

**Spring 2024**

APPLICATION DEADLINE IS NOVEMBER 15, 2023

# **Advanced EMT**

## **CAREER STUDIES CERTIFICATE**

### **Admission Requirements and Program Information**



**Health and Life Sciences Division**  
**Keats Science Building**  
**434.961.5445**

**Date Published:** September 18,  
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**Accredited by:**

Commission on Accreditation of Allied Health Programs | 1361 Park Street | Clearwater, FL 33756 | 727.210.2360  
Southern Association of Colleges and Schools Commission on Colleges | 1866 Southern Lane | Decatur, GA 30033-4097 | 404.679.4500

[www.pvcc.edu/aemt](http://www.pvcc.edu/aemt)

Students may qualify for free tuition, fees, and books. Visit [pvcc.edu/financialaid/G3](http://pvcc.edu/financialaid/G3) for more information.

# Contents

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Contents .....	2
Introduction .....	3
Non-Discrimination Statement .....	3
Content Disclaimer.....	3
Personnel and Contacts .....	4
Application Dates .....	4
Student Learning Outcomes.....	5
Licensure/ Certification .....	5
Curriculum .....	6
Essential Functions and Standards of Performance .....	7
Program Behavior Expectations.....	8
Clinical Compliance Requirements .....	8
Criminal Background Check and Drug Screening .....	9
Minimum Program Eligibility Requirements .....	12
Ranking Criteria.....	17
Application Process .....	17
Frequently Asked Questions.....	19

## Introduction

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Traditionally, emergency medical services programs have graduated students eligible to sit for the National Registry Exams without providing any academic credit or degree for the extensive didactic, laboratory, clinical and internship preparation required. The PVCC Career Studies Certificate in Emergency Medical Services EMT to Advanced EMT Program, which prepares students to sit for the National Registry Advanced EMT Exam, was created from the need to provide more pre-hospital care providers in the Central Virginia region and the desire to provide a career ladder to the paramedic level in the academic structure necessary to elevate its practitioner to the status of health-care professional.

The goal of all aspects of the program is to produce highly qualified entry-level providers.

Information books about the A.A.S. in Emergency Medical Services, Intermediate to Paramedic Bridge Program, and RN to Paramedic Bridge Program are available under separate covers.

## Non-Discrimination Statement

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Piedmont Virginia Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. PVCC does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit base factor. The college also prohibits sexual harassment including sexual violence or misconduct. The following person has been designated to handle inquiries regarding any of these policies: Human Resources Manager, 501 College Dr., Main Building, Room M810, Charlottesville, VA 22902; 434.961.6567.

## Content Disclaimer

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Piedmont Virginia Community College (PVCC) provides its website, catalog, handbooks, printed and digital class schedules as well as any other printed materials or electronic media for your general guidance. PVCC does not guarantee that the information contained within them is up-to-date, complete, or accurate. This includes, but is not limited to, the contents of any page that resides under the Domain Naming System (DNS) registrations of [www.pvcc.edu](http://www.pvcc.edu), [www.facebook.com/PiedmontVaCC](http://www.facebook.com/PiedmontVaCC), [www.twitter.com/PiedmontVaCC](http://www.twitter.com/PiedmontVaCC) or [www.youtube.com/PVCCVIRGINIA](http://www.youtube.com/PVCCVIRGINIA). Individuals assume any risks associated with relying upon other information without consulting this program's Admission Information Book published for the year in which the student is applying for admission. Links to other materials and websites provided in these sources are also for information purposes only and do not constitute PVCC's endorsement of products or services referenced in such materials.

PVCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

## Personnel and Contacts

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## Application Dates

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The application for this program and all other PVCC Health and Life Sciences Program can be found on the Health and Life Sciences Application Portal ([pvcc.edu/hlsapplication](http://pvcc.edu/hlsapplication)). All applicants must create an account in the portal before beginning an application. Applications which are incomplete by the application due date will not be considered. All applicants will be notified by email of the outcome of their application within seven (7) business days of the decision date at the latest.

### Application Open Date

The application portal for this cohort will open on **October 1, 2023 at 09:00 AM**

### Application Due Date

All applications for this cohort must be completed by **November 15, 2023 at 05:00 PM.**

### Decision Date

Admissions decisions for all applicants will be made by **December 10, 2023 at 05:00 PM.**

# Student Learning Outcomes

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The PVCC Emergency Medical Services Program prepares graduates to provide pre-hospital emergency medical care at a practice level within the bounds of standard accepted practice. The goal of all aspects of the program is to produce competent entry-level pre-hospital providers to serve in career and volunteer positions in their communities.

