



ALVIN COMMUNITY COLLEGE

EMERGENCY MEDICAL  
TECHNOLOGY

# Emergency Medical Technician-Basic General Program Information Packet

**Thank you for your interest in the Alvin Community College Emergency Medical Technology Program! Please carefully review the information outlined in this packet. Should you have any questions or require any further information, please do not hesitate to reach out to the Program's staff by using the contact information located at the bottom right-hand corner of the page.**

The Faculty and staff of the Alvin Community College Emergency Medical Technology Program are excited about your interest in becoming an Emergency Medical Services professional!

All students who enter the Emergency Medical Technology Program are required to navigate a streamlined application process. Applicants are carefully screened and then scored using the appropriate application scoring rubric for the level of application; EMT-Basic; Advanced EMT; or Paramedic. A copy of each rubric is included in this packet. Alvin Community College nor the Emergency Medical Technology Program discriminate against any persons on the basis of race, color, religion, national origin, veteran status, age, sex, familial status, marital status, ancestry, and/or sexual or affectionate orientation.

The Emergency Medical Services profession is both mentally and physically challenging. The Emergency Medical Technology Program courses are also both mentally and physically challenging. Because of the unique environment in which Emergency Medical Services (EMS) personnel function, it is important for you to have a firm understanding of the demands of the profession. A copy of the Functional Job Description for an EMS profession as described by the Texas Health and Safety Code is included in this packet. You should read it carefully before beginning the application process. You need to assess your ability to perform the required functions of an EMS professional. If you cannot perform the tasks described in the Functional Job Description for an EMS profession as described by the Texas Health and Safety Code, you are putting yourself and others at risk of injury or worse. Please carefully consider this when deciding to apply.

If you feel you are able to perform the functions of an EMS professional as described by the Functional Job Description but need learning accommodations during the application process or during your enrollment in the Emergency Medical Technology Program courses, please contact the [Office of Student Accessibility Services](#). The Emergency Medical Technology Program can guarantee each student will be afforded equal opportunity during the application process and during the instructional phase. Please keep in mind that it is your responsibility to take advantage of any accessibility services for which you qualify by contacting the Office of Student Accessibility Services. Applicants should also be aware that specific criteria must be met to earn and obtain a course completion that will allow them to take the certification exam.

This packet also includes a list of the Emergency Medical Technology Program's prerequisites and application instructions.

Please do not hesitate to reach out should have any questions or require any information not covered in this packet.

**Shannon Graham LP, MS, EMS-C**

Program Director

Office: S108

Phone: 281-756-5610

Email: [emt@alvincollege.edu](mailto:emt@alvincollege.edu)



[emt@alvincollege.edu](mailto:emt@alvincollege.edu)



Tel: 281.756.5610

Fax: 281.756.5606



3110 Mustang Road  
Alvin, TX, 77511-4898

**Your College > Right Now**

[www.alvincollege.edu](http://www.alvincollege.edu)



EMERGENCY MEDICAL  
TECHNOLOGY

# Emergency Medical Technician-Basic General Program Information Packet

The ACC Emergency Medical Technology Program (the Program) has the following certificate and degree offerings:

1. Emergency Medical Technician – Basic Certificate
2. Advanced Emergency Medical Technician Certificate
3. Paramedic Certificate
4. Associate of Applied Science - Paramedic

## Emergency Medical Technician – Basic Applicant Qualifications

Completed the Apply Texas process and been accepted as an Alvin Community College student

Be at least 17 years old and will be 18 years old on or before the course end date

Meet one of the following criteria:

- A high school senior participating in a dual enrollment EMT course OR
- Have a valid high school diploma OR
- Have a valid GED
- Have a valid home-school certificate of completion or diploma
  - High school diplomas must be from a school accredited by the Texas Education Agency (TEA) or a corresponding agency from another state. Applicants who received a high school education in another country must have their transcript evaluated by a foreign credentials evaluation service that attests to its equivalency. A home school diploma is acceptable. (TAC Rule §157.33 – Certification)

Have one of the following:

