



*The Center for Allied Health  
and Nursing*

# El Centro College

## Paramedic Certificate - Civilian

- Revised for 2018/2019 Application -

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The El Centro College Paramedic Certificate program is a 42 semester hour, 6 ½ month program designed to prepare individuals to provide advanced prehospital care to emergency patients. Upon completion of the program, a certificate will be awarded. Priority acceptance is given to area EMS agency personnel including firefighters employed in area fire departments. “Civilian” applicants may also be accepted to the program as space allows and are considered on an individual basis.

Applicants to the Paramedic program must have completed previous training as an Emergency Medical Technician (EMT) and have State of Texas EMT certification or the National EMT Registry credential. Applicants must also have completed assessment test in reading comprehension and mathematics or have equivalent coursework in those areas. Applicants must have college credit courses in human anatomy and physiology or have successfully completed the anatomy/physiology course and competency exam through the El Centro College Continuing Education Division.

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 Phone: 727-210-2350, [www.caahep.org](http://www.caahep.org)) in conjunction with the Commission on Accreditation for Educational Programs for the EMS Profession (COAEMSP). Graduates are eligible to take the National Registry of EMT’s certification exam.

**This information packet contains specific application guidelines for civilian applicants. By submitting an application packet, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understood the policies and procedures for application and acceptance to the program.**

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### EQUAL EDUCATION OPPORTUNITY

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

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### **APPLICATION REQUIREMENTS TO THE PARAMEDIC CERTIFICATE PROGRAM**

Application to the Paramedic Certificate program requires:

- Graduation from high school or successful completion of the General Education Development (GED).
  
- Application and current admission to a Dallas County Community college.

- Submission of official transcripts from each college or university previously attended (transcripts from Dallas County Community colleges are not required).
- View the online Paramedic Certificate information session.
- Achievement of minimum scores on selected reading comprehension and mathematics assessment testing,

**OR**

Equivalent college level coursework with a minimum grade of “C” in ENGL 1301 – Composition I and MATH 1314 – College Algebra.

- Successful completion of an EMT training course with Texas EMT Certification or National Registry EMT’s credential
- Completion of FEMA independent study courses IS-100.B – Introduction to Incident Command system, ICS -100 and IS-700.A – National Management System (NIMS) An Introduction (no charge)
- Completion of college level human anatomy/physiology coursework,

**OR**

Successful completion of the El Centro College Continuing Education anatomy/physiology course and competency exam.

- Contacting two individuals to complete recommendation forms on the applicant’s behalf.
- Submission of complete documentation of a current physical exam, tuberculosis screening, required immunizations, and CPR certification to Castle Branch.
- Submission of a complete application packet to the Health Sciences Division Office by the designated application deadline.

**A. HIGH SCHOOL DIPLOMA / GED**

An applicant to the Paramedic Certificate Program must be a high school graduate or have successfully completed the General Education Diploma (GED) certificate. NOTE: Applicants who have never attended a college or university for credit courses must provide a photocopy of a high school transcript, or high school diploma or GED certificate with application materials.

## **B. GENERAL ADMISSION/APPLICATION REQUIREMENTS TO THE COLLEGE**

Applicants to the Paramedic Certificate Program must meet college admission requirements of El Centro College as outlined in the official college catalog at <https://www.ElCentroCollege.edu/apply-reg>. Applicants must have earned either a high school diploma or General Education Diploma (GED).

### Online DCCCD Application

Individuals who have never attended a DCCCD campus for credit or non-credit courses may complete the online DCCCD application. See the instructions for online application through EConnect at <https://www.ElCentroCollege.edu/apply-reg>. After completing the online application, a seven digit DCCCD student identification numbers will be assigned to the applicant. NOTE: Additional residency information such as a valid driver license or other proof of residency for tuition purposes may be required before the student ID number is assigned. The additional documentation must be submitted directly to the El Centro College Registrar/Admissions Office at 801 Main Street. See the Residency Verification Addendum for Tuition Rate in this information packet for residency documentation guidelines.

### Printable DCCCD Application Form

Individuals who have previously been enrolled at a DCCCD campus must submit a paper DCCCD application form with documentation of residency. The link to the printable application form is found at <https://www.dcccd.edu/apply-reg/documents/admissionsapplication.pdf>. If enrolled in credit courses at a DCCCD campus within twelve months prior to the start of the Paramedic program, the individual's application status is considered current and a new DCCCD application is not required.

NOTE: An additional copy of a driver license and other residency documentation as needed is also submitted with Paramedic application materials as noted in section J of this information packet.

### ***Social Security Number***

All students applying or enrolled at a Dallas County Community college are required to submit their Social Security number to the Registrar's Office. Students who do not possess a Social Security number must complete a form obtained at the Registrar's Office. For more information, consult a Registrar/Admissions Office at any Dallas County Community college.

