

WEST HILLS COLLEGE LEMOORE

APPLICATION INSTRUCTIONS

PARAMEDIC PROGRAM

Application Period: January 3, 2017 to August 1, 2017

Please read the entire information sheet before completing your application.

To be eligible to apply, your application must be accurate, complete, and legible. All transcripts and supplemental documents *must* be included or your packet will be considered incomplete and processing will be terminated. **All qualified packets received during the application period will be processed on a first come, first serve basis.**

A completed packet must contain your application, demographics form, West Hills College Lemoore (WHCL) release form, and the following:

- 1. Two (2) official current sealed transcripts from ALL colleges attended and an unofficial copy of your high school transcript, diploma or GED certificate.** Please request that the transcripts be mailed to **YOU** first, then forward with your packet as a whole. **DO NOT SEND TRANSCRIPTS SEPARATELY; THEY MUST ACCOMPANY YOUR APPLICATION PACKET.** (When requesting transcripts, please obtain a copy for your records so you will be aware of the content.) Please note that it may take 4-6 weeks to obtain transcripts, so do not wait until the last minute.
- 2. List ALL colleges attended on your application,** including WHCL. Please note: failure to list all colleges previously attended is considered academic fraud and will result in your application being denied.
- 3. Copy of Social Security Card (signed).**
- 4. Copy of current Driver License.**
- 5. Copy of valid/current Vehicle Insurance (If you plan on driving to campus/clinicals).**
- 6. Copy of CPR Card.** Must be current and **ONLY** through the American Heart Association (No on-line CPR cards will be accepted).
- 7. Proof of EMT Certification (State Issued).** Submit a copy of your valid/current EMT Certification **and** documentation verifying your work experience, job duties and length of employment on corporate letterhead from your supervisor or Human Resources office.
- 8. Immunization/Expiration Date form and proof of immunizations (immunization record).** Proof of immunizations need to be provided for the following: **MMR** (two (2) dose series) or Positive Titer, **Varicella** (two (2) dose series) or Positive Titer, **Hep-B** (three (3) dose series) or Positive Titer, **Tdap** (valid for only 10 years), **TB** (valid for only one (1) year; chest x-rays valid for only five (5) years). And Physical Exam that has been done with in the past year or DL 51 form.

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9. Veteran status eligibility (if applicable). Any eligible individual who served in the military and who was discharged or released from such service under conditions other than dishonorable must submit relevant documentation in order to receive priority registration to the program. The DD-214 form will suffice.

FOREIGN RECORDS - Students who have completed any course outside of the United States must submit an official foreign record evaluation, even if none of the courses will be used for graduation. See a WHCL counselor for a list of approved evaluation and translation services.

Students selected to participate in the WHCL Paramedic Program must attend a **mandatory orientation** for the program. We recommend bringing a significant other also.

Completed applications should be delivered in person to the WHCL Health Careers office in room 823 or by mail; however, receipt cannot be guaranteed.

If you wish to mail in your packet, we strongly recommended that your application packet be sent by CERTIFIED MAIL prior to the deadline date/time to:

West Hills College Lemoore
Health Careers Office
555 College Ave.
Lemoore, CA 93245

It is your responsibility to verify receipt of application packet without involving college staff.

IMPORTANT: It is your responsibility to notify the Health Careers Office of any changes in your name, address or contact information. Strict adherence will be paid to the application deadline. Applicants will be notified of their status by West Hills College Student e-mail or USPS mail.
WEST HILLS COLLEGE LEMOORE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, AGE, RELIGION OR DISABILITY.