

# Registration Requirements Emergency Medical Technician (EMT)

Fall 2022

Please read this entire packet carefully.

THESE ARE NOT FILL-IN FORMS. YOU MUST DOWNLOAD THE ENTIRE  
PACKET.

Health requirements MUST BE COMPLETED by midterm of semester. Refer to class syllabus, schedule, and instructor for information. The EMT Health Requirement due dates can be found on the last page of the Health Requirement Packet that is posted on the Fire Science [Resources](#) webpage.

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## Emergency Medical Technician Fire Science 2271

Registration Information Packet

Fall 2022 Session:

Classes run August 22 – December 16, 2022

Open registration begins April 20, 2022.

**Note:** Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. 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(s) are not successfully completed.

3/21/2022

## **PROGRAM OVERVIEW**

Emergency Medical Technician (EMT) requires a core curriculum that is presented in a minimum 180-hour training program. It is recognized that there is additional specific education that will be required of an EMT who operates in the field (i.e., ambulance driver training, heavy and light rescue, basic extrication, special needs, etc.). It is also recognized that this information might differ from locality to locality, and that each training program or system should identify and provide special training requirements. This curriculum is intended to prepare a medically competent EMT to operate in the field. Enrichment programs and continuing education will help fulfill other specific needs for the EMT education.

National Standard Curriculum has been adopted by College of DuPage (COD) and the Illinois Department of Public Health (IDPH) and represents how EMT's assess patients in an emergency situation. This course is designed for individuals who seek training in emergency care for victims of accidents and illnesses and covers techniques currently considered to be within the scope of an EMT's responsibility. The EMT course meets or exceeds licensure by the Illinois Department of Public Health (IDPH) and certification by the National Registry of EMT's (NREMT).

## **PROGRAM INFORMATION DISCLAIMER**

This program packet is published for the purpose of information only and is not to be regarded as a/n 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 COD policies and procedures.

## **JOB DESCRIPTION – EMERGENCY MEDICAL TECHNICIAN**

### **Responsibilities:**

Emergency Medical Technicians (EMT's) respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility. After receiving the call from the dispatcher, the EMT drives the ambulance to the address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT must observe traffic ordinances and regulations concerning emergency vehicle operation.

### The EMT:

- functions in uncommon situations
- has a basic understanding of stress response and methods to ensure personal well-being
- has an understanding of body substance isolation
- understands basic medical-legal principles
- functions within the scope of care as defined by state, regional and local regulatory agencies
- complies with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene

Upon arrival at the scene of crash or illness, the EMT parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMT will also "size-up" the scene to determine that the scene is safe; the mechanism of injury or nature of illness; the total number of patients; and to request additional help, if necessary. In the absence of law enforcement, the EMT creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients. The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders emergency medical and or trauma care, to adults, children and infants based on assessment findings.

Duties include but are not limited to:

- opening and maintaining an airway
- ventilating patients
- administering cardiopulmonary resuscitation, including use of automated external defibrillators
- providing prehospital emergency medical care of simple and multiple system trauma such as:
  - controlling hemorrhage
  - treatment of shock (hypoperfusion)
  - bandaging wounds
  - immobilization of painful, swollen, or deformed extremities
  - immobilization of painful, swollen, or deformed neck or spine
- providing emergency medical care to:
  - assist in emergency childbirth
  - manage general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises. Additional care is provided based upon assessment of the patient and obtaining historical information
    - searching for medical identification emblems as a guide to appropriate emergency medical care
    - assisting patients with prescribed medications, including sublingual nitroglycerin, epinephrine auto-injectors and hand-held aerosol inhalers
    - administration of oxygen, oral glucose and activated charcoal
    - reassuring patients and bystanders by working in a confident, efficient manner
    - avoiding mishandling and undue haste while working expeditiously to accomplish the task

Where a patient must be extricated from entrapment, the EMT assesses the extent of injury, gives all possible emergency care and protection to the entrapped patient, and uses the prescribed techniques and appliances for safely removing the patient. If needed, the EMT radios the dispatcher for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

The EMT is responsible for:

- lifting the stretcher (be able to lift and carry 125 pounds)
- placing it in the ambulance and seeing that the patient and stretcher are secured
- continuing emergency medical care while enroute to the medical facility

The EMT uses the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities to determine the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction. The EMT reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported and the destination to assure prompt medical care on arrival. The EMT identifies assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

The EMT:

- constantly assesses the patient enroute to the emergency facility, administers additional care as indicated or directed by medical control
- assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility

- reports verbally and in writing, their observation and emergency medical care of the patient at the emergency scene and in transit, to the receiving medical facility staff for purposes of records and diagnostics
- upon request provides assistance to the receiving medical facility staff

After each call, the EMT:

