

WEATHERFORD COLLEGE

# EMT Application Packet

Emergency Medical Services



Application Opens	Application Closes	Mandatory Orientation
3/5/2025	7/24/2025 @ 4:00 pm	8/14/2025

*Acceptance letters will be issued no more than 1 week after applications close.*

*The First Day of Online Class is 8/17/2025*

*The First Day of In-Person Class is 8/21/2025*

Thank you for your interest in the Emergency Medical Technician (EMT) program offered by the Weatherford College Emergency Medical Services (EMS) Department. Please note that this program is highly competitive, and not every applicant will be accepted. To ensure fairness to all applicants, if at any point you decide not to continue with the application process, please inform the program coordinator. This will allow us to offer your potential seat to another candidate. Before applying, we encourage you to carefully review the required steps and ensure you have all the necessary documents to successfully complete your EMS application.

The application process involves multiple steps and coordination among various individuals, who rely on applicants to complete the process in its entirety. Those who start but fail to respond to emails or other communications use valuable time that could otherwise assist other students. Therefore, please read each page thoroughly. Many of your questions about the program can be answered in the application packet or on the website.

To be considered for the EMT program, students must first meet the basic entrance requirements of Weatherford College. However, admission to Weatherford College does not guarantee acceptance into the EMS Department's programs. Weatherford College and the EMS Department are committed to nondiscrimination based on race, gender, gender identity/expression, disability, age, religion, national origin, genetic information, or veteran status.

The EMT program is both mentally and physically demanding. Given the unique environment in which EMS personnel operate, it is crucial to understand the challenges of the profession. This packet includes a copy of the essential functions required for the role. Please review it carefully to evaluate your ability to perform these essential job functions. If you believe you have a disability requiring accommodations during the application process or during your enrollment, please contact the EMS Department as soon as possible. While we are committed to providing equal opportunities throughout the application and instructional processes, you must be able to successfully complete all program requirements, with or without reasonable accommodations.

This packet also includes a list of the program's prerequisites and required forms. As such, all students will now be required to complete Anatomy and Physiology 1 (2401) & 2 (2402) with a "C" or better before attending the EMT program. More information regarding how to enroll in the dedicated EMT Anatomy and Physiology upcoming courses can be found within the packet. Please read this packet carefully, complete all forms, and provide any necessary attachments. Refer to the checklist at the bottom of the form to ensure your application is complete. Note that the immunization process can be lengthy, so please plan accordingly.

If you have any questions, please contact us, and we will be happy to assist you.

Sincerely,

Samantha Grimsley

EMS Program Coordinator/Lead Instructor

225 College Park Dr. Weatherford, TX 76086

(817)598-6394

[SGrimsley@wc.edu](mailto:SGrimsley@wc.edu)

# Information on a Career in Emergency Medical Services as an EMT

## Nature of the Work

People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs) and paramedics, which are EMTs with additional advanced training who perform more difficult pre-hospital medical procedures. Incidents as varied as automobile accidents, heart attacks, drownings, childbirths, and gunshot wounds all require immediate medical attention. EMTs and paramedics provide this vital attention as they care for and transport the sick or injured to a medical facility.

Depending on the nature of the emergency, EMTs and Paramedics typically are dispatched to the scene by a 911 operator and often work closely with police and fire department personnel. Once they arrive, they determine the nature and extent of the patient's condition, while trying to ascertain whether the patient has preexisting medical problems. Following policies and protocols, they give appropriate emergency care and, when necessary, transport the patient. EMTs and Paramedics also treat patients with minor injuries on the scene of an accident or at their home without transporting them to a medical facility. Some Paramedics work as part of helicopter flight crews that transport critically ill or injured. All treatments are carried out under the operating guidelines of medical doctors. In addition, Community Paramedics provide long-term care that addresses public health, primary care, disease management, social services, and wellness care.

EMTs and Paramedics may use special equipment such as backboards to immobilize patients before placing them on stretchers and securing them in the ambulance for transport to a medical facility. Usually, one EMT or Paramedic drives while the other monitors the patient's condition and gives additional care as needed. At the medical facility, EMTs and Paramedics transfer patients to the emergency department staff, report their observations and actions, and may provide additional emergency treatment. After each run, EMTs and Paramedics replace used supplies, check equipment, decontaminate the equipment and the interior of the ambulance, and write a patient care report.

Beyond these general duties, the specific responsibilities of EMTs and Paramedics depend on their level of qualification and training. The Texas Department of State Health Services certifies or licenses emergency medical service (EMS) providers and the National Registry of Emergency Medical Technicians (NREMT) registers providers at four levels: First Responder, also called Emergency Care Attendant (ECAs), EMT, Advanced EMT, and Paramedic. The lowest level, First Responder (ECA), is trained to provide basic emergency medical care because they tend to be the first persons to arrive at the scene of an incident. Many firefighters, police officers, and other emergency providers obtain this level of training. The EMT represents the first component of the emergency medical service (EMS) system. An EMT is trained to care for ill or injured patients on scene and during transport by ambulance to the hospital. The EMT, basic life support, has the skills to assess a patient's condition and manage respiratory, cardiac, other medical, and trauma emergencies.

