



GLENDALE COMMUNITY COLLEGE

EMT104 / EMT104AA

2010 ***Advisement Packet*** **2010**
Basic Emergency Medical Technician

Rev. 12/11/09

Prospective EMT Student:

Thank you for your interest in the EMT-Basic training program at GCC. The EMT Basic training program includes three courses:

- EMT101- AHA Healthcare Provider CPR class.
- EMT104- AZ and National Registry approved EMT-B training course
- EMT104AA- Skills testing for EMT-B

This document will explain the requirements for entering the EMT-B program. Please read this information carefully and contact the EMT Department at 623.845.3161 or 623.845.3977 if you have any questions.

Search Online Schedule:

The schedule of classes can be viewed online at www.gc.maricopa.edu.

- Click on "Class Schedule" at the top of the page.
- Keywords- enter EMT
- Select "All Classes"
- Select the semesters and colleges you are interested in searching and click on "Search".

Enrollment:

Registration for EMT104 and EMT104AA must be done in person at the Enrollment Center. For questions about class schedules or registration, contact the Enrollment Center at 623.845.3333. You must register for EMT104 and EMT104AA together. You can sign up for EMT101 at the same time; however, the EMT101 section must meet prior to the start of EMT104.

Proof of the following is required at the time of registration:

1. You must be at least 18 years of age at the time of registration or have EMT Dept. approval.
2. You must demonstrate reading competency through one of the following. Contact the Learning Center at 623.845.3058 to schedule a reading test at no charge.
 - a. Associate's degree or higher
 - b. AIMS Reading score of 708 or higher. Please bring high school transcript.
 - c. Nelson Denney reading score at the 9th grade level (preferred test).
 - d. Asset reading score of 36 or higher.
 - e. Accuplacer reading score of 62 or higher.
 - f. Compass reading score of 70 or higher.
3. You must show proof of immunity to measles, mumps, rubella (MMR). MMR vaccine must be within the last 10 years, or titer, or two immunizations lifetime are acceptable.
4. Proof that you are negative for active TB by skin test, or physician's note within the last 6 months.
5. You must also register for the EMT 101 class, or show proof of current Healthcare Provider CPR or equivalent at the time of registration. EMT 101 must be completed before the start of EMT104. Co-registration for EMT101 and EMT104 is allowed.

Drug Test Requirement:

Students must provide proof of a clean drug screen on the first day of class. Acceptable proof includes:

1. A clean 5-panel drug screen.
2. A letter from your employer verifying that they have a clean drug screen on record.

Companies offering drug screens include, but are not limited to:

- Consult your medical insurance carrier to see if these services are provided.
- Banner Occupational Health Thunderbird Clinic: 602.865.5618

Background Check Requirement:

EMT students must provide proof of application for a DPS fingerprint clearance card on the first day of class. Students must provide a DPS fingerprint clearance card before scheduling their clinical through the EMT Dept. DPS charges \$69 for the clearance card, not including the fingerprinting service. It can take up to 12 weeks to obtain the clearance card, so students should apply ASAP. Students may not complete the EMT104 course if denied a clearance card. It is highly recommended that students confirm their eligibility before the refund deadline for the EMT course.

Instructions:

- Step 1: pick up an application packet from the DPS Fingerprint Clearance Card Unit.
2320 N. 20th Avenue in Phoenix (access from Lewis Ave, one block north of Encanto Blvd, from either 19th or 21st Ave). 602.223.2279.
- Step 2: you must be fingerprinted on the fingerprint card provided in the application packet. Below is a partial list of locations where you can be fingerprinted. Confirm their location and hours, as this information changes frequently.
- Step 3: select the "Health Science Student" option on the application. Submit the application with your fingerprints to DPS. Remember to keep a copy of the application. You must turn in a copy of the application to your instructor on the first day of class.

DPS clearance card FAQs: <http://www.azdps.gov/Services/Fingerprint/>

Agency	Fee	Days/Hours
Maricopa County Sheriff's Office 100 W. Washington Street, 19 th Floor Phoenix, AZ 602-876-1070	\$8.00	Mon, Tues, Thursday 9am- 2pm
Nuwest Investigations Call for location 623-937-9676	\$7.99 w/card 8.99 w/o card	Mon-Fri 9am- 4:45pm Sat. by appt only
UPS Store (next to AJ's) 20118 N. 67 th Avenue Glendale, AZ 623-561-6475	\$15.00	Mon-Fri 7:30am-7pm Saturday 9am- 5pm
UPS Store (behind Discount Tire) 7942 W. Bell Road Glendale, AZ 623-486-3000	\$15.00	Mon-Fri 7:30am-8pm Saturday 9am-5pm Sunday 11am-5pm
UPS Store (Kohl's Shopping Center) 5350 W. Bell Road Glendale, AZ 623-298-5411	\$14.99	Mon-Fri 8am-5pm Saturday 9am-5pm Sunday Noon-4pm

Bring to the first day of class:

- 1. Copies of your proof of MMR, and TB test. KEEP THE ORIGINALS for your records.
- 2. Copy of your signed Healthcare Provider level CPR card (front and back).
- 3. Proof of a clean drug screen. Failure to provide this will result in removal from the EMT program.
- 4. EMT104 textbook and workbook (see bookstore for titles).

