



Paramedic Technician – Associate Degree

Online Program Overview

*Congratulations on your decision to pursue an Associate Degree as a **Paramedic Technician**. It is an excellent profession to pursue...one worth the hard work that the educational process requires.* As part of the admission process you are required to read through the material presented in this Online Program Overview. Other forms are also required and will be discussed in this document.

Purpose of Program Overview

- ◆ Explain the admission process
- ◆ Provide specific program information
- ◆ Help to confirm your decision to enter the program
- ◆ Provide you with forms necessary for completing the admission process



Program Overview

The Paramedic Program is based on the *Wisconsin Revision of the NHTSA Paramedic Curriculum*. The program prepares the student with the knowledge and skills to work competently as an entry-level EMT Paramedic.

The program consists of classroom lectures, practical skills lab, laboratory simulations, and hospital and pre-hospital clinical experiences. The program includes additional certifications in Advanced Cardiac Life Support, Pre-Hospital Trauma Life Support and Pediatric Advanced Life Support.

Students seeking entry into Paramedic training have the option of choosing:

- **Technical Diploma (36 credits, core courses only)**
- **Associate Degree (70 credits, core courses + general study courses)**

The Paramedic Program is designed to offer flexibility. Students who want to complete the Paramedic Technician Associate Degree may complete required general studies courses prior to, during, or after completing the Paramedic core courses. Students who currently do not wish to pursue an Associate Degree, have the opportunity to obtain a Technical Diploma.

Students should identify which Paramedic Program they desire at the time of application.

This Program Overview is for the [Paramedic Technician](#) Associate Degree.

For details regarding the Technical Diploma, see [EMT-Paramedic](#) Program Overview.

The Admission Process

Review the [Intent to Enroll](#) form to identify and complete the admission requirements for your program:

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 onetime \$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 location. Applications are also available online at Western's '[Getting Started](#)' Web page.
2. Submit **official transcripts** from high school and, if applicable, college. 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 the form found at Western's '[Getting Started](#)' Web page.
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 bachelors or masters 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 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=105311 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.

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 Program Overview and be prepared to sign off on the [Intent to Enroll](#) form. When you have all the items completed on the [Intent to Enroll](#) form, make an appointment with an Enrollment Services Advisor or Counselor as directed on the form.
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 appropriate section on page two of the Intent to Enroll form. 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. The Essential Functions and is available under "[Admission Requirements](#)" of the program's Web page.
4. Complete [Immunization Form](#): The immunization information can usually be obtained from your personal physician. The immunization form is also available under "[Admission Requirements](#)" of the program's Web page. 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 prior to or with the Intent to Enroll form 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 BLS Healthcare Provider certification and provide a copy (front and back) of your card. Note: there are many different levels of CPR; be sure to register for “BLS Healthcare Provider.” You are required to maintain your CPR certification until you graduate, which may mean that you may have to take a renewal class during your time at Western. A [listing of CPR course offerings](#) at Western is available through the Lifelong Learning link of Western’s Web site
7. **Chemistry and Biology:** You must successfully complete (C grade or better) high school or college biology and chemistry. If you have not previously taken biology or chemistry, you can fulfill this requirement by taking the courses at Western. These requirements must be completed prior to taking General Anatomy and Physiology.
8. **Specific Program Entry Requirements:** You must possess a Wisconsin license as an EMT-Basic, Intermediate Technician or EMT Intermediate.
9. **Advanced Standing:** Western’s advanced standing options enable students to receive credit for their knowledge and skills gained from other coursework. Advanced standing credits may include:
 - Transfer of credits from approved, post secondary institutions
See the request for [credit transfer form](#)
 - Options for licensed Paramedics seeking an Associate Degree
10. **State Reporting form:** The form must be completed and returned to address on the address on the form in order to meet this requirements.
11. **Authorization for Payment:** 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. An Authorization for Payment form is also available under “[Admission Requirements](#)” of the program’s Web page.

Acceptance to a Program

Students will be admitted to this program once the student has completed the [Intent to Enroll](#), met the program requirements and met with an Enrollment Services advisor. Program admission is based upon a first come, first served basis. Once the program is filled, students will be admitted to the next term. If an opening occurs in an earlier term, you may be contacted.

In the event that the program is not full, applications will continue to be accepted until 3 weeks prior to the start of 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.

