



# **Emergency Medical Technician – Basic**

## **Online Program Overview**

*Congratulations on your decision to pursue a certificate program as an **Emergency Medical Technician - Basic!** It is an excellent profession to pursue...one worth the hard work that the educational process requires. Please be aware that you must read ALL of these pages, complete the signature page (p.8) and return it to Western in order to meet the requirement of completing the mandatory Online Program Overview. Other forms are required and will be discussed in this program overview.*

The Emergency Medical Technician-Basic serves as a vital link in the chain of the healthcare team. The EMT can recognize the nature and seriousness of a patient's condition and assess the extent of any injuries. The EMT will administer appropriate care based on assessment findings. The EMT will lift, move, position and otherwise handle and transport the patient to minimize discomfort and prevent further injury.

The admission requirements are subject to change without notice. This website will be updated, at minimum on February 15 and October 15 of each year.

### **Purpose of Overview**

- ◆ Explain admission process for the program
- ◆ Provide specific program information
- ◆ Help to confirm your decision to enter the program
- ◆ Provide you with forms necessary for completing the admission process. These forms are at the end of the program overview and can be printed separately.



### **Acceptance to the program**

Applicants who meet all admission requirements will be accepted on a first come, first serve basis until the program is full. ***It is to your advantage to complete the admission requirements as soon as possible.***

**Registration:** Once you submit all of the completed admissions documents (*which are listed on the Admissions Checklist at the end of this document*), you will be notified in writing of acceptance and will be sent registration information.

## The Admission Process

### Step I

1. **Application to the college:** Complete and submit the Wisconsin Technical College System [application](#). If you are interested in more than one program, you must complete an application for each program. A one-time \$30.00 application fee (made payable to Western) must be submitted with the application. Applications are available at Western in Room 160 of the Welcome Center (La Crosse campus) or any Regional Learning Center.
2. Submit **official transcripts** from college, if applicable. If submitting college transcripts, it is possible that you may have taken courses that can be applied towards your chosen program. To have your transcript evaluated for transfer of credit, complete a [Request for Transfer Credit Evaluation](#) form.
3. **Placement tests** (COMPASS, ASSET, or ACT) You are required to take a placement test and meet the minimum scores unless the following applies:
  - If you have a bachelor's or master's degree, you are not required to take placement tests.
  - If you have successfully completed (C grade or better) college level Written Communication or Beginning Composition, you are not required to take the Writing placement test.
  - If you have successfully completed (C grade or better) college level Basic Math or College Mathematics, you are not required to take the Math placement test.

Satisfactory placement scores for the Health Information Technician program can be obtained online at: [http://www.westerntc.edu/programs/program.aspx?PROGRAM\\_NBR=305313](http://www.westerntc.edu/programs/program.aspx?PROGRAM_NBR=305313) under Admission Requirements.

Testing is available in La Crosse at the Western Technical College Campus Assessment Center or at the regional learning center sites in Independence, Black River Falls, Tomah, Mauston, or Viroqua. For more information on placement tests, visit the assessment website at <http://www.westerntc.edu/admissions/assessment.asp>. If you take the placement test at another location, you must request that your scores be sent to Western.

You must meet the Reading cut score to be admitted into the program. Placement scores will be used to provide you with information on remediation courses that you may want to consider taking prior to starting program coursework. Remediation courses are available if you do not meet the placement scores for the program. All remediation coursework must be completed prior to being accepted to the program. Students must test after remediation.

### Step II

1. **Complete the Online Program Overview:** If you've completed or met all the preceding program admission requirements, you are almost done! Continue to read the remaining Online Program Overview and be prepared to sign off on the verification form (*see last page*) which must be completed and returned to the address on the form in order to meet this requirement.
2. Meet **reading, math and writing requirement** as noted in Step I item 3.

3. Read [Essential Functions](#) for your program. Essential Functions are a listing of the physical, cognitive, and mental abilities that you will need in order to complete the program. You must read the Essential Functions and complete the signature page, also referred to as the Statement of Understanding. If you have a documented disability, there may be accommodations that can be made to assist in your successful completion of the program. Please contact Disability Services at Western (608-785-9875) if you are in need of more information.
4. Complete the [Immunization Form](#). The immunization information can usually be obtained from your personal physician. IMPORTANT: The immunization form MUST be signed by a physician, physician assistant, nurse, or nurse practitioner.

