PARAMEDICINE PROGRAM APPLICATION

2025

Paramedicine Advisor &
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We welcome your interest in the Flathead Valley Community College (FVCC) Paramedicine Program.

The goal of FVCC's Paramedicine program is to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, with or without exit points at the Emergency Medical Technician-Intermediate, and/or Emergency Medical technician Basic, and/or First Responder Levels.

The Paramedicine AAS program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

All students who successfully complete all aspects of the program as outlined in the catalog are eligible to sit for the National Registry Paramedic written and practical exams. Information regarding the cognitive, psychomotor and affective learning domains is contained in the student handbook.

A Paramedic is the leader and standard-bearer of professionalism and providing help to the sick and injured in the pre-hospital setting. A Paramedic's primary responsibility is to respond to medical emergency, quickly assess, treat and transport patients who have fallen sick or have been injured. A Paramedic works with other emergency responders and agencies such as police and fire to coordinate efforts in the event of an emergency.

Attributes of a Paramedic include: having a sense of empathy or caring for others, a desire to make a difference in the lives of others, as well as having an outgoing personality. A Paramedic must act and behave in a professional manner, with the ability to handle and perform in stressful environments, and have the desire and drive for learning and maintaining knowledge necessary to perform at a high level in a demanding job.

If you feel this is the career field for you and you possess the right set of skills necessary to be successful in a very exciting fast-paced world of paramedicine, please complete this application. Along with the minimum admission requirements below, our program utilizes a point system based on pre-requisite classes, experience, and education. An applicant's completion of pre-requisite classes is preferred prior to admission. Student healthcare and emergency responder experience are also evaluated, along with other educational background considerations.

FVCC's Paramedicine Program is a limited enrollment program. Students must complete the 16 credits of pre-requisites prior to beginning the core paramedic program. Once in the program, students attend classes for 12 months, fall, spring, and summer semesters. Class time is scheduled to best meet the needs of students completing clinical and classroom/lab requirements. Our program is a four-semester full-time professional program (including pre-requisites). Authorization is given to sit for the national exam upon completion of requirements and with the approval of the Program and Medical Director.

Ryan Pitts
Program Director

Minimum Program Admission Requirements

In order to apply for program admission, a prospective student must have completed or be currently enrolled in the following:

- AHMS 144   Medical Terminology   3 credits
- BIOH 104   Basic Human Biology w/ lab   4 credits
- M 120   Mathematics w/ Health Care   3 credits
                        Applications
- COMX 115C or COMX 215 C   3 credits
    - COMX 115C   Introduction to Interpersonal Relations
    - COMX 215C   Negotiations/Conflict Resolution
- WRIT 101   College Writing I   3 credits

*Please Note: Students must have a 2.0 GPA and have a grade of C- or better in all prerequisite classes to be accepted into the paramedic program.

Prospective students must also:

- Must be 18 years of age or older.
- Current National Registry Certification as an EMT (student must maintain certification throughout the program).
- Current CPR certification in accordance to the standards of the AHA Healthcare Provider or its equivalent.
- Be proficient with computers. If the student is not familiar with computers or basic computer program such as MS Office, the student will need to take a CAPP course.

Students need to submit (pages 7-14 of application plus additional documents below):

- A complete application.
- A complete confidentiality form.
- A complete social media form.
- A complete technical standards form.
- Transcripts from previous college and FVCC college level coursework (unofficial paper copy for program, official unopened for FVCC admission to Registrar).
- Verification of experience, (letter from agency or service) if applicable.
- Copy of certifications, including NREMT and CPR, as well as copies of any degrees.

Admission to FVCC

- **Students must be admitted and be in good academic standing at the College prior to the submission of the Paramedicine Program Application. No applications will be reviewed unless the applicant applies first to the school and official transcripts are reviewed by**

the registrar. Acceptance to FVCC requires a completed *Application for Admission* form which may be obtained by visiting the Campus, or on the FVCC website, www.fvcc.edu.

