placement into MTH 080 or higher level math course; **or**
  - Completion of an elementary algebra math course equivalent to MTH 060 or higher level math course at Harper College with a grade of “C” or better.
- **Academic Standing**
  - Current or previously enrolled Harper students must have a minimum 2.0 grade point average (GPA).
  - Applicants who do not have a 2.0 GPA will need to meet with a Student Development counselor.

### STEP III

#### Admission Selection Decisions

- This is a limited enrollment program. Once all required documentation is submitted and all admission requirements are satisfied, your name will be forwarded to the NCH EMS Office.
- Class enrollment is mutually determined by NCH and Harper College representatives in early July for those whose Harper paramedic program files are complete by June 22, 2018. Passing the validation exam, submitting the application, and satisfying all admission requirements will result in an admission decision, but completing these steps will not guarantee acceptance into the program. The number of students selected depends on the availability of field internship and hospital clinical opportunities, classroom space, and required student: instructor ratios.
- Applicants who have satisfied the above requirements and are employed by or have an employer-initiated sponsorship and are assigned to vehicles in the NWC EMSS with verified preceptors will have priority in the selection process. An acceptance email will be sent to the applicant at the address provided on the application.
- Unaffiliated students are selected in EMT Validation Exam score order starting with the highest first attempt scores. If a tiebreaker is necessary, file completion date will determine order of acceptance.
- Applicants needing an agency match and preceptor assignment shall indicate that need on their paramedic Supplemental Information Form. **All applicant-agency matching** of those who are not employed in the NWC EMSS **shall be done ONLY through the PM Program Director** after prospective students are rank ordered for acceptance. **Prospective students are NOT to call EMS agencies seeking a sponsorship.**

## Important Admission Notes

- Applicants who are offered enrollment will be given one week to accept their seat in the class. They are considered paramedic student candidates until all final acceptance requirements have been satisfied. It is the candidate's responsibility to insure that all requirements are met and all documentation is satisfactory and on file in a timely manner. Failure to successfully comply with the requirements will result in separation from the program.
- Unaffiliated candidates who require a match with an Agency are conditionally accepted subject to a final match confirmation by an approved Agency administrator (Chief/Provider EMS Coordinator). Individual agency members cannot agree to host a student.
- PM student candidates are required to provide evidence of health insurance coverage and to successfully complete all health clearance requirements which include passing a physical exam attesting to their ability to physically, mentally and emotionally meet the essential job functions of a PM as listed in the student handbook and to participate in all class activities without restriction prior to the beginning of class. Students must also meet all immunization requirements prior to admission to the clinical areas. In addition, enrollment into the PM Program is contingent upon the results of the criminal background check and drug screen required of all admitted students. Information regarding these requirements will be provided following program acceptance.
- Applicants are obligated to meet current admission requirements and follow the program curriculum as defined at the time of acceptance into the program and as modified by changes in national, state, and/or Program standards that may occur while classes are in session.
- Enrolled students will be required to sign a Student Agreement, Academic Release form, Photo Release Form, Invasive Procedure Release Form, and an Emergency Preparedness Exercise participant release form on the day of program orientation.
- Applicants who are not accepted into the program and wish to be considered for the following year must reapply.

## **RESOURCES FOR PARAMEDIC PROGRAM APPLICANTS**

<b>For questions regarding:</b>	<b>Contact:</b>	<b>Phone number and/or email address:</b>
Application process, requirements and deadlines	Health Careers Division Office (Yvonne Thomson/Cathie Borst)	847.925.6533 <a href="mailto:le@harpercollege.edu">le@harpercollege.edu</a>
Validation exam, student file requirements at NCH	NCH EMS Office (Dara Sordo)	<a href="mailto:dsordo@nch.org">dsordo@nch.org</a>
Academic advising, possible academic standing waiver	Academic Advising & Counseling (Jennifer Rojek)	847.925.6220 <a href="mailto:jrojek@harpercollege.edu">jrojek@harpercollege.edu</a>
Assessment testing for English / math placements	Assessment and Testing Center	847.925.6541
Tuition, billing, 3 <sup>rd</sup> party payment, deferred payment program	Business Office (Norma Capuana-Czarnecki)	847.925.6497 <a href="mailto:ncapuana@harpercollege.edu">ncapuana@harpercollege.edu</a>
Health Requirements (after admission offer)	NCH EMS office Jennifer Dyer	847.618.4494 <a href="mailto:Jdyer@nch.org">Jdyer@nch.org</a>
Address or phone number changes, transcripts, financial aid	Harper OneStop	847.925.6710
Proficiency credit	Health Careers Division Office	847.925.6533

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