You must have a negative TB test for the past two years. If you do not have two consecutive years of TB testing, you must have a “two-step” TB test done. TB tests are done at your local physician’s office, county health departments or (for current Western students) at the UW-L Student Health Center located at the Health Science Center in La Crosse. You are required to maintain current TB tests until you graduate from the program. (i.e., renewed annually)

It is your responsibility to submit immunization records, including TB tests to Enrollment Services located in the Welcome Center so the documentation can be entered into your official student health record here at Western.

Hepatitis B series: It is your choice whether or not to have the series. If you elect to do the Hepatitis B series, you need to *start* the series, but do not have to *complete* the series in order to submit the immunization form. You must submit the remaining dates when the series is complete.

It is strongly recommended that you maintain a copy of all forms/verifications for your own personal record.

5. Complete the [Background Information Disclosure](#) form. The State of Wisconsin requires that individuals who will be working with vulnerable adults and/or children undergo a criminal background check. You must complete the form and submit the \$20 fee (payable to Western Technical College) in order to meet this admission requirement. Western does not accept background checks conducted by third parties (i.e. your employer). You are required to disclose *all* past experiences with the law. Any arrests or new charges must be reported to Gary Trulson, (608-789-4765), Associate Dean of Health and Public Safety within five (5) working days. Failure to do so may result in program dismissal. In addition, if you have resided outside of Wisconsin in the past 3 years, you will be informed of how to obtain an out of state background check at your own expense.

Although the form itself refers to crimes, criminal convictions, and pending criminal charges, the information that comes back from the background check does include all contacts with law enforcement whether or not a criminal conviction occurred. Therefore, include contacts such as non-criminal traffic matters, arrests, charges for which you were acquitted, and charges that were pled down to an ordinance violation or forfeiture. This form is found at <http://dhs.wisconsin.gov/Forms/F8/F82064.pdf>.

If your background check reveals past experience with the law, two clinical sites will be contacted to determine the likelihood of your being able to complete a clinical experience at those sites. **Clinical sites have the right to refuse clinical placement to any student based on**

**the background check results.** This information will assist you in understanding the likelihood of being able to complete the clinical courses for the program. If you have charges on your background check, we are unable to guarantee that you will be able to be placed for the multiple clinical experiences that most programs require. It is your decision whether or not to enter the program based on the uncertainty of being accepted at clinical sites. See Frequently Asked Questions for more information on the impact of a positive background check.

6. **Attain CPR certification:** You are required to complete the American Heart Association Healthcare Provider certification and provide a copy (front and back) of your card. There are different levels of CPR taught, so be sure to register for “BLS Healthcare Provider.” You are required to maintain your BLS Healthcare Provider CPR certification until you graduate. This may mean that you may have to take a renewal class during your time at Western. A listing of CPR courses offered at Western is available on the [Lifelong Learning](#) website.
7. **State Reporting form:** The form must be completed and returned to address on the address on the form in order to meet this requirements. A link to the form can be found at the end of this Overview.
8. **Authorization for Payment form:** If any fees are being paid for by an ambulance service, they will be required to fill out the Authorization for Payment form when submitting their application. This must be signed by a person authorized by the agency that is paying for the program.

.....

## Student Accident Insurance

All students involved in a clinical / practicum / fieldwork / internship course as part of their program will be automatically enrolled in Western Technical College’s Accident Only Insurance Plan.

This insurance covers injuries that you may incur on the way ***to or from*** any clinical / practicum / fieldwork / internship experience, and any injury that you may sustain ***at the clinical / practicum / fieldwork / internship site while performing your clinical / practicum / fieldwork / internship duties as a Western Technical College student.*** This insurance ONLY covers you for injuries related to these student experiences; your choice of insurance for other portions of your life remains your responsibility. This insurance is considered a secondary insurance to any primary insurance you may have. There is no deductible for this coverage at this time. Once you are enrolled in your clinical / practicum / fieldwork / internship course, your instructor will provide further information and details on how to obtain your insurance card. Answers to questions can be found at <https://www.gallagherkoster.com/students> .

