

# 2024 Paramedic Program

## Admission Requirements

### Important Dates

Fall 2024 Paramedic Program Application Dates  
February 13, 2024–June 24, 2024\*

**Program Start. . . . .September 9, 2024**

**\*June 24, 2024 is the application deadline; all required documents must be submitted to Harper College by that date.** (Last exam date available is June 18<sup>th</sup>)

Check the program web site for information on the application status.

Direct questions to [le@harpercollege.edu](mailto:le@harpercollege.edu)

### 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. You can apply online at:  
[https://harpercollege.force.com/apply/TX\\_SiteLogin?startURL=%2Fapply%2FTargetX\\_Portal\\_PB](https://harpercollege.force.com/apply/TX_SiteLogin?startURL=%2Fapply%2FTargetX_Portal_PB)

### STEP I

#### Schedule and take the EMT Validation Exam

- Applicants must demonstrate minimally acceptable EMT knowledge through written pre-testing to be accepted into the paramedic class. **Contact Pamela Ross at 847-618-4482 or email [pross@nch.org](mailto:pross@nch.org)** beginning January 2, 2024, to obtain the Validation Exam blueprint via email along with the pre-test registration instructions. **Testing is conducted on the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesdays of the month at 9 AM by appointment from February 13<sup>th</sup> - June 18<sup>th</sup>. Students scheduled for the last testing date of June 18<sup>th</sup> are not able to retest.** Questions about the exam can be answered at 847-618-4482.
- A score of **80%** or higher is passing. Applicants have one opportunity to retake the exam if they score less than **80%** on the first attempt to ensure eligibility for acceptance. First attempt scores are weighed in the rank order for class acceptance.
- Applicants who receive a score of **80%** or higher on the pretest will receive the following from the EMS Office at Northwest Community Hospital.

### Paramedic Program Application and need for Supporting Documents

Submit the following to Pamela Ross at Northwest Community Hospital's EMS Office BEFORE submitting the application for the Paramedic Program to Harper College:

- Proof of meeting minimum age requirement of 18 years: Copy of driver's license, passport, or state ID
- Current driver's license
- Current EMT or AEMT license
- Current American Heart Association CPR for Healthcare Professionals card.
- The Paramedic Program **Supplemental Information Form**

## **STEP II**

### **Complete and submit the Paramedic Program application:**

Once you have successfully passed the EMT validation exam with a score of 80% or higher you will receive the link to the Harper College Paramedic Program online application. Complete all fields. Your application will be processed within 5 – 7 business days. Application status will be emailed to you at the email address provided on the application as well as to your Harper College email address.

NOTE: Please check your spam folder as some emails (g-mail, yahoo) may go to spam.

**Submit all documents to Harper College by June 24, 2024.**

### **Other prerequisites**

#### **Official High School Transcript OR High School Equivalency (HSE) Results MANDATORY (regardless of higher degree)**

- Send your official final high school transcripts with the graduation date posted, or, if you are submitting the HSE report, the document must show passing scores. Either document should be sent **directly** from the institution to Harper College.
  - The preferred method to send your official transcript is electronically via Parchment or eScrip-Safe.
  - E-mail transcripts are currently accepted as official **only when the sending institution is the School's Registrar's Office** (emailed transcripts from students to Harper are considered unofficial).
  - Send to: to [processing@harpercollege.edu](mailto:processing@harpercollege.edu) OR Via US mail  
Attn: Admissions Processing A137c  
Harper College  
1200 W. Algonquin Rd  
Palatine, IL 60067-7398
- 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) specifically stating: **U.S. Equivalence: High school diploma.**

#### **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**
- SAT Evidence-based Reading and Writing subscore of 480 or higher **or**
- Harper College Writing/Reading Assessment Test results that demonstrate placement into ENG 101 without a reading co-requisite; **or**
- Successful completion of a college level English composition transfer course equivalent to ENG 101 at Harper
- Aligned high school ENG course with a grade of C or higher from districts 211, 214, or 220, **or**
- Successful completion of a college level, Harper College ENG Dual Credit course, **or**
- Advanced Placement credit with a score of 3 or higher, **or**
- Cumulative unweighted high school GPA of 3.0 (on a 4-point scale) or 4.0 (on a 5-pt scale)

There is no expiration date on the English Composition course or testing requirement.

Please visit <https://www.harpercollege.edu/testing/collegereadyatharper.php> for full list of options and course options.