- A valid non-expired Texas Driver's License OR
- A valid non-expired Texas Identification card OR
- A valid non-expired United States passport

Have a valid Social Security Card or Permanent Resident Card

**DO NOT** currently hold an EMT certification in the state of Texas or in any other state; active or inactive

Have **NOT** successfully completed an EMT course at ACC or any other EMS education program within the last 2 years

Can provide detailed valid immunization documentation

Agree to submit to a background check

Agree to submit to drug screening and receive a negative result

Meet the functional and physical qualifications required to work as an EMS professional

Complete, in its entirety, the Emergency Medical Technician-Basic application by the posted deadline





ALVIN COMMUNITY COLLEGE

## EMERGENCY MEDICAL TECHNOLOGY

# Emergency Medical Technician-Basic General Program Information Packet

### Emergency Medical Technician – Basic Functional Job Description

The following general position description should guide you when considering what qualifications competencies, and tasks are required of an EMS professional. Please keep all of the requirements listed below in mind when deciding to apply to the ACC Emergency Medical Technology Program and in becoming an EMS professional.

- **Qualifications Required to Work as an EMS Professional**

- Successfully complete an approved EMS education course (EMT, Advanced EMT, or Paramedic) offered by an approved Texas Department of State Health Services.
- Successfully pass the EMT, Advanced EMT, or Paramedic certification exam administered by the National Registry of EMT's.
- You must be 18 years of age to *work* as an EMS professional. (Students may take the course at the age of 17 but cannot begin working until they turn 18)
- You must have a high school diploma or equivalent (GED)
- You must be able to communicate using written documentation, verbally face-to-face, by telephone, by computer, and by radio
- You must be able to lift, carry, and balance up to 125 pounds; 250 with assistance
- You must be able to interpret written and oral instructions
- You must be able to use good judgment and remain calm in high-stress and chaotic situations
- You must be able to work effectively in an environment with loud noises, flashing lights, and many other distractions
- You must be able to function effectively with little to no sleep throughout an entire work shift which can be 24 hours or more
- You must be able to read small print under life-threatening time constraints
- You must be able to speak, read, and understand manuals and road maps published in the English language
- You must be able to read information on a computer screen, discern street signs, and address numbers
- You must be able to confidently and professionally interview patients, family members, bystanders, and other first responders such as law enforcement and fire personnel
- You must be able to document patient care contacts in a prescribed format that can be defensible in a court of law
- You must possess moderate computer skills
- You must be able to converse confidently and professionally in English with coworkers and hospital staff as to the status of patients
- You must possess good manual dexterity with the ability to perform all tasks related to highest quality patient care
- You must be able to bend, stoop, and crawl on uneven terrain
- You must be able to withstand varied environmental conditions such as extreme heat, cold, and moisture while maintaining exemplary patient care
- You must be able to work in low light, confined spaces, and other dangerous environments

**Your College**  **Right Now**

www.alvincollege.edu



emt@alvincollege.edu



Tel: 281.756.5610

Fax: 281.756.5606



3110 Mustang Road  
Alvin, TX, 77511-4898



ALVIN COMMUNITY COLLEGE

EMERGENCY MEDICAL  
TECHNOLOGY

# Emergency Medical Technician-Basic General Program Information Packet

## Emergency Medical Technician – Basic Functional Job Description

The following general position description should guide you when considering what qualifications competencies, and tasks are required of an EMS professional. Please keep all of the requirements listed below in mind when deciding to apply to the ACC Emergency Medical Technology Program and in becoming an EMS professional.

