

OPEN ACADEMY EMT APPLICATION CHECKLIST

Please note: Applications will not be accepted without all of the below information included.

- ___ 1. Thoroughly read the Arizona Western College EMT Academy Guide. Pay careful attention to the Standards for Open Enrollment.
- ___ 2. Complete and submit the Academy Application Form (Please write legibly)
- ___ 3. Read, complete and submit the Memo of Understanding Form and the Assumption of Risks and Hold Harmless Form.
- ___ 4. Complete and return the Statement of Personal History Application for Open Enrollment. **PAGE 2 OF THIS FORM MUST BE NOTARIZED.**
- ___ 5. Complete and return the Medical History Questionnaire.
- ___ 6. Complete and submit the Medical Examination Questionnaire. Also, **a drug test must be done at the time of your Medical Examination.** This test can be taken at any doctor's office, walk in clinics or an Urgent Care facility (we recommend Pinnacle Healthcare). The results **MUST** be mailed or faxed (317-6230) to the PSI office. Hand delivered results will **NOT** be accepted. If you are active duty military, state or federal employee, a letter from your SACO/Supervisor will replace the drug test.
- ___ 7. **Applicant must have Tb skin test taken by the time the application is turned in.**
- ___ 8. Complete the AWC Placement test (only if you do not have the requirements below). Reading score on placement test must be **250** or higher or be eligible for English 101. Contact Testing Center in the 3C building at 928-344-7641 for testing days and times.
- ___ 9. Submit proof of citizenship or residency (birth certificate, passport, residency card.) and a
- ___ 10. Copy of your High School Diploma or GED.
- ___ 11. Submit a 5 year driving record from the MVD
- ___ 12. Copy of your driver's license.
- ___ 13. **CPR Card (Health Care Provider Card) must be turned in with your packet.**
- ___ 14. Once you complete and submit the application packet, you will be given a fingerprint card for a DPS record check. Your fingerprints will be taken at the AWC Police Department.
- ___ 15. Once application packets have been reviewed, you will be scheduled for an oral board (interview).

**The applicant is responsible for all costs that may be involved in the application process.
FOR QUESTIONS PLEASE CALL 928-317-6452**

INCOMPLETE APPLICATION WILL NOT BE ACCEPTED