

EMT Online Application Checklist

Starting the EMT Online Application Process: Completing the Documents

The **EMS Program Health Report (2 pages)** can be found via a link on the online application. The EMS Program Health Report will need to be completed by a healthcare provider and uploaded to Castle Branch. There is an additional link on the online application with directions for creating your Castle Branch account as well as outlining all the specific medical and CPR documents that need to be uploaded to Castle Branch.

Provisional Acceptance

Once you have uploaded the requested documents on Castle Branch you are now ready to finalize your application by completing the EMT-Basic application online and paying the \$15 application fee online.

What Happens Next?

Final Steps: Once your online application is completed and all your documents have been uploaded to Castle Branch CORRECTLY you will be provisionally accepted into the EMT program. At this point, you will be emailed additional information that you will need to complete. This additional information, which will be attached to the email, is as follows: (If you have not received this email within 2 weeks of submitting your online application and uploading your documents, please contact us at the numbers listed below)

- VECHS Waiver Agreement and Statement – you will need to complete this form and return it to us
- Change of Student Data form: you will need to sign and date this form and return it to us
- Student Information Sheet – for you to keep as it contains important information such as: mandatory EMT orientation date, uniform ordering, textbook information, and class schedule by campus
- Instructions for completing your fingerprinting and drug screening: Initiated on Castle Branch. **Once your completed fingerprinting and drug screening results have been received by the EMS office without any criminal or drug offenses you will be officially accepted into the EMT program**
- When to schedule your Uniform Fitting