- **Emergency Medical Technician Professional Competency Areas**
  - You must demonstrate competence in handling emergencies using basic life support equipment and skills in accordance with all cognitive, psychomotor, and behavioral objectives in the EMT National Standard Curriculum. The skills include:
    - Effective communication skills
    - Effective writing skills for patient care documentation (legal documents)
    - Exemplary ethical and moral character with the ability to take accountability and responsibility for mistakes
    - Cardiopulmonary Resuscitation
    - Bandaging and Splinting
    - Traction Splinting
    - Mechanical Aids for Breathing
    - Vital Signs
    - Patient Assessment
    - Spinal Motion Restriction
    - Automated External Defibrillation
    - Small-Volume Nebulizer
    - Metered-Dose Inhalers
    - Epinephrine Auto-Injectors
    - Pneumatic Anti-Shock Garments
    - Administration of some emergency medications
      - Activated Charcoal
      - Aspirin
      - Bronchodilators
      - Epinephrine
      - Oral Glucose
      - Oxygen
      - Nitroglycerin

**Your College > Right Now**

www.alvincollege.edu



emt@alvincollege.edu



Tel: 281.756.5610  
Fax: 281.756.5606



3110 Mustang Road  
Alvin, TX, 77511-4898



ALVIN COMMUNITY COLLEGE

## EMERGENCY MEDICAL TECHNOLOGY

# Emergency Medical Technician-Basic General Program Information Packet

### Emergency Medical Technician – Basic Functional Job Description

The following general position description should guide you when considering what qualifications competencies, and tasks are required of an EMS professional. Please keep all of the requirements listed below in mind when deciding to apply to the ACC Emergency Medical Technology Program and in becoming an EMS professional.

### Physical Requirements: In the Classroom and on the Job

Functional Ability Category	Representative Activity/Attribute	Examples
Critical Thinking	Sufficient for emergency medical judgment	<ul style="list-style-type: none"> <li>Independent judgments in a physician's absence</li> <li>Determine appropriate treatment priorities</li> <li>Make quick, life-saving decisions</li> </ul>
Interpersonal Skills	Sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> <li>Life and death situations</li> <li>Family stress of patient's illness</li> <li>Peer stress from critical incidents</li> <li>Cultural diversity in reactions to illness or injury</li> </ul>
Communication	Sufficient for interaction with others in verbal and written form	<ul style="list-style-type: none"> <li>Radio report to facility of patient's condition</li> <li>Comprehensive written reports of patient encounters</li> <li>Verbal reports to other healthcare providers</li> </ul>
Mobility	Sufficient to climb, stoop, crouch, kneel, and lift 150 pounds; drag, crawl, balance, reach, push, carry, bend, walk, run, and shuffle	<ul style="list-style-type: none"> <li>Work in natural and man-made disaster situations</li> <li>Move patients from incidents to safety</li> </ul>
Motor Skills	Gross and fine motor abilities, finger dexterity, vision and hand movements sufficient to provide safe and efficient emergency care	<ul style="list-style-type: none"> <li>Tie a knot; bandage; give injections</li> <li>Pick up small objects</li> <li>Write with a pen</li> <li>Type on a computer</li> </ul>
Hearing	Sufficient to monitor and assess health needs	<ul style="list-style-type: none"> <li>Auscultation of body sounds</li> <li>Converse with patients</li> <li>Work around loud equipment</li> <li>Work on roadways</li> <li>Hear radio transmissions and pager tones</li> <li>Talk on radio and telephone</li> </ul>
Vision	Sufficient to work in dark or dimly lit situations, bright light areas, and have spatial aptitude and form perception and color discrimination	<ul style="list-style-type: none"> <li>Reading and writing reports</li> <li>Visualize mechanism of injury in relation to patient's condition</li> <li>Describe size shapes of wounds</li> <li>Describe patient skin color</li> <li>Driving</li> </ul>
Tactile	Sufficient for physical assessment	<ul style="list-style-type: none"> <li>See motor skills</li> <li>Full patient assessment</li> </ul>
Environmental Adjustment	Ability to provide patient care in a variety of locations and conditions	<ul style="list-style-type: none"> <li>Deliver patient care in all weather conditions</li> <li>Working in water, mud, roadways, fields, buildings, high and low elevations, and in hot and cold environments</li> </ul>
Concentration	Concentrate on details with moderate to severe amount of interruptions	<ul style="list-style-type: none"> <li>Mass-casualty events</li> <li>Car wrecks</li> <li>Natural Disasters</li> <li>CPR Calls</li> </ul>

