



Emergency Medical Services Programs

RE: Paramedic Program Fall 2017

Dear Prospective Student:

Thank you for your interest in the Malcolm X College Paramedic Program.

Enclosed is application information for the Program starting in the fall semester. The program runs for one year, beginning with the fall 2017 semester and continuing through summer semester 2018. Classes traditionally meet on Mondays & Wednesdays from 9:30AM to 2:00PM and on Fridays from 9:30AM to 4:30PM. These dates and times are subject to change and do not include Clinical Rotations or Internship Assignments.

Please read the following enclosed instructions carefully. The program application starts with application to Malcolm X College and submission of the Health Science Program Special Admissions Inquiry Form. The program application must be submitted to the department of admissions prior to submitting the supporting documents within this packet. Incomplete or inaccurate applications will jeopardize your consideration as a candidate for the program. The deadline to submit the complete application is no later than **Friday, April 28, 2017 at 12:00 p.m.**

If you have any questions, please call me at 312-850-7303 or the EMS office at 312-850-7410.

Sincerely,

Susan Santacaterina, RN, MHPE
Director, Paramedic Program

MXC PARAMEDIC PROGRAM

Below is an outline and explanation of the enclosed documents:

A. Application to Malcolm X College – ONLINE THROUGH ADMISSIONS DEPARTMENT

1. Information regarding application as a student to Malcolm X College (for new students to the college) and submission of Special Admissions Inquiry Form (for all current and new students).
2. Information regarding attaining the Paramedic Program application from the department of admissions.

B. Supporting documents and forms specific to the Paramedic Program – HARD COPY SUBMISSION THROUGH EMS DEPARTMENT

1. Personal Statement
2. Verification of Field Experience Form
3. Recommendation Forms
4. Certification documents
5. Previous College Experience
6. Program Entrance Exams
7. Checklist

C. Additional information:

1. Paramedic Program Description - Program description and admission requirements.
2. Frequently Asked Questions (FAQ) - Information regarding program application and estimated cost.
3. EMT Refresher Course –This course is *OPTIONAL* and is available to those students who wish to refresh skills and knowledge prior to sitting for entrance exam.
4. Timeline – Dates and deadlines for application process

Program application is submitted to (prior to supporting documents):

**Malcolm X College
Admissions Department - 1407
1900 W. Jackson Blvd.
Chicago, IL. 60612**

Supporting documents are submitted to:

**Malcolm X College
EMS Department – Rm 0203
1900 W. Jackson Blvd.
Chicago, IL. 60612**

**The deadline for return of completed application is:
Friday, April 28, 2017 at 12:00 pm**

COLLEGE APPLICATION AND PARAMEDIC PROGRAM DOCUMENTATION

Application to the paramedic program is a two-part process. The first part (explained in section A) is enrollment to the college and submission of the paramedic program application to the college admissions department. The second part (explained in section B) is supporting documents which can be completed after the college admissions process.

A. ENROLLMENT TO THE COLLEGE (this is done online)

1. New students to CCC

If you have never enrolled to CCC you need to first, enroll in the college by applying at www.ccc.edu and click on "Apply Now". The prompts will take you through the initial process. You should receive an ID number and a ccc.edu username in 24-48 hours.

2. Currently and newly enrolled students to CCC

Once you have a CCC ID number, you must submit an inquiry form for the Paramedic Program. You can find this form by going to the Paramedic Program website at:

<http://www.ccc.edu/colleges/malcolm-x/departments/Pages/Paramedic-Program.aspx>

Click the link at the right side of the page "2017 Health Science Program Special Admissions Inquiry" (https://apps.ccc.edu/MXCHealthScience/Fall.aspx?_ga=1.10149244.895708761.1469473517)

3. Sending transcripts to the admissions department

Once you have submitted the Special Admissions Inquiry Form to the admissions department, they will contact you with requests for verification of your previous course work. Official transcript will need to be sent to the registrar's office, 1407. Refer to your sending college website for instructions on sending transcripts.