Graduates of the program will demonstrate:

- the ability to comprehend, apply, and evaluate clinical information relative to the role as an entry-level Advanced EMT provider
- technical proficiency in all skills necessary to fulfill the role of entry-level Advanced EMT provider
- personal behaviors consistent with professional and employer standards and expectations for an entry-level Advanced EMT provider
- Obtain at least a 70% on the FSDAP Comprehensive AEMT examination within three attempts.

## Licensure/ Certification

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Before the Program Director and Medical Director give permission for the student to take the National Registry AEMT Exam, students must complete the following:

- Pass all core EMS courses with an 70% or better
- Successfully complete all clinical hours, competencies and team leader calls
- Successfully demonstrate competency as an advanced EMT
- Successfully pass the FSDAP Comprehensive Examination with a 70% within three attempts

Upon successful completion of the written and practical portions of the exam, candidates receive their National Registry AEMT certification. Virginia will issue automatic reciprocity. The Virginia Department of Health, Office of Emergency Medical Services will only grant certification as a n AEMT in Virginia through initial certification and reciprocity afforded through the National Registry.

Permission to sit for the National Registry exam can be denied to any applicant convicted of the following offenses:

1. Fraud or deceit in procuring or attempting to procure a license;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction of any felony; conviction of any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of patients or to the public;
6. Use of alcohol or drugs to the extent that such use renders him/her unsafe to practice or any mental or physical illness rendering him/her unsafe to practice;

7. The denial, revocation, suspension or restriction of a license or certificate to practice in another state, the District of Columbia or a United States possession or territory; or
8. Abuse, negligent practice, or misappropriation of a patient's or resident's property.

Applicants who are in doubt about their eligibility to take the exam should contact the National Registry **prior to admission** to discuss their individual situation. The Program Director is available to help with this process, if necessary.

The above offenses, if committed after the applicant is certified by the National Registry, may result in suspension or loss of the certification.

## Curriculum

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Successful completion of the program is dependent on satisfactory performance in all courses indicated in the table below. Students may be required to complete certain pre-requisite courses prior to admission.

A minimum final grade of "C" is required in all listed courses unless otherwise indicated.

SEMESTER	COURSE	COURSE NAME	CREDITS	NOTES
<b>SEMESTER 1</b>	HLT 141	Medical Terminology	2.0	
	EMS 100	CPR for Health Providers	1.0	
	EMS 111	Emergency Medical Technician	7.0	
	EMS 120	Emergency Medical Technician Clinical	1.0	
<b>SEMESTER 2</b>	EMS 150	Advanced Emergency Medical Technician (AEMT)	7.0	
	EMS 170	ALS Internship I	1.0	
	BIO 145	Human Anatomy and Physiology for Health Sciences	4.0	

# Essential Functions and Standards of Performance

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To successfully complete the classroom and clinical components of the program, qualified applicants are expected to meet all admission criteria, as well as these essential functions with or without reasonable accommodations, and to maintain related satisfactory demonstration of these standards for progression through the program.

1. **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members, and the health-care team from a variety of social, emotional, cultural, and intellectual backgrounds.
2. **Hearing and Comprehension:** Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, understand, and respond appropriately to verbal directions, and hear faint body sounds.
3. **Vision:** Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data, and provide for the safety of clients' condition by clearly viewing monitors and other equipment in order to correctly interpret data.
4. **Mobility:** Stand and/or walk eight hours daily in the clinical setting. Bend, squat, or kneel. Assist in lifting or moving clients of all age groups and weights. Perform cardiopulmonary resuscitation (move around client to manually compress chest and ventilate). Work with arms fully extended overhead. Lift 50 pounds independently and 125 pounds with assistance.
5. **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment.
6. **Fine Motor Ability:** Ability to use hands for grasping, pushing, pulling, and fine manipulation. Have tactile ability sufficient for physical assessment and manipulation of equipment.
7. **Mentation:** Ability to remain focused on multiple details and tasks for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions, and readings.
8. **Smell:** Olfactory ability sufficient to monitor and assess health needs.
9. **Writing:** Ability to organize thoughts and present them clearly and logically in writing.
10. **Reading:** Ability to read and understand written directions, instructions, and comments in both classroom and clinical settings.

## Program Behavior Expectations

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The PVCC Health and Life Sciences Division reserves the right to refuse admission to applicants if such refusal is considered to be in the best interest of the program. The program will not accept any student who has been dismissed from another college or program due to misconduct or threatening behavior or who has been determined to be a potential threat. Students may be denied admission to the program if there is sufficient reason to believe that they present a danger to themselves, other members of the college community or clients in the clinical setting.