**Your College**  **Right Now**

www.alvincollege.edu



emt@alvincollege.edu



Tel: 281.756.5610

Fax: 281.756.5606



3110 Mustang Road

Alvin, TX, 77511-4898



ALVIN COMMUNITY COLLEGE

## EMERGENCY MEDICAL TECHNOLOGY

# Emergency Medical Technician-Basic General Program Information Packet

### Criminal Background Check Requirement Information

All Program affiliates require that each student enrolled in the Program who will be coming to their facilities/agencies for clinical experiences must have a clear background. Background screening helps to promote and protect patient safety. Acceptance into the Program is strictly prohibited for any applicant who has been convicted of, attempted to, conspired to, or solicited any of the following:

- Capital Murder
- Murder
- Manslaughter
- Criminally negligent homicide
- Unlawful restraint
- Kidnapping
- Aggravated kidnapping
- Continuous sexual abuse of a young child or children
- Indecent exposure
- Indecency with a child
- Improper relationship between an educator and student
- Sexual assault
- Aggravated assault
- Aggravated Sexual assault
- Assault
- Intentional, knowing, or reckless injury to a child, elderly individual, or disabled individual
- Intentional, knowing, or reckless abandonment or endangerment of a child
- Deadly conduct
- Terroristic threat
- Aiding in suicide
- Prohibited sexual conduct (incest)
- Agreement to abduct a child from custody
- Violation of certain orders in family violence cases
- Violation of protective orders in family violence cases
- Violation of protective order preventing hate crime
- Hate crimes
- Sale or purchase of a human
- Arson
- Robbery
- Aggravated robbery
- Burglary
- Online solicitation of a minor
- Money laundering
- Medicare/Medicaid fraud
- Insurance fraud
- Cruelty to animal(s)
- Causing sexual performance by a child
- Possession or promotion or production of child pornography
- Any other offense for which registration as a sex offender is required

Students must not have convictions in the 5 calendar years from any state or jurisdiction for any of the following:

- Assault punishable as a Class A misdemeanor or felony
- Theft punishable as a felony
- Misapplication of fiduciary property of financial institution punishable as a Class A misdemeanor
- Securing execution of a document by deception punishable as a Class A misdemeanor or felony (not tampering with a government record)
- False identification as/to a law enforcement officer
- Disorderly conduct
- Driving under the influence
- Driving while intoxicated

*Should any of the above be discovered on an applicant's background screen, the applicant is automatically ineligible for acceptance into the Program.*

If an applicant believes his/her background information is incorrect, the *applicant* is responsible for working with the screening company to attempt to correct the issue. Until the screening company issues a clear background report, the applicant is ineligible for admittance into the Program. If the applicant is not able to obtain a clear background report from the screening company, the applicant must receive background clearance from the Texas Department of State Health Services. (See next section)

### **Texas Department of State Health Services Criminal Background Review/Clearance Information**

The nature of the EMS profession requires restrictions to be placed on credentialing of persons with criminal histories. The ACC EMT Program is *not* able to advise a student with a criminal history if he/she will be eligible for certification by the state of Texas upon completion of the course and passing the NREMT certification exam.

Applicants who need a criminal background review for background clearance must contact the Texas Department of State Health Services: Call 512.834.6700, then Option 5


Applicants who receive a background clearance letter from the Texas Department State Health Services *must* upload the letter into the Criminal Background Clearance section of the ACC EMT Program application.

**Your College**  **Right Now**

www.alvincollege.edu

 [emt@alvincollege.edu](mailto:emt@alvincollege.edu)

 Tel: 281.756.5610  
Fax: 281.756.5606

 3110 Mustang Road  
Alvin, TX, 77511-4898



ALVIN COMMUNITY COLLEGE

## EMERGENCY MEDICAL TECHNOLOGY

# Emergency Medical Technician-Basic General Program Information Packet

### Drug Screening Requirement Information

All Program affiliates require that all students who visit their facilities/agencies to have submitted to at least one drug screen and have documentation of a negative result within the same semester the student will be coming to their facility/agency. Random drug tests will occur each semester. The cost of random drug screens is encumbered by the student.