- restocks and replaces used linens, blankets and other supplies
- cleans all equipment following appropriate disinfecting procedures
- makes careful check of all equipment so that the ambulance is ready for the next run
- maintains ambulance in efficient operating condition
- ensures that the ambulance is clean, washed and kept in a neat orderly condition
- in accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure

Additionally the EMT:

- determines that vehicle is in proper mechanical condition by checking items required by service management
- maintains familiarity with specialized equipment used by the service
- attends continuing education and refresher training programs as required by employers, medical control, licensing or certifying agencies

## COURSE DESCRIPTION

### **Fire 2271: Emergency Medical Technician (10 credits)**

Course covers the care and handling of the critically ill and injured with emphasis on the development of student skills in assessment of illnesses, injuries and proper procedures of emergency care. Cardio-Pulmonary Resuscitation (CPR) is part of this course and certification through the American Heart Association (AHA) will be awarded. Fall, spring and summer class offerings vary for each semester. Check [MYACCESS](#) for class schedules and availability.

## ATTENDANCE

Students must attend all classes, be on time for each session and not leave early. To qualify for the National Certification & Licensing Exam, students must maintain 80% on all class exams by mid-term, maintain 80% on all assignments and exams mid-term through the end of the term, pass all practical exams, not miss more than 18 hours of classroom time, and complete a minimum of 25 hours in an emergency room and/or ambulance ride time. If students do not meet these requirements, they may stay in class and receive a grade, but they cannot challenge the National Certification & Licensing Exam. Early registration is important since classes fill up quickly. There are no overloads, seat reservations, or permits given for EMT Fire 2271.

## BOOKS AND SUPPLIES

- 1) *Emergency Care* by AAOS plus computer access code. This book **MUST BE** purchased **NEW** at the **College of DuPage** bookstore, which includes **ALL** necessary components. Failure to purchase the textbook at the College of DuPage bookstore will result in an additional \$200 fee (subject to change) for an access code through the publisher for the mandatory computer (on-line) component of the class. The digital version of the textbook also contains the required access code and is an option in lieu of the physical/hard copy of the textbook.
- 2) *Basic Life Support for Health Care Providers* by the American Heart Association (AHA).
- 3) Students are required to purchase a pocket mask, stethoscope and current textbooks prior to the first day of class. All items can be purchased from the COD Bookstore. Prior to your clinical rotation, you will be issued a photo ID card. The cost of the card is \$5 and the ID will be issued during scheduled class time.

## TUITION, FEES AND FINANCIAL AID

The College of DuPage payment policy states that payment will be due immediately following registration. If you are unable to pay the entire amount, 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 new payment policy, please contact the Cashier's office at (630) 942-2206.

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 to apply 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 six to eight 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](#) website. If a company will be paying for your tuition or you have a chargeback agreement from another community college, please contact our Third Party Billing/Chargeback representative in Registration at (630) 942-3289.

## 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.

A Criminal Background check needs to be completed (not just submitted to Castlebranch) PRIOR to registration for the Emergency Medical Technician training program.

## APPEARANCE AT CLINICAL SITES

*A student's overall appearance should be neat, clean and professional.*

### Dress Code:

**Everyone:** **NO** tank tops, tube tops, muscle shirts, T-shirts, sleeveless shirts, exposed midriiffs, jeans, gym suits, stretch pants, cut-offs, hip huggers, shorts or tight-fitting clothing. No visible body piercing is allowed on or in any part of the anatomy. Earrings may be worn, but no dangling earrings or hoops.

**Women:** Slacks, blouses with collars (short or long sleeve) tucked into slacks; no skirts; comfortable, clean shoes (no heels, sandals, open toes, etc.).

**Men:** Trousers, shirts with collars (short or long sleeve) tucked into trousers, comfortable and clean shoes (no boots, sandals, etc.).

All hospitals and their facilities are NON-SMOKING. If there is no designated area to smoke, it means students cannot smoke anywhere on hospital property. If in doubt, ask. If students who are firefighters can wear their uniforms with permission from the hospital. If a student is not properly attired with the necessary equipment (photo identification name tag, watch with a second hand, pen, clinical form,

stethoscope and their name on the clinical schedule), or if they violate patient confidentiality or break any hospital rules, they will be asked to leave and may not be able to return.

All students must schedule their clinical time with the consent of their instructors, fire department, and hospital. Students should call the clinical site/contact person if they cannot make a designated clinical time. If they do not call, the clinical site will not readmit them for participation in future clinical appointments.

**Go to your clinical rotations with a positive attitude!  
Remember, you are representing College of DuPage, the Emergency Medical Technician program,  
and most importantly, yourself!**

### **STATEMENT ON HEALTH REQUIREMENTS**

Please see the EMT [health requirements packet](#) for details. **Please do not complete these requirements until you are instructed to do so.** The health examination is completed at the student's expense. Students will still need to be "cleared" by Edward Corporate Health. Along with the health requirements, the Drug Test and Background Check are both completed through [CastleBranch.com](http://CastleBranch.com).