4. Receiving an application for the Paramedic Program

The application form for the paramedic program will be sent to you from the admissions office once the above three steps have been completed. This form can be filled out and completed online and returned back to the admissions office electronically. The application form can be submitted prior to the rest of the enclosed documents. Make sure to include the date requested for the entrance exam on the bottom of form.

B. SUPPORTING DOCUMENTATION FOR THE PARAMEDIC PROGRAM – the following are supporting

documents which must be completed and submitted into the EMS program office by the published deadline. All applicants must have enrolled in the college and submitted an application to the admissions department prior to submitting the supporting documents described below.

- 1. Personal Statement** - Each applicant is expected to submit a brief personal statement identifying career goals, how choosing Malcolm X College Paramedic Program fits into those goals, and what attributes you personally can bring that support the mission of the program. The essay should be legible, (typed preferred) and no more than one page in length.
- 2. Verification of Field Experience** - Return the form completed by your employer validating work experience as an EMT. Work experience as an EMT-B by the start of the program is highly recommended.
- 3. Recommendation Forms (3)** – Provide personal and professional recommendations from three different sources. **Spouse or family relative cannot submit these recommendations.** All recommenders must use the enclosed form. When submitting the completed documents, these recommendation forms should be placed in a **sealed envelope with the author's signature written across the seal, and included with the completed application packet.** It is the responsibility of the applicant to make sure all 3 recommendations have been submitted. Fax copies are not accepted.

4. **Certification documents-** Criteria for admissions includes that you must be currently certified as an EMT-B in the State of Illinois. The only exception is for students currently enrolled in spring semester EMT class at Malcolm X College with a grade of B or better is eligible to submit an application with license pending. All applicant must include, with supporting documents, a copy of each of the following:
 - A current Illinois EMT-B license
 - CPR Healthcare Provider card (both sides)
 - An identifiable Driver's License or State I.D.

5. **Previous College Experience –** As stated above in the section above, official transcripts must be submitted to the office of the registrar and the admissions department will review transcript prior to sending out the program application. We ask you to include an **unofficial** copy of your transcript and previous coursework with your supporting documents. The program requires that you have demonstrated a competency in a college level science course. This course must be college level biology or chemistry, 4-credit hour class with a lab component and successfully completed with a grade of C or better.

6. **Program Entrance Exam –** All candidates must take the paramedic entrance exam. When you submit your application, include your testing date request on the application. You will receive a confirmation by email or by phone. The earlier you submit your application, the more likely you will be confirmed for the date you requested.

The EMT entrance exam is conducted at the college 1900 W. Jackson Blvd, in rooms designated below. Parking is available in the multi-tiered lot just to the east of the main college building.

Test Date	Test Time	Location
Saturday, April 29	9:00am	Rm 4112
Tuesday, May 2	10:00am	Rm 1103
Thursday, May 4	4:00pm	Rm 4112
Wednesday, May 10	10:00am	Rm 1102
Saturday, May 13	9:00am	Rm 4112

1. Include your date request on the program application that is submitted to MX admissions.
2. Receive confirmation email of your requested testing date from the EMS office.
3. Report to designated room at **least ten minutes prior to start of the exam.**
4. You will be required to present an official, current photo ID to the testing center prior to sitting for exam.

Please be prompt, as **no one** will be allowed into the testing area once the exam begins. If you do not have valid identification, you will not be allowed to sit for the exam.

7. **Checklist –** The enclosed checklist should be reviewed for completeness prior to turning the supporting application documents into the EMS office. Be sure to sign the submission consent at the bottom of the checklist and include the checklist with all supporting documents.

MALCOLM X COLLEGE PARAMEDIC PROGRAM

VERIFICATION OF FIELD EXPERIENCE

This document is to verify that the following applicant:

(Applicant's name)

has participated in direct patient care, during the following period: (list dates of employment)

From (start date) _____

Until (end date or current) _____

During this period, this individual worked an average of _____ hours per week.

