



NorthWest Arkansas Community College
Division of Health Professions
One College Drive Bentonville, AR 72712
(479) 619-4153

PARAMEDIC APPLICATION PACKET AND CHECKLIST

This checklist is provided to assist you in your application to the Paramedic program at NorthWest Arkansas Community College. Please **complete** each step of the admission process. Contact Health Professions at 479-619-4153 with any questions or email healthprofessions@nwacc.edu.

The Application file must contain the following information in order to be considered complete. If the file is not complete, it will not be considered for Admission. Missing items or information will be identified by Staff and you will be asked to immediately supply the information. Late Applications will **NOT** be accepted and you will have to wait until the next cycle to re-apply.

CHECKLIST

Items to be submitted to the Health Professions Division (CHP 2002)
(Deadline to submit information is March 1st)

Paramedic Program Application Packet including:

- _____ Essay (Typed minimum of one page on why you want to become a Paramedic)
- _____ Copy of current EMT certification
- _____ Copy of current signed CPR Card
- _____ Three (3) Letters of Recommendation from active paramedics with whom you work on an ambulance
- _____ Letter from EMS Administrator for recommendation to attend Paramedic Program
- _____ Student Health, Physical Condition, and Disability Form
- _____ Years of service or EMT Internship Form from EMS agency
- _____ Physicians Physical Statement Form
- _____ Authorization to Release Information Form

Items to be submitted to Student Services:

_____ Submit **official** college transcripts from all colleges attended. Transcripts must be sent directly from the Registrar's Office to NWACC Student Services. Also, if a transcript evaluation for credit received at another institution is needed, request a Transcript Audit Form and submit it to Student Services.

Complete and file all necessary Financial Aid applications with the Financial Aid office well in advance of the beginning of the semester. It is recommended that you file FAFSA no later than **March 1st**. Submit Financial Aid Application to: NWACC Financial Aid - 2nd floor of Student Center.

A. Curriculum

1. The Paramedic Certificate Program consists of 25 Hours of prerequisite courses and 37 hours of Paramedic core courses for a total of 62 credit hours.
2. The A.A.S. Degree Program consists of 25 Hours of prerequisite courses (EMT & First Responder) and 37 hours of Paramedic core courses and 15 hours of additional courses for a total of 79 credit hours.
3. A grade of "C" or above in all required courses is necessary in order to complete the program.

B. Paramedic Program Admission Requirements

1. The following courses are **required** for admittance:
 - a. Anatomy and Physiology I
 - b. Anatomy and Physiology II
 - c. Cardiac Dysrhythmia
 - d. Medical Terminology
2. Please note that the course titled **"EMT Internship" is required** for all student applicants who **have not worked for an ambulance** service for a minimum of one year. This course will be exempt for EMTs who work for an emergency paramedic level service and provide a letter from the licensed emergency service (form letter enclosed). **Completion of this course or written documentation from licensed emergency service is required (see form attached).**
3. A student must meet NWACC admission criteria and the criteria for admission to the Paramedic program before applying for the Paramedic Certificate or A.A.S. degree program. Students must have an official high school diploma or equivalency.
4. Must have current Arkansas EMT Certification.
5. Submit completed required forms to the Health Professions Division.
6. Turn in three letters of recommendation from 3 Paramedics working on an emergency Service
7. Turn in a letter of recommendation from the Paramedic level Emergency Ambulance service that you work(ed) for or did your internship with.
8. Non-Native Speakers of English, seeking admission into Health Professions programs are required to complete an **ESL Listening Test**. Students can receive more information and/or schedule to take this test through the NWACC testing center, 479-619-4354 or visit https://www.nwacc.edu/web/ldc_testingcenter/. The ESL listening test is designed to assess a student's ability to understand Standard American English. A score of **92** or higher on the COMPASS ESL listening test (taken within the last three (3) years) **OR** a score of **110** or higher on the Accuplacer ESL listening test is **REQUIRED** for NNSs students seeking entrance into Health Professions Programs at NWACC. The minimum score or higher indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports. **NNSs students seeking career paths in Health Professions scoring below the minimum will need to retest and successfully pass by March 1st.**

9. Applicants will be taking the **HESI A2 Entrance exam** as part of the application process. It is the applicant's responsibility to log into <http://evolve.elsevier.com> and create a student account. The Allied Health program will schedule group testing dates (notification of testing time and place will be sent out via Student Announcements). Applicants will need to pay for the HESI test before the scheduled testing date. The cost for testing is \$39. DO NOT WAIT to register for the test. Each testing date has limited seats and is filled on a first come basis. Due to the limited availability of testing, it is recommended to create a student account as soon as possible, no additional time slots will be added.

