



EMERGENCY MEDICAL TECHNICIAN Winter 2017 Application Information

NOTE: Program entry is based on first applied and qualified.

There is a \$35 fee to apply to for this program.

You must complete all steps to be considered.

1. PROGRAM COUNSELING & ADVISING

All of the information necessary to make a successful application to the EMT Program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

For Counseling and Advising assistance in meeting program or application requirements, please email EMTParamedicProgram@lanecc.edu or visit <https://blogs.lanecc.edu/ems/advising/> to make an appointment.

An [Academic Advising Resource](#) is available to all students. To access this go to www.lanecc.edu choose "Moodle." Select "Academic Advising" and then choose "EMT Basic and Paramedicine Advising"

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for Emergency Medical Technology.

2. APPLICATION PROCESS & DATES

2A. Selection Criteria

Apply early; the program often fills up on the opening day. ***Program admission is based on first applied and qualified, first admitted.*** ***Application time is recorded upon submission of Online Application Payment.*** ***Note: Testing must be completed prior to Online Application submission.***

- The program is limited to **24** students. In addition to admitted students, there is a designated alternate status. Alternate students may be allowed into the Winter 2017 program if an admitted student declines. Alternate status is not given automatic "accept status" or "accept priority" the following program.

2B. Important Dates: Winter Term begins January 9th

Application opens. Online Application and Payment opens.....**October 17, 2016***

Application closes.....**October 28, 2016***

Application notification: program status announced via email.....**November 3, 2016**

Mandatory Orientation: required **November 17, 2016**

*Online Application and Payment system opens ***approximately*** 12:15 a.m. and closes at 11:59 .p.m. daily. You must submit your application before the system closes on the final day of the application period. Staff is not available after 4pm, weekends, or holidays to answer questions regarding application issues please keep this in mind in case of last minute questions or problems with the system.

3. ANNOUNCEMENTS

The program is now taught in one term. EMT 151 & EMT 152 (a total of 10 credits) are scheduled as co-requisites and are required to be taken during the same term.

4. NOTE FOR THOSE PURSUING PARAMEDIC LICENSE

All EMT courses must be completed within a 5 year period to graduate from the Paramedicine Program. This means from the first term you take an EMT course, you must be able to complete all required EMT courses including those within the Paramedicine program within 5 years.

5. PREPARING TO APPLY- APPLICATION REQUIREMENTS

Use this checklist to make sure you complete all requirements.

You must complete all steps and submit all documentation by the close date listed above.

Keep this checklist as a reference.

You must meet the following criteria to have a complete application process and to be considered for the program. Review the following steps carefully.

- _____ **1. Email Account.** You will need to obtain and maintain an email address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use your email address to send information. It is your responsibility to set your "spam filter" system to accept mail addresses containing @lanecc.edu
- _____ **2. Admission to Lane as a credit student.** If you are not currently a credit Lane student, complete Lane's college admission process and obtain a student "L" number. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing if needed;
<http://www.lanecc.edu/counseling/steps-enroll>
- _____ **3. Advising.** Verify you meet all the program application requirements. See **Section 1, Program Counseling & Advising.**
- _____ **4. Oregon Residency.** Be an Oregon resident by date of application according to residency requirements: <http://www.lanecc.edu/esfs/residency>.
- _____ **5. Submit Non-Lane Official and/or Advanced Placement Transcripts to Enrollment Services.** All courses and qualifying Advanced Placement exam scores used as pre-reqs must be recorded on your official college transcripts and/or AP transcript. All transcripts must be received by Enrollment Services prior to the application close date. Qualifying AP scores can be found at <http://www.lanecc.edu/collegecatalog/advanced-placement-international-baccalaureate-and-clep-information>. Information on submitting transcripts: <http://www.lanecc.edu/esfs/submit-transcript>
- _____ **6. Establish Course Equivalency Evaluation (if needed).** Courses taken at other colleges may be eligible for use in the application process. It is your responsibility to initiate the process early and establish equivalences or substitutions prior to the application deadline. Go to the Enrollment Services website <http://www.lanecc.edu/esfs/general-information-transferring-credits>
- _____ **7. Age Requirement.** You will be 18 years or older prior to the first day of class.
- _____ **8. Academic performance.** You must meet one of the following academic requirements awarded and transcribed prior to the first day of class
 - ☐ GED Certificate
 - ☐ High School Diploma
 - ☐ College Degree (2 or 4 year)
- _____ **9. Prerequisite Requirements.** You **must** meet the following testing or prerequisite course requirements to be considered for the program. You have the option of using testing or courses for each of the requirements, including a mix of testing and courses to meet the two requirements.
 - **Courses.** Courses must be completed and transcribed prior to the application deadline with a grade of C- or better. Advanced Placement scores that are accepted by the college for these courses can be used.
 - ☐ WR 121, 122, or 123 **OR** Bachelor's Degree:
 - ☐ MTH 060 or higher

- **Testing.** Testing must be completed prior to submission of the Online Application and Payment and testing expiration dates are subject to change on the next program application. **Important:** Placement testing is done by appointment only and must be done through the Lane Community College Testing Office located in Building 1, phone (541) 463-5324. For information or to schedule an appointment, go to <http://lanecc.edu/testing>.