## Clinical Compliance Requirements

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All students who have been admitted to the program are required to provide documentation that they have met the program's clinical compliance requirements by the given deadline(s). These requirements may include – but are not limited to – a complete health assessment by a licensed healthcare provider, specific immunizations, and completed tests. Students who do not meet deadlines for providing documentation of clinical compliance may be barred from attending clinical sites and may be dismissed from the program. This includes any failure to follow instructions for properly submitting documentation.

Clinical compliance requirements are set by the clinical sites. PVCC does not have the authority to waive, exempt, or alter these requirements.

The following is a list of clinical compliance requirements for the program as of the date of publication. **These are not requirements for admission.**

- Immunity to Measles, Mumps, and Rubella (MMR)
- Immunity to Varicella (Chicken Pox)
- Immunity to Hepatitis B or Declination Form
- Immunity to Tetanus, Diphtheria, and Pertussis (TDaP)
- Tuberculosis (TB) test, which determines exposure or active infection
- Vaccinated against Influenza
- Vaccinated against COVID-19
- An annual Virginia Risk Assessment Form
- High School transcripts or Equivalent
- At least 18 years of age
- Completed Physical Exam and Essential Functions Form
- Background Check
- Drug Screening
- CPR certification by American Heart Association Basic Life Support for Health Providers or American Red Cross Basic Life Support



*The program's clinical compliance requirements are subject to change at any time. Changes to clinical compliance requirements which were made after the date of publication are not reflected in this document.*

A current list of clinical compliance requirements can be obtained by contacting the Clinical Compliance Coordinator ([see Personnel and Contacts](#)).

## **Criminal Background Check and Drug Screening**

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All students admitted to the program must complete a background check and drug screening through the service and vendor designated by the Clinical Compliance Coordinator (see [Personnel and Contacts](#)). No other processes may be substituted for this requirement and no other service or vendor may be used. Forms and information will be made available to students after acceptance into the program. This testing is completed through an outside vendor and all fees must be paid directly to this vendor. Students are responsible for payment of this service and must complete the background check and drug screening by the deadline provided after admission. Students who have not completed the background check and drug screen within the required timeframe will be dismissed from the program.

Students may be required to complete background checks or drug screenings through multiple vendors and services as required by our clinical partners. These additional requirements, if any, will be communicated to admitted students.

No PVCC employee is authorized to predetermine the outcome of a background check or drug screening. Any information provided by a PVCC employee regarding a specific background check or drug screening should be considered as advisory only.

### **Background Check**

The background check will search for misdemeanor and felony convictions of any type. However, only certain circumstances result in failure of the background check. Students who fail the background check - or who are charged/convicted of any crime after admission that would result in failure of the background check - may be dismissed from the program.

The following circumstances will result in failure of the background check.

#### ***Convictions of Barrier Crimes***

This program's list of barrier crimes is consistent with the EMS Personnel Requirements of the Virginia Administrative Code: [12VA5-21-910 Criminal or Enforcement History](#)

1. General denial. Application for affiliation or certification of individuals convicted of certain crimes present an unreasonable risk to public health and safety. Thus, applications for affiliation or certification by individuals convicted of the following crimes will be denied in all cases: Felonies involving sexual misconduct where the victim's failure to affirmatively consent is an element of the crime, such as forcible rape.