To create an account with Evolve:

- Go to <https://evolve.elsevier.com>
- Click on Login then select CREATE ACCOUNT
- Choose Student then complete name, email, and password
- Username and password will be emailed to you
- This username and password will be required to take the test

Applicants may learn more about the HESI A2 Entrance exam, including a study guide, and/or practice tests at: www.hesi-exam.com. The NWACC Library has the study guides available for check-out.

The testing component of the application process is essential to maintain eligibility. Failure to take the HESI exam or provide previous HESI scores (no older than 1 year) will disqualify the applicant.

Requests for Testing Accommodations: All requests to use accommodations on the HESI A2 test must be approved by NWACC's Disability Resource Center (DRC). The DRC is located Student Center (Bentonville Campus) Room 114. Call or email to request an appointment at (479) 986-4076 or disability@nwacc.edu.

10. The selection process is based upon a point system related to grades in the courses such as those listed above, Paramedic interview scores, HESI A2 Exam, EMT Clinical Internship, and field experience with an emergency service. Final selection for students admitted will be made by members of the Paramedic Selection Committee including the Medical Director. The selection committee has the right to make the final decision for student admission.

c. Tuition per Semester Credit Hour and Other Costs:

Check the current college schedule for tuition and registration fees. Books (for the professional core courses of the Paramedic program), scrubs, lab jacket, name badge, miscellaneous items, and liability insurance may cost approximately \$300- \$350. Fees are subject to change.

After acceptance into the Paramedic Program (within first month), students will be required to create an account with CertifiedBackground.com and provide them with Immunization information (to include, MMR, Varicella, TB test & Hep B). They will do a Federal Criminal background check and a 10- panel drug screen. The cost of this account will be \$122.00, paid by the student. Immunization fees vary; an estimated cost is up to \$379.00. You will also be required to show proof of Valid EMT Certification and valid CPR for Healthcare Professionals and proof of Health insurance.

D. Due Dates:

- Official college transcripts, transcript evaluations (if credit is from another college), and the completed Paramedic Application must be submitted by **March 1st**
- Required forms for application due by **March 1st.**

Return checklist items:

**NWACC
Health Professions Division (CHP 2002)
One College Drive
Bentonville, AR 72712**

Physical Demands – Per Federal Government

Paramedic (EMTP) 079.010

Job Responsibilities: In emergency medical situations, takes leadership role and assumes responsibility for applying specific knowledge and skills related to basic and advanced life support to patients. Provides advanced life support to patients under supervision of physician and directs lower level EMTs to assist based on their levels of competency within their scope of practice.

Essential Functions: In order to successfully perform the job of an EMTP, the following physical demands are required as defined by the Dictionary of Occupational Titles and Classification of Jobs

Strength Requirements including: standing, walking, sitting, lifting, carrying, pushing, pulling, and/ or controls = Medium Work: Ability to lift, carry and balance up to 125 pounds.

N Not Present	Activity or condition does not exist
O Occasionally	Activity or condition exists up to 1/3 of the time
F Frequently	Activity or condition exists from 1/3 to 2/3 of the time
C Constantly	Activity or Condition exists 2/3 or more of the time

PHYSICAL DEMANDS

COMMENTS

1. Strength

a. Standing	4%
Walking	5%
Sitting	3%

1a Walking and standing are major components of this job.

b. Lifting	F
Carrying	F
Pushing	0
Pulling	0

Sitting is necessary for transportation to and from the scene of emergency.

1b The Paramedic is required to assist in lifting and carrying injured or sick persons to ambulance and from ambulance into hospital. May be required to engage in pushing and/or pulling to assist other EMS providers to extricate patient pinned beneath vehicle, pinned inside vehicle, in vehicles with electrical hazards.

2. Climbing	F
Balancing	F

2 Climbing and balancing may be required to gain access to site of emergency, i.e., stairs, hillsides, ladders, and in safely assisting in transporting patient.

3. Stooping	F
Kneeling	F
Crouching	F
Crawling	F

3 Patients are often found injured or sick in locations where Assessment of patient is possible only through the Paramedic's stooping, kneeling, crouching, or crawling.

4. Reaching	F
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4 Required for assessing pulse, assessing breathing, blocking nose and checking for ventilation, lifting chin, head or jaw for opening airway, following angle of ribs to determine correct position for hands after each ventilation, compressing sternum, and assisting in lifting of patient, administering medications through intravenous therapy or other means, and handling of advanced life support equipment, such as mirror airway devices. Extension of arms to use hands and fingers to assess vital signs, feeling and touching of patient's skin to assess body warmth, handling limited equipment, and transporting of patient are important aspects of this position. Finger dexterity needed to insert needle, and prepare fluids/medication for administration and to operate equipment.

