



ASSOCIATE OF APPLIED SCIENCE in PARAMEDICINE

PARAMEDIC COURSES SELECTION PROCESS HANDBOOK for FALL 2016 ADMISSION

INTRODUCTION

COCC's Associate of Applied Science in Paramedicine is designed to develop the technical skills and knowledge needed for employment in the field of Emergency Medical Services (EMS). During the course of the program, students receive the training needed to take the State of Oregon and National Registry Emergency Medical Technician (EMT) Basic and Paramedic licensure exams.

Admission to the Paramedic sequence of courses is competitive and enrollment is limited; requirements are detailed in this handbook. The number of students admitted to the program is determined annually by the EMS Department. One half or 50% of the allotted seats are reserved for students currently affiliated with Fire/EMS Agencies located within the college's district. These students must meet minimum application requirements and are subject to the point based system as outlined in this handbook. Remaining affiliated students not offered admission to these reserved seats but who meet minimum application requirements, will be grouped with non-affiliated students and offered admission to the remaining seats based on the point based system. If there are fewer qualified affiliated students than number of seats reserved, we will offer those seats to non-affiliated qualified applicants through the point based system. Admission into the courses allows a student to take the required paramedic courses. EMS support courses may be taken prior to admission into the paramedic courses and students are encouraged to take as many of these courses as possible before applying.

Paramedicine Community Information Sessions/Assistant Director of Admissions and Records Office Hours

Information sessions are held several times each year to explain minimum qualifications, selection criteria, and general information about COCC's Paramedicine program. Everyone entering into the Paramedicine program is encouraged to attend an information session. Questions regarding the program, orientation sessions, advising or coursework should be directed to the EMS Program Director. Questions regarding the paramedic courses selection process should be directed to the Assistant Director of Admissions and Records. The Assistant Director of Admissions and Records holds office hours every Wednesday from 3:00pm – 5:00pm for questions regarding this selection process. Please call 541-318-3741 to make an appointment.

COCC Placement Testing

COCC students are required to take COCC's placement test to determine placement in the most appropriate level of reading, writing, and math classes prior to taking COCC courses (see COCC's website for placement testing exemptions). This test is available several times throughout the year; schedule a testing time online at www.cocc.edu. For questions regarding the placement test, please call the CAP Center at 541-383-7200.

EMS Advisor

If you were not assigned an EMS department advisor initially, all students should request one by contacting the CAP Center at (541) 383-7200.

Application Process

The application process is very competitive with the goal of admitting only students with most potential to be successful in the Paramedicine program.

Accreditation

Central Oregon Community College is regionally accredited by the Northwest Commission on Colleges and Universities. COCC's Paramedicine degree is approved in Oregon through Community College Work Force Development (CCWD) and the State Board of Education. The paramedic program is nationally accredited through the Committee on Accreditation of Educational Program for EMS Professionals (CoAEMSP).

APPLICATION CRITERIA

Student Responsibility

Students are solely responsible for ensuring that they meet all application prerequisites before the application deadline. Students are encouraged to work closely with their advisor to ensure degree requirements are part of their academic plan.

1. Paramedic Courses Program Application Requirement - No Points Awarded

The application must be submitted online and is available at the beginning of spring term 2016. Students must submit any required documentation (i.e. NFPA driver cert, Oregon EMT certification, verification of affiliation) as part of their application packet. All required documentation must either be uploaded as part of the online application or be submitted to the Enrollment Services Office and clearly marked for paramedic courses admission. The application and all documentation must be received by the deadline, 5:00pm on **June 13, 2016** (postmarks do not apply). Only completed application packets received by the deadline will be considered for selection.

2. Official Transcripts: Requirement - No Points Awarded

If using courses from another college or university, applicants must submit official transcripts at the time of application to COCC. The course work will be evaluated and articulated into the student's GradTracks (degree evaluation) account. Official transcripts must be received at COCC by the application deadline of 5pm on June 13, 2016. Students will receive notice via their COCC email account when official transcripts have been received.