Name

Signature

Title

Company

Phone

MALCOLM X COLLEGE
PARAMEDIC PROGRAM

RECOMMENDATION FORM

*****THREE NEEDED*****

To the Applicant:

Type or print your name in the space provided and give this form to the individual submitting a recommendation on your behalf. These individuals should not be close family members and must have known you for at least 6 months. If possible, utilize your work supervisor, co-worker and/or EMT Instructor/EMS Coordinator. Three (3) recommendation forms are required. The completed forms are to be submitted with application packet in a sealed envelope with signature of the author written across the seal.

Applicant:

Name: _____
(First) (Middle) (Last)

Address: _____
(Street Address) (City/State) (Zip)

Telephone Number: _____
(Daytime) (Evening)

TO THE RECOMMENDER: The above individual has applied to the Malcolm X College Paramedic Program. In order to give the Admissions Committee a complete profile of the applicant, please answer the following questions. If you have additional information, attach a separate page. Completed recommendations are to be returned to applicant in a sealed envelope with your signature written across the seal.

Recommender Information:

Name _____
(First) (Middle) (Last)

Address _____
(Street Address) (City/State) (Zip)

Telephone: (Work) _____ (Cell) _____ (Fax) _____

Institution _____ Title _____

May we contact you if there are any further questions? Yes _____ No _____

1. How long have you known the applicant and in what capacity? _____

2. Please rate the applicant in the following areas using the grading scale below:

A. Excellent B. Good C. Fair D. Poor U. Unknown

___ 1. Academic potential _____

___ 2. Capacity for logical thinking _____

___ 3. Ability to work with others _____

___ 4. Ability to express ideas verbally _____

___ 5. Ability to express ideas in writing _____

___ 6. Motivation _____

___ 7. Judgment _____

___ 8. Maturity _____

3. What have you observed to be the applicant's strengths:

4. In what way would he/she be an asset to the EMS community:

Recommender's Signature

Date

Paramedic Program Checklist

Please print

NAME	ID #
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Make sure to check all of the following, and include this signed checklist with supportive documents:

- Paramedic Program Application – The single sheet application form sent to the candidate by admissions department was completed, **signed and returned to admissions** prior to submitting supporting documents. Your date request for the entrance exam was submitted with the application form. *(Note: supporting documents will NOT be accepted if application was not submitted to the admissions department)*

- COPIES of all transcripts (unofficial) are included in the packet of supporting documents. If you are a current CCC student, print out a copy of your academic history and include it in the packet.

- Verification of field experience – completed and signed

- Recommendation Forms (3) – completed and signed. It is suggested that the recommendation forms be submitted within the packet, and not mailed in separately. Recommendation forms should be placed in a sealed envelope with signature of author written across seal.

- Personal Statement – include one-page essay (typed preferred) describing personal career goals, reasons for applying to this program, what makes you a good candidate.

- Enclosed a current clean copy of your: 1) IDPH EMT-B License; 2) CPR Healthcare Provider Card and 3) Driver's License or State ID

- Application checklist – completed and signed this checklist with requests for testing dates

As an applicant to the MX Paramedic Program, are you willing to submit to:

1. Comprehensive medical history and/or exam;
2. Testing for communicable diseases; Immunization (where necessary);
3. Drug Screen and Background check

and have the results disclosed to the Director, MXC Admission Review Member(s) and Clinical Site Director(s)? **Yes** **No**

Have you ever been convicted of a felony? **Yes** **No**

Signature _____

Date _____

Return all supportive paperwork to:

Malcolm X College EMS Program Office – Paramedic Program RM 0203

1900 W. Jackson Blvd. Chicago, IL 60612

By the deadline of - **APRIL 28, 2017 at 12:00PM**

THE PARAMEDIC PROGRAM INFORMATION

Malcolm X College (MXC) offers an educational program for licensed Emergency Medical Technicians looking to expand their career as a Paramedic.

