



Hillsborough Community College
Dale Mabry Campus
Health Sciences Admissions

PARAMEDIC PROGRAM APPLICATION FOR ADMISSION

Deadline Dates

Fall – August start
May 15

Spring – January start
September 15

Summer Term – May start
January 15

Thank you for your interest in HCC's limited access Health Sciences Programs. A complete application packet must be submitted in order to be considered for admission. **Paramedic Program applicants are required to complete and/or submit ALL prerequisite coursework (EMT) and ALL admission requirements listed below by the program deadline. Applications missing an admission requirement by the program deadline date will be incomplete and not considered for admission.**

Read very carefully and use the checklist below to verify that you have completed all the Paramedic Program admission requirements before submitting your application packet to Health Sciences Admissions.

College admission application:

- **New students** must complete an online HCC admissions application.
- **Current HCC students** do not need to reapply.
- **Former HCC students** who have not attended HCC within the last academic year (three terms or more), as well as recent graduates, **must** complete a new application. If you are not sure if you should complete a new HCC admission application visit the Admissions, Records and Registration Office.
- **International students** – Access www.hccfl.edu. Search in [HCC Homepage search bar: **Future Students** and **International students**].

Paramedic Program application form: In addition to the general admissions HCC online application, applicants must complete a Paramedic Program Application.

Health Sciences application fee: A \$53 application/processing fee is required.

- Online payment: [HCC Homepage search box: **Pay for college**] or access <https://www.hccfl.edu/paying-for-college.aspx>. No convenience fee applies.
- **Payment receipt MUST be included with the application or sent to Health Sciences Admissions when the application fee is paid online or at the bursar.**
- Payments with money order are payable to Hillsborough Community College (HCC). Include payment with the application.
- *No check payments* accepted with application packet sent by mail, drop off in the Health Sciences Admissions Drop-Box, or at the Bursar.
- Cash, credit/debit card fee payments at the Bursar's Office. Include a copy of the application fee payment receipt.
- **The application fee is non-refundable.**

Transcripts: Applicants **MUST** submit official transcripts from **ALL** post-secondary institutions attended. Applicants are responsible for verifying that all **official** and **updated** transcripts have been received by HCC prior to the established program deadline date.

Paramedic applicants MUST submit official transcript showing successful completion of EMT Program. EMT diploma is not accepted as proof of successful completion of EMT Program.

- High school transcripts or GED scores.
 - Applicants with a prior college degree (associate, bachelors or masters, etc.) are not required to submit official high school transcript. Official transcript showing degree **must be received prior to the program deadline date** in order to waive high school transcript requirement.
 - *If accepted and you will use financial aid for the program, Financial Aid may require the official high school to be received by HCC.*
- **ALL** post-secondary education transcripts are required (college, university, technical colleges, centers or institutes, non-regionally accredited institutions, etc.).
 - Applicants who completed the EMT Program at FMTI must contact Lincoln Educational Services to request an official transcript to be sent to HCC.
 - Post-secondary transcript showing college degree must be received by program deadline in order to waived high school transcript requirement.
- **AP, CLEP and/or IB scores** showing successful completion of prerequisite course(s) must be sent from the official testing source.
 - *Scores/grades listed on transcripts from other academic institutions are not considered official.*
- Dual Enrollment - Official transcript from institution showing coursework completed while in high school.
- HCC official transcript is not required for admission.
- Foreign transcripts - High school and post-secondary out of country transcripts will require evaluation and translation by an approved service. Access www.naces.org to find an evaluation/translation service.

Official, sealed transcripts must be sent to Hillsborough Community College Attn: Transcripts 1602 N 15th Street Tampa, FL 33605 **or** to HCC Health Sciences Admissions Office PO Box 30030 Tampa, FL 33630-3030.

Note: Official transcript/s should be requested within a reasonable timeframe to ensure they are received prior to or by the program deadline. Late documents will not be considered for admission

English and Math: Students must achieve at least a minimum score on placement test (SAT or ACT scores, Accuplacer or PERT scores) or previous college-level coursework. Placement test must have been taken within the **last two years**. TABE test scores are not acceptable for this program. For authorization to take a placement test, for coursework equivalency, or to determine test score cut-offs, the student must meet with an HCC Academic Advisor at the campus of preference. For test scores, you can access the following link: <https://www.hccfl.edu/media/3509748/ccp-paramedic-guide.pdf>.

