# Emergency Medical Technician (EMT)

## Application Guide

This document is intended to be informational. The college reserves the right to change, modify, or alter any/all content in the event of unforeseen conditions or situations. It is the applicant's responsibility to be sure he/she is following the most current guide.

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**EMT Program Application Deadlines:**

- **Apply September 1st – October 31st 2025** for the Spring Semester (January 2026 start)
- **Apply February 1st – March 15th 2026** for the Summer Semester (May 2026 start)
- **Apply March 16th – May 30th 2026** for the Fall Semester (August 2026 start)

*Deadlines may be extended or shortened to meet the capacity of class offerings.*

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To apply for the EMT Program at FSW College, students need to complete the admission process. This can be done by visiting the website: https://www.fsw.edu/admissions. Applicants must be in good academic standing, and those with previous college credits should have a cumulative GPA of 2.0 or higher. Additionally, applicants must be at least 18 years old within one month of completing the program and must possess a high school diploma or equivalent.

Before registration can occur, FSW must receive and evaluate official high school/equivalent transcripts and all college transcripts. Additionally, students are required to create and upload all necessary documentation to Castle Branch before completing the EMT Application.

The EMT Application can be found online at https://www.fsw.edu/academics/programs/certemt, and a $25 application fee must be paid during the application process.

Once you have completed the college admissions process, you are ready to begin working on the next steps. *Application and campus selection will not be processed until all requirements are fully completed.*

## STEP ONE

**Castle Branch**- Create your Castle Branch account by visiting http://www.castlebranch.com and "Place Order" There is a $47.98 fee for this segment of the application process. **Add Package Code: ED01im**

→ Schedule an appointment with your physician or visit a walk-in clinic to have the medical criteria completed. All items below need to be documented and uploaded to Castle Branch.

1. **Physical Examination -** Complete (2) page EMS Program Health Report
2. **Upload documentation (proof of immunity to be recorded on the program health form or appropriate vaccination record):**

   ☐ **MMR (Mumps, Measles, and Rubella)**

The acceptable evidence of immunity to mumps, measles, and rubella is as follows:

Documentation of 2 (two) MMR vaccines given on or after your first birthday and separated by 28 days or more OR Laboratory evidence of positive immunity (blood work) – if immunity is negative/equivocal, you will need a single booster vaccine OR Birth before 1957

- **Varicella (Chickenpox)**

The acceptable evidence of immunity to varicella is as follows:

Documentation of 2 (two) Varicella vaccines given on or after your first birthday and separated by 28 days or more OR Laboratory evidence of positive titer (immunity) (blood work) - if immunity is negative/equivocal, you will need a single booster vaccine

- **Hepatitis B**

The acceptable evidence of immunity to hepatitis B is as follows:

Documentation of 3 (three) vaccines OR Laboratory evidence of positive immunity (blood work) – if immunity is negative/equivocal, you will need a single booster vaccine AND repeat blood work. You may also sign an exemption waiver.

- **Tetanus, diphtheria, and pertussis (Tdap)**

Documentation of a vaccine that is less than 10 years old

- **Tuberculosis (TB)**

One of the following completed within the past 12 months is required:

- PPD (Tuberculin) 1-step TB skin test
- QuantiFERON Gold blood test
- T-SPOT blood test
- If previous positive results, submit a clear chest X-ray report from the evaluating healthcare provider indicating no active pulmonary disease present.

Chest X-ray is good for two years. *PPD test must remain current throughout the program.*

- **Flu Vaccine (required during flu season)**

Need a current-year influenza vaccine. If you are applying to start the program in August, please wait to complete the influenza requirement. *You will need to obtain your vaccine after **September 1st**. If you wish to be exempt from this requirement, we will give you the form before starting the program at orientation.*

- **COVID Vaccine**

FSW does not require its students to get the COVID-19 vaccine or otherwise provide proof of vaccination for admission to the institution. However, certain clinical sites may require students to submit proof of completion of the COVID-19 vaccine series.

*Note: If you request an exemption from flu or COVID requirements, the request is processed by the clinical facility. Whatever the basis, students cannot demand a specific clinical facility as a means to avoid the requirements.*

3. **Health Insurance** – Submit documentation of current health insurance card or proof of coverage.