### ***Bacterial Meningitis Documentation***

All students under 22 years of age who are applying to a Dallas County Community must submit proof of a current meningococcal vaccination directly to the El Centro College Registrar/Admissions Office. The vaccination must have occurred at least ten (10) days prior to submission of the documentation and before classes begin and must be within a five year time span. More information on this requirement including the form to be submitted with the vaccination documentation is found at the following link:

<https://www.elcentrocollege.edu/apply-reg/apply/pages/meningitis.aspx>.

## **Official College Transcripts**

Prior to application to the Paramedic Certificate program, potential applicants must have submitted **official transcripts from all colleges and universities the applicant has attended**. The transcripts must be current with the **print date no earlier than three years** prior to the applicant's anticipated admission to the program. **If the official transcripts have not been submitted prior to the application deadline date, the individual's application to the Paramedic program will be voided.** The official transcripts may be submitted to El Centro College Registrar/Admissions Office with a DCCCD application form or at the Registrar/Admissions Office at any of the other Dallas County Community colleges.

## **C. ONLINE PROGRAM INFORMATION SESSIONS**

Potential applicants are required to view an online Paramedic Certificate program information session where the program, application procedures, and acceptance policies are discussed in detail. The web link for the online information session is found at:

<https://www.ElCentroCollege.edu/Health-Sessions>

## **D. ASSESSMENT TESTING – READING COMPREHENSION AND MATHEMATICS**

**ALL** applicants to the Paramedic Certificate program meet assessment testing requirements in reading comprehension and mathematics via one of the methods below:

1. Achieve minimum assessment scores in reading comprehension and mathematics in approved assessment tools such as TASP, TSI, SAT ACT, Accuplacer\*, and other approved tests.
2. Achieve a passing grade of "C" or higher in ENGL 1301 – Composition I and MATH 1314 – College Algebra or equivalent college courses.

**\*NOTE:** An appointment for the TSI or Accuplacer assessment testing at the El Centro campus is not necessary, however, applicants must obtain a testing referral slip from the El Centro College Advising/Counseling Center, Room A-110. Please contact the Assessment Center at 214-860-2178 for hours of operation. For further assistance regarding assessment testing, please consult the El Centro College Health Sciences Division Office.

Veterans of the military may be exempt from assessment testing. Consult an academic advisor for more information.

Students may present any combination from the reading **and** math test columns below to fulfill the assessment testing requirement for application to the Paramedic Certificate program. Minimum acceptable scores for each test are indicated. TASP, SAT and ACT scores are valid for five years from time of testing to date of application. The TLI expires three years after the testing date. All other test scores are valid for two years from time of testing to date of application.

READING COMPREHENSION TESTS

TSI Reading	351
SAT Verbal (Critical Reading)	500
ACT English (Reading)	19
TAKS (ELA)	2200
STARR EOC (ENG III) level 2 min.	1875
ACCUPLACER Reading	78
COMPASS Reading	81

MATH SKILLS ASSESSMENT TESTS

TSI Math	336
SAT Math	500
ACT Math	19
TAKS Math	2200
STARR EOC (Algebra II) level 2 min.	3500
ACCUPLACER Elementary Algebra	66/63
COMPASS Algebra	39

**Retesting Policy**

Applicants to the Paramedic Certificate program who do not achieve minimum scores in reading and math assessment testing **may retest one time** for a \$10.00 fee per test and with permission from the El Centro College Advising/Counseling Office. If the applicant does not achieve minimum required scores on the retest, the applicant must complete one of the following options before being granted a third and final testing opportunity during that application filing period. The three options are: a) enrolling in developmental coursework; b) submit documented proof of obtaining tutoring; or c) enrolling in the Continuing Education course “College Fresh Start” which grants access to the College Learning Center for self-remediation utilizing computer programs, video/audio tapes, etc. If the applicant does not achieve minimum scores on the final retest, the applicant will not be allowed to submit an application during the current filing period and cannot test again until the following semester.

**E. EMT TRAINING PREREQUISITE**

Applicants must have completed an approved EMT training program and obtained the State of Texas EMT Certification or the National EMT Registry credential. The certification must be current and up to date and must be submitted with the application materials.

**F. FEMA INDEPENDENT STUDY COURSES**

Prior to application to the program, applicants must complete two FEMA independent courses which are available at the indicated links:

IS-100.B – Introduction to Incident Command system  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>

ICS -100 and IS-700.A – National Management System (NIMS) An Introduction  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>

There is no charge for these online courses. After completion of these online courses, a certificate is awarded for each. The applicant must submit the certificates with their Paramedic Certificate program application materials.