Verification of employment (community of interest employer only*) – If employed by certain local communities of interest who are identified as receiving selection priority, submit a letter of verification of employment from immediate healthcare supervisor or Human Resources as proof of full-time employment as EMT and/or EMT/Firefighter. Letter or email must be received by the program deadline date to be considered for priority selection during the admission process. Verification of employment letter can be included with application packet or drop-off into Health Sciences Admissions Drop-Box. Supervisor or HR can send email to Health Sciences Admissions at healthsciences@hccfl.edu verifying the student employment.

***Community of Interest Employers:** Tampa Fire Rescue, Hillsborough County Fire Rescue, Temple Terrace Fire Department, Plant City Fire Rescue, TransCare, American Medical Response (AMR), Americare, and Sun City Rescue Squad.

Florida EMT license/certification card: Copy of current Florida EMT license is required with your Paramedic Program application packet. NREMT not considered for admission as a replacement of the Florida EMT license/certification.

- A recent EMT graduate or a student who has not taken the NREMT must ensure to start the process to get his/her Florida EMT license. If accepted must provide a copy of FL EMT license at orientation or will forfeit the opportunity of a seat in the program.

Deadlines: All admission requirements **MUST BE COMPLETED and RECEIVED** by the Health Sciences Admissions Office by the published application deadline in order to be considered for admission to the Paramedic Program. **Applications with MISSING documents or received AFTER the deadline date will be late and will not be considered for admission.** There will be no extension of the deadline. Applications packets will be accepted no later than 7:30 p.m. by the deadline date.

Confirmation receipt: If you desire confirmation receipt of your application and/or documents, please provide us with a stamped, self-addressed postcard. **No other confirmation will be sent.**

Communication(s): All communication(s) to and from Health Sciences Admissions will be through the students **HCC HAWKMAIL, not Canvas, not personal email**. We recommend students begin to monitor regularly their HCC Hawkmail after they submit their application and documents for admission to the Paramedic Program. The official admission email will include time-sensitive information, if students responses are not received by the deadline given, students will jeopardize their admission to the program.

After the deadline date, inquiries regarding the status of an application, documents/transcripts or admission status will NOT be responded. Remember to check frequently your Hawkmail until official admission notification is received.

Submit application packet and documents: Drop-off in Health Sciences Admissions Office Drop-Box or by US Mail.

Health Sciences Admissions Office Drop Box, Dale Mabry campus,
Student Services next to the Admissions Office door, DSTU 119

Health Sciences Admissions Office
PO Box 30030 Tampa, FL 33630-3030

IMPORTANT:

- ❖ Applicants must have a minimum cumulative GPA of 2.0 for admission into the Paramedic Program.
- ❖ Meeting the minimum requirements **does not guarantee admission** into the Paramedic Program.
- ❖ Students are ranked and selected based on their grade(s) or prerequisite GPA of their EMT Program and the completion of all the admission requirements by the program deadline date.
- ❖ The Paramedic Program application evaluation period can take about 3 to 4 weeks after the program deadline. Official admission status notification will be sent after the evaluation period.
 - The evaluation period is subject to change depending on the undetermined number of applications received by the deadline date.
 - Official admission notification emails will only be sent to applicants **HCC HAWKMAIL, not Canvas, not personal email**.
 - After the deadline date, inquiries regarding the status of an application, documents/transcripts or admission status will not be responded. Remember to check frequently your Hawkmail.
- ❖ **Verify** that you have an active HCC Hawkmail account and do not have problems sending or receiving communications to your HCC Hawkmail. If you have any difficulties with your account contact HCC Help Desk for assistance.
- ❖ Incomplete applications will not be processed nor considered for admission. The student must reapply to the program and submit a new application packet, a copy of EMT license, application fee and verification of employment letter, if applicable.
- ❖ Recommendation letters are not considered for admission.
- ❖ You may access the following link for information about the Paramedic Program: <https://www.hccfl.edu/departments/health-science/ems-programs/paramedic/paramedic-faqs.aspx>

How you can follow the progress of your application and documents:

- Log in to your HCC WebAdvisor account. Look in "My Documents".
- When your application and documents are being processed some of the documents will show a status of "Not Rcvd" or "ASAP" and an "UNDER REVIEW" message below the document description. Documents will remain open until they have been completely processed and evaluated by the Health Sciences Admissions team.

For questions regarding a document or an admission requirement **PRIOR TO THE PROGRAM DEADLINE**, you may email **Health Sciences Admissions** at healthsciences@hccfl.edu for further assistance. No information or details are provided after the deadline date.

