



EMERGENCY MEDICAL TECHNICIAN – BASIC Spring through Summer term 2012 Application Information

NOTE: Program entry is based on first applied and qualified.

This application is an on-line application process with a \$35 fee.

You must complete all steps to be considered.

1. PROGRAM COUNSELING & ADVISING

All of the information necessary to make a successful application to the EMT program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

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 EMTBasicProgram@lanecc.edu.

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for the program year 2011-2012.

2. APPLICATION PROCESS & DATES

2A. Selection Criteria.

Apply early, the program fills up quickly. **Program admission is based on first applied and qualified, first admitted.** *Application time is recorded upon submission of On-line Application Payment. Note: Testing must be completed prior to On-line Application submission.*

The program is limited to **24** students. In addition, there will be **6** 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. Important Dates:

Application opens. On-line Application and Payment opens..... **Dec 16, 2012***

Application closes..... **Jan 20, 2012***

Application notification: program status announced..... **Feb17, 2012**

Mandatory orientation: attendance **required** if accepted or alternate status..... **TBA 2012**

*On-line Application and Payment system opens *approximately* 12:15 a.m. and closes at 11:59 .p.m. daily. You must submit your application before the system closes on the final day of the application period.

3. APPLICATION REQUIREMENTS

Application. To apply to this program, you must complete and submit the following by the closing date listed above. Details of requirements are provided in the following sections.

- Be 18 years or older prior to program entrance,
- Have a High School or GED Diploma or 2 or a 4-year degree from an accredited college,
- Be admitted to Lane Community College as a college-credit student and have an L number,
- Meet Testing Requirements (no exceptions),
- Complete the Program On-line Application & Payment process.

4. APPLICATION WORKSHEET & REQUIRED STEPS

Use this check list to make sure you complete all requirements.

Review Application Process and Dates Section.

Keep this check list as a reference.

- _____ **1. E-mail Account.** You will need to obtain an E-mail address if you do not already have one. Lane’s Enrollment Services and Health Professions Application Center use E-mail to send information.

It is your responsibility to set your “spam filter” system to accept mail addresses containing @lanecc.edu . Do this even if you are currently receiving E-mails from Lane. **We cannot be responsible for notices which are not received due to spam or junk mail handling.**

- _____ **2. Admission to Lane as a credit student.** If you are not currently a credit Lane student, complete Lane’s college admission process and obtain a student “L” number at <http://www.lanecc.edu/es/admissions.html>. Make sure to complete all “[Steps to Enroll in Credit Classes](#)” including testing.

- _____ **3. Advising.** Meet with a Health Professions counselor or advisor. See Program Counseling section.

- _____ **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 30, 2012.

- _____ **5. 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 and transcribed.		

- _____ **6. Testing.** You **must** take the following tests to be considered for the program. **No exceptions.** Identify yourself as an “**EMT Basic Applicant**” to make sure you get the right test. Testing must be completed prior to submission of the On-line Application and Payment.

Important: Placement testing is done by appointment only and must be done through the Lane Community College Testing Office located in Building 1, phone (541) 463-5324. For information or to schedule an appointment, go to <http://lanecc.edu/testing> .

Complete All	Course or Test	Credits	Score	Test Date	School
	Accuplacer Reading Comp. Test taken Apr 2007 or later . Minimum test score of 76 required.	Score ≥ 76			Lane
	Math Placement Test Part A, Apr 2011 or later. Score of 7 or above – and -	A ≥ 7			Lane
	Math Placement Test Part B, Apr 2011 or later. Score of 7 or above – and -	B ≥ 7			Lane
	Math Placement Test Part C, Apr 2011 or later. Score of 7 or above.	C ≥ 7			Lane

7. Application and Program Entrance Requirements Acknowledgement.

Check if Yes	Application and Program Entrance Requirements Acknowledgement.
	<p>I have read all of the program application and entrance requirements listed in this application information packet.</p> <p>I understand if I am accepted or considered an alternate, I must meet all the Enrollment Requirements listed in the Application Information including attending the mandatory orientation.</p>

8. Complete the EMT Basic Program On-line Application and Payment. You will be charged a \$35 non-refundable application fee.

Before you begin the On-line Application and Payment:

- 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.

Instruction on how to access and complete the On-line Application & Payment follows.

5. NOTIFICATION

Notification of your status will be announcements by **E-mail or through your myLane** portal by the date listed in the *Important Dates* section.

6. SPRING 2012 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.* - Date and location will be announced in notification of program acceptance.
- **Documentation for program and/or clinical requirements (to be paid by student) and 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
 - Criminal background check

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

2012-13 Health Professions Online Program Application & Payment

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

- a. You must have applied for **credit** admissions to Lane and have a student 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 Worksheet.

Go to: <http://www.lanec.edu/es/admissions.html> , Lane’s Admission and Program Application website.

Apply Online: Click button.

First time user account creation Click on button at very bottom of page.

Create a Login ID: Enter your L#. (If you have applied for admissions and have not yet received your L#, have the system to generate a G# for you. **Make sure to keep** your G number for reference!)

Create a new PIN: Follow instructions on the web page.

- Do not use the same PIN you use to log into ExpressLane, myLane, or Moodle.
- 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. Write it down!

Login: Click this button located at bottom of page.

Continue: Click this button located at bottom of page.

Application Type: Select the correct program application type from pull down menu. Make sure of your selection.

Continue: Click this button at bottom of page.

Apply for Admissions By entering the correct information.

Admission Term: **Fall 2012**. Enter from drop down menu. (For EMT Basic Spring/Summer, enter Spring 2012)

Enter Name: Make sure your name matches the name you used in your **myLane** portal.

Fill Out Application Click this button at bottom of page.

Application Checklist Click this link and complete each required section of the application.

- Follow the instructions provided on each screen.
- **High School Section.** *Some Health Professions programs require high school completion.*
- **Previous College Section:** List all previously attended institutions.

Application is Complete Click this button only when all sections have been completed.

or Finish Later Click this button to save your information.

Complete Payment You must pay the On-line Application fee with a Visa or MasterCard.

Signature Page Click the button and read agreement information.

- Your On-line Application is dated and timed after submission of the Signature Page.
- This is an acknowledgement page and **does not require a signature**.

Return to Application Menu Click this link at the bottom of the page. Your application is now listed as “submitted.”

Lane Community College Admission Confirmation. An E-mail will be sent to you confirming your On-line Application and Payment and time. Retain this page for your reference.

In addition to your On-line Application and Payment, the following programs require additional form(s) and documentation. Details are in the Program Application Information & Forms.

<p>Dental Assisting Dental Hygiene EMT Paramedic Health Records Technology</p>	<p>Medical Office Assistant Nursing Physical Therapy Assistant Respiratory Care</p>
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