



# EMT 151 Department Approval Letter

Student name:

COCC Student ID number: (820)

## Introduction:

**Please read and initial each item where indicated. Your initials and signature acknowledge<sup>1</sup> that you understand and agree to abide by all listed requirements as outlined in this document.**

The State of Oregon requires that all EMS students meet standards of immunization, criminal history check and drug screening. These requirements are based on recommendations from the U.S. Centers for Disease Control and Prevention and apply to all healthcare workers. The state regulations, Oregon Administrative Rules 409-030-0100 through 0250 establish these standards. All Central Oregon Community College students studying covered healthcare fields are held to these standards. ([http://arcweb.sos.state.or.us/pages/rules/oars\\_400/oar\\_409/409\\_030.html](http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_409/409_030.html)).

## Instructions:

Carefully read the following information which details the requirements for EMT 151. After you have thoroughly read the requirements, initialed where indicated, signed the agreement page and emailed all pages to [paramedicine@cocc.edu](mailto:paramedicine@cocc.edu), you will receive an email confirming your approval and will then be able to register for EMT 151. *Please note: completing this Department Approval Letter only clears you for registration. It does not guarantee you a spot in the EMT 151 class.*

**Department approval is required each time you attempt to register for EMT 151 (Emergency Medical Technician Part A). You must be at least 18 years of age by the first day of this course.** The Department Approval process requires you read, complete and return this document to the EMS Administrative Assistant ([paramedicine@cocc.edu](mailto:paramedicine@cocc.edu)) after which you will be approved to register. Approval to register for EMT 151 **DOES NOT** guarantee you a place in the class. Regular registration rules will apply. Attempts to register before you receive approval will be unsuccessful. Please remember: It is your responsibility to register for the class once you receive department approval. We do not register students in the EMS Program. In addition, this does not take the place of your responsibility to meet with your advisor to get clearance to register and ensure there are no holds on your student account.

**Please note that all communications with the EMS Program will be through your COCC email account.** Check at least daily or have your COCC email forwarded to your personal address. Failure to complete these requirements because you did not check your COCC email account is not grounds for an extension. Per accreditation requirements, all verbal and written communications with EMS faculty and staff may be documented in your student file.

If you are new to COCC, you must apply to the college and complete placement testing or submit transcripts for evaluation before registering. Follow the “Getting Started” steps at <http://www.cocc.edu/getting-started/>

**All students registered in EMT 151 must have their VCI accounts (see below) set up and validated prior by the second Friday of EMT 151.** This will allow for a tuition refund if students are withdrawn from class. **Students who have not completed their accounts may be administratively withdrawn from EMT 151** and a student from the waiting list will be given the seat in class. Any wait-listed students who are added to the EMT 151 class will then have until the second Friday of the term to complete the VCI requirements.

## **Requirements for EMS Students:**

After you have successfully registered for EMT 151, you will receive an email with directions for opening an account with Verified Credentials (VCI). VCI is the online service you will use to submit immunization, criminal history check, drug screening & AHA BLS Provider requirements for approval.

**Your VCI requirements must be completed the second Friday of your EMT 151 class.**

This means your documentation must not just be uploaded, but also validated. Any exceptions are on a case-by-case basis. The process of making appointments, scheduling the drug screen and waiting for results, uploading documentation and having VCI validate your documents takes **a minimum of 3 weeks**. Do not delay getting started. A criminal history check and 10-panel drug screening are also included in your VCI requirements. These requirements must be performed through VCI and/or its designated vendors. Criminal history checks and/or drug screens not conducted through VCI and using the code provided will not be accepted. You will receive an email from the EMS Administrative Assistant with an access code that will allow you to begin uploading your documentation and instructions.

**IMMUNIZATIONS** (see table below): **State rules stipulate that the only exemptions allowed from these rules are for medical reasons.** In addition to submitting the OHA Medical Exception Form, you must present documentation from a medical doctor that you will have a life-threatening reaction to one or more of the immunizations or titer (immunity) tests. These forms need to be submitted by email to the Paramedicine Program Director as soon as possible.

The only immunizations that can be declined are the Covid and Flu immunizations. To decline these immunizations, students must complete the declination form, which is available on the COCC website under program information. This form must be submitted for review through the VCI account. If you are submitting a declination form you ***MUST wear an N-95 mask during the entirety of the clinical and ride along you attend.***








**EMT students are required to hold and maintain a valid BLS Provider certification issued by the American Heart Association.**

If card expires during term or student does not have a BLS Provider card, an AHA BLS Provider training must be complete by midterm of EMT 151 or you may be withdrawn from class.


### Immunizations/Screening for EMS Students

The Oregon Health Authority requires the following immunizations and screening.