2. Felonies involving the sexual or physical abuse of children, the elderly or the infirm, such as sexual misconduct with a child, making or distributing child pornography or using a child in a sexual display, incest involving a child, or assault on an elderly or infirm person.
  3. Any crime in which the victim is an out-of-hospital patient or a patient or resident of a health care facility including abuse of, neglect of, theft from, or financial exploitation of a person entrusted to the care or protection of the applicant.
  4. Serious crimes of violence against persons such as assault or battery with a dangerous weapon, aggravated assault and battery, murder or attempted murder, manslaughter except involuntary manslaughter, kidnapping, robbery of any degree, or arson.
  5. Has been subject to a permanent revocation of license or certification by another state EMS office or other recognized state or national health care provider licensing or certifying body.
- B. Presumptive denial. Application for affiliation or current certification by individuals in the following categories will be denied except in extraordinary circumstances, and then will be granted only if the applicant or provider establishes by clear and convincing evidence that certification will not jeopardize public health and safety.
1. Application for affiliation or certification by individuals who have been convicted of any crime and who are currently incarcerated, on work release, on probation, or on parole.
  2. Application for affiliation or certification by individuals convicted of crimes in the following categories unless at least five years have passed since the conviction or five years have passed since release from custodial confinement whichever occurs later:
    - a. Crimes involving controlled substances or synthetics, including unlawful possession or distribution or intent to distribute unlawfully Schedule I through V drugs as defined by the Virginia Drug Control Act (§ 54.1-3400 seq. of the Code of Virginia).
    - b. Serious crimes against property, such as grand larceny, burglary, embezzlement, or insurance fraud.
    - c. Any other crime involving sexual misconduct.
  3. Is currently under any disciplinary or enforcement action from another state EMS office or other recognized state or national healthcare provider licensing or certifying body. Personnel subject to these disciplinary or enforcement actions may be eligible for affiliation or certification provided there have been no further disciplinary or enforcement actions for five years prior to application for certification in Virginia.
- C. Permitted vehicle operations. Agencies are responsible for the monitoring of compliance with all driving criteria set forth in these regulations.
1. Personnel operating OEMS permitted vehicles shall possess a valid operator's or driver's license from his state of residence.
  2. Personnel operating OEMS permitted vehicles shall not have been convicted on any charge as described in subsections A and B of this section.

3. Personnel who as the proximate result of having operated an OEMS permitted vehicle are (i) convicted of driving under the influence of alcohol or drugs or (ii) sentenced or assigned to any alcohol safety action program or any driver alcohol rehabilitation program pursuant to the Code of Virginia shall be prohibited from operating any OEMS permitted vehicle. Personnel or agencies shall be required to report these situations to OEMS.
4. Agencies shall develop and maintain policies that address driver eligibility, record review, and vehicle operation. Such policies must minimally address:
  - a. Driving education or training required for personnel to include information on the agency's policy content;
  - b. Safe operation of vehicles;
  - c. Agency driving record review procedures;
  - d. Requirement for immediate agency notification by personnel regarding any convictions, regardless of the state where an infraction occurred or changes to his operator's or driver's license. The immediate agency notification shall be defined as no more than 10 calendar days following the conviction date; and
  - e. Identification of internal mechanisms regarding agency level actions for driver penalties (i.e., probation or suspension of driving privileges).
- D. All references to criminal acts or convictions under this section refer to substantially similar laws or regulations of any other state or the United States. Convictions include prior adult convictions, juvenile convictions and adjudications of delinquency based on an offense that would have been, at the time of conviction, a felony conviction if committed by an adult within or outside Virginia.
- E. Agencies shall submit a report regarding items in this section to OEMS upon request.

### ***Charges/ Convictions of Clinically Disqualifying Crimes***

A crime is clinically disqualifying if a clinical site will not allow a student to attend a clinical rotation due to a charge or conviction of that crime. Most clinical sites consider charges/convictions on a case-by-case basis. If you are unsure of whether your criminal record is disqualifying, please reach out to the head of the program (see Personnel and Contacts).

PVCC cannot guarantee placement at any specific clinical site. Each clinical site has the right to change their policies and procedures regarding disqualifying crimes which may impact a student's clinical placement after admission. The program will make every effort to provide advanced notice to students of changes that may affect them.

## Drug Screening

The drug screen tests for amphetamine (methamphetamine), barbiturates, benzodiazepine, cocaine, marijuana, methadone, methaqualone, opiates (codeine, morphine), phencyclidine and propoxyphene.

Any of these drugs found in the student's drug screen will result in the student failing the drug screen. In cases of failure, the student will be contacted for further evaluation. Students may be granted an exception for a valid prescription. Students who fail the drug screen and do not receive an exception will be dismissed from the program.

## Minimum Program Eligibility Requirements

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Only applicants who have completed the requirements listed below will be considered for admission.

All requirements **must** be met by the application due date (see [Application Dates](#)).

Applicants who meet all minimum program eligibility requirements are **not** guaranteed admission into the program. Applicants who do not meet each of the minimum program eligibility requirements will not be admitted into the program.

### In-Progress Coursework

Coursework still in progress, or courses that have not resulted in an eligible final grade, cannot be used to meet minimum program eligibility requirements.

### GPA Calculation

During eligibility screening and ranking, GPA is calculated by converting final grades for relevant coursework to numerical format and averaging based on the number of credits completed for each course. Standard grades convert to the following GPA.