Applicants who test positive for one or more of the following substances (without proof of a valid prescription) are automatically ineligible for admittance into the Program:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine Metabolites
- Marijuana (tetrahydrocannabinol)
- Methadone
- Methaqualone
- Opiates
- Oxycodone
- Phencyclidine
- Propoxyphene

Applicants who test positive for any of the above-listed substances (without a valid prescription) during a random drug screen must withdraw from the Program and is ineligible to reapply for 12 months.

### ACC Student Email

It is the policy of ACC that college-hosted email is the official means of communication. It is imperative that students accepted into the Program have access to and check their ACC student email daily.

### ACC EMT Program Vaccination Requirements

All Program affiliates require that all students who visit their facilities/agencies are sufficiently vaccinated against several communicable diseases that are commonly found in healthcare settings. Applicants must provide documented proof of the following vaccinations/negative test results:

- Measles, Mumps, and Rubella (MMR)
- Varicella (Chicken Pox)
- Hepatitis B
- Tuberculosis
- Tetanus
- Meningitis
- Influenza
- COVID - required at 95% of the Program's current clinical affiliates; Program students who are *not* vaccinated are only allowed to complete his/her hospital and EMS rotations at the affiliates who do not require it. These spots are limited. Students are required to complete their rotations by the course end date.

**Vaccination declinations are not allowed.**

### AHA Healthcare Provider CPR Certification

All Program affiliates require that all students who visit their facilities/agencies to have a current American Heart Association BLS Provider CPR certification. The Program offers a CPR course to its students once a semester. The cost of the course is \$50.<sup>00</sup>.

**Your College > Right Now**

www.alvincollege.edu



emt@alvincollege.edu



Tel: 281.756.5610

Fax: 281.756.5606



3110 Mustang Road  
Alvin, TX, 77511-4898



ALVIN COMMUNITY COLLEGE

EMERGENCY MEDICAL  
TECHNOLOGY

# Emergency Medical Technician-Basic General Program Information Packet

## Uniform Requirement

Students accepted into the Program are required to purchase a uniform and wear it to every class session and during clinical rotations. Vendor information for purchasing uniform components will be included in applicant acceptance letters.

The required uniform components are as follows:

- Blue Polo Shirt
- Black trauma (cargo) pants
- Solid black belt
- Black first responder boots
- Stethoscope
- Penlight
- Trauma Shears

## Tuition and Fees

Tuition is based upon a student's residency status that is on file with the ACC Registrar's Office. ACC may change tuition rates and other fees without notice or when so directed by the Board of Regents. For more information about tuition and fees, please visit <https://www.alvincollege.edu/admissions/tuition/>.

## ACC Emergency Medical Technology Program Accreditation Information

The Alvin Community College Emergency Medical Technology Program is currently accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

### **CoAEMSP**

8301 Lakeview Parkway  
Suite 111-312  
Rowlett, TX 75088  
214.703.8445

### **CAAHEP**

25400 UD Highway 19 North  
Suite 158  
Clearwater, FL 33763  
727.210.2350

**Your College**  **Right Now**

www.alvincollege.edu



emt@alvincollege.edu



Tel: 281.756.5610  
Fax: 281.756.5606



3110 Mustang Road  
Alvin, TX, 77511-4898



# Emergency Medical Technician-Basic Application Scoring Rubric

## EMERGENCY MEDICAL TECHNOLOGY

Semester: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

The following rubric is used by the ACC Emergency Medical Technology Applicant Selection Committee in the selection of qualified applicants to be admitted into the ACC EMT Program. Student selection is based on the total number of points earned.

