



EMT PARAMEDIC FALL 2011 Application Information & Forms

**This application is an on-line application process with a \$35 fee.
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 Paramedic** 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 go to Counseling and Advising in Building 1, Room 103 or E-mail EMTParamedicProgram@lanecc.edu.

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 the program year 2011-2012.

2. APPLICATION PROCESS & DATES

2A. Selection Criteria.

Acceptance into this program is limited to **24** students. Program admission *is based on a point allocation system*. In addition to admitted students, there is a designated standby status. Standby students may be allowed into the Fall 2011 program if an admitted student declines. Standby status is not given automatic "accept status" or "accept priority" the following year.

You are NOT considered an applicant to the program until you meet all application requirements.

2B. Important Dates:

Application opens: On-line App & Payment, forms and documents submission opens **May 25 2011***

Application closes: On-line App & Payment, forms and documents submission closes **Jun 28, 2011***

Application notification: Program status announced..... **Jul 22, 2011**

Mandatory orientation: Attendance required if accepted or standby status **6-8 p.m., Aug 18, 2011**

*Program On-line Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. each day. You must submit your Program On-line Application and Payment before the system closes.

3. APPLICATION REQUIREMENTS

To apply to this program, you must complete and submit the following by the close date listed above. Details of requirements are provided in the following section.

- Be admitted to Lane Community College as a college-credit student and have an L number.
- Provide proof of current, valid Oregon EMT-Basic or Oregon EMT-Intermediate certification; and maintain good standing with the Department of Human Services, EMS and Trauma Systems Section.
- Complete all EMT first year courses as indicated in 2010-11 catalog.
- Submit transcripts, if required, to Enrollment Services.
- Submit Credit by Assessment forms, if applicable, to Enrollment Services.
- Submit application point sheet.
- Submit affiliation letter(s), if applicable.
- Complete the EMT Paramedic Program On-line Application and Payment process.

4. APPLICATION WORKSHEET & REQUIRED STEPS

Use this check list to make sure you complete all requirements.

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

Keep this check list as a reference.

_____ **1. E-mail Account.** You will need to obtain an E-mail address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use E-mail to send information.

It is your responsibility to set your "spam filter" system to accept mail addresses containing @lanecc.edu . Do this even if you are currently receiving E-mails from Lane. We cannot be responsible for notices which are not received due to spam or junk mail handling.

_____ **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 at <http://www.lanecc.edu/es/admissions.html>. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing.

_____ **3. Advising.** Meet with a Health Professions counselor or advisor. **See Section 1.**

_____ **4. Submit Transcripts (if required)** to Enrollment Services. All courses used for points must be recorded on your transcript.

- Do not submit transcripts from Lane Community College to Enrollment Services or the HP Application Center.
- Sealed, official, transcripts from schools other than Lane must be received by application close date. Transcripts may be submitted prior to application open date.
Lane Enrollment Services, ATTN: HP Transcript
4000 East 30th Ave., Eugene, OR 97405
- For schools other than Lane, submit UNOFFICIAL transcripts (web or photocopy) with your application point sheet.
- Transcripts received at the Health Professions Application Center will NOT be forwarded to Enrollment Services.

_____ **5. Request Course Equivalency Evaluation (if required).**

Courses taken at other colleges may be eligible for use in the application process. Use the following steps and make sure to consult with a program advisor/counselor.

DO NOT DELAY. It is your responsibility to initiate the process early and make sure it has been completed by the application deadline.

1. For colleges other than Lane, submit an official, sealed transcript to Enrollment Services. College transcripts received by Lane's Enrollment Services may be verified in *myLane*.
2. Go to the Enrollment Services website <http://www.lanecc.edu/es/transferringcredits.html> .
3. Review "General Information for Transferring Credits."
4. Select "Look up Transferable Credits" to check on transferrable classes. If your course(s) are listed with a Lane subject, course number and title, no further action is needed.
5. If the college/course is not listed or the equivalent is listed with a 1XX or 2XX course number:
 - Contact the Lane department or division which teaches the course and request a course equivalency evaluation.
 - Submit a syllabus of the course taken with your request for course equivalency.
 - Inform the department of the application deadline.
 - ***Make sure the department/division E-mails a copy of the approval to you.***

Course equivalencies must be approved and received by the correct department or division and forwarded to Enrollment Services by the application deadline to be eligible for points.