## Working Conditions

EMS Providers work both indoors and outdoors, in all types of weather. They are required to do considerable kneeling, bending, and heavy lifting. These providers risk noise-induced hearing loss from sirens noisy accident scenes and back injuries from lifting patients. In addition, EMTs and Paramedics

may be exposed to communicable diseases such as Hepatitis and HIV, as well as violence from drug overdose victims or mentally unstable patients. The work may not only be physically strenuous but also stressful, involving life-or-death situations and suffering patients. Nonetheless, many people find the work exciting and challenging and enjoy the opportunity to help others.

EMTs and Paramedics should be emotionally stable, have good dexterity, agility, and physical coordination, and be able to lift and carry heavy loads. EMTs and Paramedics employed by fire departments work about 50 hours a week. Those employed by hospitals frequently work between 45 and 60 hours a week and those in private ambulance services, between 45 and 50 hours. Some of these providers, especially those in police and fire departments, are on duty for extended periods. Many EMTs and Paramedics work 24/48 hours shifts in which they work for 24 hours and are off the next 48 hours and 48/96 in which they work for 48 hours and are off for the next 96 hours. Because emergency services function 24 hours a day, EMTs and Paramedics have irregular working hours that add to job stress.

## **Employment**

EMTs and Paramedics held about 261,300 jobs in 2020. Most career EMTs and Paramedics work in metropolitan areas. There are many more volunteer EMTs and Paramedics, especially in smaller cities, towns, and rural areas. They volunteer for fire departments, or emergency medical services (EMS). EMTs and paramedics may respond to only a few calls for service per month or may answer 20 calls for service per shift.

Full- and part-time paid EMTs and paramedics were employed in several settings. About 4 out of 10 worked in local and suburban transportation, as employees of private ambulance services. About 3 out of 10 worked in local government for fire departments, public ambulance services, and Emergency Medical Services. Another 2 out of 10 were found in hospitals, where they worked full-time within the medical facility or responded to calls in ambulances or helicopters to transport critically ill or injured patients. The remainder worked in various industries providing pre-hospital medicine.

## **Training, Other Qualifications, and Advancement**

Formal training and certification are needed to become an EMT or Paramedic. In Texas, an applicant must complete a Department of State Health Services-approved course, and pass a credentialing exam and a skills exam. All initial applicants will be required to take the National Registry of EMTs examination to obtain a Texas certification or licensure. To maintain certification, EMTs and Paramedics must reregister, every 2 years for the National Registry, and/or every four years for the Texas Department of State Health Services. To re-register or recertify, an individual must meet the continuing education requirements set by the issuing entity.

Training is offered at progressive levels: EMT, Advanced EMT, and Paramedic. The EMT represents the first level of skills required to work in the emergency medical system. Formal classroom experiences are enhanced with combined time in an emergency room and an ambulance. Coursework typically emphasizes emergency skills such as managing respiratory, trauma, and cardiac emergencies and patient assessment. The program also provides instruction and practice in dealing with bleeding, fractures, airway obstruction, cardiac arrest, and emergency childbirth. Students learn to use and maintain common emergency equipment, such as backboards, suction devices, splints, oxygen delivery

systems, and stretchers. The course is a prerequisite for further training as an Advanced EMT and Paramedic. Advanced EMT training requirements vary from State to State.

The most advanced level of training for this occupation is paramedic. At this level, the caregiver receives additional training in physiology, pharmacology, patient assessment, cardiology, trauma, airway management, and extensive training in other body systems. Paramedic coursework lasts eleven to twenty-four months and can result in an associate degree in applied science. Such education prepares the graduate to take the NREMT and/or the State Credentialing Examination and become certified as a Paramedic. Extensive classroom, clinical, and field training is required. Due to the longer training requirement, almost all Paramedics are in paid positions. Refresher courses and continuing education are available for EMTs and Paramedics at all levels.

Advancement beyond the paramedic level usually means leaving fieldwork. A Paramedic can become a supervisor, community Paramedic, flight Paramedic, operations manager, administrative director, or executive director of emergency services. Some EMTs and Paramedics become educators, or dispatchers, while others move into sales or marketing of emergency medical equipment. Several people become EMTs and Paramedics to assess their interest in healthcare and then decide to return to school and become registered nurses, nurse practitioners, physician assistants, physicians, or other healthcare providers.

## **Job Outlook**

Employment of emergency medical technicians (EMTs) and Paramedics is expected to grow by six percent from 2019 to 2029, much faster than the average for all occupations. Emergencies such as car crashes, natural disasters, and violence will continue to create demand for EMTs and Paramedics. There will also continue to be demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas.

