COAHOMA COMMUNITY COLLEGE
SHORT-TERM CERTIFICATE PROGRAMS
Application & Admission Procedure

**Emergency Medical Technician (EMT)
Program for Fall 2021**

*Incomplete
applications will not be
considered*

*There is no federal financial aid for certificate or
short-term programs. At least 1/3 (33%) of the
program fee(s) is due the first day of class.*

General Information
*(There is a minimum of 10 students required to begin a class, any class not
meeting this requirement will be canceled.)*

Emergency Medical Technician

This is a one semester instructional program that prepares individuals to function as a prehospital medical professional. The EMT program provides instruction in basic life support care of sick and injured persons. This includes airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. Emergency Medical Technicians are certified by the Mississippi State Department of Health Emergency Medical Services. Students who complete the program are eligible to take the *National Registry of Emergency Medical Technicians* Exam. For additional information, call (662) 621-4159.

NOTE: Application Deadline for the Emergency Medical Technician Certificate Program is July 16, 2021 for the next fall class. We will NOT accept any applications after this date, due to a multi-step process that must be completed prior to the start date of class each semester.

Tuition is $ 845.00 for the entire semester. This fee includes the cost of the textbook, online learning software, uniforms, student ID, background check and drug screen.

Selection of qualified applicants begins approximately 6 weeks prior to the start of class. There are two (2) applications to be completed.

- **This application addressed to:**
  CCC Dept. of Emergency Medical Technology
  917 Ohio Street, Clarksdale, MS 38614

- **Online college application:**
https://myccc.coahomacc.edu/ICS/Admissions/Online_Application.jnz?portlet=Apply_Online&screen=Begin%

Application Process:

1. Fill out the attached packet. Return the following by mail or in person to Coahoma Community College Rena Butler Health Sciences Annex, 917 Ohio Street, Clarksdale, MS 38614.
2. Upon mailing it or returning to our office you should have completed:
   a. EMT Application packet
   b. **Online** Coahoma Community College Application
      https://myccc.coahomacc.edu/ICS/Admissions/Online_Application.jnz?portlet=Apply_Online&screen=Begin%
   c. *Official* High School Transcript/or GED certificate*
   d. Signed and witnessed Background Check Policy and Consent
   e. Signed and witnessed Drug Abuse Policy and Consent
   f. Health Science Short-Term Performance Standards form
   g. If you have attended college, please submit *official* college transcripts

*NOTE: *Official transcripts* are those that are sent by the school <u>directly</u> to the Office of Emergency Medical Technology in a sealed institution envelope that has been marked 'official' by a school's administration. Any previous college coursework may be received by this method or by *E-Script sent directly to the Coahoma CC Admissions Office.*

   h. Submit Immunization Form 121 "Shot Record"

      (from your county health department or personal healthcare provider's office)
      a. Required immunizations include:

         MMR
         DTaP/DT/Td
         Polio
         Tdap

The following *Immunizations must be completed within a 3-week period after classes have started or you will be dropped from program*:

1. Hepatitis B series (must have 1st shot) or positive serology titer for Hepatitis B or declination of Hepatitis B.
2. Varicella (chickenpox) immunization or positive serology titer for varicella (must have 1st shot).
3. Completed 2 – step Tuberculosis (TB) Skin Test (both injections must be done and read within a 14 day period) <u>Previous TB skin tests are valid for 1 year.</u>

3. After we receive your application packet, the EMT department will scheduled you for the *Adult Basic Education assessment (TABE) given at the Workforce Development Training Center on Sunbelt Drive, Sunbelt Drive, Clarksdale, MS 38614*.
   NOTE: Applicants who have an ACT composite score of **16** or better will be considered in lieu of taking the TABE, however it is not a guarantee that the TABE will not be required for an applicant.

   For applicants who have been out of school for an extended period of time, do not have an ACT score, or need assistance in <u>preparing for</u> <u>the</u>TABE, please call Mrs**.** Tamara Washington-Travis at the *CCC Workforce Development Training Center* (662) 621-4307.