- It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

Program Expenses

2024-2025 Rates

	In-District	In-State	Out-of-State
Pre-requisites (if taken in single semester)	2816.98	3566.68	6675.80
Semester 1 core	2816.98	3566.68	6675.80
Semester 2 core	2816.98	3566.68	6675.80
Semester 3 core	2816.98	3566.68	6675.80
Core Lab fees	690.00	690.00	690.00
Clinical/field fees	900.00	900.00	900.00
Books (est. from bookstore, new, all courses)	1000.00	1000.00	1000.00
Uniforms (estimated cost)	200.00	200.00	200.00
Immunizations/titers (estimated cost)	150.00	150.00	150.00
Background check & Compliance Tracker	87.00	87.00	87.00
Total:	**14,294.92**	**17,293.72**	**29,730.20**

- Students are required to purchase uniforms, pay all course and program associated fees, and pay for transportation and lodging to clinical and internship sites.
- If needed, students should begin planning early for financial aid to meet their educational needs.

Background Check and Immunization Instructions

IMPORTANT: Final admissions to the program is contingent upon completing a successful criminal background check and all immunizations required for clinical rotations by facility partners.

After initial acceptance in the program, students will be given instructions and a link for creating a CastleBranch account. Cost is $87.00 and responsibility of the student.

Through CastleBranch Services a criminal background check will be conducted. Clinical facilities require backgrounds check for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. Clinical rotations are an essential part of the program. Students who cannot participate in clinical rotation due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. This decision is made solely by the healthcare facility partner and not FVCC. Additionally, licensing agencies may require individuals to pass a criminal background check as a condition of licensure. Therefore, it is in everyone's interest to resolve

these issues prior to final acceptance into the program. Discrepancies may result in students being denied final acceptance into the Paramedicine program.

FVCC is NOT obligated to make special accommodations and will not find an alternative clinical site if disqualified based on the site's policy. Students that are not able to complete the clinical aspect of the course will NOT be able to satisfy the requirements of the Paramedicine program.

Drug screens may be required if there is reasonable suspicion that faculties are impaired at clinical sites or in classrooms as a result of the use of a controlled substance or alcohol consumption. Students may be tested if a preceptor, class instructor, and/or clinical instructor makes specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of a student which indicates reasonable suspicion of impairment by either chronic, acute, or withdrawal effects of alcohol or controlled substances. Screening may also be required if there is reason to believe a student act or failure to act is a cause of an accident at a clinical site that causes personal injury or property damage.

CastleBranch will prompt students to submit **ALL** of the following required immunizations and documents for clinical rotations. All immunizations listed below are required by healthcare facility partners to ensure their patients and FVCC students' safety. Failure to submit documents will result in students being denied clearance for clinical rotations. Clinical rotations are an essential part of the Paramedicine program. All the following are required and are not optional for clinical clearance by facility partners:

- 2 MMR's or positive titers
- 2 Varicella vaccines, or positive titer, or physician documented record of having chickenpox
- Positive Hepatitis B titer or signed declination
- Tdap (this cannot be TD or other combination must be Tdap and within the last 10 years)
- Yearly flu shot (only during flu season in the month of October)
- Two recent negative TB tests. These must be obtained consecutively, after the first TB is read the second must be completed and read within 7-21 days, or a Negative Quantiferon TB Blood test may be done. Either option must be completed within the last 12 months.

If there are any questions regarding immunizations call Margaret Stell at 406-756-3813. Students taking more than 6 credits have the option to utilize the Student Health Clinic and can contact them at 406-756-4331 for information on costs, billing, and appointments.

Once background check and immunizations are completed through CastleBranch, students will receive an email with links to complete the additional requirements for clinical facility partners:

- Students will be required to upload a photo through the Logan Health (LH) website. The photo will be required for a student ID badge that LH will provide once cleared for clinical rotations.

- Students participating in clinical work at LH will be required to read through the student checklist and orientation manual, read through disclaimers and policies, and dress code.
- The student must complete an online personal information form in case of emergencies and for parking permission at LH; other online forms may be required as well for clearance.

Mailing Instructions

Application packets will be available in early February, and must be postmarked on or before April 31st **to be considered eligible for admission into the Paramedic program for the fall academic year. The priority application deadline is March 31st.** Only complete application packets will be processed. Missing information or documents will result in processing delay or possibly non-review of your application to the program. If an applicant is in the process of completing application minimum requirement they can still be in consideration, however it is contingent on them successfully fulfilling the requirements. Applicants that have fully fulfilled requirements will have precedence over those that are in the process. An example of students in the process would be those who have completed an EMT Class and are in the certification process, or those who are enrolled in pre-requisite(s) but have not yet completed course(s). Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.
It is recommended that application packets be sent by certified mail, or hand delivered and date stamped.