Growth in the middle-aged and elderly population will lead to an increase in the number of age-related health emergencies, such as heart attacks or strokes. This, in turn, will lead to an increase in the demand for EMTs and Paramedic services. An increase in specialized medical facilities will require more EMTs and Paramedics to transfer patients with specific conditions to these facilities for treatment. In addition, many systems are modifying the traditional role of Paramedics and adding more public health responsibilities. This will increase the number of positions available at each service.

In recent years, companies that build ambulances have started to update and redesign their interiors to keep EMTs, Paramedics, and patients safer during transport. These companies are hiring EMTs and Paramedics as consultants to learn their ideas about such updates and designs.

Most opportunities for EMTs and Paramedics are expected to arise in hospitals and private ambulance services. The competition will be greater for jobs in local government, including fire, police, and independent third-service rescue squad departments, where salaries and benefits tend to be slightly better. Opportunities will be best for those who have advanced certifications, such as Advanced EMT and Paramedic, as clients and patients demand higher levels of care before arriving at the hospital.

## Earnings

Earnings of EMTs and paramedics depend on the employment setting and geographic location as well as the individual's training and experience. According to recent data conducted by the Texas Workforce Commission and Zip Recruiter, the average annual salary for North Texas was \$36,999-45,000. Recently, several agencies in the North Texas Area are offering starting salaries of at least \$51,000-63,000 annually for paramedic graduates.

Those in emergency medical services who are part of fire or police departments receive the same benefits as firefighters or police officers. For example, many are covered by pension plans that provide retirement at half pay after 20 or 25 years of service or if disabled in the line of duty.

## Related Occupations

Other providers in occupations that require quick and level-headed reactions to life-or-death situations are Air Traffic Controllers, Firefighting Occupations, Physician Assistants, Police and Detectives, and Registered Nurses.

## Sources of Additional Information

National Association of Emergency Medical Technicians [www.naemt.org](http://www.naemt.org)

National Registry of Emergency Medical Technicians [www.nremt.org](http://www.nremt.org)

National Highway Traffic Safety Administration, Office of Emergency Medical Services [www.ems.gov](http://www.ems.gov)

Zip Recruiter [www.ziprecruiter.com](http://www.ziprecruiter.com)

U.S. Department of Labor 1 [www.texaswages.com](http://www.texaswages.com)

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## Essential Functions

Must demonstrate competency in handling emergencies utilizing all Basic Life Support equipment and skills by all behavioral objectives in the DOT EMT Basic curriculum and the FEMA document entitled "Recognizing and Identifying Hazardous Materials". EMT 1994 curriculum includes objectives, an automated external defibrillator, epinephrine auto-injector, and inhaler bronchodilators.

Receives calls from dispatcher, responds verbally to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route, and observes traffic ordinances and regulations.

Determines nature and extent of illness or injury, takes pulse, and blood pressure, visually observes changes in skin color, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician. May use equipment (based on competency level) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airways and ventilate patient, inflates pneumatic anti-shock garment to improve patient's blood circulation.

Assists in lifting, carrying, and transporting patients to the ambulance and onto a medical facility. Reassures patients and bystanders, avoids mishandling patients and undue haste, and searches for medical identification emblems to aid in care. Extricates patients from entrapment, assesses the extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, and provides additional emergency care following established protocols.

Complies with regulations in handling deceased notifies authorities, and arranges for protection of property and evidence at scene. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to that facility, asks for direction from hospital physician or emergency department. Observe patients en route and administers care as directed by physician or emergency department or according to published protocol. Identifies diagnostic signs that require communication with the facility. Assists in removing patients from the ambulance and into the emergency facility. Reports verbally and in writing observations about and care of patients at the scene and en route to facility, and provides assistance to emergency staff as required.

Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulances cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

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## Required Pre-Requisites

All prospective EMT students must complete Anatomy and Physiology I (BIOL 2401) and II (BIOL 2402) as prerequisites. Students who have not previously taken these courses need to contact Sharon Johnson at SJohnson@wc.edu to enroll in our dedicated A&P courses for Summer Term 1 and 2. When reaching out, please include the semester and year you plan to apply for the EMT program. The EMT program is offered every Fall and Spring semester.

A minimum grade of “C” is required; however, students should aim for higher performance, as their effort and academic success in these courses will reflect their potential as EMT candidates and may influence program selection.

Students currently enrolled in A&P courses that conclude after the EMT application deadline may apply tentatively, but acceptance will be revoked if they do not meet the grade requirement by the program’s orientation date.

**Important:** Do not request enrollment in these courses unless you have been accepted to Weatherford College, completed the TSI exam, and submitted transcripts to the Registrar’s Office. Additionally, priority enrollment is given to students planning to enter the EMT program within one year to ensure available seats.

## Disability Accommodations

Students or prospective students with disabilities can contact the Office of Disabilities and Accommodations. The Office of D/A exists to assist students with documented disabilities as they pursue their goal of a college education. The office serves as a liaison between students and the college in matters of communication and action toward the achievement of reasonable accommodations. Each student is encouraged to act as his or her advocate and take the major responsibility for securing accommodations. The Office of D/A provides students with the voluntary and confidential means to seek accommodations for academic and related needs. Early and regular contact will ensure the timely identification of needed services and the location of resources and options available to the student.