## **G. ANATOMY/PHYSIOLOGY COURSEWORK**

Applicants must have completed **previous coursework in human anatomy and physiology** or **successfully completed the anatomy/physiology course and competency examination** offered through the EI Centro College Continuing Education Division. Contact that division at 214-860-2147 for more information regarding EMT training program and the anatomy/physiology course and competency exam.

Acceptable college coursework in anatomy/physiology includes SCIT 1407 – Applied Anatomy and Physiology I, SCIT 1408 – Applied Anatomy and Physiology II, BIOL 2401 – Human Anatomy and Physiology I or BIOL 2402 – Human Anatomy and Physiology II or equivalent courses as determined by the Health Occupations Admissions Office.

## **H. RECOMMENDATION FORMS**

Civilian applicants to the Paramedic Certificate Program are required to have two recommendation forms submitted on their behalf. This information packet includes two waiver forms to authorize release of information and two recommendation forms. The applicant should choose two individuals to serve as references and provide each with a waiver/release form and a recommendation form to complete on their behalf. References should be from two of the following: 1) current or former EMS instructor (preferred); 2) current EMS employer; 3) another professional or educational reference. Recommendation forms completed by family members or personal acquaintances are not acceptable. Each recommendation form must be sent directly to the Health Sciences Division Office. **The applicant is not allowed to gather the completed recommendation forms to personally submit with the rest of their application materials.** Recommendation forms must be received by mail or by fax in the Health Sciences Division offices no later than the application filing deadline.

## **I. CASTLE BRANCH**

Applicants to the Paramedic program are required to have a current physical examination, specific immunizations, a tuberculosis screening, and certification in BLS - Basic Life Support CPR. The EI Centro College Health Sciences Division utilizes Castle Branch, a medical record management company, to verify these requirements. Applicants submit this documentation directly to Castle Branch which will verify whether the records are complete.

***IMPORTANT NOTE: Some of the immunizations required multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least six to seven months prior to the application deadline.***

Castle Branch must receive this documentation and verify that the applicant's records are in compliance no later than the application filing deadline. Please be aware that it can take **up to 4 weeks** to complete the verification process. Failure to submit this documentation and be in compliance with these requirements on the date of the application deadline will result in disqualification of the applicant. Applicants must be aware that the documentation required by Castle Branch must be kept current throughout the application process and (if accepted to a program) during their participation in the program. It is the responsibility of the applicant to assure that your health records are current.

For more information on Castle Branch and this process, see the “Immunization Requirements” link at <https://www.ElCentroCollege.edu/HealthOccAdmissions>

If the applicant has personal healthcare coverage at the time of application, that documentation may also be submitted to Castle Branch. If accepted to the program, the applicant must submit proof of coverage to Castle Branch prior to attending clinical practicum.

For more information, see item 5 on page 12 of this packet.

#### **J. Paramedic Certificate Program Application Packet Submission**

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY.** Applicants must submit complete Paramedic application materials to the El Centro College Health Sciences Division offices either in person or by mail on or before the application filing deadline.

**Application packets with incomplete materials will be returned to the applicant.**

The Paramedic Certificate program application materials must be submitted in a 9x12 inch envelope and include the following documentation to be considered complete and valid:

1. A completed Paramedic Certificate Application form and the initialed and signed Statement of Students’ Responsibility form (both available after viewing the online information session).
2. Assessment test scores indicating reading comprehension and mathematics scores were achieved (SAT, ACT, TSI scores or equivalent coursework in ENGL 1301 and MATH 1314 may be printed on official transcripts which were submitted to the Registrar’s Office).
3. Photocopy of Texas EMT Certification or National EMT Registry card.
4. Photocopy of two certificates verifying completion of the FEMA independent study courses.
5. Photocopy of a current driver license and, if needed, additional residency documentation.

#### **K. Application Filing Periods**

The application filing period for **FALL 2018 (November)** admission to the program is:

**September 1 – October 1, 2018\***

Applicants selected for interviews will be notified in early October for Fall 2018 admission.

The application filing period for **SPRING 2019 (January)** admission to the program is:

**October 15 – November 16, 2018\***

Applicants selected for interviews will be notified in late November for Spring 2019 admission.

The application filing period for **SUMMER 2019 (July)** admission to the program is:

**May 1 – June 1, 2019\***

Applicants selected for interviews will be notified in early June for Summer 2019 admission.

\* Application filing period dates are subject to change at the discretion of the Health Sciences Division.

***L. Personal Interview Selection Process***

Civilian applications to the Paramedic Certificate Program are reviewed after the filing deadline and applicants will be notified via email whether they will be granted an interview as the next step in the application process. Interviews are conducted before paramedic program faculty and advisory board members. Applications are not held over from one filing period to the next; therefore, applicants who are not selected for an interview may reapply for the program during the next filing period.

