



EMERGENCY MEDICAL TECHNICIAN – BASIC APPLICATION INFORMATION Spring through Summer term 2010

IMPORTANT NOTICE: This application is an on-line application process with a \$35 fee. You must complete all steps to be considered.

1. PROGRAM COUNSELING & ADVISING

It is HIGHLY recommended that applicants work with a counselor/advisor in the Counseling Department to review program requirements. It is the applicant’s responsibility to be aware of program entrance and degree completion requirements.

The enclosed information is intended for program entrance only and does not include information on courses required for degree completion.

For Counseling and Advising assistance in meeting program or application requirements, please go to Counseling and Advising in building 1, room 103 or e-mail EMTProgram@lanecc.edu.

2. APPLICATION PROCESS & DATES

Acceptance into this program is limited to the first 24 qualified applicants.

2A. Selection Criteria.

Apply early, the program fills up quickly. Program admission *is based on first applied and qualified, first admitted*. The program is limited to **24** students. In addition, there will be designated alternates. An alternate is allowed to enter the program if an admitted student declines. Remaining alternates are given admission priority the following session.

2B. Submission Day and Time.

First applied is based on the completion and submission date and time for each of the following:

- Admission to Lane as a college-credit student
- Passing required testing, and
- Program On-line Application & Payment.

The day and time of the **last item completed** is considered your submission time.

2C. Important Dates:

Program Application submissions opens	10 a.m., Jan. 6, 2010
Program Application & Payment and Transcript submission closes.	5 p.m., Feb. 2, 2010
Notification of program status may take up to.....	6 weeks after close date
Mandatory Orientation.....	6-9 p.m., Mar. 15, 2010

3. APPLICATION OVERVIEW

Application. To apply to this program, you must meet all criteria. See details in following sections.

- Be 18 years or older prior to program entrance,
- Have a High School or GED Diploma or 2 or 4-year degree from an accredited college,
- Be admitted to Lane Community College as a college-credit student,
- Meet Testing Requirements,
- Complete the Program On-line Application & Payment.

4. SPRING 2010 ENROLLMENT REQUIREMENTS

If accepted or considered an alternate to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.**

- **Be 18 years or older** prior to program entrance.
- **Attend the Mandatory Orientation.** *Both accepted and alternate students must attend the orientation session to be eligible for the program.* - see *Important Dates* above. Location will be announced in notification of program acceptance.
- **Documentation of program/clinical requirements (to be paid by student) which will include:**
 - Proof of High School or GED diploma or a 2 or 4 year college degree (transcript must show awarded college degree)
 - Physical exam and immunization
 - CPR certification
 - Proof of insurance
 - Drug testing
 - Background check

Specifics will be included in program acceptance or alternate notification and discussed at the Mandatory Orientation.

5. TESTING

Application Testing must be completed through Lane's Testing Office. Identify yourself as an "*EMT Basis Applicant*" to make sure you get the right test.

Important: Testing is done by appointment only and must be done through the Lane Community College Testing Office located in Building 1, phone (541) 453-5324. For information or to schedule an appointment go to <http://lanec.edu/testing>, click "Placement". For testing information on the Accuplacer computerized tests and review tools, click "Links to Study Strategy Website."

6. NOTIFICATION

Notification of your status may take up to **6 weeks after the close date** and will be **by e-mail**.

IMPORTANT: Set your "spam filter" system to accept mail addresses containing @lanec.edu or your notification may be spammed! **Do this even if you are currently receiving e-mails from Lane.**

You are NOT considered an applicant to the program until you meet all application requirements.

7. APPLICATION WORKSHEET & REQUIRED STEPS

*Use this check list to make sure you do all necessary steps to complete the
On-line Application & Payment process.*

Keep this check list is for your records and to help you fill out the on-line application.

You must meet the following criteria to have a complete application process and to be considered for the program. Review the following steps carefully.

- _____ **1. Advising.** Meet with a Health Professions counselor or advisor, see Section 1.
- _____ **2. Admission to Lane.** If you are not currently a Lane credit student, complete **Lane's college admission process** and obtain a student "L" number at <http://www.lanecc.edu/es/admissions.html>.
- _____ **3. E-mail Account.** You will need to obtain an E-mail address if you do not already have one. Lane's Enrollment Services, Health Professions Application Center, and the EMT Program use E-mail to send information. **VERY IMPORTANT!** Set your "spam filter" system to accept mail addresses containing @lanecc.edu or your notification may be spammed! **Do this even if you are currently receiving e-mails from Lane.**
- _____ **4. Age Requirement.** You will be 18 years or older prior to program entrance.