Handling	F
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Fingering	F
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Feeling	F
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5. Talking

5 Responding to patients, physicians, and co-workers through hearing is necessary in transmitting patient information and

Ordinary	F		following directions. May be required to shout for help and additional assistance.
Other Hearing	0	6	Verbally responding to dispatcher's message on phone or radio is necessary for quick, efficient service that can be vital to life in emergency situations. Communication on scene is critical for interviewing patient and in some
Ordinary conversation	F		Instances, significant others, and in relaying this information in most expedient manner. Sounds of vehicles may alert Paramedic that additional help is on the way. Other sounds can alert the Paramedic that other persons may be hurt or injured, i.e., someone thrown behind a bush in a vehicle accident who cannot be seen and whose vehicle may be barely audible.
Other	F		
6. Seeing		7	Sight is used to drive ambulance to scene of injury or illness, to visually inspect patient and area, to read map, to
Acuity, Near	F		read small print on medication/prescription containers, to
Acuity, Far	F		read drug reference manuals, and to administer treatment.
Depth Perception	F		
Accommodation	F		

7. **General Education:** High school graduation or equivalency is required.

8. **Vocational Preparation:**

a. **College:** None

b. **Vocational Education Courses:** An additional 900-1200 hours of education beyond the 110 required for the Basic EMT.

c. **Apprenticeship:** None

d. **In-plant Training:** None

On-the-Job-Training: During course of training, the Paramedic in training status will spend varying amounts of time in supervised clinical work in hospital and field settings.

Performance on Other Jobs: None required; however, training in the military as a medic is seen as beneficial.

9. **Experience:** None. (Work as an EMT on an ambulance is recommended.)

10. **Orientation:** None.

11. **Licenses, Etc.:** Certification as Emergency Medical Technician: Paramedic, ACLS and CPR. Must maintain annual certification through continuing education

12. **Relation to Other Jobs and Workers:**

Promotion: In some locations, Paramedics may become instructors, dispatchers or administrators.

Transfers: None

Supervision Received: Physician

Supervision: Some to lower level Basic EMTs.

13. **Machines, Tools, Equipment, and Work Aids:** Ambulance, radio/telephone/pager, blood pressure cuff, thermometer, extrication devices, esophageal airway obturator, ventilation mask, spinal boards, intravenous therapy equipment: needles and fluids, anti-shock garments, wheelchairs, and stretchers, EKG machines, defibrillator, visual airway intubation and other complex equipment, and sometimes, a computer for documentation.

14. **Materials and Products:** Broad range of medications including narcotics, disposable latex gloves, bandages, universal dressings such as gauze pads, tape, blankets, pillows and sheets, oxygen, drugs, and intravenous fluids

For additional information on description of tasks and qualifications, please contact the EMS Program Director at (479) 619-4251

Health Professions Student Application and Selection Process

TIMELINE - Paramedic Program

WHEN:	PROCESS:
• March 1	Application and application materials due
• Third week of March	Application file checked for completeness
• Fourth week of March	Email sent to applicant to inform applicant of missing information
• March	Take the HESI Exam
• Two days after grades due in the Registrar's Office for spring semester	Letters of notification sent to applicants
• Summer registration per catalog	Register for summer classes as appropriate per program degree (pre-registration based upon acceptance to the program may occur)

Letter of Recommendation - Paramedic Level Education

I have worked with _____ and I recommend that he/she be admitted into NWACC's
Print Applicant's Name
Paramedic Program.

In recommending this applicant, I attest that he/she has demonstrated the characteristics necessary for continuing his/her education to the paramedic level.

This applicant is functioning at the basic EMT level with above average skills and knowledge.

I feel that he/she has the necessary attributes to become a paramedic and have no reservations in recommending him/her.

In working with this applicant, I am comfortable with the skills and knowledge and feel that he/she is a great partner in the EMS agency that we work for. I desire to work with this applicant and would like to see him/her continue his/her education to the paramedic level.

I professionally attest to the following: (check all boxes either Y=yes or N=no)

Y N

___ ___ I have worked with the above named applicant on an emergency ambulance enough to make this recommendation.

___ ___ I have seen above average performance in this applicant on numerous occasions

___ ___ I would like for this individual to take care of my family if they were sick

___ ___ I have no reservations working with this applicant and enjoy going on calls with him/her.

___ ___ This applicant possesses the attributes necessary to make a great paramedic.

___ ___ I have further information about this applicant that I would like to share in person with you.

___ ___ I understand that my recommending this applicant for paramedic school is necessary for him/her to be admitted.

I hereby affirm and attest that the above statements to be true and reflect to my best judgment that this applicant is ready for paramedic level education.