If using courses from another college or university that are in progress during the spring term in the year the student applies to the Paramedicine program, students must:

- Submit an unofficial transcript or registration detail by the application deadline verifying spring term enrollment.
- Request that their instructor email Seana Barry (sbarry@cocc.edu) directly with their final grade as soon as it is computed.
- Request that an official transcript be sent from the other college or university as soon as spring grades post. COCC must receive the official transcript of spring term class(es) by the end of June of the application year.

3. Prerequisite Courses:

Points Awarded – 78 points maximum

Prerequisite courses must be completed by the spring term in the year the student applies to the program with a “C” grade or better and with a cumulative GPA of 3.0 or higher. Cumulative GPA is calculated by multiplying the number of credits of each course by the grade points for each letter grade (A=4, B=3, and C=2), adding these numbers together, and dividing the total by 39 (the total number of prerequisite credits). The result must be 3.0 or higher. Only whole letter grades are used in the calculation of cumulative prerequisite GPA, meaning plus (+) or minus (-) designations will not be considered in the final calculation. When transferring applicable courses, the number of credits used for GPA calculation will be based on the number of credits of the equivalent COCC course, regardless of how many credits the course was worth at the transfer institution.

- EMT 151: EMT Basic Part A (or current Oregon EMT or Higher Certificate)
- EMT 152: EMT Basic Part B (or current Oregon EMT or Higher Certificate)
- AH 111: Medical Terminology I
- BI 231: Anatomy & Physiology I
- BI 232: Anatomy & Physiology II
- BI 233: Anatomy & Physiology III
- MTH 065: Algebra II or higher
- WR 121: English Composition
- SP 111: Interpersonal Communication or higher level SP course
- EMT 175: Introduction to Emergency Services or SFS 101: Introduction to Emergency Services

Courses may be in progress for the spring term at the time of application to the program. However, if an applicant receives below a C in a spring term course or the applicant’s cumulative GPA in the prerequisite courses drops below 3.0 after grades are issued spring term, the applicant will not be eligible to enter the program. Courses may be completed at COCC or another regionally accredited college or university.

Points are awarded per prerequisite class as follows: Number of credits times 2 points for an A or B grade, number of credits times 1 points for a C grade. Total possible points are 78.

If a student submits an Oregon EMT Certificate and does not submit transcripts with graded EMT 151: EMT Basic Part A and EMT 152: EMT Basic Part B courses, points for these classes will be awarded based on the student’s overall GPA in the remaining prerequisite courses.

4. Number of Completed Support Course

Points Awarded – 38 points maximum

There is not a minimum number of support courses required to be completed in order to apply to the paramedic courses. Support courses must be completed by the spring term in the year the student applies to the program, with a “C” grade or better. **Points are awarded per support course as follows: number of credits times 2 points for an A or B grade, number of credits times 1 point for a C grade.**

- EMT 195: Crisis Intervention
- EMT 170: Emergency Response Communication/Documentation
- EMT 171: Emergency Response Patient Transport (or NFPA driver certification)
- SFS 230: Rescue Practices
- BA 285: Business Human Relations or FOR 211 Supervision and Leadership
- HHP 242 (Stress Management) *or* 266 (Nutrition for Health) *or* 295 (Health and Fitness).
- 3 credits of Discipline Studies/General Education courses from the attached list of approved courses.

Applicants may transfer credits as needed to fulfill above requirements. For those credits transferred from a semester-based system, the appropriate conversion formula will apply to calculate quarter credits. Note: all equivalent/ transfer course acceptance is subject to approval by COCC's Transcript Evaluator in Admissions and Records and points will be calculated based on the number of credits the class is worth at COCC.

Selected Applicants

The number of students admitted to the program is determined annually by the EMS Department. Students will be admitted to the paramedic courses through a point-based system. One half or 50% of the allotted seats are reserved for students currently affiliated with Fire/EMS Agencies located within the college's district. These students must meet minimum application requirements and are subject to the point based system as outlined in this handbook. Remaining affiliated students not offered admission to these reserved seats but who meet minimum application requirements, will be grouped with non-affiliated students and offered admission to the remaining seats based on the point based system. If there are fewer qualified affiliated students than number of seats reserved, we will offer those seats to non-affiliated qualified applicants through the point based system.

