



FALL 2016 PARAMEDIC PROGRAM APPLICATION

Only completed applications with all documents, transcripts, and test scores verifying basic application requirements and preference points will be accepted. Official transcripts must be submitted with the Paramedic application even if the transcripts are already on file at OCCC. Questions regarding the application or selection process for the Paramedic program should be directed to the Office of Recruitment and Admissions, (405) 682-7513. Questions regarding the Paramedic program curriculum should be directed to the Division of Health Professions, (405) 682-7507.

Please note:

- 1. All students admitted to the program will be required to complete an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. Clinical agencies require this information of all students who utilize their facilities to satisfy the clinical components of their curriculum. Information regarding this requirement will be forwarded to those students selected for admission.
2. Applicants for Oklahoma licensure as a Paramedic must meet all state and National Registry of Emergency Medical Technician (NREMT) requirements. Questions regarding these requirements should be directed to the paramedic program, (405) 682-7507.
3. All students will be required to pass a randomly administered drug test.

BASIC APPLICATION REQUIREMENTS

All applicants must meet the basic requirements listed below:

- 1. Admission to Oklahoma City Community College (Prior to the paramedic application deadline.) Criteria for admission to Oklahoma City Community College may be found in the College Catalog. Students who have been admitted or enrolled in classes at OCCC within the last five years will not need to reapply for admission.
2. Proof of payment of Selective Admissions Application Fee (Fee is required each application period.) All applicants must provide a printed receipt of payment of the nonrefundable \$20.00 Selective Admissions Application Fee. Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office. The Office of Recruitment & Admissions DOES NOT ACCEPT payment of this fee. Applicants must provide PROOF OF PAYMENT ONLY when they submit their application. Applicants are cautioned NOT to mail cash or check payments with their application as they will be automatically rejected as "incomplete".
3. Eligibility for placement in English and Science courses Listed are specific courses for which the applicant must be eligible to enter in order to meet the basic requirements: ENGL 1113 English Composition I; BIO 1314 Human Anatomy & Physiology I. Listed are specific courses that must be completed, with a grade of C or higher, prior to entering the program (Paramedic Care I-EMS 1035): EMS 1018 Emergency Medical Technician or NREMT Certification (EMT or AEMT) or eligible to take the NREMT EMT certification exam; BIO 1314 Human Anatomy & Physiology I.
4. College Retention Grade Point Average (GPA) . . . . . Minimum 2.5000 The College Retention GPA must include a minimum of 12 credit hours earned at a regionally accredited institution in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing. It will include all coursework attempted with the exception of courses forgiven through the Repeat, Reprieve, or Renewal provisions as outlined in the College Catalog. Students who wish to request academic forgiveness must submit a petition to the Office of Records prior to the application deadline. Any student who has requested academic forgiveness must submit a letter with the Paramedic application to inform the selection committee that the request has been made. Graduate credit may be included in the retention GPA used for admission to the Paramedic program. Graduate credit will only be included if a written request is submitted with the Paramedic application. If the applicant has not attempted or completed the minimum of 12 credit hours at a regionally accredited institution of higher learning in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing, a High School Graduation GPA of 2.75 or a GED transcript reflecting an average score of 530 may be utilized. The High School Graduation GPA or GED average score may NOT be used if a College Retention GPA as specified is lower than 2.5.
5. Standard COMPASS Reading placement test score . . . . . Minimum 86 OR CPT ACCUPLACER Reading placement test score . . . . . Minimum 77

Standard COMPASS or ACCUPLACER scores will only be accepted if the test was taken on or after November 2, 2013. Students who wish to raise their standard COMPASS or ACCUPLACER reading score should visit with an advisor from the Office of Academic Advising about retesting guidelines. COMPLETION OF COLLEGE COURSES AND/OR DEGREES WILL NOT BE ACCEPTED IN PLACE OF THE READING TEST SCORE REQUIREMENT. ACT SCORES CANNOT BE USED TO MEET THIS REQUIREMENT.

