



## Admissions Requirements & Checklist

***You must be at least 18 years old when Clinical Rotations begin on September 1, 2022.***

Important Note: ***Fingerprinting, with a monitored background check***, is required for participation in clinical rotations. On the day of your registration appointment, you will receive instructions to follow for fingerprinting. However... if you are currently on probation, you will **NOT** be cleared to enroll in EMT. If you have a felony conviction for abuse (child, elder or sexual) or drug trafficking, you will **NOT** be cleared to enroll in EMT.

***Seats are filled on a first-come basis by those submitting ALL required documents and payment.  
 No partial paperwork will be accepted and no seats will be held.***

- \_\_\_\_\_ 1. **Diploma:** Bring your HS or college diploma, GED, or sealed official high school or college transcript from an approved, accredited, U.S. institution. Non-U.S. diplomas must be translated and evaluated to be considered. Email questions to Adriana Magana, ALTC Counselor: [adriana.magana@hcps.net](mailto:adriana.magana@hcps.net)
- \_\_\_\_\_ 2. **Residency:** Complete and bring the “Florida Residency Declaration for Tuition Purposes” Form. You must also provide two documents that prove you are a Florida Resident. For more information, see [Residency Form Guide](#).
- \_\_\_\_\_ 3. **ID and proof of age:** Bring your Driver’s License or government-issued photo ID.
- \_\_\_\_\_ 4. **Health Insurance:** You must have health insurance to enroll. Bring your health/medical insurance card to prove you have health insurance that includes hospitalization coverage. Your health insurance coverage must be effective on or before the first day of class.
- \_\_\_\_\_ 5. **Physical Exam:** Print and take our 4-page [Physical Examination form](#) to a physician or walk-in clinic of your choice. Take your immunization (“shot”) record with you. The healthcare practitioner must sign BOTH pages 1 & 3. Bring all 4 pages to Registration. Make sure your doctor enters all the information on the physical exam form.
- \_\_\_\_\_ 6. **Drug Screening:** Print, complete and take the [“Authorization for Services” form](#) to BayCare, along with your ID and payment. Complete the drug screening before you come to your registration appointment. Your results will be emailed to us. Bring your receipt from BayCare to your registration appointment.
- \_\_\_\_\_ 7. **Payment:** Minimum fees due at Registration for all students: \$ 65.60. Bring a Money Order or cashier’s check. The total program cost is **\$1,900.00**. You can pay the total program cost at the time of registration OR you can defer payment. Full payment is due no later than three weeks after your registration appointment or by the first day of class (for late registrations only).  
 If you are using partial funding from an agency (Bright Futures, Florida Prepaid, etc.), review [Payment Information Sheet](#) to determine amount covered by your agency. See EMT [Financial Aid Information Sheet](#) on our website for more information regarding financial aid.

### IMPORTANT INFORMATION

- **You must submit items # 1 – 7 on this Admissions Checklist on or before the day of your registration appointment. Additional instructions will be emailed to those who have applied and scheduled a registration appointment. Your registration payment will be due on the day of your registration appointment.**
- You ***must*** watch the required EMT Information Video online in order to apply. Once we receive your application with confirmation that you watched the online Information Video, we will email you instructions on how to schedule your registration appointment.
- Due to limited capacity, **WE CAN ONLY ACCEPT REGISTRATIONS BY APPOINTMENT.** Completing an application does not guarantee you admissions to the program. After you apply, please follow all instructions to schedule your registration appointment and to complete each step of the registration process.
- We recommend that you get started with gathering items on this admissions list as soon as you schedule your registration appointment.
- Email questions to Adriana Magaña, ALTC Counselor: [adriana.magana@hcps.net](mailto:adriana.magana@hcps.net)