Application Check List

MAY 11, 2015
Application DEADLINE

_____ Proof of having met all required prerequisites (A&P 1 & 2; EMT-1 & CPR)

_____ Admission as a degree-seeking student to Mat-Su College (AAS in Paramedic Technology, Pre-Major status). If adding a major or declaring a major for the first time you will need to apply through UAOnline, pay the $40 application for admission fee, and submit official transcripts (high school and college) If already admitted to MSC/UAA, submit a change of major to the AAS in paramedical technology program, and UAA transcripts can be requested by the coordinator at no cost to the applicant.

_____ Copies of all current EMT and EMS Related Certificates: This must include your current EMT and CPR, but may include any additional certificates you want considered in the selection process (ACLS, PALS, PEPP, BTLS/PHTLS, ICS classes …)

_____ 250-500 Word Admissions Essay (See specific requirements on page 2)

_____ Current Resume with 3 References

_____ Three (3) Letters of Recommendation

_____ Interested Party Report (State Background Check)

_____ Copy of Military DD-214 (long form) if applicable

_____ Signed & Notarized Application
PROGRAM PRE- AND CO-REQUISITES

Include documentation of the following with application

- College Anatomy & Physiology I & II. Must total 8 credits & passed with a grade of at least “C” in each.
- State of Alaska EMT-1 or NREMT-Basic EMT Certification (or higher)
- Evidence of a Current Healthcare Provider CPR Card (AHA or ARC)

Students must have completed at least 1 of the A&P classes, hold a current EMT-1, -2, or -3 certificate, and current BLS card prior to being considered for admission into the program.

While we recommend that all core classes be completed prior to entry into the Full-Major program due to its workload level, other core classes required for program completion may be taken concurrently, but must be completed before you will be permitted to go to the lower 48 for your ambulance ride time. Failure to complete these core classes will delay ride time and the ability to test for your NREMT-Paramedic. Only classes completed with a C or better may be counted.

General Education core classes:

<table>
<thead>
<tr>
<th>Course No Course No.</th>
<th>Course Title</th>
<th>Credits possible</th>
<th>Semester taken</th>
<th>Grade</th>
<th>Credits taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM A111</td>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
<td></td>
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<tr>
<td>COMM A235</td>
<td>Small Group Communication</td>
<td>3</td>
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<tr>
<td>COMM A237</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>COMM A241</td>
<td>Public Speaking</td>
<td>3</td>
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Total credits required: 3 Total credits taken: 

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits possible</th>
<th>Semester taken</th>
<th>Grade</th>
<th>Credits taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL A111</td>
<td>Methods of Written Comm. (required)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ENGL A212</td>
<td>Technical Writing (recommended)</td>
<td>3</td>
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<tr>
<td>ENGL A211</td>
<td>Academic Writing About Literature</td>
<td>3</td>
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<tr>
<td>ENGL A213</td>
<td>Writing in the Academic Disciplines</td>
<td>3</td>
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Total credits required: 6 Total credits taken: 

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits possible</th>
<th>Semester taken</th>
<th>Grade</th>
<th>Credits taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH A105</td>
<td>Intermediate Algebra</td>
<td>3</td>
<td></td>
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<tr>
<td>MATH A107</td>
<td>College Algebra</td>
<td>4</td>
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</table>

Total credits required: 3 Total credits taken: 

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits possible</th>
<th>Semester taken</th>
<th>Grade</th>
<th>Credits taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL A111/L</td>
<td>Anatomy &amp; Physiology I with lab</td>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>BIOL A112/L</td>
<td>Anatomy &amp; Physiology II with lab</td>
<td>4</td>
<td></td>
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Total credits required: 8 Total credits taken:
PHASE 1 - APPLICATION SCORING

Only 16 applicants will be selected for the Paramedic Program. Applicants will be rank-ordered based upon their submitted application. The top 25 applicants will progress to “Phase 2”, the oral interview.