**PREFERENCE POINTS**

Applicants who meet all basic application requirements will be ranked according to preference points. While none of the following are required, students should try to achieve as many preference points as possible to increase their chances of being accepted into the program. A maximum of 22 total preference points may be awarded. Classes that are “in progress” at the time of the application deadline cannot be used for preference points.

**I. ACHIEVEMENT – 9 POINTS POSSIBLE**

College Degree (maximum of 2 points) Points Awarded for Highest Degree Earned <i>ONLY</i>	POINTS
Degree must be earned by the application deadline	
Associate Degree---AA, AS, AAS Degree .....	1
Bachelor’s Degree and Above.....	2

GPA (maximum of 3 points)	
College Retention GPA	GPA
College Retention GPA must include a minimum of 12 college credit hours in 1000-level or above science, math, social science, or English courses, excluding credit awarded by advanced standing. If the applicant has not completed 12 college credit hours as designated, a high school graduation GPA may be used.	3.7500-4.0000.....3
	3.5000-3.7499.....2
	3.0000-3.4999.....1

**OR**

High School Graduating GPA	
If the applicant has attempted or completed 12 college credit hours, a high school graduation GPA cannot be used.	GPA
	3.75-4.00.....2
	3.50-3.74.....1

**OR**

GED Score	
GED score will only be used in a case where no high school graduation or college retention GPA exists.	GED Score
	670+.....3
	610-660.....2
	550-600.....1

Courses completed with a grade of “C” or higher (maximum of 4 points):	
English Composition I (ENGL 1113).....	1
English Composition II (ENGL 1213) or Report Writing (ENGL 1233).....	1
Anatomy and Physiology II (Bio 1414).....	1
EMS Operations (EMS 2013).....	1

**II. POTENTIAL - 6 POINTS POSSIBLE**

(Note: CPT ACCUPLACER, COMPASS, and CPM-IV scores must be no older than two years from the date this application first becomes available (November 2, 2013). ACT scores must be no older than five years from the date this application first becomes available (November 2, 2010). Accuplacer reading scores may be listed on your score sheet as “Reading Comprehension” and Accuplacer writing scores may be listed as “Sentence Skills.” Compass writing scores may be listed as “English.”

Reading (maximum of 2 points) (Note: While ACT scores may be used to earn preference points, ALL applicants must take either the COMPASS or ACCUPLACER reading test to meet the basic application reading requirement explained on page 1.)

Test	MINIMUM SCORE	POINTS
CPT ACCUPLACER Reading.....	91.....	2
or, Standard COMPASS Reading.....	92.....	2
or, ACT Reading.....	23.....	2

Writing/English (maximum of 2 points)		
Test	MINIMUM SCORE	POINTS
CPT ACCUPLACER Writing .....	96.....	2
or, Standard COMPASS Writing.....	91.....	2
or, ACT English.....	22.....	2

Mathematics (maximum of 2 points)		
Test	MINIMUM SCORE	POINTS
ACT Mathematics.....	19.....	2
or, CPM-IV.....	70.....	2

(Note: The CPM-IV and ACT are the only mathematics tests accepted for preference points. The CPM-IV is a mathematics test exclusive to OCCC. Please check with an advisor if you are unsure if you have taken the CPM-IV test. The CPM-IV will be listed as either Test D or Math Assessment 4 on your score sheet. Successful completion of the CPM-IV course or any other mathematics course will NOT be accepted in place of the CPM-IV test.)

**III. EXPERIENCE/CERTIFICATION – 7 POINTS POSSIBLE** **POINTS**

National Registered EMT Intermediate/Advanced EMT --- OFFICIAL DOCUMENTATION REQUIRED.....	3
National Registered EMT ---OFFICIAL DOCUMENTATION REQUIRED.....	2
Oklahoma Licensed Registered Nurse---OFFICIAL DOCUMENTATION REQUIRED .....	2
Fire Fighter I ---OFFICIAL DOCUMENTATION REQUIRED .....	1
Fire Fighter II ---OFFICIAL DOCUMENTATION REQUIRED .....	2

**OVERALL TOTAL POINTS POSSIBLE: 22**

**APPLICATION PROCEDURE**

To insure each applicant is fully informed of the application procedure, each applicant is encouraged to meet with an advisor from the Office of Academic Advising. Each applicant must submit a completed application including the following documents and verification of all requested preference points to the Office of Recruitment and Admissions no later than **NOON (12 p.m.) May 6, 2016**. Students are strongly encouraged to bring their applications to OCCC and submit them in person, but those who need to mail their applications are encouraged to first contact the Office of Recruitment and Admissions at (405) 682-7513.