Eligibility for disability services at Weatherford College is dependent upon the nature of the disability and its impact on learning. A disability is defined as any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities. These disabilities may be: physical, visual or auditory, neurological or psychological in nature, and also include chronic health problems and learning and communication disorders.

The Office of D/A is located in ACAD 121. Due to the high volume of students who receive services through this office, it is highly recommended that students make appointments with the counselor in the Office of Disabilities and Accommodations located in Students Services or call 817-598-6350.



## **Uniforms (*DO NOT PURCHASE UNTIL DIRECTED TO*)**

You will be required to wear specific uniforms during both the classroom and clinical portions of this program. Additional information is found later in the packet. Students are expected to wear the classroom uniform starting the first day of class.

### The uniform will consist of the following:

- Light-blue, short- or long-sleeved Academy uniform shirt (see program-specific addendum for sleeve patch placement)
- Long sleeve under shirts must be navy, white, or black only
- Academy program-specific T-shirt as an undershirt
- Dark navy, tactile/ems pant
- Silver-colored, metal nameplate (first initial, last name – black lettering) worn centered over the right chest pocket
- Black leather inner belt
- Black, polishable uniform or boots, or all-black shoes including the sole
- Black crew socks (if shoes or low-quarter boots are worn)
- Navy blue ball caps with either no visible logo or an authorized WC EMS program logo can only be worn during outdoor events related to the WC EMS program or as approved by the Program Coordinator
- Cold weather wear-plain Weatherford College or PSP soft shell jacket or navy quarter zip job shirt with either the following embroidered on at the student's expense:
  - EMS or PSP logo, student name, and appropriate patches either sewn or velcroid on. Jackets and job shirts can be purchased separately and taken to the uniform store for embroidery.

Restrictions are also placed on hair color, facial hair, nail polish, nail length, perfume, piercings, and jewelry. These restrictions are based on professional and safety standards. The uniform must be clean and pressed. Clinical sites, preceptors or Weatherford College EMS Department staff may turn you away if they feel your dress or general appearance is inappropriate.

### ***Uniform Vendors***

Students who need to purchase uniforms may do so from any source. However, the uniforms must meet the specifications of the EMS program.

**North Texas Uniforms-** Provides pants, uniform shirts, belts, patches, and boots.

151 College Park Dr. Weatherford, TX 76086

(817) 599-7160

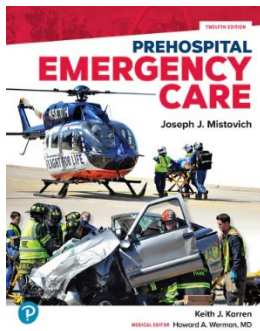
## Supplies

Students will be required to purchase a stethoscope, pen light, and safety goggles for use during laboratory sessions and clinical rotations. Purchase of a blood pressure cuff is encouraged. A laptop that is capable of internet access for use during class, homework, and clinical rotations. (Students accepted into the program can rent one from the college.)

## Books

To be successful in this program, you will need to purchase and read the course textbook. The textbook is available at the Weatherford College Bookstore but may also be purchased online.

Prehospital Emergency Care Mistovich & Karren-12<sup>th</sup> Edition (ISBN9 9780137938476)



## Class Schedules

Classes meet on Monday and Wednesday from 9:00 a.m. to 3:30 p.m. As indicated on the course schedule, there will also be one 8-hour additional session for clinical orientation.

In addition, you will attend a minimum of 96 hours of off-campus clinical rotations. These rotations will be scheduled outside of class time at a time agreed upon by the clinical sites.

## Courses

Upon acceptance into the program, you will be enrolled in 3 courses for 10 credit hours:

- EMSP 1501-Emergency Medical Technician-Basic equates to 5 college credit hours.
- EMSP 1260-Clinical equates to 2 college credit hours. (*Does not begin until after midterm*)
- EMSP 1391-Special Topics in Emergency Medical Technology equates to 3 college credit hours

*At no time will a student register themselves for the EMSP courses.*

## Costs

Tuition and General Fees are based on your address on file. Please refer to the chart below.