***M. Notification of Acceptance***

After all interviews have been concluded, civilian applicants will receive an email informing them of their application status. Applicants who receive an acceptance email are required to return a confirmation form to the Health Sciences Division Office by a designated date to verify the applicant's intent to secure their space in the class. Civilian applicants who have not completed an acceptable anatomy/physiology course will automatically be scheduled for the continuing education course which begins before the respective paramedic program.



## **CURRICULUM OVERVIEW - PARAMEDIC CERTIFICATE**

The Paramedic Certificate is designed to prepare individuals to provide pre-hospital care to emergency patients. The program will teach the knowledge, psychomotor skills, attitudes and personal behaviors necessary to function in the role of entry level paramedic. The curricula is designed to provide courses which train the Paramedic to administer advanced life support including IV initiation, endotracheal and nasotracheal intubation, drug administration by various routes, interpret electrocardiograms (ECG's), perform defibrillation, cardioversion, non-invasive pacing, pleural decompression, and acquire 12 lead ECG's.

			<b>Credit</b>	<b>Lec.</b>	<b>Lab.</b>	<b>Ext.</b>	<b>Contact</b>
			<b>Hrs.</b>	<b>Hrs.</b>	<b>Hrs.</b>	<b>Hrs.</b>	<b>Hrs.</b>
<b>PREREQUISITE REQUIREMENT*</b>							
SCIT	1307	Applied Human Anatomy/Physiology I	3	2	0	0	96
EMSP	1501	Emergency Medical Technician	<u>5</u>	<u>2</u>	<u>9</u>	<u>0</u>	<u>176</u>
Total Hours;			8	4	9	0	272
<b>SEMESTER I</b>							
EMSP	1338	Introduction to Advanced Practice	3	2	2	0	64
EMSP	2544	Cardiology	5	1	2	0	96
EMSP	2305	EMS Operations	3	2	2	0	64
EMSP	2160	Clinical - Emer. Med. Services	<u>1</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>48</u>
Total Hours;			12	5	6	3	272
<b>SEMESTER II</b>							
EMSP	1355	Trauma Management	3	2	2	0	64
<b>SEMESTER III</b>							
EMSP	2534	Medical Emergencies	5	4	2	0	96
EMSP	2430	Special Populations	4	3	2	0	80
EMSP	2161	Clinical - Emer. Med. Services	<u>1</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>56</u>
Total Hours:			10	7	4	3	232
<b>SEMESTER IV</b>							
EMSP	2362	Clinical - Emer. Med. Services	3	0	0	9	152
<b>SEMESTER V</b>							
EMSP	2143	Assessment Based Management**	1	0	2	0	32
EMSP	2563	Clinical - Emer. Med. Services	<u>5</u>	<u>0</u>	<u>0</u>	<u>15</u>	<u>256</u>
Total Hours:			6	2	4	15	288
<b>GRAND TOTAL HOURS:</b>			<b>42</b>	<b>23</b>	<b>25</b>	<b>30</b>	<b>1,280</b>

\* Prerequisite courses may be met by completion of EMT training and either transcribed Anatomy/Physiology coursework or passing the Anatomy/Physiology competency exam. Eight credit hours is awarded for these courses after completion of the Paramedic program.

\*\* EMSP 2143 - Assessment Based Management is the capstone experience.

**ESTIMATED EXPENSES FOR THE PARAMEDIC PROGRAM – Fall admission**

	<u>Dallas County Resident</u>	<u>Out of County_ Texas Resident</u>	<u>Out of State/ Country Resident</u>
<b>PRIOR TO APPLICATION</b>			
CPR Certification	\$ 65.00	\$ 65.00	\$ 65.00
Physical Exam and Immunizations **	225.00	225.00	225.00
Castle Branch	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>
Total	\$ 315.00	\$ 315.00	\$ 315.00
<b>SEMESTER I</b>			
Tuition (12 credit hours)	\$ 708.00	\$ 1,332.00	\$ 2,088.00
Textbooks	328.00	328.00	328.00
Skills Lab pack	205.00	205.00	205.00
Professional Liability Insurance +	11.70	11.70	11.70
FBI fingerprint/criminal history check	50.00	50.00	50.00
Background Check/Drug Screen	86.00	86.00	86.00
ACLS fee (EMSP 2544)	7.00	7.00	7.00
FISDAP	80.00	80.00	80.00
FISDAP end of course exam	25.00	25.00	25.00
Uniform shirt (2)	<u>60.00</u>	<u>60.00</u>	<u>60.00</u>
Total	\$ 1,560.70	\$ 2,184.70	\$ 2,940.70
<b>SEMESTER II</b>			
Tuition (3 credit hours)	\$ 177.00	\$ 333.00	\$ 522.00
ITLS fee (EMSP 1355)	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>
Total	\$ 202.00	\$ 358.00	\$ 547.00
<b>SEMESTER III</b>			
Tuition (10 credit hours)	\$ 590.00	\$ 1,110.00	\$ 1,740.00
PEPP fee (EMSP 2430)	<u>16.95</u>	<u>16.95</u>	<u>16.95</u>
Total	\$ 606.95	\$ 1,126.95	\$ 1,756.95
<b>SEMESTER IV</b>			
Tuition (3 credit hours)	\$ 177.00	\$ 333.00	\$ 522.00
<b>SEMESTER V</b>			
Tuition (6 credit hours)	\$ 354.00	\$ 666.00	\$ 1,044.00
TDH application	96.00	96.00	96.00
DFR Ride-out fee	500.00	500.00	500.00
NREMT Practical Examination	275.00	275.00	275.00
NREMT Registry Examination	<u>110.00</u>	<u>110.00</u>	<u>110.00</u>
Total	\$ 1,335.00	\$ 1,647.00	\$ 2,025.00
<b>TOTAL ESTIMATED PROGRAM EXPENSE</b>	<b>\$ 4,196.65</b>	<b>\$ 5,964.65</b>	<b>\$ 8,110.65</b>