Hand-deliver or mail the complete Paramedic Program Packet to:

Flathead Valley Community College – Paramedic Program
Attn: Admissions Office
777 Grandview Drive
LRC 130C
Kalispell, MT 59901

*** Admissions Office is not able to answer specific program questions. Please direct specific questions to Kyle Krebs: kkrebs@fvcc.edu.

Flathead Valley Community College

APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME _____

ADDRESS_____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (Home)_____(Other)_____

E-MAIL ADDRESS (If applicable) _____

Student ID #: _____

Check-off List (please check off all completed and included in application submission)

✓	Item
	Complete application and documentation for admission to FVCC's Paramedic Program.
	Cover letter related to healthcare experience (see pg. 11 for instructions)
	Application Packet Cover & Check-off sheet (this form, pg. 7).
	AHA Health Care Provider CPR Certification, completed and current upon admission (Photocopy of certification card, sides, showing expiration and instructor's signature).
	Copy of Current NREMT Card or Certification
	Student Clinical Rotation and Field Internship Form (signed, pg. 8).
	Social Media Policy Form (signed, pg. 9).
	Technical Standards Form (signed, pg. 10).
	Verification of Certificate and/or other healthcare certificates/licenses.
	Transcripts for all College Work; including FVCC courses taken (Include a paper copy of unofficial transcripts with your application packet, this is mandatory to verify completion of prerequisites. Students must have a 2.0 GPA and have a grade of C- or better in all prerequisite classes.)

VERIFY THE FOLLOWING

	YES	NO	INITIALS
Allergic to Latex or Latex products.			

*Fill packet out completely and legibly. Include all information; if in doubt, write it out!
*Applicant will complete pages 7-10. Packet for submission includes pages 7-14. The applicant should keep pages 1-6.

Flathead Valley
Community College

PARAMEDIC PROGRAM
CONFIDENTIALITY STATEMENT

STUDENT CLINICAL ROTATIONS AND FIELD INTERNSHIP

As a student performing clinical rotations and field internship, you will have access to various types of patient information. By state statute, Montana protects this information, making it a criminal offense and/or subjecting anyone improperly releasing patient information subject to civil penalties. It is very important that all patient information is held in strict confidence. All FVCC Paramedicine Program students must agree to the confidentiality statement below.

Field Internship: Kalispell:____   Bozeman:____   Remote:____

Clinical location preference: Kalispell:____   Bozeman:____   Remote:____

I (print name)_____**will abide by the laws of Montana and shall keep all patient information confidential throughout all clinical rotations and field internship.**

_____   _____

Signature   **Date**

SOCIAL MEDIA POLICY

Online communication through social media and networking is a recognized form of daily communication. FVCC's Paramedicine Program has expectations for responsible and ethical behavior with this form of communication. These guidelines are intended to protect the privacy and confidentiality of patients, fellow students, faculty and staff, clinical educators and FVCC affiliated facilities.

First and foremost, you are responsible for what you post. The content of your posting should always be respectful. You must comply with all clinical facility HIPAA policies and violation of such may not only result in legal action against you, but could also result in failure of a clinical or academic experience. Absolutely no reference to patients, clinical sites, or clinical instructors is permitted, even if names are not given or you believe you have blinded the identifying information. Plagiarism online applies. You should properly cite references and adhere to copyright protection laws.

Social networking examples include but are not limited to:

• Social networking sites such as Facebook or Instagram
• Video and photo sharing websites such as YouTube, Snapfish, Flickr
• Microblogging sites such as Twitter
• Weblogs and Online forums or discussion boards
• Any other websites or online software applications that allow individual users to post or publish content on the internet

The FVCC Paramedicine Program will have zero tolerance for any violation of our social media policy. Any violation is considered unprofessional. Violation of this policy will result in disciplinary action, up to and including dismissal from the FVCC Paramedicine Program. These guidelines are not stagnant and may change as new social networking tools emerge.