This program is administrated through a collaborative effort by Malcolm X College, Chicago Fire Department and the Region XI EMS system Resource Hospitals. The paramedic program is approved by the Illinois Department of Public Health, Division of Emergency Medical Services and Highway Safety. This program is accredited by CoAEMSP, Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession through 2018. Upon successful completion of this program, the student is eligible to take the licensing examination offered by the Illinois Department of Public Health or the National Registry Paramedic Examination.

In addition to the Paramedic Core Curriculum, which culminates in an Advanced Certificate, Malcolm X College is one of the few colleges in Illinois to offer an Associate in Applied Science Degree (AAS) in this professional specialty. Completion of the Associate in Applied Science Degree can broaden the student's marketability, as well as provide a strong basis for continued professional learning.

ADMISSION REQUIREMENTS

Courses run for three consecutive semesters starting each Fall Semester. Applications are open the previous spring.

To be considered for admission the applicant must:

- Be a high school graduate or GED Certificate holder
- Be currently licensed by the State of Illinois as an EMT-B (*Note – students enrolled in a current Spring Semester EMT class who have not completed state exam are not eligible unless currently enrolled in MXC EMT class with a minimum grade of 'B'*).
- Demonstration of the ability to successfully complete a college level Biology / Chemistry course with a "C" or better. CCC courses that demonstrate this proficiency include courses BIO 114/115/BIO 121 / BIO 116 / BIO 226 / BIO 227.
- Have a current CPR healthcare provider card
- Ambulance experience as an EMT-B (approximately 500 hours) by start of program is **strongly recommended**.
- Achieve acceptable scores on admissions examinations
- Submit, by the deadline, all application paperwork, with transcripts, to the Paramedic Program Director at Malcolm X College

The Paramedic Program is a selective enrollment program; selections are made by interview process.

Applicant Interviews: Interviews with Chicago EMS Region XI Admissions Committee will be offered to those applicants who have met or exceeded the Malcolm X College Paramedic Program admission requirements and completed all required admission paperwork. Admission paperwork must be submitted no later than the posted due date.

Selection factors: Selection of candidates for this program is highly competitive. Selection will be based on: Completion of **all** application paperwork; Interview results; Academic history/GPA; Admission testing results; EMS work experience; References; and Communication skills.

Paramedic Core Curriculum

The Paramedic Program runs three consecutive semesters starting in the fall of each year. Successful completion of the Paramedic Core Curriculum provides an Advanced Certificate in Paramedic level of training, and eligibility to take the licensing examination offered by the Illinois Department of Public Health or the National Registry.

Fall Semester:

EMT 221	Essentials of Paramedic Medicine I	9 Credit Hours
EMT 222	Paramedic Medicine Practicum I	5 Credit Hours

Spring Semester:

EMT 223	Essentials of Paramedic Medicine II	9 Credit Hours
EMT 224	Paramedic Medicine Practicum II	5 Credit Hours

Summer Semester:

EMT 227	Paramedic Field Internship	6 Credit Hours
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Total Credit Hours in Major (Core): **34 Credit Hours**

Note: The program does not offer advanced placement or transfer of credits from another college for the core curriculum.

Associate in Applied Science Degree

Requirements for the Associate in Applied Science Degree – Paramedic Degree includes a minimum of 61 credit hours with at least 34 hours concentrated in the major (Core).