\* Tuition and other fees subject to change. Please refer to current catalog for tuition table. Tuition above is current for September 2018.

\*\* Estimated cost of physical exam and immunizations.

+ Liability insurance fee is assessed at \$11.70 for a fall entry to the program and is reassessed each fall a student is enrolled. Liability insurance fee is prorated to \$8.00 for a spring entry to program and prorated to \$5.00 for a summer entry to the program.

See Accounting Office for Tuition Payment Plan option. Other costs to consider: Personal health care insurance coverage, transportation and parking fees at El Centro and hospital clinical sites.

## GENERAL INFORMATION

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1. The Paramedic Certificate Program is 42 semester hour program comprised of lecture, lab, and internship experience. Students enrolled in the program courses are TASP exempt.
2. The Paramedic Certificate Program's clinical experience requires that students be physically able to care for patients. This may involve lifting, moving, extricating patients from entrapment, and transferring patients to an ambulance. Students must be able to auscultate breath and heart sounds, and verbally respond to emergency calls. Students may be exposed to patients with infectious diseases.
3. Applicants to the health occupations programs at El Centro College must submit physical examination and immunization documentation to Castle Branch no later than the program application deadline.

The physical examination must be on the **official El Centro Health Form** downloaded from the "Immunization Requirements" link at <https://www.ElCentroCollege.edu/HealthOccAdmissions> and must have been documented no earlier than 12 months prior to the application deadline. The specific immunizations and screenings are indicated on the El Centro Health Form.

4. All applicants must be certified in BSL - Basic Life Support CPR as designated by the American Heart Association and a photocopy of the front and back of the card must be submitted to Castle Branch no later than the program application deadline. The CPR certification must not expire prior to the anticipated program start date and must not expire during a semester when enrolled in the program. CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association, American Red Cross, various hospitals, independent instructors, etc. **Totally online CPR certification classes including those offered by the Red Cross are not valid for application to health occupations programs.**
5. Proof of current personal healthcare insurance coverage is required for all health occupations students. **If documentation of coverage is not submitted to Castle Branch with immunization records, proof of coverage must be submitted by the first day of the semester if a student is accepted to the program.** Students must secure their own coverage and the insurance policy must cover the student at any hospital facility for the entire program. Information on college student policies and rates can be found at the following link:

<https://www.healthcare.gov/>

6. *Criminal Background Check / Drug Screening*

Civilian applicants to the Paramedic Certificate program are required to undergo a criminal background check and drug testing after acceptance to the program. Students are responsible for all charges incurred (approximately \$86.00) for these screenings. **This procedure is conducted after a student has been accepted to their respective program.**

Results of these screenings are forwarded to the El Centro College Health Sciences Division for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health Sciences Division and will not be released to the student or any other third party.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student's expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student's immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

**NOTE: Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student will be dismissed from the Health Occupations program.**

More information regarding the Criminal Background Check and Drug Screening procedure is found at the "Resources for Potential Applicants" link on the following webpage:

<https://www.ElCentroCollege.edu/HealthOccAdmissions>

7. Students who are enrolled at El Centro College in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available at the Cashier's office two weeks after the semester begins.
8. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at:

<https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=ECC>

9. El Centro College charges a higher tuition rate for courses in which a student registers for the third or more times. The "Third Attempt" policy includes credit courses taken at any of the Dallas County Community colleges since Fall 2002. Developmental courses are not included in the Third Attempt Policy. More information regarding the "Third Attempt" policy can be found at:

[https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/third\\_attempt.cfm?loc=ECC](https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/third_attempt.cfm?loc=ECC)

10. Financial Aid

Students should apply for Financial Aid Office well in advance of program application. More information on filing procedures and deadlines is found at the following link:

<https://www.dcccd.edu/PC/FA>

The Health Sciences Division Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact the Health Sciences Division at 972-860-5095 for more information.