4. You will be notified of your admission status usually within10 working days after the close of the application deadline.

Post Acceptance Requirements

- Drug screen and background check will be scheduled after admission to the program and the costs will come out of student fees.

COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCE SHORT-TERM PROGRAMS

Mailing Address: Physical Location:
3240 Friars Point Road   917 Ohio Street
Clarksdale, Mississippi 38614   Clarksdale, Mississippi 38614

Telephone: Website Address:
(662) 621-4159   http://www.coahomacc.edu/healthsciences/

Emergency Medical Technician

Length of Time:
- 1 Semester, 15 weeks (8 semester hours)
- **Classes/ labs on** <u>Saturdays</u> **from** <u>9:00 am-6:00 pm</u> **(includes 1 hour for meal and multiple breaks**)

Upon on Completion: Certificate
Estimated Costs/Fees: **$ 845.00**

Please be advised that the *Mississippi Department of Health* require at least **8 hours** of instruction per week. Coahoma CC will maintain strict adherence to this standard by providing classroom, lab and online instruction.

NOTE: Although classes meet once per week, <u>additional coursework</u> will be required outside of class using internet-based learning software. <u>Please ensure that you have access to Wi-Fi or other internet coverage at home. If not, reasonable accommodations may be made; please see your instructor.</u>
EMT students will also be required to complete *hospital and ambulance time* as they progress, this will also be <u>in addition to the Saturday class meetings</u> but the instructor or the clinical coordinator will arrange your clinical and field requirements around a student's work schedule.

Hospital and ambulance time is provided as an opportunity for the student to interact with other healthcare providers, participate in patient care, and learn how to work as part of the entire healthcare system.

In Summary:
Class & Lab: 9a-6p Saturday (or alternate day)   **120 total hours**
Online- *Navigate-2* software that follows the textbook for EMT learning assignments completed from home.

Clinical & Field Time: **45 total hours or more depending on progression of the course**
Textbook used: *Emergency Care & Transportation of the Sick and Injured* 11th ed. (2017) AAOS

- **Course fee breakdown**

- o Tuition
- o Textbook and online learning software
- o Drug screen
- o Accident and Malpractice Insurance
- o Criminal Background Check
- o Uniform (belt and boots not included)
- o Stethoscope
- o Pre-Payment for NREMT Certification exam
- o Student ID and parking decal

<p align="center"><strong style="color:purple">*NOTICE* NOTICE* NOTICE*</p>

- **<u>USING A TEXTBOOK FROM A PREVIOUS STUDENT IS NOT ALLOWED</u>.** EACH TEXTBOOK HAS A SPECIAL CODE THAT YOU MUST HAVE TO PARTICIPATE IN THE ONLINE PART OF INSTRUCTION! *USED* TEXTBOOKS CODES ARE NOW EXPIRED.

- **DO NOT PURCHASE A TEXTBOOK AHEAD OF CLASS TIME** WE CANNOT GIVE PARTIAL REFUNDS OR A DEDUCTION IN TUITION FOR BOOKS PURCHASED BY STUDENTS.

- BOOKS WILL BE PICKED UP AT THE CAMPUS BOOKSTORE THE WEEK AFTER THE FIRST CLASS MEETING. WHEN YOU RETURN FOR YOUR SECOND DAY OF CLASS, YOU SHOULD HAVE A TEXTBOOK FOR YOU IN THE CLASSROOM PROVIDED ADEQUATE TUITION HAVE BEEN PAID ON YOUR STUDENT ACCOUNT WITH THE CAMPUS BUSINESS OFFICE.

- THE INSTRUCTOR WILL BE READY TO START CLASS BY THE *SECOND* CLASS MEETING!!

- IF YOU HAVE SPECIAL ASSITANCE IN PAYING FOR THE EMT PROGRAM ON YOUR OWN, PLEASE MAKE SURE WE HAVE NOTICE OF THAT BEFORE THE FIRST DAY OF CLASS!!

  IF ACCEPTED TO THE EMT PROGRAM, YOU WILL RECEIVE A LETTER OF ACCEPTANCE EITHER BY EMAIL ATTACHMENT OR BY US POSTAL SERVICE. FURTHER INSTRUCTIONS WILL BE INCLUDED.

COAHOMA COMMUNITY COLLEGE

HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS APPLICATION FOR:

EMERGENCY MEDICAL TECHNICIAN

Coahoma Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, color, disability, national origin, race, religion, sex, handicap, or status as a veteran or disabled veteran.

Date of Birth _____

Student's Name _____
             (First)   (MI)   (Last)   (Maiden)

Address _____
        (Street)   (City)   (State)   (Zip)   (County)

Mailing

Address _____
    (If different from street address)

Telephone Number(s) _____
          (Home)   (Work)   (Cell)

E-mail Address _____ U.S. Citizen? Yes _____ No _____

Have you ever been admitted to CCC? Yes_____No_____ When _____

If yes, under what name? _____

PRIOR EDUCATION:

High School graduation date _____High School GPA _____GED _____

College Degree(s) earned _____

Last college attended _____

Are you currently enrolled in college courses? _____ Expected completion date _____

ACT score (composite) if Available_____Courses presently enrolled in _____

_____

Please answer the following questions:

Have you ever been convicted of, plead no contest to, or are charges pending against you for a felony or misdemeanor in any state? (Includes moving vehicle violations) YES _____ NO _____

If yes, please
explain

_____

_____

Have you ever been convicted of a felony, or plead guilty to, or plead no contest to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f) of the Mississippi Code; child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult? YES _____ NO _____

If yes, please explain _____

_____

All applicants should be advised of the following:

1. Any statement made on this application, which is false and known to be false by the applicant at the time of making such statement, shall be deemed fraudulent and subject the applicant to disciplinary proceedings.
2. Matriculation through the EMT Program may be denied based on the results of the criminal background check.

I certify that the information on this application is true and accurate.

_____   _____

Applicant's Signature   Date

In addition to the program-specific application, if you are not currently enrolled, you must complete a Coahoma Community College application sing the link below:

https://coahomacc.force.com/apply/TX_SiteLogin?startURL=%2Fapply%2FTargetX_Portal__PB

IF YOU HAVE EVER ATTENDED CCC, PLEASE MAKE SURE ALL OF YOUR FINANCIAL OBLIGATIONS ARE SATISFIED WITH THE COLLEGE BUSINESS OFFICE!! (662) 621-4307

COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS

DRUG ABUSE POLICY

It is the goal of Coahoma Community College to maintain an environment that is free from the effects of intoxicants or other behavior affecting substances. It is the college's belief that a drug free environment is to the benefit of students and employees of Coahoma Community College as well as the surrounding community.

Once admitted to the Emergency Medical Technology program, <u>unannounced and/or random drug screens may be done</u>. In addition, if a student exhibits any sensory symptoms or behavior indicative of being under the influence of mind-altering substances, a drug screen will be required immediately. Refusal to be tested will result in program dismissal.

All students must have evidence of a negative drug screen when tested.

I _____ have read and understand the substance use policy of Coahoma Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Coahoma Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile.

_____
Student Signature   Date

_____
Witness   Date

<u>*Return this completed form with your application information.</u>

COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCES SHORT-TERM CERTIFICATE PROGRAMS

Performance Standards for Admission and Progression

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Emergency Medical Technology completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Performance Standards for Admission and Progression.

