

Admissions Requirements for the Edward Hospital Paramedic Program Spring 2019

Please read this entire packet carefully and retain for your records

Paramedic I-II-III
Fire 2278-2279-2280

**THIS PACKET IS ONLY FOR STUDENTS INTERESTED IN
EDWARD HOSPITAL**

Beginning Spring 2019 through Fall 2019

Application deadline:

September 20, 2018 at 3 p.m.

Classes and clinicals run January 2019 through December 2019

Note: Students are not accepted into this program until they have received an official acceptance letter from Edward Hospital EMSS. Completion of Health Requirements, CPR completion, criminal background checks, and proof of insurance is an independent activity to prepare for entrance into health programs at College of DuPage and/or participation in clinical sites within health programs. Funds paid to Edward Corporate Health or to a personal health care provider/source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course is not successfully completed.

PROGRAM OVERVIEW

College of DuPage (COD) offers Paramedic training through Central DuPage Hospital, Edward Hospital, Good Samaritan Hospital and Loyola University Medical Center Emergency Medical Services System (EMSS). These Paramedic training programs utilize the U.S. Department of Transportation's National Education Standards and are approved to offer Paramedic training by the Illinois Department of Public Health (IDPH).

The hospitals have been designated as EMSS resource hospitals by the State of Illinois. This designation specifies certain responsibilities in the delivery of pre-hospital care. Among these are the training and education of Paramedic personnel. Edward Hospital's Paramedic program starts in January of each year and is one year in length. Registration is through College of DuPage with classes and clinical rotations held at the hospital.

PROGRAM INFORMATION DISCLAIMER

This program information packet is published for that purpose; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time, without notice, requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in the program information packet in accordance with the COD policies and procedures.

PROGRAM & COURSE DESCRIPTION

The Paramedic Certificate Program is composed of three courses. The [certificate requirements](#) and [course descriptions](#) for the Paramedic program can be found in the Course Catalog under the Fire Science discipline.

ATTENDANCE

Class attendance is **mandatory**. Students are expected to arrive at class on time and not leave early. Unexpected or unforeseen circumstances can be discussed with the Program Director. Students who know in advance that they are going to be late or miss classes must notify their instructor. Paramedic program students can miss only a certain number of classes to still be eligible to sit for certification exams. Students must also maintain a minimum of 80% on each exam, practical, and clinical rotation to remain in the Paramedic program.

TEXTBOOKS

Books will be discussed at orientation. Students will be required to purchase books prior to the first day of class. In addition to the textbook, there will be several online learning tools utilized both in the classroom and independently. In the best interest of the student, the recommendation is for each student to have the ability to bring their own computer, laptop, or tablet with wireless capabilities into the classroom.

UNIFORM POLICY

Edward Hospital Paramedic Program requires the student to wear a paramedic program uniform and will discuss the uniform policy at orientation.

TUITION/FEES/FINANCIAL AID

The paramedic program consists of 36 semester hours of college credit at the [prevailing tuition rate](#). College of DuPage payment policy states payment will be due immediately following registration. If you are unable to pay the amount in full, you must sign up for the payment plan offered by the college. If you are expecting financial aid or other assistance, you may be able to sign up for a deferred payment plan. If you have questions regarding the payment plan or the payment policy, please contact the Cashier's office at (630) 942-2206. The College of DuPage reserves the right to drop students for non-payment of tuition.

Financial Aid is available to any eligible student enrolled in the college for six or more eligible credits. Grants, loans, on-campus employment, veteran's grants and scholarships are aid options available to help students meet their education expenses. If you are planning on applying for financial aid and have not already done so, please [visit our website](#) or contact the Financial Aid office at (630) 942-2251. It can take 6-8 weeks for processing, so if

you have not already completed your [FAFSA form](#), you may need to sign up for the standard payment plan and be reimbursed once your financial aid is processed.

If you are a veteran and are planning to use veteran's benefits, please [visit our website](#) and the [United States Department of Veteran's Affairs](#).