11. Students who are applying for veterans benefits should contact the El Centro College Financial Aid office at [eccva@dcccd.edu](mailto:eccva@dcccd.edu).

12. Please contact the individuals below for assistance:

Chris Thompson, LP  
Dean, EMS Education  
El Centro College/Paramount  
Room P-716  
301 North Market Street  
Dallas, TX 75202  
Telephone: 972-860-5097  
E-mail: [Chris.Thompson@dcccd.edu](mailto:Chris.Thompson@dcccd.edu)

Diana Carmona-Gonzalez  
Administrative Assistant  
EMS Program  
El Centro College/Paramount  
Room P-712  
301 North Market Street  
Dallas, TX 75202-3604  
Telephone: 972-860-5005  
E-mail: [d.carmona-gonzalez@dcccd.edu](mailto:d.carmona-gonzalez@dcccd.edu)

**The official mailing address for  
Paramedic application materials is:**

Paramedic Admissions  
Health Sciences Division  
El Centro College/Paramount  
801 Main Street  
Dallas TX 75202-3604

**Official transcripts should be sent to:**

Registrar  
El Centro College  
801 Main Street  
Dallas, TX 75202-3604

**Electronic transcripts must be sent to:**

Registrar-ECC@dcccd.edu

**Program information packets are revised September 1<sup>st</sup> of each year and program guidelines are subject to change. Students are responsible for insuring they have the latest program information packet from the website below:**

**<https://www.ElCentroCollege.edu/Health-Packets>**

**Visit the Paramedic Certificate Program webpage:**

**<https://www.ElCentroCollege.edu/Paramedic>**

**Like us on Facebook:**

**<https://m.facebook.com/El-Centro-EMS-450864531775900/>**

## RESIDENCY VERIFICATION ADDENDUM FOR TUITION RATE

Individuals who apply to reapply for admission to a Dallas County Community College are required to submit residency documentation for tuition rate purposes. A copy of this documentation is also required with your Paramedic application materials submitted to the Health Sciences Division Office.

Please refer to the criteria below for guidelines on the documentation which must be submitted to the El Centro College Admissions/Registrar office with DCCCD college application forms. **NOTE: Residency is ultimately determined by the El Centro College Registrar Office who may require additional residency documentation not listed below. Residency must be verified before a student will be registered in classes.**

**TEXAS RESIDENT** – defined as one who has established a domicile and currently has lived in the state of Texas for a minimum of 12 months prior to application to the college system.

**DALLAS COUNTY RESIDENT** – defined as one who has established a domicile and currently has lived in the state of Texas for a minimum of 12 months prior to application to the college system and who currently lives in Dallas County or personally owns property listed in the Dallas County Tax Rolls.

**OUT OF STATE RESIDENT** – defined as one who has not established a domicile in Texas or who has not lived in Texas for a full 12 months prior to application to the college system.

### REQUIRED RESIDENCY DOCUMENTATION

***If you have lived in Texas continuously for at least the past 12 months AND live in Dallas County:***

- Photocopy of a current valid Texas driver license displaying your current address and issued more than 12 months previously.

If the driver license was issued less than a full 12 months previously and your address has not changed, you must submit additional official residency documentation with your current address such as a utility bill, apartment lease, house deed, or insurance card. All additional documentation must be dated 12 months hence. An expired driver license with the same address is also accepted.

If you changed addresses and your driver license does not display your current address, you must submit additional official residency documentation with your correct address such as a utility bill, apartment lease, house deed, or insurance card. All additional documentation must be dated 12 months hence.

***If you do not live in Dallas County but personally own property on the Dallas County Tax Rolls:***

- Photocopy of a current valid Texas driver license displaying your current address and issued more than 12 months previously AND a photocopy of a tax bill or deed dated 12 months hence showing your ownership of property in Dallas County.

***If you have not lived in Texas continuously for at least the past 12 months:***

- Your tuition rate will be determined as an “Out of State Resident” until you have resided in Texas and/or Dallas County for a full 12 months. If you have owned and maintained property on the Texas or Dallas County Tax Rolls for the past 12 months, please contact the El Centro College Registrar Office at [Registrar-ECC@dcccd.edu](mailto:Registrar-ECC@dcccd.edu).