Initial this checklist: I acknowledge that I have carefully read the above checklist and I have completed **ALL** the admission requirements for the Paramedic Program (Active HCC admission application, Paramedic application, fee, transcripts, FL EMT license, verification of employment, if applicable).

Name of College/University	State	Attendance Date From (MM/YY) to (MM/YY)	Degree(s) or Number of credits earned

*If HCC is the only college you have attended, no transcript is required, but you need to list it.

III. PROGRAM ORIENTATION

Upon acceptance, students will be notified at the Paramedic Program Orientation of the program/classes schedule. Attendance at the orientation is **MANDATORY**. No alternate or second orientation will be offered. The student must attend the orientation day selected in the acceptance documents that will be sent with admission status notification email.

Approximate date for the Paramedic Program Orientation:

- Fall term – usually scheduled for early to mid-July
- Spring term – usually scheduled early to mid-November
- Summer term – usually scheduled for early to Mid-April

If accepted into the program, failure to attend the mandatory Paramedic Program Orientation will result in a forfeiture of the seat.

IV. PHYSICAL HEALTH, IMMUNIZATIONS, CPR, AND HEALTH INSURANCE

Upon acceptance into the Paramedic Program, the student will be required to provide a physical exam certified by a licensed physician and an up-to-date immunizations record. Further information about health documents will be provided during the **mandatory** Program Orientation. Do not send a copy of the physical exam or immunizations record with the program application.

Proof of current CPR certification (Basic Life Support for Health Care Providers) will be required by the first day of classes, or by the deadline date you will be given during the Paramedic Program Orientation. Online CPR courses are not accepted. The American Heart Association is the preferred organization for CPR.

V. BACKGROUND INVESTIGATION AND DRUG SCREENING

Upon acceptance into a Health Sciences Program, the student will be required to complete a background check/fingerprint. **DO NOT COMPLETE a background check until notice of acceptance into the program.** Information on how to complete your fingerprints/background check will be included in the official admission status notification email. The cost of the fingerprints/background check is approximately \$50.00. The applicant is solely responsible for the cost of this background check. Background checks are **ONLY** valid for the term you are applying. Fingerprints/background checks completed outside HCC, or taken for other HCC programs, will not be accepted for admission, clinical sites or placed for clinical/practicum.

Please be advised that certain certifying agencies for health science professions require that an individual disclose prior arrest/conviction records. Some agencies will not permit individuals with prior arrest/conviction records to become certified. Should you have a prior arrest/conviction record, you may wish to contact the certifying agency for your program of choice to clarify whether your record will affect your certification or licensing eligibility. Some of the charges expected to affect admission and clinical participation but not limited to are felony charges, pending charges, and disqualifying misdemeanors. You may contact Health Sciences Admissions with your questions at healthsciences@hccf.edu.

HCC requires all new students to a limited access Health Sciences Program, like the Paramedic Program, be administered a drug screening. The drug test will be administered **unannounced**. The cost of the drug test is \$38. The drug screening will provide proof that the student is free from the use of any illegal drug and un-prescribed controlled substance. **Medical marijuana is not permitted**. Students taking any prescribed, controlled medication must provide documentation at orientation. A student who fails to successfully complete the required drug screening or the results are positive, will be dismissed from the program. If interested, the student is eligible to re-apply for the next admission date.

VI. CURRENT FLORIDA EMT CERTIFICATION

Students employed as EMT or Firefighter must include a **copy of current Florida EMT certification or proof of certification eligibility** with application. A student that is a recent graduate and does not have a valid FL EMT certification card by the program deadline, if accepted into the Program, **MUST** obtain the FL EMT certification card prior to the mandatory Paramedic Program Orientation. Students will be required to provide proof of the certification card to the program manager at orientation.

Students unable to provide proof of valid Florida EMT certification by the Program Orientation will be forfeiting his/her seat into the Paramedic Program. *National Registry of Emergency Medical Technicians will not be considered for admission as a replacement for the Florida EMT certification/license.*

VII. EMPLOYMENT

Students who work as full-time EMTs and/or Firefighters and are employed by certain local communities of interest will be given selection priority over other applications conditioned to the minimum prerequisite GPA and the completion of all the admission requirements by the program deadline. Applicants must indicate their employer on the Paramedic Program Application. An official verification of employment letter or email must be received prior to or by the program deadline for an applicant to be eligible for selection priority based on employment.