## Frequently Asked Questions – Specific to EMT-Basic



### How long is the EMT-Basic course at Western Technical College?

The course is 144 hours. The State of Wisconsin requires **100%** attendance in the EMT course. The class consists of lecture and lab. Missing any portion of a lesson will put the EMT student behind. Each student will be required to show 100% accuracy of all skills taught in the course.

### Is clinical time required?

Yes. A total of five patient contacts are required by the end of the course. The patient contacts can be accomplished while doing a ride along with an ambulance service. Western Technical College also has contracts with many area ambulance services and hospitals within the district.

### Is there a State or National Exam at the end of the course?

Yes, for both. Wisconsin accepts the National Registry Computer Based Exam and the NREMT accepts the Wisconsin practical exam. At the end of the course, you have the option of taking this certification for National and State recognition. You must pass this exam to be eligible for EMT Basic license. Once the student successfully completes the National Registry, it is his/her responsibility to apply for state licensure. There is a separate fee for the written and practical exam.

### What if I have special needs?

Essential Program Functions and Program Specifications have been identified. They are included in this Overview. If you have special needs, contact Kristina Puent 608.785.9875 or email: PuentK@westernnc.edu.

### Are there books required for this course?

Yes. **You will need to purchase the following materials prior to the start of class.**



1. Brady 11<sup>th</sup> Edition Textbook and Workbook
2. Student Reference Guide
3. Pocket mask with one-way valve

These items may be purchased online or in person at the [Campus Shop](#) located in the Kumm Center. If you should have any questions, please call the Campus Shop at 608-785-9140.

## A Note Regarding Body Art or Body Piercing:

In the Health and Public Safety Division, you may display no **Body Art or Piercing** that might be considered offensive. Most employment settings have policies that are generally broad, however they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting. The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty.

If you have significant visible body art and piercings, we are unable to guarantee that you will be able to be placed for the multiple clinical/practicum/fieldwork experiences that most programs require. You may be asked to cover the body art with clothing or dressings or remove the piercings in order to complete your rotation. If your program has a more restrictive policy on body art or piercings, it will be enforced. It is your decision whether or not to enter the program based on the uncertainty of being accepted at those sites.



## Frequently Asked Questions – Program Related

### 1. What happens if there is something on my background check?

First of all, it is very important that you be honest when completing the background check form. Some facilities may automatically refuse a student who is perceived to be less than truthful on the form. If a student has a positive background check (meaning that there is something in your background), two clinical sites will be contacted to determine the likelihood of accepting you for a clinical placement. You will be contacted regarding the response of the clinical sites so that you can make a decision as to whether or not to enter the program. Results of the inquiry to the clinical site is not a guarantee of being able to place you at every clinical site, but it will give you an indication of the likelihood of being able to be placed at some clinical site. It does not guarantee what will actually happen once you are in the program. It is your decision as to whether or not you want to enter the program.

### 2. Where can I go to get certified in CPR?

First of all, be very careful that you are signing up for the correct course. You need to complete **American Heart Association Healthcare Provider CPR** (Western catalog number 47531419). Western offers many sections of American Heart Association Healthcare Provider. A listing of [CPR course offerings](#) at Western is available on the [Lifelong Learning](#) website. You may want to contact local hospitals/clinics for their offerings.

### 3. I didn't get into the program for the current term. Do I have to wait a year?

Not necessarily. If another student is unable to start at their assigned time, we would contact the next applicant on the list. For this reason, it is VERY important that Western has your most current address and phone number so that we are able to contact you.

### 4. I didn't get in for the next term. Is there anything I have to do in order to keep my application current?

Yes, students are required to submit updated annual TB results, maintain CPR certification, and repeat the criminal background check if there has been a change.

### 5. I've changed my mind about entering the program and want to enter a different Health and Public Safety Division program. What do I do?

If you change your mind on which program you would like to enter, complete a change of program form (available from Admissions Department). The good news is that if you are interested in another Health and Public Safety Division program many of the admission requirements (e.g. background check, immunization, etc) are applicable for other programs. However, you will be required to complete an online Overview session specific for the program.

### 6. What if I'm trying to decide between more than one program?

Counselors and Enrollment Services Advisors at Western are available to discuss career planning with you.