- Students with all GERs complete will be given preference => 3pts
  - Students must have at least either BIOL 111 or 112 complete. Completion of both BIOL 111/L & 112/L => 2pts
- College Grade Point Average => Up to 4 Points (4.0 GPA = 4pts, 3.5 GPA = 3.5pts, …)
- Life Experience in Emergency Medical Services => Up to 2 Points (1- 5 yrs = 1pt; > 5 yrs = 2pts)
- National Registry EMT “Intermediate-99” or “AEMT” Certification => 2 Points
- National Registry EMT “Intermediate-85” Certification => 1 Point
- EMT-3 with current ACLS => 1 Point
- EMT-3 with PALS or EMT-2 OR EMT-3 with PEPP-ALS => 1 Point
- Military Service (Honorable Discharge & Medical MOS) => 1 Point
- Current AK EMT 2 or out of state equivalent certification => 1 Point
- Current AK EMT 3 or out of state equivalent certification => 2 Points
  (Students currently enrolled in EMT 2 & 3 programs will be awarded these points. However, if these applicants fail to certify, these points will be deducted from their final score and may result in not being accepted into the paramedic program).
- PHTLS or ITLS => 1 Point
- Nurse’s License at the level of RN or LPN (RN = 1 pt; LPN = ½)
- 1 point for proof of completing for ICS-100, 200, AND 700

ADMISSION ESSAY

A typed application essay of 250-500 words (double spaced, 1” margins, 12 point font, Times New Roman) must be submitted with this application to be considered for admission into the Paramedic Program. The essay should state why the applicant wishes to become a paramedic and why s/he wishes to attend Mat-Su College’s Paramedic Program.

PAST EDUCATION

Include an Official Copy of all NON-UAA college transcripts. If no college history; include a copy of your high school diploma or GED.

Include photocopies of ALL current EMS or medical related certificates/licenses that you want considered in the application process.

MILITARY

Attach a copy of your DD-214 (long form showing Honorable Discharge), with any medical MOS training certificates that you have completed if applicable.

RESUME

Please attach a current resume with at least 3 personal references included.

THREE LETTERS OF RECOMMENDATION

Please provide a total of three (3) letters of recommendation with this application. Preferably one letter should be from a recent supervising physician or EMS medical coordinator in the community where you have practiced as an EMT. The other two should be from professional references if possible. Recommendations may be emailed directly to kagiffin2@matsu.alaska.edu with the Subject “YOUR FIRST LAST recommendation 2015.”
INTERESTED PARTIES REPORT - (IPR)

An Interested Parties Report (also known as a local or state background check) is required to be submitted with this application. The IPR can be requested from any state law enforcement agency for a small fee. Any EMT or Paramedic Licensure “barriers” found within the IPR will be grounds for immediate application denial.

PHASE 2 - ORAL INTERVIEW

- The Top 25 finalists will be invited to proceed forward to the oral interview phase of the selection process.
- The Oral Interview will be conducted by members of the Selection Committee.
- Phone interviews may be granted due to unusual circumstances.
- The Top 16 combined application & oral interview scores will be accepted into the Paramedic Program.
- All finalists will be notified by phone and mail no later than June 8, 2015.
- Non-selected students will be notified by mail only.
- A list of stand-by applicants will be maintained in case an accepted applicant declines acceptance.
- If an accepted applicant declines to enroll in the Paramedic Program, the standby list will be implemented.
  - Accepted Applicants have **Fourteen (14) days to accept or decline** the invitation to register.
  - Accepted Applicants **Must register through MSC within 21 days** or forfeit their acceptance. This can be done online.
  - Accepted Applicants **Must Contact the Paramedic Coordinator** within 7 days of their acceptance.
  - Applicants failing to mail or turn in their notification acceptance letter may forfeit their acceptance.
AFTER ACCEPTANCE INTO THE PARAMEDIC PROGRAM

GENERAL HEALTH SCREENING (AFTER ACCEPTANCE INTO THE PROGRAM)

All health exams are the responsibility of the student.