### College Fees:

<b>EMT Program:</b> <i>(EMSP 1501, EMSP 1391, EMSP 1260, &amp; HPRS 1206)</i>	<b>In-District:</b>	<b>Out-of-District: (Wise County)</b>	<b>Out-of-District:</b>
<b>Tuition</b>	\$1,500	\$1,944	\$2,640
<b>Institutional Enrichment Fee</b>	\$300	\$300	\$300
<b>Technology Fee</b>	\$180	\$180	\$180
<b>Lab Fee</b>	\$48	\$48	\$48
<b>Parking Fee</b>	\$30	\$30	\$30
<b>Total Cost</b>	<b>\$2,058</b>	<b>\$2,502</b>	<b>\$3,198</b>

*All tuition and fees are subject to change.*

### Additional Fees:

<b>Immunizations:</b> <i>(if no proof is provided the cost could be up to)</i>	<b>CastleBranch Background and Drug Screening:</b>	<b>Clinical Software:</b>	<b>Textbooks:</b> <i>(Varies based upon place of purchase)</i>	<b>Uniforms/Other Expenses:</b> <i>(Varies based upon needs)</i>
\$415	\$140	\$30	\$250	\$500
<b>Additional Fees Can Vary Up to \$1,335</b>				

*All additional fees are subject to change.*

### Immunizations

If proof of immunizations cannot be located, outdated vaccines need to be updated, or titers need to be drawn, students may endure the cost of such. This can vary from student to student. No exemptions are accepted regardless of medical or religious reasons.

- Covid vaccine – Highly recommended by the clinical sites that Weatherford College is affiliated with. Clinical sites retain the authority to enforce COVID-19 vaccination mandates, which can potentially affect student participation in clinical rotations and graduation requirements. Exemptions and accommodations for the COVID-19 vaccine requirement will not be available if clinical site mandates are implemented.

### CastleBranch Background and Drug Screening:

Upon conditional acceptance into the Paramedic program, all students will be required to purchase a separate package code given by the Program Coordinator for CastleBranch to run a criminal background check and drug screening. Students will be given 10 days to complete such task or they will be dismissed from the program.

**Clinical Software:**

This platform handles all the reporting of student's clinicals, schedules, labs, skills, and documents. It is required to be purchased on the first day of the program.

**Textbooks:**

Prices can vary on textbooks based upon the site of purchasing the book, rental, hard copy, and digital copy. Weatherford College has the most up-to-date prices on books.

**Other Expenses:**

Uniforms, academy patches, and major medical health insurance (varies) should the student not have medical insurance.

## **Payment**

### **EMT DOES NOT MEET THE REQUIREMENTS TO QUALIFY FOR FINANCIAL AID.**

If you are interested in applying for the Tru Grant, please contact [AEllis@wc.edu](mailto:AEllis@wc.edu).

Funding will not be determined until accepted into the program.

Those using funding from the military will need to contact Tammy Peters at [TPeters@wc.edu](mailto:TPeters@wc.edu) or call (817) 598- 6243. Please keep in mind this program does not meet the requirements of a full-time student.

Once registered students are responsible for logging into Coyote Connect and making payments through the student finance portal. It is the student's responsibility to ensure a payment plan is in place before the drop dates outlined on the WC website.

**How to Enroll in a Payment Plan Student Instructions:**

1. Go to the Weatherford College website, log into Coyote Connect, and click on the Student Finance tab.
  2. From the Account Summary screen, Click on Payment/Refund Options.
  3. Click on Continue to Payment Center.
  4. From the Student Account screen, click on Enroll in Payment Plans.
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## **Step-by-Step Instructions for Applying for the EMT Program**

### **STEP 1: REVIEW ESSENTIAL FUNCTIONS**

Please review the Essential Functions at the beginning of the packet and confirm that you can meet the program's physical and mental requirements.

### **STEP 2: APPLY TO WEATHERFORD COLLEGE**

1. **Online Application:** Visit [www.WC.edu](http://www.WC.edu) and click "Apply Now". Select the appropriate checklist based on previous or new college experience and follow the checklist steps.
2. **List Major on Application:** Emergency Medical Technician-Basic Certificate
3. **Submit official copies of all transcripts (High School and Any College) online to the College AND bring hard copies to the coordinator.**
4. **Meningitis Vaccine (if under 21):** Provide proof of a meningitis vaccine within the last 5 years to Admissions.
5. **Complete the TSI English, Math, and Reading/Writing Exam (unless exempt as a college graduate or veteran):** If Military, please contact Tammy Peters at 817-598-6243. This program does not set a requirement on scores.
6. **Contact Sharon Johnson at [SJohnson@wc.edu](mailto:SJohnson@wc.edu) to be enrolled in the upcoming Anatomy and Physiology 1 & 2 courses.** See required pre-requisite on page 7 for more information.

### **STEPS 3 - 7: APPLY TO THE EMS DEPARTMENT**

***(All Required Documents Must Be Submitted on the Scheduled Date of the Interview to the EMS Dept.)***

### **STEP 3: OBTAIN AND SUBMIT OF ALL REQUIRED VACCINES & CERTIFICATIONS**

- **Mumps, measles, and rubella vaccine**
  - 2 doses required or titer drawn within 6 months of program start date
- **Varicella vaccine**
  - 2 doses required or titer drawn within 6 months of program start date
  - History of the disease will not surpass the requirement
- **Hepatitis B vaccine**
  - 2 or 3-shot series based on vaccine requirement or titer drawn within 6 months of program start date
  - This vaccine can take up to six months to complete if no previous record
- **Tetanus, diphtheria vaccine**
  - Within the last 10 years. D-tap will not be accepted
- **Negative TB Skin Test**