If a company will be paying for your tuition or you have a chargeback agreement from another community college, please [download our Third Party Billing/Chargeback form](#) or speak with a representative at (630) 942-2377.

Students enrolled in the Paramedic program needing to verify full-time status (medical or insurance) are considered full time students. To receive a letter stating full-time status, visit the Records office (SRC 2015). A request form needs to be completed. There is a \$5 processing fee for this request, payable by cash or check. This request takes five to 10 days to process. For additional questions, call (630) 942-2431 or (630) 942-3022.

NON-DISCRIMINATION STATEMENT

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

STUDENT E-MAIL POLICY

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

<http://www.cod.edu/academics/email.aspx>

CRIMINAL BACKGROUND CHECK INFORMATION

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law ([225ILCS46/25](#)) and 77 Ill Adm. Code 955 Section [955.160](#) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

Criminal background checks only need to be completed once accepted into the Paramedic program.

MISCELLANEOUS INFORMATION

For additional information about any programs at COD, consult the college *Catalog*, the *Class Schedule*, or visit www.cod.edu. For questions specifically concerning the [Paramedic program](#), contact the Fire Science Coordinator at (630) 942-2107; the [Health and Sciences Division office](#) at (630) 942-8331; or the [Admissions Representative](#) at (630) 942-2626.

POLICY FOR PROFESSIONAL CONDUCT AT CLINICAL SITES

Please visit the College of DuPage Health and Science Programs Policy for Professional Conduct Policy at http://www.cod.edu/academics/divisions/health_sciences/pdf/policy_professional_conduct.pdf.

HEALTH REQUIREMENTS

You must complete the medical requirements by the first day of class. The information packet is available at http://cod.edu/admission/degree_certificate_programs/pdf_health/healthrequirements.pdf. Failure to follow health requirement procedures may disqualify the student from participation in the Paramedic program.

FUNCTIONAL JOB DESCRIPTION – PARAMEDIC

Qualifications

To qualify for EMS certification or licensure an individual must successfully complete a State approved course and achieve competency in each of the psychomotor skills. In addition, the individual must achieve a passing score on the state written certification or licensure examination.

EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have ability to:

- Communicate verbally via telephone and radio equipment
- Lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Interpret written, oral and diagnostic form instructions
- Use good judgment and remain calm in high-stress situations
- Work effectively in an environment with loud noises and flashing lights
- Function efficiently throughout an entire work shift
- Calculate weight and volume ratios and read small print, both under life threatening time constraints
- Read and understand English language manuals and road maps
- Accurately discern street signs and address numbers; ability to interview patient, family members and bystanders
- Document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Converse in English with coworkers and hospital staff as to status of patient

EMS personnel should possess good manual dexterity, with ability to perform all related tasks to highest quality patient care. Ability to bend, stoop and crawl on uneven terrain and ability to withstand varied environmental conditions such as extreme heat, cold and moisture is vital. The ability to work in low light, confined spaces and other dangerous environments is required.

Description of Tasks

- Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations.
- Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician.
- May use equipment (based on competency level) such as (but not limited to) defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patient, inflates pneumatic anti-shock garment to improve patient's blood circulation or stabilize injuries.
- Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
- Reassures patients and bystanders, avoids mishandling patient and undue haste, searches for medical identification emblem to aid in care.
- Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.
- Complies with regulations in handling deceased, notifies authorities, arranges for protection of property and evidence at scene.
- Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
- Observes patient en route and administers care as directed by physician or emergency department or according to published protocol.
- Identifies diagnostic signs that require communication with facility.

- Moves the patient into the emergency facility from the ambulance. Reports verbally and in writing concerning observations about the patient, patient care at the scene and en route to facility, provides assistance to emergency staff as required.
- Maintains familiarity with all specialized equipment.
- Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.

