Dear Prospective Paramedic Student,

Thank you for your interest in the Doña Ana Community College Emergency Medical Services Paramedic Program. Enclosed is the application for the upcoming 2016 Paramedic program, as well as a description of the Paramedic Certificate and Associate Degree Program. In order to apply to the program, you must submit the following:

**To the EMS Department**

1) **A copy of your current New Mexico EMT-Basic or EMT-Intermediate License.** If you are in the process of testing for your license, the department must have confirmation that you have passed the state exams before the first day of classes. You will need to give the state a signed release form when applying for testing.

2) **A copy of your current CPR card, Hazmat Awareness Certificate, ICS 100, ICS 700 and Course Completion Certificate.** (If you do not have proof of attending a hazmat awareness you will be required to attend an Awareness Course during the Paramedic Program)

3) **A letter of intent.** This letter should be addressed to the EMS Department Director and discuss the reasons why you would like to be considered for entry into the program.

4) **A typed resume.**

5) **A completed medical history form** (this form is **not** to be done by a physician, it is a general form to be filled out by the student.)

6) **Three letters of recommendation.** These letters should address your qualities, strengths, ethics, and other related factors that can attest to your suitability for EMT-P training and should not be from your family members. These letters should be from instructors, employers, or someone who can evaluate your performance potential.

7) **Copy of all Transcripts.** The college will require official transcripts, we will accept copies.
8) **Completion of Background / Drug Screening.** The hospital clinical sites now require that a background check be completed on all paramedic students entering into the clinical areas. You will need to go to [www.donaanacx.com](http://www.donaanacx.com) and complete the requirements to obtain a background check. The cost for this is $79.00 dollars (packet #3) which must be paid at the time of background request. The background will be forwarded to the EMS department by the company. You will need to take the Fingerprint cards that will arrive in the mail to either the University Police Department, LCPD or Sheriff’s Department so that you may be fingerprinted and then return the card to the address listed by American Data Bank. **Please hold on to the Drug Urinalysis paperwork as you will need to take this document to the facilities two weeks prior to entering the clinical site. We will notify you when you will need to have this portion of the Background / Drug Screening completed.**

9) **A complete copy of all immunizations.** You will need to show proof a current TB no later than December 2012, two MMR’s post 1980 or a positive titre, Tensus no later than April 2003, Hepatitis B vaccine (all 3 vaccinations or waiver), Varicella either titer or proof of exposure. **Do not assume that the EMS department will have copies of your shot records. Please submit with application.**

The above must be received before May 15, 2016 as a completed packet. Any application that is not complete will not be considered by the committee. Late applications will not be evaluated until after the applications received prior to the deadline have been fully reviewed. Due to space limitations the course is limited to 15 students.

**To DACC Admissions Office:**

1) Completed DACC application form with $15.00 non-refundable admission fee. If you are currently a student, or past student at DACC, this may not be necessary.

2) Official high school and college transcripts or GED test score’s mailed directly to the DACC Admissions office, if you have never been a student at DACC.

All candidates will receive, in writing, the result of the preliminary review of their application and the contact time and date to arrange for the final pre-screening criteria will be given to the students who are eligible.

Practical Evaluation          Written Entrance          Pre-Screening Evaluation
The pre-screening evaluations and exams will be scheduled individually and concluded before June 15, 2016. If there is a candidate who will not be able to come to DACC for these exams, they should contact the director (575-527-7645) to determine what their options are. Candidates who have successfully met the entrance requirements will be notified of date and time of their interview.

All candidates who have met the minimum requirements for the EMT-Paramedic Program will be contacted in writing. The department will take the top 25 ranked candidates. There will be an alternative list in case of withdrawals. There will be a mandatory program orientation for all qualified candidates followed by an evening social for the candidates and their significant others. This meeting will cover all of the requirements of the program, as well as the college resources, scholarship/grant information and give you the opportunity to ask any questions before committing to the program. Please do not hesitate to call the EMS Department if you have further questions or concerns. The phone number is (575) 527-7645.

Sincerely,

Joyce Bradley, EMT-P, I/C
Program Director