If applicants do not submit the necessary paperwork, do not obtain the required examinations and vaccinations, and/or are unable to obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, they may be considered ineligible for the program and can be withdrawn from the program courses in which they are registered.

### **STATEMENT ON MEDICAL CARE AND HEALTH INSURANCE**

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the [Center for Access and Accommodation](#) website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

### **STATEMENT ON MEDICAL MALPRACTICE INSURANCE**

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for FIRE 2271. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

### **PROGRAM PREREQUISITES**

Must complete and pass the Reading and Writing placement tests (or equivalent) **OR** a grade of "B" or higher in FIRE 2283 First Responder and a criminal background check prior to registration (see pages 8 & 9 of this packet for additional information). Must be 18 years old and have a high school diploma or equivalent by date of the certification exam. High school students may take this course through the Technology Center of DuPage (TCD) if they are in their senior year (students must meet with their high school advisers by their junior year to qualify for this dual credit program). A Criminal Background check needs to be completed PRIOR to Registration for the Emergency Medical Technician Basic program.

## MISCELLANEOUS INFORMATION

For additional information about any programs at College of DuPage, consult the college [Catalog](#), the [Class Schedule](#), or visit [www.cod.edu](http://www.cod.edu). For questions concerning the EMT program, visit the [Fire Science website](#); contact the Fire Science Manager at (630) 942-2107.

### NON-DISCRIMINATION STATEMENT

The College prohibits discrimination in its admissions, employment, and educational programs or activities based on 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 individuals' 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).

**\* While the College of DuPage does not discriminate in its programs, there may be certain limitations imposed by state and/or national accrediting bodies. Please visit the [National Registry of Emergency Medical Technicians](#) for additional ADA information.**

### 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\_

[https://cod.edu/student\\_life/resources/information\\_technology/email/email-policy.aspx](https://cod.edu/student_life/resources/information_technology/email/email-policy.aspx)

### EMT Registration Steps:

**Step 1:** If you have not been admitted to College of DuPage, please complete the **non-refundable \$20 [College of DuPage General Admissions Application](#)** online. **This application is for general admissions to College of DuPage only.**

**Step 2:** To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:

- a. Submit your official transcript(s) to College of DuPage, [Office of Student Records](#). *If College of DuPage is the only institution you have attended, you do not need to request official transcripts.*

- b. Verify receipt of your transcript(s). Log into MYACCESS account, click on 'MYACCESS for Students', select 'My Profile'. The receipt status of your transcript will be listed under 'Transcript Institutions'.

**NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website [http://cod.edu/registration/records/trans\\_eval\\_listing.aspx](http://cod.edu/registration/records/trans_eval_listing.aspx) for details.**

**Step 3: Complete and pass the ACCUPLACER Reading and Writing Placement Tests.** The student must complete the College of DuPage Admissions process (Step 1) and have an identification number to take these tests. **If you have completed FIRE 2283 First Responder with a "B" or higher, you do not need to complete this step.**

### **READING AND WRITING REQUIREMENTS**

Completion of the ACCUPLACER placement tests in Reading and Writing and score in Category One. The Reading & Writing ACCUPLACER tests are required for ALL applicants. Testing is available only at the Glen Ellyn Testing Center (BIC 2A06) on a walk-in basis. You must show a photo ID and let Testing staff know that you are testing for the Emergency Medical Technician (EMT) Program. To view the hours of operation, go to [www.cod.edu/testing](http://www.cod.edu/testing). For questions, contact [academictesting@cod.edu](mailto:academictesting@cod.edu)

- **Reading:** Students can meet the requirements in one of these ways:
  - A. **Take the ACCUPLACER Reading Placement Test for EMT** and score in Category One (1).

Students are **NOT required** to take the Reading Placement Test if one of the following has been accomplished:

1. College-level credit totaling 12 semester hours with at least a "C" average.
2. College certificate, Associate degree, BA/BS degree, Graduate degree.
3. 2.6 cumulative non-weighted GPA on a 4.0 scale, or equivalent, with a minimum of 7 highschool semesters.
4. Proof of GPA must be provided.\*
5. ACT composite score of 20 or higher. Proof of score must be provided.
6. SAT total score of 950 or higher. Proof of score must be provided. (NEW exam March 2016)
7. SAT verbal/critical reading score of 500. Proof of score must be provided. (OLD exam prior to March 2016)
8. TOEFL score of 550 paper/pencil, 213 computer-based or 79 Internet-based. Proof of score must be provided.
9. IELTS score of 6.5 or higher. Proof of score must be provided.
10. ACCUPLACER Reading test transferred from another institution with a minimum cut-off score.
11. Official score record required.