**7. Are there additional costs?**

Each student will be responsible for supplying the following:

- Uniform as required by Western Technical College for clinical and field experience
- Students are responsible for transportation and expenses to all clinical sites.
- Background Check Fee \$ 20.00
- National Registry Written Exam \$ 70.00
- Wisconsin Practical Exam Testing Fee \$ 120.00 (add'l \$20 fee per station re-test)
- Uniform (shirt) \$ 22.00

Above amounts are approximations only. Exam fees will be paid near the end of the course.

**8. Who do I contact if I have questions?**

*Questions specific to a program, please contact program faculty:*

Deb Slaby 608.789.4761 or [slabyd@westernnc.edu](mailto:slabyd@westernnc.edu)  
Michael Foster 608.785.9897 or [fosterm@westernnc.edu](mailto:fosterm@westernnc.edu)

*Questions related to career decisions:*

Contact a counselor through Student Services 608.785.9553.

*Questions on your admission status:*

Contact Enrollment Services through email and include your name, ID # or birth date and your specific question to:

**Sue Milde, Admissions Office**

[mildes@westernnc.edu](mailto:mildes@westernnc.edu)

Ph. 608.785.9476 Fax 608.785.9148

Office hours 7:30 a.m. - 3:30 p.m.

**9. What is the job outlook for an Emergency Medical Technician-Basic?**

For information regarding employment, job outlook and many more details regarding a career as an EMT-Basic or Paramedic, visit:

<http://www.bls.gov/oco/ocos101.htm>

*Best wishes as you continue your journey towards entering the EMT-Basic program at Western Technical College. We look forward to working with you as you pursue a career at Western!*

The admission requirements are *subject* to change without notice. This website will be updated, at minimum on October 15 and February 15 of each year.

**EMERGENCY MEDICAL TECHNICIAN - BASIC  
 Admission Checklist**



Use this checklist to keep track of your progress. It is recommended that you submit verification of each admission requirements as you complete it. Information should be submitted to the Welcome Center, Room 160 or mailed to:

Western Technical College  
 Welcome Center – Admissions Dept.  
 PO Box C-0908  
 La Crosse, WI 54602-0908

**Applications are only processed at the La Crosse Campus. Please assure that your application and necessary enclosures are mailed to La Crosse. Do not send them to any Regional Learning Center as there may be a delay with processing your application.**

		Date Submitted
1	Completed WTCS application form and submit \$30.00 application fee	
2	Copy of current American Heart Association Healthcare Provider CPR card (signed copy, front and back)	
3	Completed Background Information Disclosure form and attach check for \$20.00 made payable to Western Technical College	
4	Completed Immunization form, including TB	
5	Review program Essential Functions and then sign and submit the Statement of Understanding	
6	Completed State Reporting Information form	
7	Completed Authorization for Payment form, if applicable	
8	Complete the program Overview and submit the Verification Form	
9	Complete Placement Test	

**Note:** a variety of forms are required to be submitted as part of the admission process. The forms can be accessed on the [EMT-Basic program web page](#). If you are unable to print the forms, please contact an Enrollment Services to have the forms mailed to you.

Sue Milde, Admissions Office  
[mildes@westerntc.edu](mailto:mildes@westerntc.edu)  
 Ph. 608.785.9476 Fax 608.785.9148  
 Office hours 7:30 a.m. - 3:30 p.m.

**EMERGENCY MEDICAL TECHNICIAN – BASIC**  
**Program Overview Verification Signature Page**

**Print this page, sign, and make a copy for your records. Submit the signed page to:**  
Western Technical College  
Welcome Center R-160  
PO Box C-0908  
La Crosse, WI 54602-0908

My signature below verifies that I have read through the information provided by the Western Technical College Health and Public Safety Division. My signature verifies that I understand:

- The **admission requirements** for the program, including submitting the following forms:
  - Essential Function Signature page
  - Immunization form
  - Wisconsin Criminal Background check
  - Overview Verification Signature page
  - State Reporting form
  - Authorization for Payment form (if applicable)
  
- Specific **program** requirements (e.g. travel for clinicals, purchase of equipment, etc.)
- How to **contact** program faculty and/or Western Technical College counselors, if I have any questions or concerns.
- That it is my responsibility to keep my contact information (address and phone number) current with the Enrollment Services.**

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Phone

Place a check mark by course location preference.

- La Crosse
- Independence