I understand this policy, and also understand that violation of any part of this policy may result in disciplinary action, up to and including immediate dismissal from the paramedic program.

Student Name_____

Student Signature_____   Date_____

Emergency Medical Services
Paramedicine Program-Technical Standards

PHYSICAL STAMINA AND DESCRIPTION	Frequency
Carrying and Lifting **includes** carrying equipment and patients which may weigh up to 200 lbs. each, moving patients from stretchers to examination tables, positioning arms and legs on tables, etc. *(Please note: The average patient weight ranges from 150 to 180 lbs. Weight to be manipulated may vary between 15 to 70 lbs. depending on the weight of the patient and part of the body. Arms may weigh 15 to 35 lbs.; legs may weigh 40 to 70 lbs. Lifting entire patient is a two-person endeavor; true lifting required with help of co-worker is estimated at 50 to 75 lbs.)*	C
Walking includes pushing equipment such as mobile units, wheelchairs, and stretchers on both carpet and linoleum.	C
Standing includes standing for prolong periods of time while setting techniques, positioning patients, and positioning equipment.	F
Bending and Stooping includes positioning patients, getting supplies from cabinets, and assisting patients.	F
Reaching and Stretching depending on the patient height includes adjusting tube controls and getting supplies from the cabinet.	F
Dexterity is required. Fine motor skills and gross finger dexterity is required. Must be able to perform hand / eye coordinated maneuvers.	F
Vision includes average ability required for setting equipment and checking vitals.	C
Hearing includes average ability required for taking doctors' orders over the radio/phone, communicating with patients and doctors. Lip reading is not possible in surgical areas.	C
Speaking includes above average skills to communicate with patients, doctors, and coworkers.	C
Writing includes the ability to fill out patient histories on requisition forms in English and complete other written communications.	C
MENTAL ATTITUDE	*Frequency*
Function safely, effectively, and calmly under stressful situations.	C
Maintain composure while managing multiple tasks simultaneously.	C
Prioritize multiple tasks.	C
Social skills necessary to interact with patients, families, co-workers of the same or different culture. Must display respect, politeness, discretion and teamwork.	C
Maintain personal hygiene consistent with ethical standards of the profession.	C
Display actions, attitudes consistent with ethical standards of the profession.	C
Exposure to Blood borne Pathogens - Hepatitis, HIV.	F

I have read the above requirements and understand that my inability to comply with these may result in my failure to successfully complete the program I have chosen.

Student Name_____

Student Signature_____   Date_____

Cover Letter Paramedic Program

Applicant must provide a typed, doubled-spaced, detailed description and supporting documentation of patient care experience including the category (paid, volunteer, hospital/clinic), experience in months, the agency's name, address, contact person/supervisor and phone number for verification of patient care history. Applicants who embellish or falsify information will receive zero points for experience.

Application packets will be available in February, and must be postmarked on or before April 31st **to be considered eligible for admission into the Paramedic program for the fall academic year. The priority application deadline is March 31st.** Student acceptance notification will be made by mail and e-mail within two weeks following the application deadline. Please submit applications by **certified mail** to FVCC- Paramedic Program, Attention: Admissions Office, 777 Grandview Drive, Kalispell, MT 59901, or submit in-person to Room 130C in the LRC Building.

Completed by Program Staff

Paramedic Program Competitive Selection Process

Students must submit a complete application packet to include the following:
  ➢ *Current NREMT certification*
  ➢ *Current AHA healthcare provider CPR certification*
  ➢ *Unofficial transcripts of prerequisite classes and education*
  ➢ *Documentation of patient care experience as outlined below*

1. **Prerequisite Grades.** Points will be awarded based on the grade point average (GPA) of only the prerequisite semester courses (or equivalent transfer courses). **Maximum points: 5**
2.5 GPA: (0.5 point) 2.9 GPA: (2.5 points) 3.3 GPA: (3.6 points) 3.7 GPA: (4.4 points)
2.6 GPA: (1 point) 3.0 GPA: (3 points) 3.4 GPA: (3.8 points) 3.8 GPA: (4.6 points)
2.7 GPA: (1.5 points) 3.1 GPA: (3.2 points) 3.5 GPA: (4.0 points) 3.9 GPA: (4.8 points)
2.8 GPA: (2 points) 3.2 GPA: (3.4 points) 3.6 GPA: (4.2 points) 4.0 GPA: (5.0 points)

Please Note: Students must have a 2.0 GPA and have a grade of C- or better in all prerequisite classes to be accepted into the paramedic program.