## PARAMEDIC APPLICATION CHECKLIST

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This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. \_\_\_\_\_ Obtain Paramedic Certificate program information packet.
2. \_\_\_\_\_ View an online Paramedic Certificate information session.
3. \_\_\_\_\_ Complete a DCCCD college admissions application (online or printed version) if required, submitting residency documentation. See pages 2-3 and the Residency Verification Addendum for Tuition Rate.
4. \_\_\_\_\_ **Submit all official college transcripts to the El Centro College Registrar's office.** DCCCD transcripts are not required.
5. \_\_\_\_\_ If assessment testing is required, obtain testing referral from the El Centro Advising/Counseling Office at the main campus. See page 4 for testing requirements.
6. \_\_\_\_\_ Complete an American Heart Association BLS CPR course.
7. \_\_\_\_\_ Complete the FEMA independent study online courses. See item F, page 5 for links to the courses.
8. \_\_\_\_\_ Download the official physical exam form and immunization requirements from the Castle Branch website and activate your account by paying the \$25.00 one-time set up fee.
9. \_\_\_\_\_ See a physician for physical examination, immunizations, and TB screening.
10. \_\_\_\_\_ Submit physical exam form, immunization and TB screen documentation, and photocopy of CPR card to Castle Branch prior to the application filing deadline.
11. \_\_\_\_\_ Complete the two Release of Information Waiver forms and give a waiver form and a Recommendation form to two individuals you select as references.
12. \_\_\_\_\_ Compile the following materials placed in a 9x 12 envelope as your application packet to the Paramedic program and submit them to the Health Sciences Division office in person or postmarked no later than your specific deadline date (see page 7).
  - \_\_\_\_\_ Completed Paramedic Application and Statement of Students' Responsibility forms.
  - \_\_\_\_\_ Reading and math assessment scores if required (see page 4 for instructions).
  - \_\_\_\_\_ Photocopy of your Texas EMT Certification or National EMT Registry card.
  - \_\_\_\_\_ Photocopies of the certificates verifying your completion of the two FEMA courses
  - \_\_\_\_\_ Photocopy of your current driver license and if needed, additional residency documentation (see the Residency Verification Addendum for Tuition Rate).
12. Civilian applications are reviewed and selected candidates are notified for an interview.
13. Final selection of civilian applicants is completed and accepted civilians are notified via email.

**MAILING ADDRESS:**  
Paramedic Admissions  
Health Sciences Division  
El Centro College/Paramount  
801 Main Street  
Dallas, TX 75202-3604

**PHYSICAL ADDRESS:**  
Paramedic Admissions  
Health Sciences Division  
El Centro College/Paramount Building  
301 North Market Street Room P-712  
Dallas, TX 75202

**EL CENTRO COLLEGE  
PARAMEDIC CERTIFICATE PROGRAM  
RELEASE OF INFORMATION WAIVER**

TO: \_\_\_\_\_  
Name of Reference

\_\_\_\_\_

Address of Reference

\_\_\_\_\_

City State Zip

I respectfully request and authorize you to furnish the El Centro College Health Sciences Division Office the attached reference form concerning me, my work record, school record, my reputation and character, and my qualifications for entering the Paramedic Certificate program. Please include all information of a pertinent nature. This information is to be used to assist in determining my qualifications for entry into the program.

I hereby release you, your organization, or others from any liability or damage which may result from providing the requested information.

\_\_\_\_\_  
Paramedic Applicant's Signature Date

\_\_\_\_\_  
Paramedic Applicant's Address

\_\_\_\_\_

City State Zip

\_\_\_\_\_  
Witness to the Applicant's Signature Above  
Above

\_\_\_\_\_  
Witness to the Applicant's Signature

\_\_\_\_\_  
Witness' Address

\_\_\_\_\_  
Witness' Address

\_\_\_\_\_

City State Zip

\_\_\_\_\_

City State Zip



**EL CENTRO COLLEGE  
PROSPECTIVE PARAMEDIC STUDENT RECOMMENDATION FORM**

NAME OF APPLICANT \_\_\_\_\_

Please circle the items that most accurately describe the above name applicant. If you are unable to answer or have no opinion, leave the specific criteria blank. All responses are confidential. **Additional comments in the indicated spaces are greatly appreciated.** All responses are confidential. Please return this form directly to the El Centro College Health Sciences Division Office at the address indicated.

**PERSONAL QUALITIES**

<b>APPEARANCE;</b>	Careless	Acceptable	Impressive
<b>COOPERATION:</b>	Insufficient	Average	Exceptional
<b>DEPENDABILITY:</b>	Doubtful	Dependable	Above Average
<b>EMOTIONAL STABILITY:</b>	Overly Sensitive	Well-balanced	Very Secure
<b>HONESTY:</b>	Questionable	Good	Unquestionable
<b>JUDGMENT:</b>	Poor	Variable	Sound
<b>TIME MANAGEMENT:</b>	Poor	Good	Excellent
<b>PUNCTUALITY:</b>	Tardy or Absent	Good	Prompt