- PPD TB Skin test completed within the last year or a radiologist report of a negative chest x-ray within the last 3 years.
- **Influenza vaccine**
  - For the current season 2025-2026
  - Incoming Fall students will be on a waiver until 9/30/25
- **Meningitis vaccine (For anyone under 21 years of age)**
  - Within the last 5 years
- **American Heart Association BLS Provider CPR Card**
  - Some clinical sites do not accept CPR cards from the American Red Cross, so this certification is not acceptable for admission to the program.
  - CPR Cards cannot expire before the end of the course.
  - We DO NOT accept Heartsaver CPR courses from the AHA. These are not designed for professional healthcare providers.
- **Health insurance card**
  - Short term insurance can be purchased through [www.ejsmith.com](http://www.ejsmith.com)
  - Dependents on a parent's insurance card must submit proof of being listed on the policy if the student's name is not listed on the card.
- **Driver's License**
  - Provide a color copy of the front and back of your current driver's license
- **Fill out the demographic form and cadet waiver form**
  - Located at the back of the packet.
  - The cadet waiver form must be signed in front of a notary.
- **Official hardcopy transcripts**
  - Provide official hardcopy transcripts sealed regardless of submission by electronic to the registrar's office

**STEP 4: COMPLETE AND SUBMIT THE PERSONAL HISTORY STATEMENT LOCATED AT THE END OF THE APPLICATION PACKET.**

**STEP 5: LETTER OF REFERENCE**

A letter of reference from a professional must be sent directly via email to the program coordinator [SGrimsley@wc.edu]. The letter must be written on official letterhead, include the professional's contact information, and provide specific details explaining why you are an excellent candidate for the program.

**STEP 6: SCHEDULE THE EMT INTERVIEW**

Set up an EMT entrance interview through the following link:

<https://calendly.com/sgrimsley-weatherfordcollege/emt-program-interview>

Verify the time zone selected before making the appointment.

Any student who is late without prior notification or fails to attend their appointment will forfeit consideration for further admission into the program.

### **STEP 7: SUBMIT THE REQUIRED ESSAY**

Submit an essay outlining the difference between an EMT and a Paramedic and why you want to attend Weatherford College's EMS Program. Minimum 500 words.

Submit a 500-word minimum essay outlining the difference between an EMT and a Paramedic and why you want to attend Weatherford College's EMS Program.

- Essays generated by AI or containing plagiarism will not be accepted.
- All references must be properly cited.

### **STEP 8: WAIT FOR ACCEPTANCE**

*Acceptance into the College Does NOT constitute an acceptance into the Paramedic Program. Tentative acceptance letters will be sent out within 1 week of the application closing. Those letters have specific directions with a deadline. Students need to monitor the email account listed on their paperwork.*

*Upon receiving a tentative acceptance into the EMS program, students will be provided with an additional CastleBranch package code. A deadline will be established for the purchase and completion of the drug test. Failure to complete the drug test by this deadline will result in the forfeiture of the student's acceptance into the program, which will then be offered to another candidate.*

## **Criminal Background Check**

Our Clinical Affiliation Agreements require that students complete and submit a criminal background check before being granted access to those facilities.

There are two categories of crimes:

- Students may never have convictions, including a conviction for an attempt, conspiracy, or solicitation at any time from any state or jurisdiction for an offense listed in section 250.006(a) or (c) of the Texas Health and Safety Code or in section 301.4535 of the Texas Occupation Code as may be amended or recodified.
- Students may not have convictions in the last five (5) full years from any state or jurisdiction for an offense listed in section 250.006(b) of the Texas Health and Safety Code as may be amended or recodified.

In addition, students are subject to further criminal background screening for cause.

***Do not complete this process until you are advised by the EMS Department!***

## **Drug Screening**

Our Clinical Affiliation Agreements require that students complete and submit a drug screening before being granted access to those facilities.

Students who test positive for the following substances, without providing a prescription, will not be allowed to complete clinical rotations:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine Metabolites
- Marijuana
- Methadone
- Methaqualone
- Opiates
- Oxycodone
- Phencyclidine
- Propoxyphene

This list may be amended by the clinical sites. In addition, students are subject to further drug screening and criminal background screening for cause.

***Do not complete this process until you are advised by the EMS Department!***

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## Evaluation of Applicants

The EMT Program is a limited admissions program involving a competitive process that requires we cap our classes per cohort. As such, a screening process is being set to give students a fair chance at admittance while maintaining the best overall outcomes for student success.

By use of the interview process, students who show concerns of success in the program or a lack of understanding of the commitment/requirements of the program will be notified of such, however, no student is denied a fair chance of participating in the program. The applicant will be allowed to decide based on the Program Coordinator's concerns on the decision to continue with the application process.

