

## Advanced EMT Checklist 2023 Spring

### **Phase 1 - Provide required documentation to the Public Safety Program Coordinator:**

Email or hand deliver all documentation to Rhonda Weaver [rweaver@spcc.edu](mailto:rweaver@spcc.edu)

1. \_\_\_\_\_ Submit an Emergency Medical Science Program Application \* all signatures must be live signatures
2. \_\_\_\_\_ Submit documentation of any learning disabilities that may qualify for OEMs if needed.
3. \_\_\_\_\_ Submit a copy of your high school diploma or high school equivalency.
4. \_\_\_\_\_ Provide a copy of your driver's license (must be current) .

### **Phase 2 – Provide required documentation to EMS Director Sam Bishop (tbishop@spcc.edu):**

1. \_\_\_\_\_ Submit documentation of successful completion of college-level English or within the prior 12 months complete a written assessment placing you into college-level English (RISE English\*)
2. \_\_\_\_\_ Submit documentation of successful completion of college-level Math or within the prior 12 months complete a written assessment placing you into college-level Math. (RISE Math\*)
  - Contact the SPCC Testing Center to make your appointment if you are doing the RISE tests
  - \* Placement by RISE without the use of a written assessment will not meet the state requirements.

### **Phase 3 - Register**

**Request registration form from Rhonda Weaver after all documentation has been submitted**

- Complete the registration form and return it to [rweaver@spcc.edu](mailto:rweaver@spcc.edu) You are not registered until you have received a confirmation email. \* all signatures must be live signatures

### **Phase 4 – After Registration**

1. Submit payment of the class fees to the SPCC Business office.
2. Attend Mandatory Orientation and return signed handbook form – **Thurs, 12/08/22 6 – 8 pm**
3. Review other required materials and supplies on SPCC's EMT webpage here:  
<https://spcc.edu/areas-of-study/public-safety/emergency-services/advanced-emt/>

### **Phase 5 - Before Clinicals Begin**

1. \_\_\_\_\_ Drug Screen\* • Done through Complio
  - instructions provided at Orientation \* Student pays Fees to Complio
2. \_\_\_\_\_ Background Check\* • Done through Complio
  - instructions provided at Orientation \* Student pays Fees to Complio
3. \_\_\_\_\_ Additional Records Account\* Create an account with My Clinical Exchange
  - instructions provided at Orientation \* Student pays Fees directly to the company
4. \_\_\_\_\_ Upload Immunization records to Complio (see Vaccination Records checklist of all required immunizations to attend mandatory field experience)

### **Contact Information**

If you have any questions, please see the list below to find your correct contact:

Rhonda Weaver 704-993-2407 for application /registration questions [rweaver@spcc.edu](mailto:rweaver@spcc.edu)

Chris Floto 704-290-2417 for class schedule, COMPLIO and vaccination questions [cfloto@spcc.edu](mailto:cfloto@spcc.edu)

Sam Bishop 704-290-5817 for all other class questions [tbishop@spcc.edu](mailto:tbishop@spcc.edu)

Testing Appointments: **Testing Center** 704-290-5841 [testing@spcc.edu](mailto:testing@spcc.edu)

Business Office for payments: 704-290-5849