STANDARD SKILLS IN HEALTH CARE PROGRAMS

To participate in the clinical education portion of any health career programs at College of DuPage that involves direct patient care, the applicant must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level professional in that field and are set by the individual program. These skills protect the health and well-being of patients and may include, but are not limited to, the ability to:

- Lift and carry 30 pounds of weight
- Lift and transfer patients to and from wheel chairs, stretchers, beds and tables
- Move, adjust and manipulate equipment. Manipulate necessary hospital equipment for patient care, such as dials, switches, push buttons and keyboards. Position patients for exams.
- Respond appropriately to sounds such as the patient's voice and movements at a normal conversational volume. Respond appropriately to equipment signals such as sound and light.
- Perform for a prolonged period without breaks in a typical shift of eight hours
- Communicate orally and in writing with patients, doctors and other personnel clearly and effectively
- Follow verbal and written directions

Students who are unsure if they can meet any/all of these requirements should speak to a program faculty member.

EDWARD HOSPITAL PROGRAM PREREQUISITES

In order to qualify for a position within the Edward Hospital Paramedic Education Program, the applicant must:

1. Be at least 18 years old
2. *Currently be certified through the National Registry or State of Illinois as an Emergency Medical Technician (If accepted into the program, students must have a State of Illinois EMT license);
3. Transcripts from highest level of education completed (high school, associates, bachelors, etc.)
4. *Current Healthcare Provider CPR card
5. *Copy of Health Insurance Card
6. *Copy of Valid Driver's License
7. Have completed a college Anatomy & Physiology course (COD Anatomy 1500 or equivalent or 1551/1571 **and** 1552/1572) with a grade of 'C' or better **by the deadline date or within the last 10 years.**
8. Have completed Biomedical Terminology course (COD HLTHS 1110 or equivalent) with a grade of "C" or better by time of program start date (January 7, 2019) or within the last 10 years.
9. Submit three (3) Letters of Recommendation (not from family or relatives) with the application
10. Pass the entrance exam with an 80% or higher
11. Complete the oral interview process
12. If selected into Edward Hospital's Paramedic Education Program, the student will be responsible for completing mandatory health requirements, apply for a background check, purchase textbooks and uniforms for the program.

*Submit copies of the above along with the completed application by the application deadline to the designated offices as described in the Application Steps on pages 8-9.

PARAMEDIC APPLICATION STEPS:

It is the applicant's responsibility to ensure that all material listed below have been completed and received by the designated office, by 3 pm on **September 20, 2018**. Please retain a copy of this packet for your records.

- _____ 1. It is highly recommended the applicant attends a Paramedic Advising Session to learn about the program and application requirements. [View upcoming session dates and times](#) and please make sure to RSVP online for your session to secure your spot using the directions provided. Registration and attending one of these session is strongly encouraged, but not mandatory.

- _____ 2. If you have not been admitted to College of DuPage, please complete the [College of DuPage General Admissions Application](#) online. There is a non-refundable \$20 general admission fee due upon submission. **This application is for general admissions to College of DuPage only; it is not an application to the Paramedic program.**

- _____ 3. Official Transcripts - Contact ALL educational institutions **IMMEDIATELY** to order Official Transcripts *as they will not be considered if they are received after the deadline date*. If high school (or GED) is your highest level of education; please submit your official high school transcript. Your highest level of education will be taken into consideration for admission review.

To verify receipt of your transcript(s). Login to your myACCESS account, click on 'myACCESS for Students', then select 'My Profile'. The receipt status of your transcript will be listed under 'Transcript Institutions'.

Official Transcripts must be received from the educational institution in a sealed envelope mailed to the **College of DuPage, Office of Student Records**, 425 Fawell Blvd, SRC 2150, Glen Ellyn, IL 60137-6599 or via online electronic submission to graduation@cod.edu . ***If College of DuPage is the only institution you have attended, you do not need to request official transcripts.*** **NOTE:** If you have an international transcript from high school or college, it must be evaluated by EDUCATIONAL CREDENTIAL EVALUATORS, Inc. Forms may be obtained from www.ece.org.