**COMMENTS;** \_\_\_\_\_

**APTITUDE AND SKILLS**

<b>COMMUNICATION (verbal):</b>	Difficult	Good	Excellent
<b>ADAPTABILITY:</b>	Difficult	Good	Excellent
<b>INITIATIVE:</b>	Conforms	Self-reliant	Creative
<b>INTELLECT:</b>	Slow Learner	Good	Quick Learner
<b>LEADERSHIP:</b>	Passive	Contributes	Outstanding
<b>MANUAL DEXTERITY:</b>	Poor	Good	Above Average
<b>ORGANIZATION:</b>	Poor	Good	Above Average

**COMMENTS:** \_\_\_\_\_

- OVER -

*What is your relationship to the Applicant?*

\_\_\_\_\_ EMPLOYER

\_\_\_\_\_ INSTRUCTOR

*If you had the opportunity to employ or re-employ this individual, would you do so?*

\_\_\_\_\_ YES

\_\_\_\_\_ NO

COMMENTS: \_\_\_\_\_

*Would you recommend this individual as an applicant for the El Centro College Paramedic Certificate program?*

\_\_\_\_\_ YES

\_\_\_\_\_ NO

COMMENTS: \_\_\_\_\_

*Would you care to add further comments about this applicant (strengths, weaknesses, etc.)?*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE PRINT BELOW:

NAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Return this form no later than \_\_\_\_ October 1, 2018 \_\_\_\_ November 16, 2018 \_\_\_\_ June 1, 2019

Paramedic Admissions  
Health Sciences Division  
El Centro College  
801 Main Street  
Dallas TX 75202-3604  
FAX: 972-860-5085

**EL CENTRO COLLEGE  
PARAMEDIC CERTIFICATE PROGRAM  
RELEASE OF INFORMATION WAIVER**

TO: \_\_\_\_\_  
Name of Reference

\_\_\_\_\_  
Address of Reference

\_\_\_\_\_  
City State Zip

I respectfully request and authorize you to furnish the El Centro College Health Sciences Division Office the attached reference form concerning me, my work record, school record, my reputation and character, and my qualifications for entering the Paramedic Certificate program. Please include all information of a pertinent nature. This information is to be used to assist in determining my qualifications for entry into the program.

I hereby release you, your organization, or others from any liability or damage which may result from providing the requested information.

\_\_\_\_\_  
Paramedic Applicant's Signature Date

\_\_\_\_\_  
Paramedic Applicant's Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Witness to the Applicant's Signature Above  
Above

\_\_\_\_\_  
Witness to the Applicant's Signature

\_\_\_\_\_  
Witness' Address

\_\_\_\_\_  
Witness' Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

**EL CENTRO COLLEGE  
PROSPECTIVE PARAMEDIC STUDENT RECOMMENDATION FORM**

NAME OF APPLICANT \_\_\_\_\_

Please circle the items that most accurately describe the above name applicant. If you are unable to answer or have no opinion, leave the specific criteria blank. All responses are confidential. **Additional comments in the indicated spaces are greatly appreciated.** All responses are confidential. Please return this form directly to the El Centro College Health Sciences Division Office at the address indicated.

**PERSONAL QUALITIES**

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<b>JUDGMENT:</b>	Poor	Variable	Sound
<b>TIME MANAGEMENT:</b>	Poor	Good	Excellent
<b>PUNCTUALITY:</b>	Tardy or Absent	Good	Prompt

**COMMENTS:** \_\_\_\_\_

**APTITUDE AND SKILLS**

<b>COMMUNICATION (verbal):</b>	Difficult	Good	Excellent
<b>ADAPTABILITY:</b>	Difficult	Good	Excellent
<b>INITIATIVE:</b>	Conforms	Self-reliant	Creative
<b>INTELLECT:</b>	Slow Learner	Good	Quick Learner
<b>LEADERSHIP:</b>	Passive	Contributes	Outstanding
<b>MANUAL DEXTERITY:</b>	Poor	Good	Above Average
<b>ORGANIZATION:</b>	Poor	Good	Above Average

**COMMENTS:** \_\_\_\_\_

- OVER -

*What is your relationship to the Applicant?*

\_\_\_\_\_ EMPLOYER

\_\_\_\_\_ INSTRUCTOR

*If you had the opportunity to employ or re-employ this individual, would you do so?*

\_\_\_\_\_ YES

\_\_\_\_\_ NO

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

*Would you recommend this individual as an applicant for the El Centro College Paramedic Certificate program?*

\_\_\_\_\_ YES

\_\_\_\_\_ NO

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

*Would you care to add further comments about this applicant (strengths, weaknesses, etc.)?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE PRINT BELOW:

NAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Return this form no later than \_\_\_\_ October 1, 2018 \_\_\_\_ November 16, 2018 \_\_\_\_ June 1, 2019

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