Because of the limited spots, it is highly recommended that this entire packet is reviewed with the prospective student to have a clear understanding of the requirements this program will demand.

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**Please return the following pages along with the required documents to the EMS Department during your scheduled interview.**

**Main Campus**

*Jack Knight Building RM. 130*



# Weatherford College EMS Department



## Application and Personal History Statement

Name: \_\_\_\_\_

Sponsor/Agency: \_\_\_\_\_

Program Applying for:

EMT

Paramedic

Date of Application: \_\_\_\_\_

Year / Semester Applying For: \_\_\_\_\_

### Instructions:

This personal history statement is a required part of the application for the EMS programs. It will be turned in when you come for your interview (EMT) or entrance exam (Paramedic). This meets part of the background check requirement, so it is imperative that you follow the directions.

1. Your application must be typed. Answer all questions truthfully and accurately.
2. If a question is not applicable to you, enter N/A in the space provided.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is accurate and in proper sequence before you begin.
4. If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what question number and page this refers to.

**Section 1: Personal Information**

Weatherford College Student ID Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Other names used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver License #: \_\_\_\_\_ State: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Do you have a reliable form of transportation?                      Yes                      No

Street Address: \_\_\_\_\_ Apt./Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

List Email Addresses:

Emergency Contact Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

Alt. Emergency Contact Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

**Section 2: Education**

Have you ever attended an EMS course?                      Yes                      No

If yes, give dates and program(s) attended.

A. Academy Name: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Location (City, State) : \_\_\_\_\_

Program Coordinator or Lead Instructor Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Did you graduate?                      Yes                      No

B. Academy Name: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Location (City, State) : \_\_\_\_\_

Program Coordinator or Lead Instructor Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Did you graduate?                      Yes                      No

**Educational History**

**NOTE:** You will be required to furnish transcripts for high school and colleges or universities.

Check applicable:                      High School Diploma                      GED

**Last high schools attended or where you obtained your GED:**

1. Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Did you graduate?                      Yes                      No

2. Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Did you graduate?                      Yes                      No

**List all colleges or universities attended:**

1. Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Did you graduate?                      Yes                      No

Degree Earned: \_\_\_\_\_ Total Credit Hours: \_\_\_\_\_ GPA: \_\_\_\_\_

2. Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Did you graduate?                      Yes                      No

Degree Earned: \_\_\_\_\_ Total Credit Hours: \_\_\_\_\_ GPA: \_\_\_\_\_

3. Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Did you graduate? Yes No  
 Degree Earned: \_\_\_\_\_ Total Credit Hours: \_\_\_\_\_ GPA: \_\_\_\_\_

**List any trade, vocational, or business schools/institutes attended:**

1. Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Type of school or training: \_\_\_\_\_  
 From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Course completed: Yes No

2. Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Type of school or training: \_\_\_\_\_  
 From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Course completed: Yes No

3. Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Type of school or training: \_\_\_\_\_  
 From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Course completed: Yes No

**Have you taken the following classes:**

1. Medical Terminology	Yes	No	
School: _____	Semester/Year: _____	Grade: _____	
2. Anatomy and Physiology 1	Yes	No	
School: _____	Semester/Year: _____	Grade: _____	
3. Anatomy and Physiology 2	Yes	No	
School: _____	Semester/Year: _____	Grade: _____	

Have you ever been placed on academic discipline, suspended, or expelled from any high school, college/university, business, or trade school? Yes No

If yes, describe in detail below. Starting with high school, list any disciplinary actions received in any school or educational institution. Include when the disciplinary action(s) occurred, name of school(s), and explanation of circumstances.

### Section 3: Experience and Employment

List ALL jobs you have had in the last 3 years, including part-time, temporary, self-employment, and volunteer. (Begin with your most current. If more space is needed, continue your response on the additional space page at the end of the Personal History Statement).

1. Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
                    Full-Time                      Part-Time                      Temporary                      Self-Employed  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
Job Duties:

Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
                    Full-Time                      Part-Time                      Temporary                      Self-Employed  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
Job Duties:

Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
                    Full-Time                      Part-Time                      Temporary                      Self-Employed  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
Job Duties:

Reason for Leaving: \_\_\_\_\_

4. Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
            Full-Time              Part-Time              Temporary              Self-Employed  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
  
Reason for Leaving: \_\_\_\_\_

5. Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
            Full-Time              Part-Time              Temporary              Self-Employed  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
  
Reason for Leaving: \_\_\_\_\_

### **Employment Questions**

1. Have you ever been disciplined at work? ( This includes written warnings, formal letters of reprimands or suspensions ).              Yes              No
2. Have you ever been fired or asked to resign from any place of employment?              Yes              No
3. Were you ever involved in a physical/verbal altercation with a supervisor, co-worker, or customer?              Yes              No
4. Have you ever resigned without giving two weeks' notice?              Yes              No
5. Have you ever resigned in lieu of termination?              Yes              No