- Prior to starting the Paramedic Program, all students need to have signed documentation from their personal physician affirming they are capable of performing the physical tasks outlined by the DOT 1998 Paramedic Curriculum.

 IMMUNIZATIONS & TITERS (AFTER ACCEPTANCE INTO THE PROGRAM)

All immunizations & titers are the responsibility of the student. Prior to any clinical rotation the applicant must show documentation of having met the following health requirements

- Immunity to rubella, rubeola, and mumps (demonstrated by titer)
- Immunity to chicken pox, documented by history, titer, or immunization
- Having started the two-shot hepatitis A series; must be completed within six months of first immunization
- Having started the three-shot hepatitis B series; must be completed within six months of first immunization
- Immunization against diphtheria and tetanus within last 10 years
- Freedom from active tuberculosis, demonstrated annually by negative PPD or MD Health Exam
- Documentation of having had an annual HIV test (results are not required to be turned in to MSC, but documentation must be retained through graduation from the program).

Information and immunization/titer records will be given to applicant upon acceptance into the program.

FBI BACKGROUND CHECK (AFTER ACCEPTANCE INTO THE PROGRAM)

All background check costs are the responsibility of the student.

- Documentation of having had an FBI Background Check (fingerprinted) and being free from any State of Alaska or National Registry of EMTs Barriers from licensing or certification.

Information and fingerprinting locations will be given to applicant upon acceptance into the program.

URINE DRUG SCREEN (AFTER ACCEPTANCE INTO THE PROGRAM)

All drug testing costs are the responsibility of the student.

- Documentation of having been found free of illegal drugs. Test must be taken and results submitted to the Paramedic Coordinator after being accepted into the program, and before the first day of class.

Information on drug testing sites will be given to applicant upon acceptance into the program.

*** Completed Applications Must Be Received By MAY 11, 2015 ***

Mail or deliver the completed application form on the next page and accompanying documentation to:

Kathy G. Roberts, Paramedic Program Coordinator
Mat-Su College, PO Box 2889, Palmer, AK 99645
Phone (907) 982-5996

The MSC Paramedic Technology Program does not unlawfully discriminate on the basis of age, race, national origin/ancestry, color, sex, religion/creed, or handicap/disability. MSC operates in accordance with applicable laws on equal opportunity and non-discrimination in the consideration for admission.
Full Legal Name: ______________________________ Student ID: __________
Last First Middle Initial

Birth Date: _____ / _____ / ______ Social Security Number: _____ / _____ / ______
Mo Date Year

EMT Level:_________ Years of EMT experience:_________ CPR Expiration Date:_______

Mailing Address: ________________________________________________________________

Physical Address: ______________________________________________________________

Home Telephone: ___________________________ Cell Telephone: _________________________

Emergency Contact: ___________________________ Emergency Phone: _________________________

Email Address: ________________________________________________________________

Are you a US Citizen _____ Yes _____ No Are you an Alaska Resident _____ Yes _____ No

ACADEMIC RECORD

<table>
<thead>
<tr>
<th>Type of School</th>
<th>Name &amp; City of School</th>
<th># Years Completed</th>
<th>Degree Received</th>
<th>Major</th>
<th>Did you Graduate?</th>
<th>GPA</th>
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<tbody>
<tr>
<td>High School or G.E.D.</td>
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<tr>
<td>College*</td>
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<td>EMT Training</td>
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*The candidate is responsible for transferring all credits from non-UAA colleges to UAA prior to application. Official transcripts must be sent to Student Services for any credits not completely transferred prior to application.

I hereby certify that to the best of my knowledge the information furnished on this form is true and complete without evasion or misrepresentation. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal from the MSC Paramedic Program.

APPLICANT’S SIGNATURE _________________________ DATE ____________________

Subscribed and sworn to before me this_______ day of______________________, 20____.

My Commission expires ________________________________

(Notary Signature) ________________________________ (Notary SEAL)