To meet Writing Requirement:

- ☐ Accuplacer Reading Comp. Test taken Apr 2012 or later. Score of 76 or above

To meet Math Requirement:

- ☐ Arithmetic Placement Test, March 2016 or later. Score of 75 or above – **OR** –
- ☐ Elementary Algebra Placement Test, March 2016 or later. Score of 25 or above – **OR** –
- ☐ College Algebra Placement Test, March 2016 or later. Score of 25 or above.

10. Make a Personal Copy of Application Documents for your files. Your documents will not be returned to you.

6. WINTER 2017 ENROLLMENT REQUIREMENTS

If accepted or considered a alternate to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.**

- **Be 18 years or older** prior to the first day of class.
- **Attend the Mandatory Program Orientation.** *Students accepted into the program or given alternate status must attend the orientation session* - see **Section 2B**. Location will be announced in notification of program acceptance.
- **Documentation of program/clinical requirements (to be paid by student).** Specifics will be included in program notification and discussed at the Mandatory Orientation. All forms and necessary materials will be sent by email to you after you have indicated your program acceptance

7. APPLICATION SUBMISSION CHECKLIST

Submit the Application Packet to HPApplicationCenter via email.

- ☐ Forms 1-2 Conditions for Application and Prerequisite Sheet (Fillable PDF)
- ☐ Course Equivalency/Substitution forms (if applicable)
- ☐ Unofficial college transcript(s) if you attended schools other than Lane.

Complete the EMT Program You will be charged a **\$35 non-refundable application fee.** *Use the 2016 Health Professions Online Program Admissions Application and Payment Instructions to complete this process.*

Before you begin the Program Online Application and Payment

- ☐ You must have a student “L” number to complete this process.
- ☐ You must have an email address to complete this process.
- ☐ You must have a Visa or Mastercard card to pay the application fee.

8. ACCESSIBILITY AND ACCOMMODATIONS

To request assistance or accommodations, contact the Center for Accessible Resources at (541) 463-5150 or accessiblresources@lanecc.edu.

2016 Health Professions Online Program Admissions Application & Payment Instructions

Before starting your Online Program Admissions Application & Payment session be sure to:

- a. Complete your credit admission application to obtain a student L number – a Lane ID number.
- b. Have an active personal e-mail account (Lane does not issue students Lane e-mail accounts).
- c. Have a Visa or MasterCard credit card on which to charge the **non-refundable application fee**.
- d. Verify that you meet minimum requirements to apply.

Begin your Online Program Admissions Application and Payment:	
Click on link to right to begin	https://crater.lanecc.edu/banp/zwskalog.P_DisLoginNew?in_id=&cpbl=&newid=&wapp=Y6
Create a new Application PassPhrase (PIN)	This PIN must consist of between 12 and 16 letters and numbers, with at least one of each. Do not use the same PIN you use to log into myLane or Moodle. This PIN will be used only for this Health Profession program you are applying to. It will not change your myLane PIN. Write down your PassPhrase (PIN)!
Select “Login”	You will receive an assigned ID number (G#) You will need this G# if there is an issue with your application. Write down your G#!
Select “Continue”	<p>Make sure you have all the required documents you need to complete this Online Application and Payment process.</p> <ul style="list-style-type: none"> • Lane Student ID Number (L Number) • Reviewed the <u>Residency</u> requirements to determine form of verification for your Oregon state residency • Accuplacer Reading Test Score or WR course grade • Math Placement Test Scores or MTH course grade • Submitted official sealed transcripts to Lane Enrollment Services (for non-Lane courses/degrees listed on the PREREQUISITE SHEET – Form 2).
Apply for Online Program Admissions:	
Admission Term	When asked the term you plan to start – select the term that you are submitting this specific Online Application and Payment.
Enter your name	Make sure your name matches the name you used when you applied to be a Lane Credit student.
Application Checklist:	
Select “Fill out Application”	<p>As you enter the required information in a section, a checkmark will appear to indicate you have completed that section:</p> <ul style="list-style-type: none"> • Follow instructions provided on each screen • Start with “Name – EMTBasic” • Select “Continue” after each section • Select “Application is Complete” after you have completed all sections
Admissions Agreement	Select “I agree to the terms” after reviewing the information. This is your Admissions Agreement
Application Fee Payment:	
Select “Submit Payment”	Only Visa or MasterCard will be accepted for payment submission
Application Final Page	This lets you know that the online application and payment process is done.
Online Program Admissions Application and Payment Completed:	
Lane Health Professions Program Admission & Payment Confirmation	You will receive 2 emails at the end of this process. The 1st will be sent to confirm your Online Program Admission Application, with the time it was submitted. The 2nd will be sent to confirm that your payment was received. Please keep both of these emails for your reference.