Community of Interest Employers: Tampa Fire Rescue, Hillsborough County Fire Rescue, Temple Terrace Fire Department, Plant City Fire Rescue, Trans Care, American Medical Response (AMR), Americare, and Sun City Rescue Squad.

Are you currently employed as a full-time EMT/Firefighter with a community of interest employer? ____ Yes ____ No

Provide us with the name of your employer even when it is not a community of interest.

Employer: _____

For applicants seeking priority based on employment by a community of interest:

I authorize HCC Health Sciences Admission to contact my employer and/or direct supervisor regarding my application.

Signature of applicant

Date

Applications missing admission requirements or requirements received after the program deadline will not be considered for admission. Students will have to reapply for admission to the program and submit a new application form, fee, and supporting documents. We strongly encourage you to submit your application at least 30 days in advance. We will *attempt* to screen applications for deficiencies although **screening is not the college's responsibility.**

An official admission status notification email will ONLY be sent to the students HCC Hawkmail account. It is recommended that students begin to regularly monitor their HCC Hawkmail after submitting their application until official notification email is received. Be advised that the status notification email will include time-sensitive information and if responses are not received by the deadline given, students will jeopardize their seat in the program.

Acknowledgment:

I certify that all statements given in this application are true and accurate to the best of my knowledge. I understand and agree that the responsibility of submission, verification of receipt and documentation of submissions of all forms, applications, fees, transcripts, evaluations and certifications by the designated deadline is mine. I agree to abide by the rules and regulations of Hillsborough Community College as published in the Student's Code of Conduct.

I understand that the decision to allow entrance into an HCC's limited access Health Sciences Program is in no way a guarantee of future employment and/or licensure. Should I have any questions concerning the ability to be licensed I understand it is my responsibility to contact the licensing board.

 Applicant signature

 Date

 HCC Student ID Number

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

Dr. Joan B. Holmes

Special Assistant to the President for Equity and Special Programs

District Administrative Offices 39 Columbia Dr., Room 718 Tampa, FL 33606 (813) 253-7043 Email: jholmes16@hccfl.edu



CRIMINAL HISTORY INFORMED CONSENT

For acceptance into a Health Sciences program at Hillsborough Community College (HCC) and continuing through enrollment and program completion, you must not have been found guilty, regardless of adjudication, of an offense that would disqualify you from employment in health care or a healthcare setting. If you have unresolved offenses or are on probation, you may be ineligible to be placed in a clinical environment. You must meet all placement standards to participate in Health Sciences programs at HCC which include requirements mandated by affiliation agreements with clinical sites.

You will submit fingerprints and information about yourself, including your Social Security number, for a Level 2 screening ("Consumer Report"). Results of the background screening will be sent to the HCC Health Sciences Admissions Office. Should you require an exemption from a disqualification, you can appeal to the HCC Health Sciences Admissions Office. Not all offenses are disqualifying. If your Consumer Report lists a potentially disqualifying offense, the HCC Health Sciences Admissions Office will contact you for additional documentation and/or for a more in-depth review. Your Health Sciences Licensure Board, where applicable, may or may not allow a graduate from a Health Sciences program who has a disqualifying offense, such as an arrest or conviction, to sit for licensure.

I understand that per the Fair Credit Reporting Act and the Federal Trade Commission, the Level 2 background check described in this Disclosure and Release (informed consent form) is considered to be a Consumer Report. To be eligible as an applicant/student to any HCC Health Sciences program or to continue as a student in a Health Sciences program at HCC, I cannot have a criminal history with a conviction of one or more crimes as outlined in Section 435.03, Florida Statutes.

I understand that effective July 1, 2009, pursuant to Section 456.0635, Florida Statutes, health care boards in Florida or the Department of Health will refuse to issue a license, certificate or registration and will refuse to admit a candidate for examination, as outlined in Section 456.0635, Florida Statutes.

I understand that admission into any HCC Health Sciences program on the basis of the Consumer Report is no guarantee I will be eligible for licensure or future employment. I acknowledge it is my responsibility to contact my Health Sciences Licensure Board to determine criteria based on criminal activity included in my Consumer Report.

I understand that this "Informed Consent" form serves as:

1. A clear and conspicuous disclosure by HCC that a Consumer Report, which includes a Level 2 background check, will be completed on me and will be obtained for admissions purposes into any HCC Health Sciences program and that a consumer reporting agency will provide the report to HCC; and
2. An authorization from me for HCC to procure the Consumer Report, and an agreement that I will pay for the Consumer Report.