**\*Grade point average must be from a high school in the United States or a country with English as an official language. Special education and ESL/ELS course work are not eligible. Students from more than one high school must submit transcripts from all high schools and GPA must be re-calculated.**

### **IMPORTANT NOTE: If using college coursework to meet the reading requirement**

- Submit the Prerequisite Evaluation Request form to the Records office in addition to your acceptable proof of meeting this prerequisite. For questions concerning prerequisites, please contact the Records office at (630) 942-3830 or [prereq@cod.edu](mailto:prereq@cod.edu). To submit online, click here: [Prerequisite Evaluation Request](#).
- Transcripts evaluated for transfer credit in the past may still need re-evaluation for this program's specific requirements. **When in doubt, fill it out!** The Degree Audit (accessible from MYACCESS) will show what courses students have taken here at COD and those courses accepted for transfer credit.



- **Writing:** Students can meet the requirements in one of these ways
  - a) Proof of ACT composite score of 20 or higher or SAT score of 950 or higher may be submitted to the Testing Center, Admissions, Registration, Campus Central, Financial Aid and the Regional Centers

**OR**

  - b) **Take the ACCUPLACER Writing Placement Test for EMT** and receive a Category One (1) score.

**OR**

  - c) Successfully complete English 1101 at College of DuPage or an equivalent course at another institution with a grade of “C” or better. If you have taken the prerequisite course at another college, visit [Proof of Prerequisite](#) for additional information or contact the Records office to review options for submitting proof. If your official college transcript is on file in the Records office, call the Prerequisite Department at (630) 942-3830 or e- mail your prerequisite request to [prereq@cod.edu](mailto:prereq@cod.edu).

**Step 4: Complete a Criminal Background Check.** The College of DuPage has partnered with [CastleBranch.com](#), a background check service that allows students to purchase their own background checks online. The results of a background check are posted to the [CastleBranch.com](#) website in a secure, tamper-proof environment, where the students, as well as the program coordinator can view the background check.

To order your background check, please follow the instructions below.

- a. Go to [CastleBranch.com](#)
- b. In the **PLACE ORDER** box, enter package code: **CB39**
- c. Select a method of payment: Visa, MasterCard or Money Order
- d. You will receive a **Release Form** when placing your order and it will be in your CastleBranch To-Do List
  - a. Complete and return the CastleBranch Release Form by faxing to e-mailing to [expedite@castlebranch.com](mailto:expedite@castlebranch.com) or 910-343-9731

**Please note, that your background check will not be processed until the release form is received so please return to them ASAP. The form must be physically signed and dated. E-Signatures are not accepted. Follow the instructions provided with the Illinois Criminal Release Form to prevent delays.**

The results will be available in approximately 48 to 72 business hours. Depending on where and how many places you have resided, it may take longer for the results. ***You must wait until your results are completed before you are eligible to register.***

**Note:** If you previously completed a CastleBranch Background Check for a COD Health Professions Program, it is only valid if it was completed **within 6 months** of the registration deadline date.

**Step 5: Health Requirements:**

**You must obtain the EMT [Health Requirements Packet](#) and complete the requirements as a student of a College of DuPage health career programs. Specific due dates can be found on the last page.**

**Do NOT begin the health requirements until instructed to do so. However, you must have the medical requirements in the above packet completed before you can schedule your clinical rotations. These are scheduled with your instructor starting at midterm of the semester. Once the medical requirements are complete, they are brought to Edwards Corporate Health or one of their satellite locations for a chart review and payment of \$30. Edwards Corporate Health will send verification of the chart review to the Fire Science Program Specialist who will notify the instructor. You MUST complete your medical requirements by midterm of the semester enrolled. Check the course schedule/syllabus and with your instructor for the due date.**

**Step 6: REGISTRATION**

When preparing to register for a Fire 2271 course, please Search for Credit Classes on [MYACCESS](#) by entering the following:

- TERM: Fall, Spring, or Summer
- SUBJECT: "Fire Science"
- COURSE #: 2271

Click **submit** at bottom of screen and the EMT Classes will appear. Class days, times, room #, instructor(s), tuition, and course fees will all be posted.

Students are eligible to register for EMT **after** completing all pre-enrollment requirements in steps 1 through 4 above, **and** receiving confirmation that they are accepted to the program. Students can register via Student Planning, or with Registration Office assistance 630-942-2377 or [registration@cod.edu](mailto:registration@cod.edu).

Only contact the registration department **after** all of the pre-enrollment requirements have been met, completed, and email confirmation of program acceptance has been received to register for a Fire 2271 (EMT) section.

Registration for Fire 2271 (EMT) is allowed up until the start of the term or once all seats are filled.

***"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."***