Check if Yes	Age Requirement
	I am or will be 18 by March 29, 2010 .

- _____ **5. Testing.** You **must** take the following tests to be considered for the program. **No exceptions.** Identify yourself as an "**EMT Basis Applicant**" to make sure you get the right test.

Complete All	Course or Test	Credits	Score	Test Date	School
	Accuplacer Reading Comp. Test taken October 2005 or later . Minimum test score of 76 required.	Score ≥ 76			Lane
	Math Placement Test Part A, October 2009 or later. Score of 7 or above – and -	A ≥ 7			Lane
	Math Placement Test Part B, October 2009 or later. Score of 7 or above – and -	B ≥ 7			Lane
	Math Placement Test Part C, October 2009 or later. Score of 7 or above.	C ≥ 7			Lane

- _____ **6. Academic performance.** You must meet **one of the following** academic requirements.

One Only	Academic Documentation Type	Year Completed	School
	GED Certificate – or -		
	High School Diploma – or -		
	College Degree (2 or 4-year) awarded		

- _____ **7. Application and Program Entrance Requirements Acknowledgement.**

Check if Yes	Application and Program Entrance Requirements Acknowledgement.
	I have read all of the program application and entrance requirements listed in this information packet.

8. **Complete the EMT Basic Program** On-line Application & Payment. You will be charged a **\$35 non-refundable application processing fee:** https://exp.lanecc.edu/pls/lane/bwskalog.P_DisplLoginNon

Before you begin the on-line application

- You must have a student “L” number to complete this process.
- You must have an E-mail address to complete this process.
- You must have a Visa or MC credit card to pay the application fee.
- You will be asked specific information about schools, grades, courses and/or testing scores.

To access the On-line Application & Payment, go to

https://exp.lanecc.edu/pls/lane/bwskalog.P_DisplLoginNon

Instruction on how to access and complete the On-line Application & Payment are on the next page.

How to complete Online Program Application & Payment

Read and print these instructions for easy reference

Before you start your On-line Program Application & Payment session:

- a. You must have applied for admissions to Lane and received an L number.
- b. You must have a personal e-mail account (Lane does not issue students Lane e-mail accounts).
- c. You must have a credit card on which to charge the **non-refundable application** fee.
- d. Complete the program Application Information worksheet/checklist for reference.
- e. On-line application access opens at 10 a.m. See application submission date in Program Information packet.

1. Enter the website for all Lane Applications: <http://www.lanec.edu/es/admissions.html>
2. Click: **Apply Online** :
 - A. Scroll down and click **First time user account creation**
 - B. **Create a Login ID:** Enter your Lane student number (*enter including zeros*)
 - C. **Create a PIN:**
 - i. 6-digit PIN that contains only numbers 0 through 9
 - ii. It should not be the same PIN that you use to login to ExpressLane
 - iii. Verify by entering the PIN a second time.

Note: *This PIN is only for the Application process and will not change your ExpressLane PIN. Use this Application PIN to check on the status of your program application.*
3. **Select an Application Type:**
 - A. From the pull-down menu, select: **Health Careers - program name** (*select program*)
 - B. Click: **Continue** .
4. **Apply for Admissions:**
 - A. Select Admission Term: **Spring 2010**
 - B. Enter your name
 - C. Click: **Fill Out Application**
5. You will see a "checklist" of application sections that must be completed. Follow the instructions provided on screen to complete each section.

High School section: Follow the directions for giving us high school information. Note: *Some Health Professions programs require high school completion.*

Previous College section: Use the "Look-up" steps for finding prior colleges. List all previously attended institutions. If you cannot find your college, then use the college name field.
6. When all sections of the application are completed, you can submit your application by clicking on the button labeled "**Application is Complete**". Note: *You do not have to complete this application in one session; you can follow the steps to finish your application at a later time. However, recorded submission time is after application is completed and payment received.*
7. **You must pay the application fee** with a credit card for your application to be submitted; follow the payment processing steps. Click on the "**Signature Page**" button.
8. The final page provides important reminders for you and does NOT require a signature. Print this information and keep for your reference. Note the time and date of your application and payment.

Click "**Return to Application Menu**" link at the bottom of the final page, to see your application is now listed under Submitted Applications.

Click **Return to Homepage** to go to the Lane CC homepage.
9. You will receive a confirmation e-mail after your application is submitted.

*The following instructions **apply only** to Dental Hygiene, Nursing, Paramedic, and Physical Therapy Assistant*

Application Point Sheets must be submitted to The Health Professions Application Center as described in the Application Information packet.

Transcripts (from schools other than Lane) must be received at **Lane Enrollment Services** to Lane Enrollment Services as described in the Application Information packet.