General Education Courses:

<u>Course</u>		<u>Credit Hours</u>
English	101	3 Credit Hours
Biology	120	3 Credit Hours
Sociology	201	3 Credit Hours
Psychology	201	3 Credit Hours
Communications	Elective	3 Credit Hours
Social Science	Electives	4 Credit Hours
Humanities/Fine Arts	Elective	3 Credit Hours
Physical/Life Sciences	Elective	4 Credit Hours
Total Credit Hours in General Education:		27 Credit Hours
Total Credit Hours Required for AAS:		61 Credit Hours

For more information call or write:

Malcolm X College
1900 W. Jackson Blvd, Chicago, IL. 60612
EMS Office: 312-850-7124

Paramedic Program Director, Susan Santacaterina, RN	312- 850-7303
Email: ssantacaterina@ccc.edu	
EMT-B Program Director, Tony Scipione, EMT-P	312- 850-7410
Email: tscipione@ccc.edu	

Frequently Asked Questions:

How many candidates typically apply for the MXC program?

There are typically two to three applicants for each class "seat".

I know qualified candidates need to be interviewed, who are the interviewers and how do they make selections?

The interviews are conducted by the Region XI program admissions committee which is made up of representatives of: Malcolm X College; Chicago Resource Hospitals; Chicago Fire Department; and a Field Paramedic. The committee will ask questions of the candidate that address, and may not be limited to: qualities such as motivation, maturity, academic capabilities, community commitment; and provide a BLS patient scenario for the applicant to manage. The admission committee will look at all components of the application, including academic history, recommendations, personal statement, test scores, work history and community participation

Is there any advantage to taking the EMT class at Malcolm X College?

*There is some advantage, in that students who are already enrolled at Malcolm X College have their academic history readily available to the committee and do not need to make application to the college. Students from MXC, **only**, are allowed to sit for an interview with a state license "pending" (enrolled in the current Spring EMT class).*

How much ambulance experience do I need?

*The committee strongly recommends working experience as an EMT-Basic by the start of the program (fall semester). Typically, 500 hours of field experience is preferred. Documented ambulance experience is **not** required at the time of interview, however given the competitive application process, field experience as an EMT will provide an advantage for the candidate.*

Are there any science prerequisites?

Because the paramedic curriculum is heavily based in science, the candidate must demonstrate the ability to successfully complete an Anatomy & Physiology (A&P) course, or a college level General Biology course. The science courses must be at the college level and be at least 4 credit hours with a lab. Courses offered at CCC which meet this requirement include BIO 116, BIO 121 BIO 226 or 227. If A&P was taken at another college it is advisable that a copy of the course description be reviewed by the program director to assure it demonstrates this competency. (Note information regarding submitting other university transcripts).

What is acceptable score on the entrance exams?

The applicant must achieve an acceptable score on the EMT entrance test (multiple choice) to be eligible for interview. Cut-off scores are determined by Admissions committee, dependent on the candidate pool; traditionally a minimum score of 75% has been considered acceptable. First time applicants to the college must take placement exams in reading and math. The EMS Department offers an EMT-B Refresher Course (not mandatory) prior to Paramedic Program Entrance Testing.

Are there any other characteristics or qualities that can make my application more competitive?

As a community college, we look for candidates that appreciate the college mission and demonstrate service to the community. As a health career program, we seek candidates with career goals of service as a paramedic.

When are applications available and when are they supposed to be completed?

Applications are typically available early in the spring semester and due in late April. Specific deadlines are clearly stated in the application packet. They can be mailed out, picked up from the EMS Office (Rm.2621), or emailed to you. Application packets can be submitted by mail, but because of the sensitivity of the information it is recommended that the packet be hand delivered to the EMS department.

I was enrolled previously at another institution where I took Paramedic courses. Will I be able to get credit or advanced placement for those classes?