I understand that information from the Consumer Report for admission purposes into any HCC Health Sciences program will not be used in violation of any applicable federal or state laws or regulations.

I understand that HCC certifies that before taking adverse action in whole or part based on the Consumer Report for admission purposes into any HCC Health Sciences program, it will provide me a:

1. Copy of the Consumer Report; and
2. Copy of my rights, in the format approved by the Federal Trade Commission, which notice shall be supplied to HCC by the consumer reporting agency.

I understand that as an applicant/student, I will be responsible for notifying the HCC Health Sciences Admissions Office at the Dale Mabry Campus within five (5) working days of any arrests and convictions, regardless of adjudication that occur after the application deadline but before the first day of classes. The Chair of the Admissions and Appeals committee will communicate to me whether or not I will remain eligible to enter the program and will notify the program manager if I am no longer eligible to enter the program.

I understand that if I am accepted and/or enrolled in any Health Sciences program at HCC and arrested, on or after the first day of class, of any crimes, I must notify my program manager within five (5) working days of the arrest or conviction or any criminal charges pending against me that occur while I am in the program.

I understand that my failure to notify the appropriate individuals shall be grounds for denial of admission to or permanent dismissal from an HCC Health Sciences program. Further, HCC may require a Consumer Report to be generated on me at any time while I am enrolled in any HCC Health Sciences program, which will be at no cost to me.

I understand that some clinical affiliates/partners/hospitals/agencies may require that the HCC Health Sciences program share the results of the background check, and I agree that HCC may share my results.

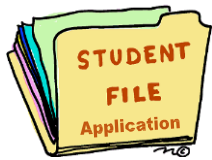
Student Signature: _____ Date: _____

Printed Student Name: _____ Student ID #: _____

HCC reserves the right to make changes in the admission criteria and program information, as circumstances require. Original signature copy will be retained in the student's file.

DO NOT SEND WITH APPLICATION -- KEEP THIS FOR YOUR RECORDS

WHAT HAPPENS TO YOUR HEALTH SCIENCES PROGRAM APPLICATION?



Confirmation receipt
– send a stamped, self-address postcard

→
x 100's



Receive and process all applications, payments and documents



Organize and create Health Science Admissions application record for each applicant to a program and/or programs.

After deadline date



WHAT DO I DO NOW?

Give us, Health Sciences Admissions, time to look through all applicants. Every student is different and there are several programs with the same deadline date.



All evaluations must be completed to arrange in order of prerequisite GPA's.

This information is kept confidential until all applicants have been evaluated.

No information or detail about an application, admission requirement(s) or documents is given after the deadline date.

Check Status

Your WebAdvisor will updated you on the documents we have worked on.

Your documents are not showing in your WebAdvisor? **Do not panic.** It means we have not started to process and evaluate your application.

Remember to send us a stamped, self-address postcard if you would like confirmation receipt. Give a few days to receive it back through the mail.

Your WebAdvisor is showing an **ASAP, Not Received** message in the status column, and **Under Review** message under your document? It means that we started to process your applications/documents. **They are in progress. Give us some time to complete all the applications received for one or more programs with the same deadline date.**

HAWKMAIL



All students are notified at the same time of their admission status in the Program of their choice. We will email students **ONLY** to their HCC Hawkmail account, Not Canvas.

Monitor your Hawkmail until time-sensitive admission status notification is received.

******REMINDER******

- Minimum cumulative GPA of 2.0 for admission. Meeting minimum requirements does not guarantee admission.
- Students are ranked and selected based on their grade(s) or prerequisite GPA of their EMT Program and the completion of all the admission requirements by the program deadline date.
- Evaluation period can take about 3 to 4 weeks after the program deadline.
- Email admission notification will only be sent to applicants **HCC HAWKMAIL, not Canvas, not personal email.**
- After the deadline date, inquiries regarding the status of an application, documents/transcripts or admission status **will not be responded.**
- Remember to check frequently your Hawkmail until official admission notification is received.
- Verify that you have an active HCC Hawkmail account, if not seek assistance and contact HCC Help Desk.
- Incomplete applications will not be processed nor considered for admission.

For questions regarding a document or an admission requirement **PRIOR TO THE PROGRAM DEADLINE**, you may email **Health Sciences Admissions** at healthsciences@hccf.edu for further assistance, or meet with an academic advisor. No information or details are provided after the deadline date. Keep in mind that you should use the checklist provided with the application to ensure that you have completed all the admission requirements and are submitting all documents required to be considered for admission to one or more Health Sciences Programs.