4. **American Heart Association, BLS Provider Certification**

Please schedule your BLS Provider Certification by visiting https://fsw.enrollware.com/calendar or contact AHA@fsw.edu

5. **Print, complete, and upload the VECH Waiver Form**

6. **Complete the EMT Application online "Apply Now" -** EMT Application

**STEP TWO**

Check your FSW email account regularly and review your student portal to resolve any holds on your account.

When your online application is completed, and all your documents have been uploaded and APPROVED by Castle Branch, you will then be emailed additional information to include:

- Change of Major Form – you will complete this form from your FSW email account.
- Welcome Email – Contains: scheduling your uniform fitting, required textbooks, and lab supplies. *This will be emailed 6-8 weeks before classes begin.*
- Instructions for completing your fingerprinting/background and drug screening (Initiated on Castle Branch)

*Fingerprinting, background, and drug screening results must be received and cleared by the EMS office to be officially accepted into the EMT program.*

**STEP THREE**

Register and secure payment for classes - Instructions will be listed in the welcome email you receive to your FSW Bucs email.

# EMT Application Checklist

*Remember only complete EMT applications will be considered.*

**FSW Admissions Process:**

☐ Submit FSW admissions application online https://www.fsw.edu/admissions
☐ Request official high school or GED transcripts, and all official college transcripts to be sent to the Office of Admission (high school transcript) and the Office of the Registrar (college transcripts).
☐ Set up Student Portal
☐ Review Student Tips to include information about Paying for College
☐ Complete Online New Student Orientation (if applicable)
☐ Complete college placement test (if applicable)
☐ Ensure all holds have been resolved within the FSW Student Portal.

**FSW EMT Application:**

☐ Print/View Castle Branch Instructions and Health Form Requirements
☐ Create Castle Branch Account
☐ Schedule an appointment with a physician
☐ Schedule your BLS Provider Certification
☐ Upload all required documents to Castle Branch
☐ Complete Online EMT Application

**Final Steps:**

Check your FSW Email Regularly for your final steps. Information will be provided on the specifics of these next steps.

☐ Complete the fingerprinting and drug screening process (following the instructions sent by email).
☐ Verify there are no holds on your account that may prevent registration.
☐ Change of Major Form to be completed and submitted.
☐ Register for classes
☐ Secure payment before the deadline
☐ Schedule & Attend Uniform Fitting
☐ Schedule & Attend EMT Orientation

# EMS Program Health Report

Health Forms must be **completed and signed by a healthcare provider** <mark>and submitted by you to CastleBranch.</mark> **NO** student will be permitted into any clinical or internship site without this <u>completed</u> health report on file. *Incomplete forms/missing documentation will cause delay or denial of your application. Health Reports are valid for one year.

NAME: _____ Banner ID: @_____

ADDRESS _____

CITY: _____ STATE: ____ ZIP: _____ Phone: _____

EMERGENCY CONTACT: _____ Phone: _____

The following are from the A.D.A.'s physical, mental, and emotional performance requirements for an entry level EMT/Paramedic. The EMS Program at Florida SouthWestern State College has accepted the following, as requirements for all students entering the program. <u>EMS Students must meet the following requirements:</u>

## PHYSICAL REQUIREMENTS

| **I have the Ability to:** | |
|---|---|
| _____ perform repetitive tasks. | _____ Ability to grip. |
| _____ walk the equivalent of five miles per day. | _____ High degree of physical flexibility. |
| _____ reach above shoulder level. | _____ Ability to bend both knees. |
| _____ hear tape recorded transcripts. | _____ Ability to sit for long periods of time. |
| _____ distinguish colors. | _____ Ability to climb stairs or ladder. |
| _____ adapt to shift work. | _____ Ability to stand for long periods. |
| _____ perform with a high degree of manual dexterity. | _____ Ability to lift 25 pounds. |
| _____ work with chemicals and detergents. | _____ Ability to squat. |
| _____ tolerate exposure to dust and/or fumes. | _____ Ability to perform CPR. |
| | Health Care Provider: To the best of my ability from my examination and history taking on this EMS student concur that the student can perform all the listed physical requirements. |
| **Student Initials:** | **Healthcare Provider Initials:** |

