# PARAMEDIC PROGRAM APPLICATION INSTRUCTIONS

**The application deadline for the Paramedic program is May 1st, at 11:59pm PDT.** Please follow these instructions carefully when completing your application.

**STEP 1:** VERIFY PREREQUISITES ARE MET

All prerequisites, including the work verification form, must be completed by the application due date, which is May 1st every year. All prerequisite courses must be completed, and official transcripts must be evaluated prior to the due date.

- Read and review the prerequisites of the program before applying.
- Schedule an appointment with a counselor to ensure you've met the prerequisites and to discuss the two Career and Academic Pathways available within the Paramedic program. You can either obtain an associate in science degree or a certificate of achievement upon completion of the Paramedic Program.

**STEP 2:** OBTAIN A CAMPUS WIDE ID NUMBER (CWID) AND DECLARE YOUR MAJOR AS PARAMEDIC

- If you don't have a CWID, obtain one by submitting the general application to Foothill College at https://foothill.edu/reg/admission/apply.html. There is no cost to submit the application, but this is *not* the application for the paramedic program. Once you successfully complete the general application, you will receive an 8-digit CWID number via email within 24 hours.
- If you already have a CWID, update your Major/Educational Goal at the Student Registration icon in MyPortal.

**STEP 3:** GATHER THE REQUIRED AND OPTIONAL DOCUMENTS

    **Required Documents:** (MUST be current, valid and all uploaded as a single PDF file)
- California EMT card (front side only)
- BLS/CPR card or e-card
- Driver's license (front side only)
- Proof of High School graduation or equivalency (copy of diploma or high school transcript)

    **Optional Documents:** (Must be uploaded as a separate PDF file from the Required Documents file)
- Letters of recommendation
- Additional certification/cards earned
- Documentation of completion of CSU or IGETC General education
- Any other items you might regard as relevant to the program

**STEP 4:** SUBMIT YOUR TRANSCRIPTS FOR EVALUATION

- If you are a current Foothill and/or De Anza College (FHDA) student, your transcripts/records are already in our system. You will simply enter the prerequisite coursework information where appropriate on the application. We will verify your successful completion of that coursework internally.
- If you are not an FHDA student or if you completed prerequisite coursework elsewhere, submit transcripts from other colleges you attended.
    - Electronic submission: Have your official transcriptions sent to fhtranscripts@fhda.edu.
    - Email submission: If your school doesn't offer electronic submission, please send sealed official transcripts to:
    Foothill College
    Admissions & Records – Paramedic Application
    12345 El Monte Road
    Los Altos Hills, CA 94022
    It's important to include "Paramedic Application" in the address so that our admissions office will know to upload the transcripts directly to your file. Generally, the Admissions office will

upload the transcripts 14-21 days from receipt. <u>Please note that unofficial copies will not be accepted.</u>

**STEP 6:** COMPLETE THE WORK EXPERIENCE VERIFICATION FORM

Access and complete the [Work Experience Verification Form here.](#)  Ensure that your employer has completed their portion by the May 1st deadline.

**STEP 7:** COMPLETE YOUR PARAMEDIC PROGRAM APPLICATION

Apply directly to the program through the MyPortal system at [https://myportal.fhda.edu](https://myportal.fhda.edu)

- Click on the "Students" heading.
- Click on the "Allied Health" icon.
- Click on the "Apply" link under Paramedic.
- You should receive a verification email after you've begun your application.
- Your application progress will be saved until the deadline.
- Attach all required documents (see step 3).
- Submit your program application by signing it electronically.
- You will receive a confirmation email once your application has been submitted.

**<u>Once your official online application is submitted, it cannot be retrieved.</u>** Ensure you have fully reviewed your application for accuracy and attached all supporting documents prior to submission. Once your official online application is submitted, it cannot be retrieved.

**IMPORTANT** - You application must include the following to be complete:

Required Documents
Transcripts
Work Experience Form
Online Paramedic Application