**Only medical exemptions will be considered.**

|  |  |
|--|--|
| <b>Hepatitis B</b><br>                            | <p><b>Provide proof of receiving the Hepatitis B series.</b></p> <p>If you have not had the Hepatitis B series, <b>then</b> the series must be started and at least <b>two (2)</b> doses administered for EMT 151/152 according to the schedule below:</p> <ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> dose before 1<sup>st</sup> day of class • 2<sup>nd</sup> dose 1 month after the 1<sup>st</sup> dose</b></li> <li>• 3<sup>rd</sup> dose 6 months after the 2<sup>nd</sup> dose</li> <li>• Titer 1 month after the 3<sup>rd</sup> dose</li> </ul> <p>**If the titer is still negative after the 2<sup>nd</sup> series the student will be considered a non-responder and will require no further action.</p> |
| <b>MMR</b><br><br>(measles,<br>mumps,<br>rubella) | <p>Documentation of 2 MMR vaccinations at least 4 weeks apart</p> <p>OR</p> <p>Series in progress:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> dose before 1<sup>st</sup> day of class</li> <li>• 2<sup>nd</sup> dose at least 4 weeks after the 1<sup>st</sup> dose and before the clinical shift</li> </ul> <p>OR</p> <p>Results of Measles, Mumps, &amp; Rubella titers showing immunity*</p> <p>*if any titer is negative or equivocal a booster or the vaccine series must be completed.</p>  |
| <b>Varicella</b><br>                              | <p>Documentation of two (2) doses of Varicella vaccine at least 4 weeks apart.</p> <ul style="list-style-type: none"> <li>• 1st dose before 1st day of class</li> <li>• 2nd dose at least 4 weeks after 1st dose</li> </ul> <p>OR Results of Varicella titer demonstrating immunity</p>  |
| <b>Tdap</b><br>                                 | <p>Documentation of 1 time dose within the past 10 years</p>   |
| <b>TB Test</b><br>                              | <p>Documentation of negative IGRA (QuantiFERON or T-spot) <b>blood test</b>, or documentation of a previous positive TB test and negative x-ray within 12 months before entry into the first clinical rotation</p> <p>*Students with a past positive TB test must provide documentation of the test and follow-up negative chest x-ray and treatment must be completed by the 1<sup>st</sup> day of class.</p>   |
| <b>Influenza</b><br>                            | <p>Documentation of seasonal Influenza vaccine OR declination of vaccine form.</p>   |
| <b>COVID-19</b><br>                             | <p>Documentation of COVID-19 vaccination series OR declination of vaccine form.</p> <ul style="list-style-type: none"> <li>• 1-dose &amp; 2-dose series</li> </ul>   |

### My Clinical Exchange:

 Once your VCI & BLS requirements have been completed you will need to sign up for **MyClinicalExchange (MCE)**. You will link VCI to MCE so your vaccinations, drug screen, and background check information will transfer. Also on MCE, you will complete other documentation that the hospital requires for your clinical. **MCE must be created and linked within the first two weeks of the EMT 151 course.**

<https://register.myclinicalexchange.com/MainPage.aspx>

 **St. Charles Computer Bases Learning modules. These eLearning modules for clinical rotation must be completed promptly once received.**

**Dress Code:**

**Students are to wear the following uniform during all class sessions, lab/clinical/ride along**

- Navy Blue or black slacks (no jeans)
- COCC EMT Program polo shirt
- Black shoes (clean) or boots (clean and polished)
- COCC EMS identification badge
- St. Charles issued badge (clinical only)

*\* Once enrolled in class please review the Syllabus, as the dress code may be subject to change*

**Additional Program Costs (Beyond standard tuition/fees and textbooks):**

The costs provided are approximate and subject to change

- CPR for Healthcare Provider card: \$105
- Background check: \$84
- Drug screen: \$45
- Verified Credentials, Inc. immunization upload: \$15
- My Clinical Exchange upload for St. Charles: \$39.50
- Immunizations: \$20 to \$200
- Materials (stethoscope, field manual, uniforms, etc.): \$50 to \$250
- Testing fees, including National Registry computer exams: \$150 to \$250.

**Acknowledgement:**

I understand that I will be required to meet all pre-registration requirements for departmental approval, that I am required to upload and verify all required documents to the college-approved vendor. If I do not meet these requirements before the designated deadlines, I acknowledge that I may be either administratively withdrawn from or receive a failing grade EMT 151.

|                    |                      |
|--------------------|----------------------|
| Date               | CRN of desired class |
| Print Name         |                      |
| Signature          |                      |
| COCC email address |                      |

**Please email this completed and signed form as PDF to:  
paramedicine@cocc.edu**