_____ **6. Request Credit By Assessment** (if applicable). Forms and information on the CBA process are located at <http://www.lanecc.edu/es/forms.html> . See a program counselor or advisor to review the Credit by Assessment option and CBA degree limitations.

_____ **7. Complete Application Point Sheet.** All EMT program first year courses must be completed and transcribed to apply.

Pass/No-Pass. Some courses may be taken Pass/No-Pass. Pass will be point-valued as a C. You must present documentation showing that a Pass grade is equal to that of earning a C- or better. If you present a letter of support from the instructor indicating you would have received a letter grade of B or an A, you may submit that with your application and may be eligible for more points. See program counselor or advisor for P/NP degree limitations.

_____ **8. Obtain EMS Affiliation Letter(s)** for additional points. Affiliation must be on or after **June 1, 2009**. EMS agency letter(s) of verification should include a description of your role, duration, and dates of service. Attach letter (s) to you Application Point Sheet.

_____ **9. Submit application packet to the HP Application Center** (see Point Sheet for address):

- ☐ EMS Application Point Sheet
- ☐ EMS Affiliation Letter(s), if applicable
- ☐ Copy valid Oregon EMT-Basic or Oregon EMT-Intermediate certification
- ☐ Credit by Assessment Forms, if applicable
- ☐ Web or photocopy of transcripts from schools other than Lane. **Do not** submit Lane transcripts.

_____ **10. Complete the EMT Paramedic Program** On-line Application and Payment. You will be charged a **\$35 non-refundable application fee**.

Before you begin the On-line Application and Payment

- ☐ You must have a student "L" number to complete this process.
- ☐ You must have an E-mail address to complete this process.
- ☐ You must have a Visa or MC credit card to pay the application fee.

Instruction on how to access and complete the On-line Application & Payment follows.

5. NOTIFICATION

Notification of your status will be announcements by **E-mail or through your myLane** portal by the date listed in **Section 2B**.

6. FALL 2011 ENROLLMENT REQUIREMENTS

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

- **Attend the Mandatory Program Orientation.** *Students accepted into the program or given standby 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) which will include:**
 - Physical exam and immunization
 - CPR certification
 - Proof of health insurance
 - Drug testing may be required by clinical sites
 - Criminal background check may be required by clinical sites.

Specifics will be included in program acceptance or standby notification and discussed at the Mandatory Orientation.

2011-12 Health Professions Online Program Application & Payment

Before you start your On-line Application & Payment session:

- a. You must have applied for credit admissions to Lane and have a student L number.
- b. You must have a personal e-mail account (Lane does not issue students Lane e-mail accounts).
- c. You must have a credit card on which to charge the non-refundable application fee.
- d. Complete the program Application Worksheet.

Go to: https://exp.lanecc.edu/pls/lane/bwskalog.P_DisplLoginNon Lane's Admission and Program Application website.

Apply Online: Click on this link

First time user account creation Click on this link at bottom of page.

Create a Login ID: Enter your L#. (If you have applied for admissions and have not yet received your L#, have the system to generate a G# for you. Make sure to keep your G number for reference!)

Create a new PIN: Follow instructions on the web page.

- Do not use the same PIN you use to log into myLane, myLane, or Moodle.
- This PIN is only for the Application process and will not change your myLane PIN.
- Use this Application PIN to check on the status of your program application. Write it down!

Login: Click this button located at bottom of page.

Continue: Click this bottom located at bottom of page.

Application Type: Select the correct program application type from pull down menu. Make sure of your selection.

Continue: Click this button at bottom of page.

Apply for Admissions By entering the correct information.

Admission Term: [Fall 2011](#). Enter from drop down menu.

Enter Name: Make sure your name matches the name you used in your *myLane* portal.

Fill Out Application Click this button at bottom of page.

Application Checklist Click this link and complete each required section of the application.

- Follow the instructions provided on each screen.
- **High School Section.** *Some Health Professions programs require high school completion.*
- **Previous College Section:** List all previously attended institutions.