Six alternates will also be selected from the point-based system; alternates will be notified of their alternate status. Should a position become available, the next alternate will be notified immediately. Therefore, alternates must notify the Admissions and Records Office of address and telephone number changes.

Admissions and Records will review all application packets and award points as indicated above. Admission will be granted to the appropriate number of recipients with the highest point totals. The next six point recipients will be considered alternates. The highest GPA in prerequisite and completed/graded support courses will be used if a tie-breaker is needed. Once the selection process is complete, Admissions and Records will notify candidates of their status via mail only. Admission status will not be given over the telephone or in person.

- All students admitted will receive information on background checks and uploading of immunizations. It is the student's responsibility to pay the cost and complete required items. Failure to complete the background check and immunization requirements will result in the forfeiture of your seat in the paramedic courses.
- All immunization questions should be directed to the EMS Program Director Nick Sphatt (541-383-7751).
- All students will undergo drug screening with the vendor approved by Central Oregon Community College, prior to entrance into the paramedic courses. Students will be administratively withdrawn from the courses and the seat given to an alternate student, if the required drug screening is not initiated with the specified vendor, by the due date indicated in the letter of admission. Students with a positive urine drug screen will be disqualified from entering the paramedic courses at Central Oregon Community College, with the exception of certain prescribed medications. The Program Director will notify the student of positive drug screens and their resulting disqualification from the paramedic courses. Students have a right to appeal the decision.

APPLICATION WORKSHEET: Use this worksheet to assess if Fall 2016 application requirements have been met and to tentatively tally points towards application.

APPLICATION PREREQUISITES					Complete/Points
EMS Program Application					<input type="checkbox"/>
Official Transcripts (for prerequisite and support coursework not taken at COCC)					<input type="checkbox"/>
Prerequisite Courses: Must be at "C" grade or better for each course & cumulative GPA of 3.0 or higher. Points awarded equals number of credits times 2 points for an A or B grade or number of credits times 1 point for a C grade.					
	School	Year	Credits	Grade/Points	
EMT 151: EMT Basic Part A (or current Oregon EMT or Higher Certificate)			5		
EMT 152: EMT Basic Part B (or current Oregon EMT or Higher Certificate)			5		
BI 231: Anatomy and Physiology I			4		
BI 232: Anatomy and Physiology II			4		
BI 233: Anatomy and Physiology III			4		
AH 111: Medical Terminology I			3		
WR 121: English Composition			4		
MTH 065: Algebra II or higher			4		
EMT 175: <u>or</u> SFS 101: Intro to Emergency Services			3		
SP 111: Fundamentals of Public Speaking or higher level SP class			3		
Prerequisite coursework above must have a <u>cumulative</u> GPA of 3.0 or higher. Cumulative GPA is calculated by multiplying the number of credits by the letter grade (A=4, B=3, and C=2), adding these numbers together, and dividing the total by 39 (the total number of prerequisite credits). The result must be 3.0 or higher. Only whole letter grades are used in the calculation of cumulative prerequisite GPA. When transferring applicable courses, the number of credits used for GPA calculation will be based on the number of credits of the COCC course, regardless of how many credits the course was worth at the transfer institution.					REQUIREMENT MET? POINTS AWARDED:
APPLICATION SUPPORT COURSES – Must be a "C" grade or better Points awarded equals number of credits times 2 points for an A or B grade or number of credits times 1 point for a C grade.					POINTS
	SCHOOL	YEAR	CREDITS	GRADE	
EMT 195: Crisis Intervention			3		
EMT 170: Emergency Response Communication/Documentation			2		
EMT 171: Emergency Response Patient Transport (or NFPA driver certification)			2		
SFS 230: Rescue Practices			3		
BA 285: Business Human Relations <u>or</u> FOR 211: Supervision and Leadership			3		
Choose One of the Following: HHP 242, 266, or 295 (see page 4 for course titles)			3		
3 credits of Discipline Studies/General Education courses from the attached list of approved courses			3		

Prerequisite points _____
 Support Course points _____
 Total application points _____

SEMESTER HOUR - QUARTER HOUR CONVERSION

Semester Hours	Quarter Hours	Semester Hours	Quarter Hours
1	1.5	5	7.5
2	3.0	6	9.0
3	4.5	7	10.5
4	6.0	8	12.0

EMERGENCY MEDICAL SERVICES PROGRAM TRANSCRIPT EVALUATION GUIDELINES

1. The use of courses for point purposes in the paramedic courses application process reflects the use of all courses for AAS degree requirements.
2. Only courses with a "C" or better will be counted. Points will be awarded for the straight letter grade only; plusses and minuses will not apply.
3. Points for "Pass" (P) grades are awarded based on the student's overall GPA of pre-requisite or support courses (whichever section the P grade is awarded).
4. English Composition will be automatically waived if the student submits an official transcript verifying a bachelor's degree from a regionally accredited educational institution and transcripts do not indicate completion of English Composition classes.
5. Math grade will be selected based on the highest grade received in MTH 065: Algebra II course or higher level course.
6. Semester hours transferred from other institutions will be converted to quarter hours before scoring. Fractions for single courses will be dropped. Fractions for two-term sequences will count. Courses transferred from other institutions will be counted with the same number of credits that the comparable COCC course allows.
7. If submitting an Oregon EMT certificate and/or NFPA Driver certificate, copies must be in your paramedic course application file in Admissions and Records by the application deadline of June 13, 2016 at 5:00pm.

PETITIONS

Exceptions or special conditions not covered by the guidelines listed above must be petitioned. Normally, petitions are used when a student has a prior educational experience comparable to a requirement, and he/she wishes to have that prior work applied toward the COCC requirement.

Petitions are available in the Admissions and Records Office, located in Boyle Education Center.

The information in this document reflects an accurate description of the EMS program selection criteria and process at the time of its publication. However, conditions can and do change; therefore, the College reserves the right to make any necessary changes to the information contained in this packet.

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, genetic information, veteran status or any other classes protected under the Federal or State statutes in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office, (541) 383-7216. Faculty, staff and students are protected from discrimination and harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Students attending classes or events who need accommodation for a specific disability should contact the Office of Services for Students with Disabilities at 541-383-7583. Other persons who, because of a physical or learning disability, need special accommodations to attend events should contact ADA Coordinator Joe Viola, 541-383-7775, in advance of their need for accommodation.

Discipline Studies/General Education Courses Approved for the
Associate of Applied Science in Paramedicine and Paramedic Courses
Application

- ANTH 103: Cultural Anthropology/4 credits
- BI 234: Microbiology/4 credits
- CJ 100: Survey of the Criminal Justice System/3 credits
- EMT 163: Advanced EMT Part I/5 credits
- EMT 164: Advanced EMT Part II/5 credits
- OL 244: Psychology of Risk and Adventure/3 credits
- PSY 101: Applied Psychology/3 credits
- PSY 201: Mind and Brain/4 credits
- PSY 202: Mind and Society/4 credits
- PSY 216: Social Psychology/4 credits
- SOC 201: Introduction to Sociology/4 credits
- SOC 206: Social Psychology/4 credits

Paramedic Course Important Dates

Paramedic Program Tentative Admission Timeline	Fall 2016
Fall Term Information Session	October 20th, 2015
Winter Term Information Session	February 2nd, 2016
Application Available	March 28 th 2016
Spring Term information Session	May 3rd, 2016
Application Period Closes	5pm: June 13 th 2016
Deadline for Official transcripts for course(s) being completed at another institution during Spring term of application year.	June 30 th , 2016
Acceptance Letters Sent	By July 22nd, 2016
Mandatory Orientation Date (this date may change depending on College academic schedule. Students will be notified of exact date in acceptance letter.)	September 19 th , 2016
Class Begins	September 2016
Class Ends	August 2017