6. Were you ever the subject of a written complaint at work? Yes No
7. Have you ever been counseled at work due to lateness or absences? Yes No
8. Did you ever receive an unsatisfactory performance review? Yes No
9. Have you ever sold, released, or given away legally confidential information?  
Yes No
10. Have you ever called in sick when you were neither sick nor caring for a sick family member?  
Yes No

If yes, how many sick days have you used in the past 3 years that were not due to illness? \_\_\_\_\_

If you answered "Yes" to any of questions 1-10, explain the situation. (Include when, where, and circumstances; indicate the corresponding question number) :

**Military Experience**

Do you have military experience? Yes No  
 Branch of Service: \_\_\_\_\_ Served from: \_\_\_\_\_ To: \_\_\_\_\_

Discharge Type:  
 Entry Level          Honorable          General          Other than honorable

Are you currently participating in one of the following?  
 Military Reserve          National Guard

If Yes, Date Obligation Ends: \_\_\_\_\_

Have you ever been the subject of any judicial or non-judiciary disciplinary action (such as court martial, captain's mast, office hours, company punishment)? Yes No

Were you ever denied a security clearance, or had a clearance revoked, suspended or downgraded, either military or any other federal, state, or municipal clearance? Yes No

If yes to either of the last two questions, explain. Include details and circumstances.



#### Section 4: Additional Questions

1. Have you been convicted of any charge that would preclude you from gaining approval from the State of Texas to practice as an EMS provider? Yes No
2. Are you or have you ever been a member or associate of a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference or disability? Yes No
3. Do you have, or have you ever had, a tattoo signifying membership in or affiliation with a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference or disability? Yes No
4. Since the age of 17, have you ever been involved in an anger-provoked physical fight, confrontation, or other violent act? Yes No

If you answered "Yes" to any of the above 4 questions, give details, dates, and circumstances. Indicate the corresponding question number.

Why are you interested in earning an EMS certification?

***(If applying for Paramedic Program)***

If you have no previous medical industry experience, please provide us with any relevant work experience in which you have acquired skills, knowledge, and/or attributes which are necessary to be a paramedic.

## Section 5: Social Media Sites

Have you ever had a social media site (i.e. Facebook, My Space, Instagram, Snapchat, etc.)?

Yes

No

List all social media sites, blogs, and websites that you have created. Provide the website URL and your username.

## **Section 7: Additional Space**

If there is any additional information that does not fit elsewhere on this form (e.g., additional schools, employers, explanations to questions, etc.) use this box. Make sure to identify the corresponding section, question number, and specific item being referenced.



**\*Law Enforcement Academy \* Fire Academy\* Paramedic\* EMT**

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**CADET FILE WAIVER**

I \_\_\_\_\_ represent and warrant the answers I have made to each and all of  
*Print Name*

the foregoing questions are full and true to the best of my knowledge and belief. So that the officials of the Weatherford College Public Safety Professions programs (LEA, EMT, Paramedic & Fire Academy) may be fully informed as to my character and qualifications for enrollment in the academy, I refer them to each of my former employers and to any other person who may have information concerning me. As this information is furnished at my express request and for my benefit, I do hereby release them from any and all liability for damage of whatsoever nature an account of furnishing such information. I acknowledge that any false statements, omissions, or misrepresentations knowingly made in answering the above questions are good cause for removal from consideration for the Academy or discharge during it.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary public in and for, State of \_\_\_\_\_

My commission expires \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Notary

Notary seal or stamp

\_\_\_\_\_  
Signature of Notary

# EMT Program Application Completion

Please bring all required documents to  
225 College Park Dr. (Jack Knight Bldg. Rm 130)  
Weatherford, Tx 76086

**INCOMPLETE PAPERWORK** will **NOT** be considered for the program.

As you complete the checklist, put your initials in the left column. Before you come for your exam, you should have initialed all the rows. If it will take longer to get a follow-up vaccination, contact [sgrimsley@wc.edu](mailto:sgrimsley@wc.edu) or 817-598-6394.

STUDENT INITIALS	COMPLETION CHECKLIST	SUBMITTED INST INITIALS
	Weatherford College Application completed	
	TSI Test Completed. (Unless military or college graduate)	
	Official transcripts were submitted to the college electronically	
	Transcripts hardcopy obtained and sealed	
	Proof of Meningitis vaccine within last 5 years (if under 21)	
	Proof of MMR (2 shots or titer)	
	Proof of Varicella (2 shots or titer)	
	Proof of Hepatitis B (3 shots or titer)	
	Proof of Negative PPD Skin TB or Chest X-ray	
	Proof of Tetanus vaccine	
	Proof of Influenza vaccine (Fall Students on Exemption until 9/30/2025)	
	Proof American Heart Association BLS CPR	
	Proof of Health Insurance	
	Completed Personal History Statement and Cadet Waiver	
	EMT Essay Completed	
	Driver's License Color Copy Front & Back	
	EMT Interview Scheduled	
	Enrolled and/or completed Anatomy and Physiology 1 (BIOL 2401) & 2 (BIOL 2402)	