The program does not offer advanced placement for previous certification courses or paramedic classes

MALCOLM X COLLEGE

Paramedic Program Cost

FALL	EMT 221 (9 credits) & EMT 222 (5 credits)	
	CCC tuition rate for 14 credit hours*	\$1753.00
	Book cost (cost is approximate)	360.00
	Platinum Ed – clinical tracking system	80.00
	Background check (cost is approximate)	50.00
	Physical exam & blood work	130.00
	Uniform - pants / polo shirt / patches (cost is approximate)	70.00
	Approximate fall semester cost	\$2443.00
SPRING	EMT 223 (9 credits) & EMT 224 (5 credits)	
	CCC tuition rate for 14 credit hours* (no anticipated fees for second semester)	\$1753.00
	Specialty credentialing – ACLS / ITLS / PEPP	110.00
	Approximate spring semester cost	\$1863.00
SUMMER	EMT 227 (6 credits) Internship	
	CCC tuition rate for 6 credit hours*	\$599.00
	Internship Resource Hospital fee	500.00
	Approximate summer semester cost	\$1099.00
Total estimate cost for three semester program		\$5405.00

*<http://www.ccc.edu/departments/Pages/Tuition-and-Fees.aspx> – note tuition structure from the City Colleges of Chicago home website.

Cost for post-course licensing exams		
STATE	IDPH exam registration fee	\$40.00
NATIONAL	NREMT exam registration fee (written)	\$110.00
	NREMT practical exam fee @ MX (if offered)	TBD

IMPORTANT: All students are required to carry their own health insurance for the entire duration of the Paramedic Program. The above does not include student health insurance cost.

Paramedic Application Timeline – 2017

<p>February 14 thru April 28th</p>	<p>Open Application – Paramedic Program applications are available through the MX admissions department by completing Health Science Program special admissions form. The paramedic application form must be submitted to admissions department prior to submitting supporting documents to the EMS Department.</p>
	<p>Paramedic Program information packet with supporting documents are available from the MXC EMS Department. They can be mailed out or emailed available upon request. Electronic copies may also available on website</p>
<p><u>Friday, April 28, 2017</u> <u>@ 12:00</u></p>	<p>Deadline for all supporting documents to be submitted to the college. Supporting documents will not be accepted if an application was not submitted to admissions department.</p>
<p>April 29 – May 13th</p>	<p>Entrance exam dates are provided in the information packet. Request a testing date with submitted application. The earlier the application is submitted, the more likely you will be confirmed for your requested test date.</p>
<p>May 15th through May 19th</p>	<p>Letters sent out with results of entrance exams and interview dates.</p>
<p>June 1st through June 17th</p>	<p>Interviews dates with Admissions Committee</p>
<p>June 19th through June 30th</p>	<p>Acceptance letters sent out</p>
<p>July 14th</p>	<p>Student confirmations due</p>
<p>Week of August 21nd</p>	<p>Mandatory One-day orientation</p>
<p>Week of August 28th</p>	<p>First Day of Fall Semester Class</p>

EMT REFRESHER Course

This 24 hour EMT Refresher Course is designed to ensure individual competency for the practicing EMT. This course will also give the EMT the opportunity to sharpen their knowledge, skills and review the major concepts and interventions as outlined in the NEW, United States, Department of Transportation, Emergency Medical Technician curriculum.

It is strongly suggested that students review their current EMT textbook prior to class. A minimum grade of 70% on the EMT posttest and full attendance will ensure the full 24 hour Continuing Medical Education (CME) credits. The course is approved by the Illinois Department of Public Health and hour for hour CME will be awarded.

Class Logistics

Dates: Saturday, April 8, 2017
Saturday, April 22, 2017
Saturday, April 29, 2017

Time: 9:00 a.m. to 5:00 p.m.
Students will be given breaks. Lunch is on your own.

Location: Malcolm X College
1900 West Jackson Blvd
Chicago, Illinois 60612 Room: 7005

Fee: \$135.00

Note: Bring your EMT textbook to class

Registration:

To register for the EMT Refresher course, report to the Registration Department on the main floor and ask to register for a class in Professional & Personal Development (PPD). Monday thru Wednesday 9am - 4:30pm, Thursday 9:00am – 5:30pm and Friday 9:00am -12:30pm. Bring a State ID or Illinois Driver's License as proof of residence. The course must be paid for prior to the start of class.

If there are any questions or concerns, feel free to contact the EMS Program Office at 312 850 7410.