### **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 documents are 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 shortly after the deadline date for those whose Harper paramedic program files are **complete** by June 24, 2024. Passing the validation exam, submitting the application, and satisfying all admission requirements with a completed file will result in an admission decision. However, 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 all requirements and are employed by and assigned to vehicles in the NWC EMSS with verified preceptors will have priority in the selection process
- Unaffiliated students are selected in EMT Validation Exam score rank order starting with the highest first attempt scores. If a tiebreaker is necessary, file completion date will determine the 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** after prospective students are rank ordered for acceptance.
- **Prospective students are NOT to call EMS agencies seeking an affiliation.**
- Class selection is slated to occur during the last week of June 2024.

#### **Important Admission Notes**

- An acceptance email will be sent to the applicant at the e-mail address provided on the application as well as to their Harper e-mail address (check spam folders of personal e-mail addresses)
- Applicants who are offered enrollment will be given **one week** to accept their seat in the class. They are considered paramedic student *candidates* only, until all final acceptance requirements have been satisfied. Failure to accept their seat by the listed deadline will negate the acceptance letter offer and release that seat to the next person on the waiting list.
- Unaffiliated candidates who require a match with an Agency are *conditionally* accepted, subject to a final match proposed by the Paramedic Program and accepted by an approved Agency administrator (Chief/EMS CEO). Individual agency members cannot agree to host a student.
- Applicants are required to meet current admission requirements and follow the Program curriculum as defined at the time of acceptance and as modified by changes in national, state, and/or Program standards that may occur while classes are in session.
- 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 physical, psychological, social, and emotional ability meet the essential job functions of an EMS Clinician as listed in the student handbook and to participate in all class activities without impairment or restriction throughout the class. Very limited accommodations are available to paramedic students as they must fully demonstrate the ability to perform competently in class meeting the essential job functions in the same manner as they would be expected to perform on duty in a hospital and/or at an EMS agency. The functional job description is provided by the NCH Paramedic Program office.

- Students must also meet all immunization requirements by deadlines set by the Program or they will forfeit their seat in the class. In addition, enrollment into the PM Program is contingent upon the results of the criminal background check that meets the requirements in the Illinois EMS Act and Rules, and a clean drug screen that meets Federal and Program requirements. Information regarding these requirements will be provided following Program acceptance.
- 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 not accepted into the program who wish to be considered for the following year must reapply.

## RESOURCES FOR PARAMEDIC PROGRAM APPLICANTS

For questions regarding:	Contact:	Phone number and/or email address:
Paramedic application process, requirements and deadlines	<u>Harper College</u> Health Careers Division Office, X250 (Cathie Borst/Imazul Garcia)	847.925.6533 <a href="mailto:le@harpercollege.edu">le@harpercollege.edu</a>
Validation exam, supplemental information form, opening applicant files at NCH	<b>NCH Paramedic Program Admin Assistant</b> Pamela Ross	847.618.4482 <a href="mailto:pross@nch.org">pross@nch.org</a>
Course schedule, content, requirements during the program	<b>Paramedic Program Lead Instructor:</b> Michael Gentile	847.618.4490 <a href="mailto:mgentile@nch.org">mgentile@nch.org</a>
EMS Education Programs, EMT and Paramedic Certificate and Associate degree requirements	<b>EMS Education Program Director</b> Connie J. Mattera	847.618.4485 <a href="mailto:cmattera@nch.org">cmattera@nch.org</a>
Academic advising, possible academic standing waiver, if needed	<u>Harper College</u> Academic Advising and Counseling - A364	847.925.6220
Assessment testing for English / math placements	<u>Harper College</u> Assessment and Testing Center - A148	847.925.6541 <a href="mailto:testing@harpercollege.edu">testing@harpercollege.edu</a>
Tuition, billing, 3 <sup>rd</sup> party payment, deferred payment program	<u>Harper College</u> Business Office (Norma Capuana-Czarnecki)	847.925.6497 <a href="mailto:ncapuana@harpercollege.edu">ncapuana@harpercollege.edu</a>
Health Requirements (after admission)	<b>Paramedic Program Lab and Clinical Coordinator:</b> Bill Toliopoulos	<a href="mailto:vtoliopoulos@nch.org">vtoliopoulos@nch.org</a> 847-618-4486
Address or phone number changes, transcripts, financial aid	<u>Harper College</u> One Stop Office A250	847.925.6710
Proficiency credit	<u>Harper College</u> Assessment and Testing Center - A148	847.925.6541 <a href="mailto:testing@harpercollege.edu">testing@harpercollege.edu</a>