*Note: If an applicant was previously accepted into/enrolled in another health science program at ACC and was dismissed from or was deemed to be ineligible to return to that program, the ACC EMT Applicant Selection Committee reserves the right to contact the program in question and use any information obtained in the consideration for admittance into the EMT program.*

Applicant Name:	Applicant ACC ID #:	
CRITERIA	POINTS	
Required Criteria If any of the following criteria are not met, DO NOT proceed with application review and reject the application	1 Point Award if the criteria is met	0 Points Award if the criteria is not met
Completed the appropriate application		
Accurately completed the Demographics Section of the application		
Attested to having personal health insurance		
Submitted proof of valid identification		
Attended one Information Session		
Completed the Personal Statement		
Submitted 3 Letters of Recommendation		
Clear and Complete in Viewpoint		
Clear Background Report		
Drug Screen with Negative Result		
Extra Points The following criteria are not required but favorable for admission	1 Point Award if the criteria is met	0 Points Award if the criteria is not met
Completed Anatomy and Physiology I with a B or higher within the last 3 years		
Completed Anatomy and Physiology II with a B or higher within the last 3 years		
Completed Medical Terminology within the last 3 years		
Completed the TSI Math benchmark At or Above proficiency within the last 2 years		
Completed the TSI Reading benchmark At or Above proficiency within the last 2 years		
Completed the TSI Writing benchmark At or Above proficiency within the last 2 years		
Possess a current/valid healthcare-related certification (i.e. CNA, LVN, RN, etc...)		
Possess an Associate's degree		
Possess a Bachelor's degree		
Possess a Master's degree		

Total Possible Points = 20

Total Points Earned = \_\_\_\_\_

(Total Points Earned) ÷ (Total Possible Points) x 100 = Applicant's Score

Applicant's Score = \_\_\_\_\_

Printed Name of Scorer: \_\_\_\_\_

Signature of Scorer: \_\_\_\_\_

**Your College** **Right Now**

www.alvincollege.edu

emt@alvincollege.edu

Tel: 281.756.5610

Fax: 281.756.5606

3110 Mustang Road  
Alvin, TX, 77511-4898



# Emergency Medical Technician-Basic Step-by-Step Application Instructions

## EMERGENCY MEDICAL TECHNOLOGY

*If you are already an accepted student of Alvin Community College, you may skip Step 1 and begin at Step 2.*

1. Apply to Alvin Community College by clicking on the link below  
[https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)
2. Attend an ACC Emergency Medical Technology Program Information Session  
Go to <https://www.alvincollege.edu/emt-ems/> to register for an Information Session
3. **This step must be completed before moving on to Step 4! No exceptions!**  
Complete the required drug screening, background check, and immunization tracking by creating a Viewpoint Screening account and completing the steps listed below:
  - a. Go to <https://www.viewpointscreening.com/alvincollege>
  - b. Click on "Start Your Order "
  - c. Click on "EMT "
  - d. Click on "Background Check + Drug Test + Health Portal "
  - e. Click on "Confirm "
  - f. Click the box next to the Viewpoint Screening Disclaimer and Refund Policy
  - g. Click "Next "
  - h. Complete the Applicant Information page
  - i. Click "Next "
  - j. Review your information and pay for your account (\$90.00)
    - If you are having difficulties setting up an account, you may contact Viewpoint by calling 888-974-8111 or by emailing them at [info@viewpointscreening.com](mailto:info@viewpointscreening.com).
  - k. Complete the following Viewpoint requirements:
    - Background Check
    - Drug Screen
    - Hepatitis B
    - Flu
    - MMR
    - Tdap
    - TB Test
    - Varicella
    - Meningitis
    - Physical
    - Fee statement
    - Student Information Sheet
4. Complete the Emergency Medical Technician-Basic Program Application. Use the link below to access the application:  
[EMT-Basic](#)
5. Wait to receive an Acceptance or Rejection letter via email from the Program Director.
  - a. Acceptance/Rejection letters are emailed to applicants during the first week of registration each semester

*Should you need assistance in completing the application process, please contact the Program's administrative assistant by using the contact information below.*

**Your College > Right Now**

[www.alvincollege.edu](http://www.alvincollege.edu)



[emt@alvincollege.edu](mailto:emt@alvincollege.edu)



Tel: 281.756.5610  
Fax: 281.756.5606



3110 Mustang Road  
Alvin, TX, 77511-4898