Paramedic Name (Print)

Paramedic Signature

* Form may be given to applicant or mailed directly to:

**NorthWest Arkansas Community College
Health Professions Division (CHP 2002)
One College Drive
Bentonville, AR 72712**

Letter of Recommendation - Paramedic Level Education

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Print Applicant's Name
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I feel that he/she has the necessary attributes to become a paramedic and have no reservations in recommending him/her.

In working with this applicant, I am comfortable with the skills and knowledge and feel that he/she is a great partner in the EMS agency that we work for. I desire to work with this applicant and would like to see him/her continue his/her education to the paramedic level.

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Paramedic Name (Print)

Paramedic Signature

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Paramedic Name (Print)

Paramedic Signature

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One College Drive
Bentonville, AR 72712**

EMS Paramedic Level Emergency Service Letter of Recommendation
NWACC Paramedic Program

(This letter of recommendation should be filled out by administration that the applicant has worked for or taken his/her EMT Internship class at. Chief, Assistant Chief, or their designee)

As representative for (EMS/Fire) _____ I recommend
Name of EMS or Fire Department

_____ for Paramedic Level Education at NWACC.
Applicant's Name

He/she has either ridden out with our department or is an employee with our department and

we feel that he/she would be successful and a good fit in the paramedic program at NWACC.

Service Administrator Signature

Date

Student Health, Physical Condition, and Disability

Students who are accepted into an Allied Health program must be able to perform all course related physical activities. A copy of the physical tasks required for the program is included in this packet. **The student is required to have a physical and submit certification from a physician that the student is able to perform all of the related physical activities required for this profession. Proof of physical and the student's ability to perform the physical demands is to be submitted with the application packet. A copy of the Physical Demands is included for the student to take to the physician.**

In the event a student becomes pregnant, a written statement is required from a medical doctor stating that the physical exertion required during the course work and clinical work is not contraindicated. After the delivery, written notice is required from a medical doctor that releases the student to return to the normal course related activities of that particular program.

In the event of an extended (anything beyond three days) illness, injury, or surgery, two letters must be submitted by a medical physician. The first letter is due upon the onset and should state the problem and prognosis. The second letter should state fitness to return to normal course related activities and should be submitted prior to returning to the program.

The faculty and/or the advisory committee of individual programs reserve the right to make the final decision regarding a student's return to the program after a medical leave.

Students who are admitted to the Program are required to submit proof of health insurance during orientation.

NWACC strives to provide reasonable accommodation as necessary to allow a student to be successful. If you have a documented disability that would require reasonable accommodation, please contact the Office of Disability Services.

Please sign and return to: **NWACC Health Professions Division (CHP 2002)**
One College Drive
Bentonville, AR 72712

Student Signature

Date

Witness Signature

Date

(EMS Agency to complete one of these - not both)

Letter of Employment with Emergency Paramedic Level Ambulance Service

_____ has worked for our agency since _____
Applicant's Name Date of Employment/began work
and meets the two year experience as an EMT basic with our agency.

Agency Name

Agency Address

Signature of Employer

Date

OR

Letter of Completion of Clinical Internship

_____ has completed the EMT Internship with our agency. I have reviewed the runs and responses from the preceptors and I make the following recommendation:

___ I recommend this applicant for paramedic education at NWACC.

___ I do not recommend this applicant for paramedic education at NWACC.

Name of reviewer

Signature of Reviewer

Date

Agency Name

Physicians Physical Statement

And have reviewed the physical demands for the skills and duties of a paramedic and have found this person to be physically able to perform these skills and duties to the best of my knowledge.

(Check one)

I see no need for restrictions at this time.

I have placed the following restrictions: (please list)

Physician Signature

If applicant is currently employed by an EMS/Fire Agency and they require an annual physical exam, you may opt to submit a copy of that exam- attached to this form.

Northwest Arkansas Community College
Division of Health Professions
Authorization for Release of Information

I, _____ hereby authorize members of Northwest Arkansas Community
Print Student Name

Faculty/Staff to release my:

(Check One for each line)

YES NO

___	___	NAME
___	___	ADDRESS
___	___	PHONE NUMBER
___	___	GRADES
___	___	ATTENDANCE
___	___	CLINICAL PROGRESSION
___	___	PROFESSIONALISM

Please provide a list of authorized persons who may receive this information:

Employer: _____

Spouse: _____

Parent: _____

Other: _____

(By signing below, I authorize the above information to be released to the approved parties.)

Student's Signature

Date

Witness Signature

Date