Other Information

Clinical and Field Experience

- ◆ Total time spent in the clinical and field setting is 504 hours.
- ◆ Although there is an hour assignment to the clinical and field components, students must meet the State of Wisconsin minimum competencies for each skill and assessment. If a student has not met the required competencies in their required hours of clinical or field experience, he/she will have to do additional clinical or field experience until the competencies are met.
- ◆ Students are responsible for transportation and expenses to all clinical sites.

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> .

Refresher Requirements

Successful completion of courses in the Paramedic program can substitute for the EMT Basic refresher training during the licensure period in which it is completed.

After Graduation

- ◆ Upon graduation the student will become eligible to take the National Registry of Emergency Medical Technicians Paramedic written and practical examination.
- ◆ Upon successful completion of the National Registry exam the student will then need to apply for licensure within the state they are seeking employment.
- ◆ Cost of the National Registry Written exam is \$110, and the National Registry Practical exam testing fee is \$200. National Registry Practical retest exams are \$20 per station.



Best wishes as you continue your journey towards entering the Paramedic Technician program at Western Technical College. We look forward to working with you as you pursue an adventurous career.

Frequently Asked Questions



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 BLS Healthcare Provider course** (Western catalog number 47-531-419). Western offers many sections of BLS Healthcare Provider. A [listing of CPR course offerings](#) at Western is available through the Lifelong Learning link of Western's Web site.

3. I didn't get into the program for next term. Do I really have to wait a year to get in?

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. **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.

If you don't get into the program this term, you are strongly encouraged to complete your general studies prior to entering the program.

4. I've been accepted, but for whatever reason, I can't start next term.

If you are unable to begin the program on the assigned start date, you will need to re-submit the Intent to Enroll form and schedule another appointment. You will be assigned a later start date upon resubmission of the Intent to Enroll form.

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 a Program Overview session specific for the program as well as the Intent to Enroll form.

A [listing of programs](#) is available on Western's Web site.

6. I've taken some courses at a different college. Do I have to retake them?

Most students receive some credit for the courses that they have taken previously. Students who have previous college coursework should complete a transfer of credit form which can be found on Western's "[Getting Started](#)" web page. You will be notified if the other college credits will be placed on your Western transcript.

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

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

8. Are there additional costs?

Each student will be responsible for supplying the following:

- ◆ Stethoscope
- ◆ Penlight
- ◆ Trauma shears
- ◆ Uniform as required by Western Technical College for classroom, clinical, and field experience
- ◆ Students are responsible for transportation and expenses to all clinical sites.

9. 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
Michael Foster	608.785.9897 or 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 Advisors through email and include your name, ID # or birth date and your specific question to:

Sandy Peterson	Petersons@westernnc.edu	608.785.9207
Deb Kaiser	Kaiserd@westernnc.edu	608.785.9078
Stacey Nelson	Nelsons@westernnc.edu	608.785.9842

10. What is the job outlook for Paramedic?

For information regarding employment, job outlook and many more details regarding a Paramedic career, visit:

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

Last thoughts

- ◆ You are responsible for making sure that you keep your contact information (address and phone number) current. Contact the Admissions Department to let Western know of any changes, or update your information using your *MyWestern* student account.
- ◆ Pay close attention to the deadlines for completing admission requirements for the program. The CPR requirement takes the most time to complete - **and classes fill quickly!** If you have *not* completed CPR, then your first order of business should be to find a CPR class and get signed up. The second most time consuming admission requirement is immunizations. Start working on getting the immunization form completed immediately.

[BLS Healthcare Provider /CPR Class Schedule](#)

- ◆ Students in a health or public safety program are required to have a C grade or better in the general studies and program courses. Students who have less than a C grade in General Anatomy and Physiology are required to participate in remedial work designed to assist in successful completion when they repeat the course. Please see the Student Handbook, available on the college website, for more information on college and division policies.

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.

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

PARAMEDIC TECHNICIAN
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 – Admission Dept.
400 Seventh St. N.
La Crosse, WI 54601

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
 - Program Overview Verification Signature Page
 - State Reporting form
 - Authorization for Payment form, if applicable
 - Intent to Enroll form

- 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 Admission Department**

Name (*Printed*)

Signature

Street Address

Email

City/State/Zip

Phone

Student ID (if known)