

Memo



To: Paramedic Program Candidates
From: David A. East, BS, NREMT-P, I/C Director, NEEMSI
Date: January, 2010
Re: Paramedic Program Application Documentation

To complete your application to our paramedic program, you will need to provide a number of documents. You should begin to collect these right away as some documentation may take some time to obtain.

You must have these items with you on the day of your interview:

1. **A current resume.** This should list all your professional employment, including your EMS experience. Please be certain to include dates of employment or service, and indicate if such employment was full time, part time, per-diem, or call.
2. **Copies of your current EMS credentials.** Include copies of the front and back of your state EMT card, CPR card, and National Registry card (if applicable). Include copies of any other relevant EMS credentials.
3. **Proof of current health insurance.** A copy of your current health insurance card will suffice.
4. **A letter of recommendation from the head of your EMS service.** The person who commands the EMS where you currently practice should author this letter. If you work for a fire department, your Chief should write the letter. If you work for more than one EMS provider, you will need to provide a letter from each.
5. **Documentation of a minimum of 50 EMS calls over the past twelve months.** This documentation should take the form of a computer (or CAD) print out of your calls in the past twelve months. Again, do this for each EMS employer. Please note that some services find this extremely difficult to do, and in such cases we will accept a letter from your head of service stating the number of calls you have performed in the past twelve months.
6. **A copy of your high school diploma or GED.**
7. **A copy of any college diplomas or transcripts.** The transcripts do not need to be "official." Be certain to provide transcripts if you have taken college level courses in Anatomy and Physiology.

Although you may interview without these items in hand on the day of the interview, your application is not complete without them, and an admissions decision can't be made until your application is complete. You should submit these documents as soon as you have them:

8. **A letter of recommendation from the medical director of your EMS service.** At a minimum, this letter should state, that the medical director is not aware of any clinical issues that should preclude your participation in a paramedic training program.
9. **A completed Health Evaluation Form.** This form is enclosed. This must be signed by your healthcare provider, and must be signed by a MD, DO, NP, or PA.
10. **A copy of current proof of immunization against MMR.** "MMR" stands for measles, mumps, and rubella. This is a childhood immunization, and many applicants find this difficult to document. You should seek out the advice of your healthcare provider to see what makes sense for your situation. In the past, some students have received the vaccination again while others have had blood tests done to document their immunity (called a "titer.") Please note that if you have titers drawn, you should have titers performed for all three – measles, mumps, and rubella.
11. **A copy of current proof of immunization against the Hepatitis B virus.** This is a series of three vaccinations. Candidates must document that they have either completed the series, are in the process of receiving the series, or have a documented immunity (titer required).
12. **A copy of a Mantoux (PPD) test for tuberculosis.** This test must be dated within three months of the first day of class for the program you are applying. Please note that if you have had a positive test for TB in the past, please call us about required documentation.