- _____ 4. Complete the online [Health Sciences Application](#). Select **Paramedic Certificate – Edward** when asked “which Health Sciences program are you applying to?” and **Spring 2019** as your “anticipated entry term”.
Note:
 - ***You can only submit the application online and must pay a \$50 non-refundable application fee by credit card. If you do not have a credit card, you can purchase a prepaid credit card from your local retailer.***
 - ***Once your term is selected and application submitted, you may not change this without submitting a new application and paying another \$50 non-refundable application fee.***
 - ***If you previously applied to the Paramedic program with Edward or any other hospital affiliated with the College of DuPage Paramedic Program, you will need to complete this step again and pay another \$50 non-refundable fee to be considered for this admissions cycle***

6. Submit the following supporting documents to **College of DuPage Office of Admissions & Outreach Student Services Center (SSC) Room 2207**. Please submit **all documents at once** in an 8.5 x 11 envelope clearly marked with your name and student ID number. **DO NOT** submit any transcripts to this office along with your application (see directions in step 3 and instead send to College of DuPage Records Office). **Also include the required documents checklist with your application (page 14)**. All materials must be received by the **Office of Admissions & Outreach** application deadline of **September 20, 2018 at 3 p.m.**

- **Completed Edward Application found on pages 11 through 13 of this packet**
- **Completed FERPA release form found on page 15 of this packet. This document is REQUIRED to process your application and send your information to Edward Hospital.**
- **Copy of each of the following:**
 - **National Registry or State of Illinois EMT-B license**
 - **Current Healthcare Provider CPR Card**
 - **Health Insurance Card**
 - **Valid Driver's License**
 - **3 Original Signed Letters of Recommendation; not from family or relatives**

Your name will be added to the applicant list and forwarded to Edward Hospital. Once testing is completed, Edward Hospital will provide an approved class list to COD. Only students on the approved list will be allowed to register. Approved students will receive an email regarding the registration process.

*It's the responsibility of the applicant to verify that all items are submitted & completed. Should you have specific questions related to the above items, please contact the paramedic program coordinator listed on page 10.

"All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports."

Requests for admission are **not** automatically carried over to the following cycle. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the \$50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).

The Edward Hospital Paramedic Education Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350
www.caahep.org

July 16, 2018

Dear Applicant:

Thank you for your interest in the Edward Hospital Emergency Medical Services System's Paramedic Education Program. We would like to take this time to wish everyone the best of luck during this very competitive application process.

There is a great deal of information within this application packet. It is imperative that you take your time to fully read all of the directions. The applications will be available from June 20 through September 20, 2018. **All applications, materials and fees must be handed into College of DuPage Office of Admissions & Outreach by 3:00 PM on September 20, 2018.**

The second component of the application process is the mandatory written exam, which will take place on Friday, October 12, 2018, at 1:00 PM. Alternate test dates / times will not be available. In order to take the exam, you will be required to pay a \$30 nonrefundable testing fee on the day of the exam. Payments should be in the form of cash or Certified Check made payable to Edward Hospital EMS.

The written exam will be held in the Edward Hospital Auditorium, which is located on the 3rd floor of the Education Center. The test is a 100 question general knowledge EMT exam. **In order to proceed with the application process, you must score an 80% or above on the written exam.**

The third component of the application process is an oral interview. Applicants will be assigned a date and time for their interviews. Shortly after the interview process, a decision will be made as to who is accepted into the program. Edward Hospital will only select 16 students for their 2019 program.

Again, everyone in the EMS office would like to wish you the best of luck. If you have any questions, please feel free to contact me at (630) 527-3053. Thanks!