Documents required to apply to the Paramedic program:

1. An Oklahoma City Community College Application for Admission. (Applicants already admitted to OCCC will not need to submit a new admissions application unless it has been more than five years since they were last admitted or enrolled.)
2. A completed and signed application for the Fall 2016 Paramedic program.
3. A printed receipt of payment of the Selective Admissions Application fee. Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office.
4. An official high school transcript reflecting date of graduation; official GED transcript; or official college transcript(s) from **ALL** colleges/universities attended. College transcripts must be submitted with the paramedic application even if they have previously been submitted to OCCC. Transcripts from all colleges attended must be submitted even if all credits earned are listed on one transcript. Each applicant must also submit an official OCCC transcript with his or her paramedic application.
5. An official report of the Standard COMPASS or CPT Reading placement test score. (Note: The reading test score is the only test score that is required for all applicants, but any test scores being used for preference points should also be submitted with the application.)

**SELECTION PROCEDURE**

1. Applications on file by **NOON (12 p.m.) May 6, 2016** with the highest total preference points will be given priority for admission. All testing, when required, must be completed prior to the application deadline. Test scores on file at OCCC must be obtained from the Testing & Assessment office and must be submitted with the paramedic application.
2. If applicants have identical preference point totals, individuals will be ranked according to high school grade point average or college retention grade point average as defined in the basic application requirements.
3. An application will be considered complete when the criteria in items 1-5 of the Basic Application Requirements are met. **Documentation for preference points must be submitted with the application.** Applications will be considered incomplete if **ALL** college/university transcripts, **including an OCCC transcript**, are not submitted with the application.
4. The applicants selected for admission to the program will be notified via their OCCC email.
5. All qualified applicants who have not been selected for admission to a class will be placed on an alternate list for that semester only.

**ALL DOCUMENTS MUST BE SUBMITTED TOGETHER. DO NOT SUBMIT DOCUMENTS SEPARATELY.  
DO NOT SUBMIT DOCUMENTS TO ANY OFFICE OTHER THAN THE OFFICE OF RECRUITMENT AND ADMISSIONS.**

## FALL 2016 PARAMEDIC PROGRAM APPLICATION CHECKLIST

THE FOLLOWING CHECKLIST IS PROVIDED FOR THE APPLICANT'S CONVENIENCE AND IS NOT AN OFFICIAL APPLICATION EVALUATION. APPLICANTS WILL BE NOTIFIED BY EMAIL OF THEIR APPLICATION STATUS.

1. ARE YOU CURRENTLY ADMITTED TO OKLAHOMA CITY COMMUNITY COLLEGE?  
 YES     NO
  
2. HAVE YOU OBTAINED A VALID RECEIPT OF PAYMENT OF THE SELECTIVE ADMISSIONS APPLICATION FEE AS EXPLAINED IN #2 OF THE BASIC APPLICATION REQUIREMENTS?  
 YES     NO
  
3. ARE YOU ELIGIBLE FOR PLACEMENT IN ENGLISH AND SCIENCE CLASSES AS EXPLAINED IN #3 OF THE BASIC APPLICATION REQUIREMENTS?  
 YES     NO
  
4. DO YOU HAVE A QUALIFYING GPA AS EXPLAINED IN #4 OF THE BASIC APPLICATION REQUIREMENTS?  
 YES     NO
  
5. HAVE YOU TAKEN THE CPT READING PLACEMENT TEST OR COMPASS READING TEST AND MET THE MINIMUM SCORE AS EXPLAINED IN #5 OF THE BASIC APPLICATION REQUIREMENTS?  
 YES     NO
  
6. HAVE YOU OBTAINED OFFICIAL TRANSCRIPTS FROM ALL PREVIOUS COLLEGES OR UNIVERSITIES ATTENDED? (Note: Official transcripts must be submitted with the paramedic application even if the transcripts have previously been submitted to OCCC.)  
 YES     NO
  
