**2017 Emergency Medical Care Program Application Instructions**

Please read the following instructions for completing the 2017 Emergency Medical Care (EMC) Program application **VERY CAREFULLY as incomplete or inappropriately completed applications WILL NOT BE CONSIDERED.**

1. The EMC Program application must be completed in its entirety and returned with the required additional documentation to the address listed below before the application will be considered.

2. The EMC Program application must be typed in the attached Word document form.

3. If you have chosen to rescind your application to the EMC Program for fall 2017, please notify the Program Director at mdmcneil@wcu.edu immediately.

4. To place an ‘X’ in the checkboxes on the application, double click the left mouse button over the box. Under “Default Value”, click “checked”. Finally, click the “OK” button to place the “X” in the appropriate box.

5. Copies of the following documents **MUST** be returned with the application in order for it to be considered:

 -North Carolina Emergency Medical Technician (EMT) Certification

 -Exception: if you are taking the EMT course(s) either in spring or summer 2017. Please

 indicate this in the appropriate box on page two of the application.

 -National Registry Emergency Medical Technician Certification

 -Only required for those individuals already holding this credential. The NREMT

 certification does not take the place of the North Carolina EMT credential. Individuals who

 hold a NREMT certification, but do not have a current North Carolina EMT credential must

 obtain a state credential prior to entering the EMC Program.

 -**NREMT certification is not a requirement for application to the EMC Program.**

 -North Carolina or National Registry Paramedic certification

 -Only required of currently credentialed paramedics.

 -**NRP certification is not a requirement for application to the EMC Program.**

 -American Heart Association Basic Life Support for Healthcare Providers

 -Non-American Heart Association courses will not be accepted.

 -Courses not covering the American Heart Association Guidelines will not be

 accepted.

 -A copy of the provider card must be submitted with the EMC Program application.

-Measles, Mumps, and Rubella (total of two immunizations) and Titer

-Hepatitis B (total of three doses) and Hepatitis B Titer
             -Exception: if you have started, but not completed all three doses because they are
              not yet due, you may submit a copy of the first and/or second doses. As soon as
              all doses are complete, a copy must be submitted to the EMC Program Director and a titer must be

obtained no sooner than 28 days following your third shot. You must provide documentation of both the

Hepatitis B series and the titer results.

-Tetanus, Diphtheria, Pertussis (TDAP) within 10 years

-Immune Varicella (Chicken Pox) Titer
                -Documentation of having the disease and/or of having the immunizations will not
                 be accepted. The applicant must provide a titer. If the titer does

 not show immunity a series of two varicella vaccinations must be documented.

All immunizations and certifications must stay current throughout the entire academic year (Fall and Spring semester).

**Please do NOT send the original of any documentation. Keep the originals for your records.**

6. The following prerequisites must be completed (for non-paramedic applicants) **PRIOR** to August 2017:

 -BIOL 291 and 292 (Anatomy and Physiology) or the equivalent

 -Two (2) semesters of Chemistry

 -EMC 240/241 and/or North Carolina EMT-Basic certification

These prerequisites may be completed during spring 2017 and/or summer 2017 for individuals not having met the requirements by the Friday, January 15, 2017 application deadline.

7. The EMC Program application must be signed and dated by the applicant. **ELECTRONIC SIGNATURES WILL NOT BE EXCEPTED.**

8. Students should submit three completed reference forms. Reference forms must be completed by current or previous college instructors only, excluding EMC Program faculty. The three completed reference forms do not need to be submitted at the same time as the application, but must be received no later than Friday, January 15, 2017 at 5pm in order for the application to be considered. Please complete and sign the top portion of the reference forms prior to sending to the individuals providing your references. Students must have references return the forms. Students may not return forms.

Applicants should not wait on references to submit completed applications. However, applicants should ensure that individuals providing references return the forms no later than Friday, January 15, 2017 at 5pm.

9. Completed EMC Program applications must be **typed, printed**, **signed** and returned to:

Melisa McNeil

Western Carolina University

Director, Residential EMC Program

412 Health and Human Sciences Building

3971 Little Savannah Road

1 University Drive

Cullowhee, NC 28723

**EMC Program applications are due no later than Friday, January 15, 2017 at 5pm.**

**Incomplete or inappropriately completed applications will not be considered.**

**Handwritten or emailed applications will not be considered.**

**If you have any questions regarding completion of the 2017 EMC Program application, please contact Melisa McNeil at 828-227-2661 or mdmcneil@wcu.edu.**