## MENTAL AND EMOTIONAL REQUIREMENTS

| **I have the Ability to:** | |
|---|---|
| _____ cope with a high level of stress. | _____ Ability to assist with problem resolution. |
| _____ make fast decisions under high pressure. | _____ Ability to work alone. |
| _____ cope with the anger/fear/hostility of others in a calm manner. | _____ Ability to demonstrate a high degree of patience. |
| _____ manage altercations. | _____ Ability to adapt to shift work. |
| _____ concentrate. | _____ Ability to work in areas that are close and crowded. |
| _____ demonstrate a high degree of mental flexibility. | |
| _____ cope in an acceptable manner with confrontation. | Health Care Provider: To the best of my ability from my examination and history taking on this EMS student concur that the student can perform all the listed physical requirements. |
| _____ handle multiple priorities in a stressful situation. | |
| **Student Initials:** | **Healthcare Provider Initials:** |

# EMS Required Immunizations (completed by Healthcare Provider) and submitted by you to CastleBranch.

Immunization Reporting.  Titers for MMR, Varicella, or Hep B may be submitted INSTEAD of immunization dates.

| Immunization | Date(s) administered | Laboratory Results / Reports | Refusal (signature required ) |
|---|---|---|---|
| Tetanus-Pertussis  (TDaP) (within 10 years) | | N/A | N/A |
| MMR (Measles, Mumps, Rubella) | #1_____ #2_____ | Date_____ _____ Positive _____ Negative **(submit all three titers)** | N/A |
| Varicella (Chickenpox) | #1_____ #2_____ | Date_____ _____ Positive _____ Negative **(submit titer)** | N/A |
| Hepatitis B | #1_____ #2_____ #3_____ | Date_____ _____ Positive _____ Negative Hep B surface antibody (anti-HBs) **(submit titer)** | Students who elect not to receive the Hepatitis B Vaccine will need to sign the waiver below |
| Tuberculosis Test (TB/PPD/TST) | Date Read _____ | _____ Positive _____ Negative *if positive, x-ray must be done ***MUST BE DONE ANUALLY*** | N/A |
| Flu Vaccine | | ***MUST BE DONE ANNUALLY EVERY FALL AFTER SEPT 1ST*** | N/A |

**WAIVER STATEMENT:**
As a student, performing in clinical facilities, I understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to tuberculosis, hepatitis B, and HIV (AIDS). Florida SouthWestern State College recommends that all Health Program students obtain the Hepatitis B vaccine. Proof of vaccination from hepatitis B may be required before certain clinical rotations. I have been informed and understand the inherent risks related to exposure to environment hazards and infectious diseases through contact with body fluids and airborne micro-organisms, including hepatitis B while involved in clinical rotations. I also understand that the hepatitis B vaccine is highly recommended. I understand that if I elect not to have the Hepatitis B vaccine, I agree to hold harmless all persons or entities connected with Florida SouthWestern State College, clinical affiliations, and the EMS Program.

Student Signature: _____  Date: _____

**MEDICATIONS/ALLERGIES**- Please list any medications that the student is currently taking and any allergies the student

may have: _____

**This is to certify that I have examined _____ on _____ and have found her/him to be in good physical, mental and emotional health, as described in the stated requirements, and free from communicable disease including TB.**

**EXCEPTIONS** - Please note below any physical, mental and emotional abnormalities, defects, or diseases which might in any way interfere with the student's attendance and progress in the EMS program:

_____

SIGNED _____ DATE _____
     **(Signature of M.D., D.O., A.R.N.P., P.A.)**
ADDRESS _____

_____

**TO THE STUDENT:**
I, _____, give Florida SouthWestern State College permission to share part or all of the information on this health evaluation with the clinical/internship agency(ies) or instructors to which I will be assigned.

Signed:_____ Date:_____
          Signature of Student

# Castle Branch Instructions

**W**ithin your To-Do Lists in CastleBranch, you may need to submit a document to one or more requirements. These instructions will walk you through uploading your documents.