7. HAVE YOU OBTAINED AN OFFICIAL COPY OF YOUR OCCC TRANSCRIPT?  
 YES     NO

**NOTE:** If you answered "no" to any of these questions, your application may be considered incomplete, and you may not be admitted to the Fall 2016 Paramedic Program. If you answered "yes" to all questions, you will have met all basic application requirements, and your preference points will then be tallied. Preference points will only be tallied when documentation for the points is submitted with the paramedic application. Test scores must be submitted with the paramedic application. To receive documentation for test scores on file at OCCC, please visit the Testing & Assessment office.

# Fall 2016 – PARAMEDIC PROGRAM



DEADLINE: MAY 6, 2016 - NOON

Name \_\_\_\_\_ ID# \_\_\_\_\_  
Last First MI Maiden

Address \_\_\_\_\_  
Street City State Zip

E-mail \_\_\_\_\_ Phone ( ) \_\_\_\_\_

High School of Graduation \_\_\_\_\_ Year \_\_\_\_\_ GED Certificate:  Yes  No Year \_\_\_\_\_

Have you applied for Academic Forgiveness or Reprieve  Yes  No If yes, approximately when did you apply? \_\_\_\_\_

Colleges or universities attended (list all; if more space is needed, use a separate sheet of paper):

\_\_\_\_\_ Dates \_\_\_\_\_  
\_\_\_\_\_ Dates \_\_\_\_\_  
\_\_\_\_\_ Dates \_\_\_\_\_

*The failure to list ALL previously attended colleges or the submission of false information/academic records is grounds for denial of admission or immediate suspension and application disqualification.*

Are you an Emergency Medical Technician (EMT) in the state of Oklahoma? Yes \_\_\_\_\_ No \_\_\_\_\_  
Are you a Nationally Registered EMT (NREMT) or eligible to take the NREMT exam? Yes \_\_\_\_\_ No \_\_\_\_\_

Please select your **PREFERENCE** for class format:  Traditional  Hybrid (Please note that all preferences may not be able to be accommodated. EMT Program faculty will place students as needed.)

Applicants will be considered only for the semester specified on this application. Applicants not selected must reapply to be considered for admission for any other academic semester.

## APPLICATION AGREEMENT – READ CAREFULLY AND INITIAL BELOW EACH STATEMENT

I understand that applications submitted without all required documents will be considered incomplete and rendered ineligible for the application period. I also understand that all required documents and documentation of preference points should be submitted together and no additions or revisions may be made once my application has been submitted.

Initial: \_\_\_\_\_

I understand that I must submit a valid printed receipt of payment of the nonrefundable \$20.00 Selective Admissions Application fee.

Initial: \_\_\_\_\_

I understand that I must submit OFFICIAL transcripts from all previously attended colleges/universities even if those transcripts are already on file at OCCC. I also understand that all applicants who have earned credits at OCCC must submit an official OCCC transcript with this Paramedic application. I also understand that test scores on file at OCCC must be obtained from the Testing & Assessment office and submitted with this Paramedic application.

Initial: \_\_\_\_\_

I understand that a criminal history and sex offender background investigation and random drug test must be completed if I am selected for admission.

Initial: \_\_\_\_\_

I understand that official eligibility for this program is determined in the Office of Recruitment & Admissions and applications should not be submitted to any office other than the Office of Recruitment & Admissions.

Initial: \_\_\_\_\_

I understand the deadline for this application is NOON (12 p.m.) May 6, 2016.

Initial: \_\_\_\_\_

Applicant's signature is required below. Signature confirms that the applicant has read and understands the application requirements and preference point system for the Paramedic Program.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

ONLY COMPLETED APPLICATIONS WITH ALL VERIFYING DOCUMENTS, TRANSCRIPTS, AND TEST SCORES WILL BE ACCEPTED. NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED. ALL DOCUMENTS MUST BE SUBMITTED TOGETHER AND MUST BE SUBMITTED TO THE OFFICE OF RECRUITMENT & ADMISSIONS.