Sincerely,

Ryan Klavohn, BS, EMT-P
Paramedic Education Coordinator
Emergency Medical Services
Edward Hospital
(630) 527-3053
Ryan.Klavohn@eehealth.org

**EDWARD HOSPITAL EMERGENCY MEDICAL SERVICES SYSTEM
PARAMEDIC EDUCATION PROGRAM**

PARAMEDIC ENROLLMENT APPLICATION

Personal Information

Last Name:	First Name:	Middle Name:
Address:		Apartment/Unit #:
City:	State:	Zip:
Home Phone: ()	Cell Phone: ()	
Email Address:		
Date of Birth:	Social Security #:	COD Student ID #:
Have you ever been known by another name?: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please list:

Emergency Medical Technician Information

Current Level of Licensure or Certification:	State of Licensure or Certification:
State EMT Number:	Expiration Date: (Must be valid throughout entire course):
National Registry: <input type="checkbox"/> Yes <input type="checkbox"/> No	Expiration Date:
CPR Certification <input type="checkbox"/> Healthcare Provider <input type="checkbox"/> Instructor or Trainer	Expiration Date: (Must be valid throughout entire course):
Have you ever applied to a paramedic education program before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?:	
Have you ever attended a paramedic education program before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?:	
What was the reason for dismissal from the paramedic education program?	
List all EMT-B experience including dates and time involved:	

Military Service

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, please explain:		

Education

High School:	Address:	
From: To:	Did you graduate?: <input type="checkbox"/> Yes <input type="checkbox"/> No Degree:	
College:	Address:	
From: To:	Did you graduate?: <input type="checkbox"/> Yes <input type="checkbox"/> No Degree:	
EMT Training:	Address:	
From: To:	Additional Certifications:	
Other Training:	Address:	
From: To:	Certifications:	

Employment Background

Present Employer:	Description of Duties:		
Address:			
City:	State:	Zip:	
Name of Supervisor:		Phone: ()	
Dates of Employment:		Reason for Leaving:	

Employment #2

Present Employer:	Description of Duties:		
Address:			
City:	State:	Zip:	
Name of Supervisor:		Phone: ()	
Dates of Employment:		Reason for Leaving:	

Employment #3

Present Employer:		Description of Duties:	
Address:			
City:		State:	Zip:
Name of Supervisor:		Phone: ()	
Dates of Employment:		Reason for Leaving:	

Criminal Background

Have you ever been convicted of a crime?: Yes No

If Yes, give details:

Emergency Notification Information

Last Name:		First Name:	
Address:		Apartment/Unit #:	
City:		State:	Zip:
Home Phone: ()	Cell Phone: ()	Relationship:	

Physician Information

Last Name:		First Name:	
Address:		Suite #:	
City:		State:	Zip:
Office Phone: ()		Office Fax Number: ()	

The Edward Hospital Paramedic Education Program endorses the principle of equal educational opportunities for all people, regardless of race, color, sex, religion, ancestry, national origin, sexual orientation, age, or non-job-related disability. Furthermore, Edward Hospital Paramedic Education Program does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation, age, or non-job-related disability as part of our program.

**EDWARD HOSPITAL EMERGENCY MEDICAL SERVICES SYSTEM
PARAMEDIC EDUCATION PROGRAM**

Required Documents Checklist

Please provide the following documents and this check sheet with your application. All documents should be sealed in an 8 ½ x 11 envelope with your name printed on the front.

- Copy of your valid National Registry or Illinois EMT license
- Copy of a valid Healthcare Provider CPR Card
- Copy of a valid State Driver's License
- Copy of a Health Insurance Card
- Three (3) original signed Letters of Recommendation, not from family or relatives
- FERPA Release Form

**College of DuPage
Paramedic Program Application
FERPA Release Form**

College of DuPage, in compliance with the Family Educational Rights and Privacy Act (FERPA), is required to protect the privacy of student education Records the College cannot disclose non-directory or personally identifiable information to a third party without the student's written consent.

I hereby authorize College of DuPage to notify the partner hospitals i.e. Advocate Good Samaritan Hospital, Central DuPage Hospital/Cadence Health, Edward Hospital, or Loyola University Medical Center, of my intent to pursue the paramedic program indicated above, and upon my application, to release details of my educational records for the purpose of admission consideration. Educational records may include, but are not limited to, College of DuPage transcripts and transcripts from previously attended institutions.

Student Name (Please Print)

Student Signature

Date