2. **Education.** Points will be awarded for completion of specific education beyond the courses required for the paramedic prerequisite semester. **Maximum points:** 4
Anatomy & Physiology courses, 200 level or above (up to 1 point for two semesters of lecture and lab courses)
Associate's Degree from an accredited institution (2 points)
Bachelor's Degree from an accredited institution (4 points)

3. **Patient Care Experience.** Points will be awarded for specific patient care experience. The applicant must provide a detailed description and supporting documentation of patient care experience including the category (paid, volunteer, hospital/clinic), experience in months, the agency's name, address, contact person/supervisor and phone number for verification of patient care history. Applicants who embellish or falsify information will receive 0 points for experience. **Maximum points: 6**

4. **Paid Pre-hospital Patient Care (Not Volunteer) with**
  • 12 months minimum part time/full time EMT experience (*up to 4 points*)
  • 18 months of part-time/full-time EMT experience (*up to 4.5 points*)
  • 24 months part time/full time EMT experience (*up to 5 points)*
  • 30 months part-time/full-time EMT experience (*up to 5.5 points*)
  • 36 months part time/full time EMT experience (*up to 6 points*)

5. Volunteer Pre-hospital Patient Care (EMT, Fire, Ski Patrol) with
- 12 months minimum experience (*up to 1 point*)
- 18 months experience (*up to 1.5 points*)
- 24 months experience (*up to 2 points*)
- 30 months (*up to 2.5 points*)
- 36 months experience (*up to 3 points*)

6. Hospital/Clinic Patient Care with
- 12 months minimum part-time/fill time experience (up to 2 points)
- 18 months minimum part-time/full-time experience (up to *2.5* points)
- 24 months part time/full time experience (up to 3 points)
- 30 months part-time/full-time experience (up to *3.5* points)
- 36 months part time/full time experience (up to 4 point)

Please note: if you are not already a FVCC student, you must complete the application for admission and be accepted to FVCC before you can make application to this program. You may complete the application online or call (406) 756-3846 to have an application mailed to you.

APPLICATION EVALUATION

Applicant Number_____   Submission Date:_____   MT Resident(Y/N)_____   City_____

- □ Admitted to FVCC
- □ Official copies of certifications and Degrees to registrar
- □ Unofficial Transcripts included in application
- □ Cover Letter detailing experience
- □ Confidentiality form
- □ Current Health Care Provider CPR certification
- □ Current NREMT Certification card
- □ Technical standards form
- □ Social media policy form
  Kalispell:____   Bozeman:____   Remote:____

Completed by Program Staff

Admissions Criteria and Scores

(Performance in recommended prerequisite courses)

Points will be awarded by one point for each credit, with a +2 for an A, and +1 for a B. BIOH 104 must be completed within the last 5 years, unless approved by the program director.

Prerequisite Courses

Course #	Course Title	Credits	Grade	Points
ECP 130	Emergency Medical Technician (or valid NREMT certification)	6	____	____
*BIOH 104	Basic Human Biology	4	____	____
WRIT 101	College Writing 1	3	____	____
M 120	Mathematics with Health Care Applications	3	____	____
AHMS 144	Medical Terminology	3	____	____
COMX 115C	Intro to Interpersonal Relations			
Or				
COMX 215C	Negotiations & Conflict Resolution	3	____	____

Total Score:

Previous Educational Attainment (**5 pts.** possible —award points for one degree only)

Bachelor's Degree in Science/Allied Health Field	5
Bachelor's Degree in Unrelated Field	4
Associate Degree in Science/Allied Health Field	3
Certificate in Allied Health Field	2
Associate Degree in Unrelated Field	1

Educational Attainment Score:

Healthcare Related Experience (**16 pts**. possible)

One year or more of EMT experience	5
Other Healthcare experience	3

Experience Score:

ADMISSIONS TOTAL:

* These classes must be completed within 5 years of applying
Submission date will be used in the event of a tie.