Application is Complete Click this button only when all sections have been completed.

or Finish Later Click this button to save your information.

Complete Payment You must pay the On-line Application fee with a Visa or MasterCard.

Signature Page Click the button and read agreement information.

- Your On-line Application is dated and timed after submission of the Signature Page.
- This is an acknowledgement page and *does not require a signature. Ignore the "ERROR" message if it occurs.*

Return to Application Menu Click this link at the bottom of the page. Your application is now listed as "submitted."

Lane Community College Admission Confirmation. An E-mail will be sent to you confirming your On-line Application and Payment and time. Retain this page for your reference.

In addition to your On-line Application and Payment, the following programs require additional form(s) and documentation. Details are in the Program Application Information & Forms.

*Dental Assisting
Dental Hygiene
EMT Paramedic
Health Records Technology*

*Medical Office Assistant
Nursing
Physical Therapy Assistant
Respiratory Care*

L# _____ FIRST _____ LAST _____

Contact Phone _____ E-mail _____

Lane EMT Paramedic Program Application Point Sheet

Part 1. School Listing. List all colleges/universities for which you using in for points in Part 2.

☐ All coursework taken at LCC.

College/University	State	"Q"uarter or "S"emester	Date Attended From	Date Attended To

Part 2. Course Completion. Complete information for each required course. Courses must be completed and transcribed to apply. Circle points for the corresponding letter grade received. Submit documentation as stated in Section 4.

Lane Course Requirement	If other than Lane		Term/ Year	# Crds	Grade Pass*	Grade C	Grade B	Grade A
	Course Taken	School						
MTH 95, or higher, 5 crds					n/a	10	15	20
BI 231, 4 crds					n/a	8	12	16
BI 232, 4 crds					n/a	8	12	16
BI 233, 4 crds					n/a	8	12	16
EMT 151, 5 crds					*10	10	15	20
EMT 152, 5 crds					*10	10	15	20
EMT 169, 3 crds					*6	6	9	12
EMT 170, 2 crds AND					*4	4	6	8
EMT 171, 2 crds					*4	4	6	8
OR EMT 170, 3 crds					8	8	12	16
EMT 175, 3 crds					*6	6	9	12
EMT 196, 3 crds					*6	6	9	12
HO 100, 3 crds					n/a	6	9	12
WR 121, 4 crds					n/a	6	9	12
PSY 110, 3 credits					n/a	6	9	12
OR PSY 100 or higher, 3 or more crds AND					n/a	3	4.5	6
Human Relations course, 3 or more crds** (indicate course taken)					n/a	3	4.5	6
Indicate total points for each column. <i>Course completion points possible 196.</i>								
Affiliation duration points: Less than one year = 4 pts; One, plus years = 8 pts. <i>Affiliation points possible 8.</i> <i>Attach letter to Point Sheet.</i>							4	8
Indicate Total Points for Course Completion and Affiliation. <i>Total points possible 204.</i>								
<i>Office use only.</i>							Total points	

* See Section 4 for Pass and Credit by Assessment information

**Acceptable HR courses are listed in the college catalog under AAS Degree/Human Relations

Part 3. Application Packet Submission Date/Time.

I hereby attest that all application information and documentation I have submitted is accurate and authentic and that I maintain good standing with the Department of Human Services, EMS and Trauma Systems Section.

Signature _____ Date _____

Submit application to the HP Application Center

- ☐ EMS Application Point Sheet
- ☐ EMS Affiliation Letter(s), if applicable
- ☐ Copy valid Oregon EMT-Basic or Oregon EMT-Intermediate certification
- ☐ Credit by Assessment Forms, if applicable
- ☐ Web or photocopy of transcripts from schools other than Lane. **Do not** submit Lane transcripts.

Submit by mail. Must be <u>received</u> by deadline date. Lane Community College Health Professions Application Center Attn: EMT-P Application 4000 East 30th Ave. Eugene, OR 97405	*Submit in person. Staple forms and documentation. <u>Do not</u> place in an envelope. Health Professions Application Center Building 4, across from room 204 – breezeway Date/time stamp (located next to the drop box)
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Date/Time Stamp in this area: