

## 2023 Paramedic Program Admission Requirements

### Important Dates

Fall 2023 Paramedic Program Application Dates . . . February 1, 2023—June 27, 2023

**Program Start. . . . .September 11, 2023**

**\*June 27, 2023 is the application deadline; all required documents must be submitted by that date.**

Check the program web site for information on the application status.  
Questions can be directed to [le@harpercollege.edu](mailto:le@harpercollege.edu)

### Submit College Application and Fee

- If you haven't already applied to the College, you will need to do so before completing the following steps. You can apply online at:  
[https://harpercollege.force.com/apply/TX\\_SiteLogin?startURL=%2Fapply%2FTargetX\\_Portal\\_PB](https://harpercollege.force.com/apply/TX_SiteLogin?startURL=%2Fapply%2FTargetX_Portal_PB)

### STEP I

#### Schedule the EMT Validation Exam

- Applicants must demonstrate minimally acceptable EMT knowledge through written pre-testing in order to be accepted into the paramedic class. Contact *Pamela Ross* at 847-618-4482 or email [pross@nch.org](mailto:pross@nch.org) beginning February 1, 2023, to obtain the Validation Exam blueprint via email along with the pre-test registration instructions. Questions about the exam can be answered at the 847-618-4482 number.
- A score of **80%** or higher is considered passing. Applicants have one opportunity to retake the exam if they score less than **80%** on the first attempt. Applicants who take the pretest more than one time should note that first attempt scores are weighed in the ranking for class acceptance and the process for securing the required field internship host assignment.
- Applicants who receive a score of **80%** or higher on the pretest will receive from the EMS Office at Northwest Community Hospital.

#### Submit Paramedic Program Application and Supporting Documentation

**NOTE:** Proof of meeting minimum age requirement of 18 years (driver's license, passport, or state ID), current driver's license, current EMT licensure, and current American Heart Association CPR for Healthcare Professionals card must be submitted to Pamela Ross at Northwest Community Hospital EMS Office **BEFORE** submitting application to the program at Harper College.

- The Paramedic Program **Supplemental Information Form**, which must be completed and submitted to the NWC EMS Office.
- The Paramedic Program application link will be given to you by NWC EMS office.

## STEP II

**Paramedic Program application:** Once you have tested with NCH you will receive the link to the online application. Complete all fields, your application will be processed within 5 – 7 business days. Application status will be emailed to you at the email address provided on the application as well as your Harper email address. NOTE: some emails may go to your spam folder.

### **Official High School Transcript OR High School Equivalency (HSE) Results MANDATORY (regardless of higher degree)**

- Send your official final high school transcripts with the graduation date posted, or, if you are submitting the HSE report, the document must show passing scores. Either document should be sent directly from the institution to Harper College.
  - The preferred method to send your official transcript is electronically via Parchment or eScrip-Safe.
  - We are also currently accepting email transcripts as official only when the sending institution is the School's Registrar's Office (emailed transcripts from students to Harper are still considered unofficial) to [processing@harpercollege.edu](mailto:processing@harpercollege.edu) OR
  - Via US mail  
Attn: Admissions Processing A137c  
Harper College  
1200 W. Algonquin Rd  
Palatine, IL 60067-7398
- Applicants who have completed high school in another country will need to submit a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators, INC (ECE) [www.ece.org](http://www.ece.org) or World Education Services (WES) [www.wes.org](http://www.wes.org) specifically stating: **U.S. Equivalence: High school diploma.**

### **English/Reading Placement** – can be satisfied by one of the following options:

- ACT English score of 19 or higher **and** ACT Reading score of 20 or higher; **or**
  - SAT Evidence-based Reading and Writing subscore of 480 or higher **or**
  - Harper College Writing/Reading Assessment Test results that demonstrate placement into ENG 101 without a reading co-requisite; **or**
  - Successful completion of a college level English composition transfer course equivalent to ENG 101 at Harper.
  - Aligned high school ENG course with a grade of C or higher from districts 211, 214, or 220, **or**
  - Successful completion of a college level, Harper College ENG Dual Credit course, **or**
  - Advanced Placement credit with a score of 3 or higher, **or**
  - Cumulative unweighted high school GPA of 3.0 (on a 4-point scale) or 4.0 (on a 5-point scale)
  - There is no expiration date on the English Composition course or testing requirement.
  - Please visit <https://www.harpercollege.edu/testing/collegereadyatharper.php> for full list of options and course options.
- **Academic Standing**
  - Current or previously enrolled Harper students must have a minimum 2.0 grade point average (GPA).
  - Applicants who do not have a 2.0 GPA will need to meet with a Student Development counselor.

## STEP III

### Admission Selection Decisions

- This is a Limited Enrollment Program. Once all required documents are submitted and all

admission requirements are satisfied, your name will be forwarded to the NCH EMS Office.

- Class enrollment is mutually determined by NCH and Harper College representatives shortly after the deadline date for those whose Harper paramedic program files are **complete** by June 27, 2023. Passing the validation exam, submitting the application, and satisfying all admission requirements will result in an admission decision; however, completing these steps will not guarantee acceptance into the program. The number of students selected depends on the availability of field internship and hospital clinical opportunities, classroom space, and required student-instructor ratios.
- Applicants who have satisfied the above requirements and are employed by and are assigned to vehicles in the NWC EMSS with verified preceptors will have priority in the selection process. An acceptance email will be sent to the applicant at the email address provided on the application as well as your Harper email address.
- Unaffiliated students are selected in EMT Validation Exam score order starting with the highest first attempt scores. If a tiebreaker is necessary, file completion date will determine order of acceptance.
- Applicants needing an agency match and preceptor assignment shall indicate that need on their paramedic Supplemental Information Form. **All applicant-agency matching** of those who are not employed in the NWC EMSS **shall be done ONLY through the PM Program Director** after prospective students are rank ordered for acceptance.
- **Prospective students are NOT to call EMS agencies seeking a sponsorship.**

### **Important Admission Notes**

- Applicants who are offered enrollment will be given **one week** to accept their seat in the class. They are considered paramedic student *candidates* only, until all final acceptance requirements have been satisfied. It is the candidate's responsibility to ensure that all requirements are met and all documentation is satisfactory and on file in a timely manner. Failure to successfully comply with the requirements will result in separation from the program.
- Unaffiliated candidates who require a match with an Agency are *conditionally* accepted, subject to a final match proposed by the Paramedic Program and acceptance by an approved Agency administrator (Chief/Provider; EMS Coordinator). Individual agency members cannot agree to host a student and unaffiliated students are NOT to seek out an agency relationship.
- PM student candidates are required to provide evidence of health insurance coverage and to successfully complete all health clearance requirements which include passing a physical exam attesting to their ability to physically, mentally, and emotionally meet the essential job functions of a PM as listed in the student handbook and to participate in all class activities without restriction prior to the beginning of class. Very limited accommodations are available to paramedic students as they must fully demonstrate the ability to perform competently in class meeting the essential job functions in the student handbook in the same manner as they would be expected to perform on duty in a hospital and/or at an EMS agency. Please review the functional abilities for paramedic students using the link below:  
<https://www.harpercollege.edu/academics/public-service/emergency-medical-services/docs/Essential%20job%20functions%20for%20a%20Paramedic.pdf>
- Students must also meet all immunization requirements by deadlines set by the program or they will forfeit their seat in the class. In addition, enrollment into the PM Program is contingent upon the results of the criminal background check that meets the requirements in the Illinois EMS Act and Rules, and a clean drug screen required of all admitted students that meets program requirements. Information regarding these requirements will be provided following a contingent program acceptance.

- Applicants are obligated to meet current admission requirements and follow the program curriculum as defined at the time of acceptance into the program and as modified by changes in national, state, and/or Program standards that may occur while classes are in session.
- Enrolled students will be required to sign a Student Agreement, Academic Release form, Photo Release Form, Invasive Procedure Release Form, and an Emergency Preparedness Exercise participant release form on the day of program orientation.
- Applicants not accepted into the program who wish to be considered for the following year must reapply.

## RESOURCES FOR PARAMEDIC PROGRAM APPLICANTS

| For questions regarding:  | Contact:   | Phone number and/or email address:   |
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| Paramedic application process, requirements and deadlines                               | <u>Harper College</u><br>Health Careers Division Office,<br>X250 (Cathie Borst/Imazul Garcia)      | 847.925.6533<br><a href="mailto:le@harpercollege.edu">le@harpercollege.edu</a>             |
| Validation exam, supplemental information form, opening applicant files at NCH          | <u>NCH EMS Office</u><br><br>Pamela Ross   | 847.618.4482<br><a href="mailto:pross@nch.org">pross@nch.org</a>                           |
| Course schedule, content, requirements during the program                               | <u>NCH EMS Office</u><br>Michael Gentile, Paramedic Program Lead Instructor                        | 847.618.4490<br><a href="mailto:mgentile@nch.org">mgentile@nch.org</a>                     |
| EMS Education Programs, EMT and Paramedic Certificate and Associate degree requirements | <u>EMS Education Program</u><br>Director at NCH and for Harper College<br><u>Connie J. Mattera</u> | 847.618.4485<br><a href="mailto:cmattera@nch.org">cmattera@nch.org</a>                     |
| Academic advising, possible academic standing waiver, if needed                         | <u>Harper College</u><br>Academic Advising and Counseling<br>A364                                  | 847.925.6220   |
| Assessment testing for English / math placements  | <u>Harper College</u><br>Assessment and Testing Center<br>A148                                     | 847.925.6541<br><a href="mailto:testing@harpercollege.edu">testing@harpercollege.edu</a>   |
| Tuition, billing, 3 <sup>rd</sup> party payment, deferred payment program               | <u>Harper College</u><br>Business Office<br>(Norma Capuana-Czarnecki)                              | 847.925.6497<br><a href="mailto:ncapuana@harpercollege.edu">ncapuana@harpercollege.edu</a> |
| Health Requirements (after admission)   | <u>NCH EMS office</u><br>Bill Toliopoulos  | <a href="mailto:vtoliopoulos@nch.org">vtoliopoulos@nch.org</a><br>847-618-4486             |
| Address or phone number changes, transcripts, financial aid                             | <u>Harper College</u><br>One Stop Office<br>A250   | 847.925.6710   |
| Proficiency credit  | <u>Harper College</u><br>Assessment and Testing Center<br>A148                                     | 847.925.6541<br><a href="mailto:testing@harpercollege.edu">testing@harpercollege.edu</a>   |