Email Requirement:

A new email system is being implemented at all Maricopa Community Colleges, powered by Google (Gmail). This system will become the official way for students to receive communications from their college, including their instructors. Students must check their college email or set it to forward to their personal email account. The attached document provides instructions on how to do both. Please decide how you prefer to receive your college email communications and take the appropriate action immediately. Your EMT instructor will likely send important information to your college email address throughout the EMT course.

For additional information, please contact any of the following:

Cindy Rosales, Dept. Secretary at 623.845.3161 Cynthia.rosales@gcmail.maricopa.edu

Scarlett Perry, EMT Dept. Lat Tech at 623.845.3977 Scarlet.perry@gcmail.maricopa.edu

Chris Coughlin, EMT Program Director at 623.845.3205 Chris.coughlin@gcmail.maricopa.edu



Setting Up Email Addresses



New Email Policy at Maricopa Colleges for Students

A new email system is being implemented at all Maricopa Community Colleges, powered by Gmail. This system will become the official way for students to receive communications from their college.

This @maricopa.edu email account will be automatically loaded into Blackboard. Any student's personal email address currently in Blackboard will be replaced with this new email address. ALL email sent via Blackboard to students will be sent via the students' @maricopa.edu email. It is the student's responsibility to read all email sent to this email address on a regular basis.

Students will NOT be able to change their email address from the official @maricopa.edu format, either in Blackboard or in My Maricopa. Students must check their Gmail regularly, OR they will need to go to <http://google.maricopa.edu> and forward their mail to their preferred email account.

Registered students can begin now to use their free email account, which uses the MEID plus the @maricopa.edu domain name – for example: JOSTB12345@maricopa.edu or SUS1234567@maricopa.edu.

✎ If you have difficulty accessing Gmail using Internet Explorer, please try using an alternate browser, such as Firefox. See http://www.maricopa.edu/blackboard/support/students/sys_req/index.php for information about setting up Firefox for either PC or Mac.

Students can go here to learn more about the available tools and to log in to their free email account:

<http://google.maricopa.edu>

Here are the instructions for forwarding all email from Google mail to another email address:

- Log in at <http://google.maricopa.edu> using your MEID and the password you have set up for accessing all of your college records via the <http://my.maricopa.edu> website.
- Scroll down if necessary and click on either **My Gmail** or just **Email**. Your email will load.
- Click **Settings** at the top of the page, and click the **Forwarding and POP/IMAP** tab.
- In the **Forwarding** area, enter the email address to which you'd like your messages forwarded. Double-check to be sure it is spelled correctly!
- Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can archive it or **delete it**. We strongly suggest that you choose "delete Maricopa Community College's Mail copy" (the third option on the list).
- Click **Save Changes**. All Maricopa Gmail messages that arrive in the future will now be automatically forwarded to the chosen email address.

✎ In order to use the Maricopa Community Colleges' Gmail, students must first discover their MEID and set up a password by logging in to <http://my.maricopa.edu> where there are instructions:

- Discover the MEID and set up the first password:
<https://eims.maricopa.edu/MAW/S0lookupid.pl?firsttime=yes>
- Forgot the password or need to reset it: <https://eims.maricopa.edu/MAW/S0lookupcq.pl>

**GLENDALE COMMUNITY COLLEGE
EMT Basic Program
CPR Requirement**

Rev. 7/09

Student must register for EMT101 or have a current CPR card from one of the following in order to register for EMT104:

American Heart Association

- Healthcare Provider

American Red Cross

- CPR / AED for the Professional Rescuer
- CPR / AED for the Professional Rescuer and Healthcare Provider
- CPR / AED for the Healthcare Provider
- CPR / AED for the Lifeguard

American Safety and Health Institute (ASHI)

- CPR Pro for Professional Rescuers
- CPR Pro / AED for Professional Rescuers

Military Training Network (MTN)

- CPR for Healthcare Providers
- CPR / AED for Healthcare Providers

Enrollment Center:

Please allow concurrent enrollment in EMT101 and EMT104 *if* the EMT101 section meets prior to the start of EMT104.

Questions:

Contact the EMT Department at one of the following:

623.845.3977

623.845.3205

623.845.3161



GLENDALE COMMUNITY COLLEGE

EMT Basic Program (EMT104) Registration Checklist

Rev. 5/09

The following requirements must be met at the time of registration:

_____	Student is at least 18 years of age or has Dept. approval	Age _____
_____	Proof of reading competency provided	Test Type _____ Score _____
_____	Proof of immunity to measles, mumps, rubella (MMR)	MMR Date (last 10 years) or 2 lifetime shots: _____
_____	Proof student is negative for active TB (within last 6 months)	Date _____
_____	Proof of Healthcare Provider level CPR or registered in EMT101. Note: EMT101 must meet before start of EMT104	EMT101 _____ Semester _____ CPR Card _____
_____	Registered for EMT104AA	EMT104AA _____
_____	Student is aware that proof of a clean drug screen is required on first day of class.	
_____	Student is aware that a DPS fingerprint clearance card is required and can take up to 12 weeks (copy of application required on first day of class).	
_____	Students not attending the first class session will be dropped (includes wait list).	
_____	Student provided with a copy of the EMT104 Advisement Form, including additional information on drug screen and fingerprint clearance card resources.	

Student Name (Printed)

Student Signature

Registration Coordinator

Date

I have supplied Enrollment Services with the documentation required for enrolling in EMT104. All documents have been returned to me and I understand that I need to bring copies of them with me to the first class meeting.