In order to successfully complete the Emergency Technology Program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking skills**.
   Examples
   - make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of Emergency Medical Technology.
   - demonstrate arithmetic ability to use measuring tools and able to tell time

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**
   Examples
   - respect differences among clients and exhibit an attitude accepting of clients as individuals
   - establish rapport in order to communicate effectively with clients, families, significant others, and health team members
   - work effectively in small groups as a team member

3. **Demonstrate appropriate verbal and written communication skills.**
   Examples
   - speak English coherently to clients, families, and other staff members
   - clearly explains to the patient the emergency care given
   - provide clear, understandable and write based upon proper use of the English language

4. **Exhibit physical ability sufficient to perform and/or assist clients to meet healthcare needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**
   Examples
   - physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
   - stand, walk up to 75% of 6 to 12 hour shifts
   - stoop, bend, squat, reach overhead as required to reach equipment
   - lift a minimum of 20 pounds of weight
   - transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients

- provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
- perform CPR satisfactorily and respond quickly in an emergency situation

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective**
   Examples
   - demonstrate physical dexterity and coordination in delivery of care
   - pick up, grasp, and effectively manipulate small objects such as dials, switches
   - calibrate and use equipment

6. **Display auditory, visual, and tactile ability sufficient to safely care for clients.**
   Examples
   - hear monitors, alarms, emergency signals, cries for help, telephone, intercom interactions, and public address systems (codes)
   - perceive and receive verbal communications from clients, families, and health team members
   - read written words and information on paper, small print, gauges, measuring cups, and other equipment
   - discriminate colors; changes in color, size and continuity of body parts
   - discriminate changes in normal body activities such as breathing patterns
   - observe hazards in environment (water spills, safety rails, restraints) and harmful situations
   - palpate pulses, feel for heat or cold, tap body surfaces

PLEASE CHECK:

_____I do not require special accommodations to meet the performance standards.

_____I will need the following accommodations to meet performance standards.

Please list

_____

_____

I understand the requirements and feel that I can achieve the performance standards described for the Emergency Medical Technology Program.

Signature_____   Date _____

*Return this completed form with your application information.

COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS

BACKGROUND INFORMATION SIGNATURE FORM

All students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment or clinical rotations if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to:

- felony of possession or sale of drugs
- murder, manslaughter
- armed robbery
- rape, sexual battery, or other sex offense listed in Section 45-33-23 (f)of the Mississippi code
- child abuse
- Arson
- grand larceny, burglary
- gratification of lust
- aggravated assault
- felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

The EMT department will arrange for a background check to be completed. It is the responsibility of the student to comply with such arrangements. Failure to comply will result in the student's dismissal from the program. If the background check reveals no results, the student will only receive a letter stating that there were no limitations/ violations and the student will be allowed to continue to clinical.

If background results are received, the student is required to submit their NCIC printout or 'rap sheet' to the Office of Emergency Medical Technology so that a compliance committee may make copies of this report for further review.

I, _____ have read and understand the above information regarding the Mississippi State Law requiring background checks for individuals providing direct patient care in healthcare institutions regulated by the MS Department of Health.

_____
Signature of Student

_____
Signature of Witness

_____
Date of Signature

*Return this completed form with your application information

Coahoma Community College
Information Sheet for the TABE (Test of Adult Basic Education)

What is the TABE? The TABE is a pre-entrance assessment required for all applicants to the Coahoma Community College (CCC) Emergency Medical Technician Program (EMT). The TABE is only one of several criteria used in the selection process. The TABE evaluates two (2) different academic areas-reading and applied mathematics.

How do I prepare for the TABE? The TABE Study Guide is available for sale in the CCC Bookstore or online at http://www.studyguidezone.com/tabetest.htm.
You may also contact Mrs. Tamara Washington-Travis at the Workforce Development Training Center at (662) 621-4307 for help in preparing.

How do I register to take the TABE?
The Emergency Medical Technology program Administrative Assistant will schedule the assessment after your application is received.

Where do I take the TABE?
The TABE is given on computer at the *CCC Workforce Center* at 510 Sunbelt Drive, Clarksdale, MS (located on Highway 49 South); phone number (662) 627-9139. Parking is available in the front of the building.
- Bring a picture ID on the day of the test. Applicants will not be allowed to test without it.
- Calculators are not allowed.

Check List for Completion of Packet:

_____1. Completion of the EMT and the CCC applications
_____2. Official high school transcript or GED
_____3. Signed/witnessed program performance standards
_____4. Signed/witnessed criminal background check information form
_____5. Signed/witnessed drug policy understanding