## Preparing document for upload

The most efficient method for document submission is uploading a scanned document to your CastleBranch account or to a specific requirement.
Uploading documents:

- ✓ Ensures the clearest image, which will have a greater chance of acceptance
- ✓ Is the most secure method of submission
- ✓ Has the quickest processing time

In order to upload a document, you need to first have an electronic version of your document. There are multiple ways to create an electronic copy, including the following:

- ✓ Take a picture with your phone and email to your computer
- ✓ Use a scanner or a scanner app to transfer your document(s) to your computer
- ✓ Go to a local FedEx or office supply store or other business that offers scanning services to scan your document(s) to a thumb drive. Public or school libraries often have scanners available for your use.
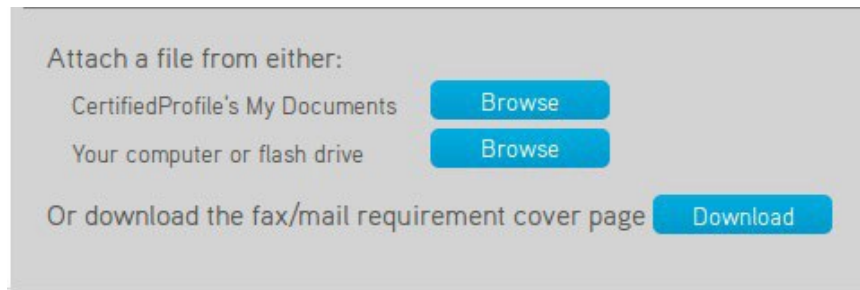
Once you have your document(s) in an electronic format, follow the instructions below to upload your document(s).

## Uploading a document to a requirement from your computer

1. From the homepage, on the left side of your CastleBranch account, go to your "To-Do Lists".
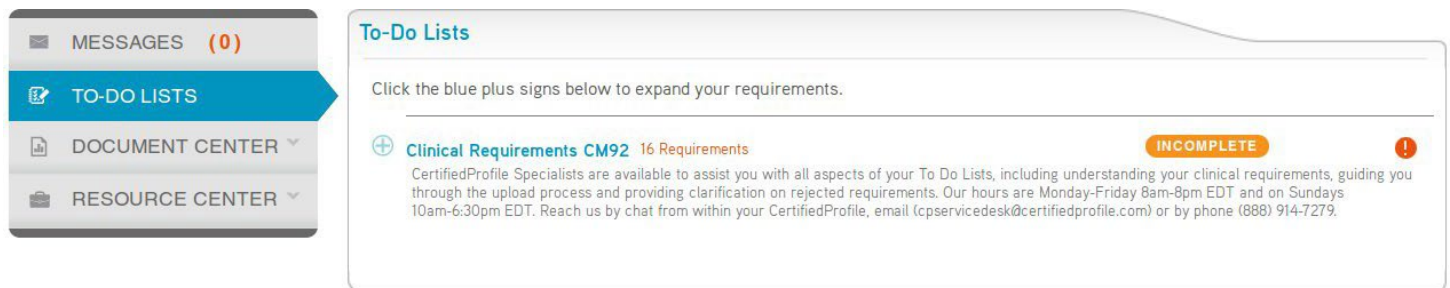


2. Within your To-Do Lists, expand your tracker (by clicking on the blue + icon) and expand the requirement for which you want to upload your documentation. Once you expand the requirement, you will see additional requirement details including instructions to attach a file.

3. Under "Attach a file from either," click Browse, located next to "Your Computer or flash drive."

Attach a file from either:

CertifiedProfile's My Documents    Browse

Your computer or flash drive    Browse

Or download the fax/mail requirement cover page   Download

4. Then, select the file from your computer.

5. Once you have uploaded the file, the file name will display under "Attached Files" within the expanded requirement details. Check to make sure the correct file name displays. If you uploaded the incorrect document, you can click "remove document" and then upload the correct file by repeating the steps above.

NOTE: You will not have the option to remove a document after you have submitted the requirement for review. If you need to replace a document after you have submitted your requirement for review, you will need to contact the CastleBranch Service Desk to reset your requirement.

**Submit**

6. If you are only uploading one file, hit Submit now. You must hit the Submit button to attach the document(s) to the requirement. If you do not hit Submit, your requirement status will remain "Incomplete."

## Uploading multiple documents to a requirement from your computer

1. If you wish to load more than one document, before clicking Submit you simply click Browse again (next to "Your computer or flash drive") and select your next document. You can continue this process until you have uploaded all of your documents to the requirement.

2. Once you have uploaded all of your documentation, click the "Submit" button to send your documentation for review.

NOTE: All documents you upload directly to an individual requirement are also stored in "My Documents" for future use. This document storage enables you to attach the previously used document to an additional requirement.

Your CastleBranch Service Desk is available to assist you via phone, chat and email Monday-Friday 8am-8pm EST
888-723-4263 or cbservicedesk@castlebranch.com