LETTER GRADE	EQUIVALENT GPA
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

### *Nonstandard Grades*

A final grade of "P+" will be treated as a final grade of "C+" with a corresponding GPA of 2.5 for the purposes of GPA calculation.

All other final grades which are outside of the standard A-F grading scale will be evaluated and assigned value at the discretion of the head of the program (see [Personnel and Contacts](#)) or designee.

All final letter grades which are modified by a + or – (e.g. B+ or C-) will be treated as the unmodified version of that letter grade for the purposes of any GPA calculation, with the exception of “P+” final grades.

For example, a B+ and a B- would both be treated as a B (3.0).

## Transfer Credit

Only the PVCC Registrar's Office is authorized to accept transfer credits and apply such credits toward progress in the program of study. Students should consult the “Transfer Credit to PVCC” webpage ([pvcc.edu/transfer-credit-pvcc](http://pvcc.edu/transfer-credit-pvcc)) for instructions on how and when a transfer credit evaluation can be completed.

Credits which are accepted to meet admission requirements **are not** automatically eligible for transfer credit and must still be evaluated by the Registrar's Office after admission.

### *Pre-Admission Transcript Evaluation*

#### **General Education Courses**

If you have taken any of the following courses at a college or university outside of the Virginia Community College System (VCCS) and are unsure if they will transfer to PVCC to satisfy a prerequisite or general education for Advanced EMT:

*BIO 145 or HLT 141*

#### **You will need to do the following:**

1. Apply to PVCC through [our online portal](#)
2. Email Admissions and Advising ([admissions@pvcc.edu](mailto:admissions@pvcc.edu)) to request a pre-admission evaluation including the following information:
  - a. Full name and PVCC ID number
  - b. Program(s) you are applying to and desired application cycle (ex. Fall 2024)
  - c. Full name and city/state of the colleges up for review
  - d. Unofficial transcripts to have reviewed (do not include if within the VCCS)
    - Please make sure all grades and courses are legible
    - Highlight the courses up for evaluation
    - Your name and graduation dates should be visible

**Please note:** This review does not guarantee the transfer of courses from an outside college or university to PVCC. **This process is for application use only.** Omitted information in your email request will delay your evaluation return time.

3. Once this request is sent, you will receive a confirmation email that it has been submitted. From point of confirmation, you will be emailed your evaluation results within 5 business days. Consider this timeline in comparison to your application deadline.

**Once a student has gained admission to Advanced EMT, they must do the following:**

1. Complete an official [Transcript Evaluation Request Form](https://www.pvcc.edu/transcript-evaluation) through the PVCC Registrar's Office to confirm that all prerequisite and general education course requirements are met. More information can be found here:  
<https://www.pvcc.edu/transcript-evaluation>

**Please note:** Once admitted, if it is determined that a prerequisite or general education course taken at an outside college or university does not meet PVCC transfer requirements, the course may need to be repeated to satisfy the degree.

An evaluation is not required to have the SDV course requirement waived. Any transcript which shows that a degree was conferred will suffice to waive the SDV requirement. Students who intend to receive *credit* for an SDV course should still seek a pre-admission transcript evaluation.

**Do NOT send official transcripts to PVCC for this application. Official transcripts or test scores sent separately to PVCC will not be reviewed with your application. All unofficial transcripts and test scores must be uploaded in the application portal.**

## List of Requirements

By the application due date (see [Application Dates](#)), all applicants must have completed all of the following requirements.

### 1. Demonstrated competency in reading/writing by being eligible to enroll in ENG 111

*Satisfied by any one of the following criteria*

- Successfully completed ENG 1-5 or ENF 1-3 or equivalent
- Placed into ENG 111 via the Virginia Placement Test no earlier than two (2) years prior to the application due date
- Met one of the requirements for self-reporting to be eligible to enroll in ENG 111:
  - i) Graduated from high school with a GPA of 3.0 or greater in the last five years
  - ii) Earned a passing score on the ENG 111 self assessment
  - iii) Reported being eligible on the ENG 111 eligibility questionnaire
- Completed or are currently enrolled in ENG 111 or equivalent
- Earned a verbal and writing score of 500 or greater on the SAT no earlier than 2 years prior to the application due date
- Earned a verbal and writing score of 52 or greater in the PSAT no earlier than 2 years prior to the application due date
- Earned a score of 18 or higher on the ACT no earlier than 2 years prior to the application due date
- Self-reported as being eligible to enroll in ENG 111

### 2. Demonstrated competency in algebra

*Satisfied by any one of the following criteria*

- Successfully completed MTE 1-5 or equivalent

- Earned a Virginia Placement Test math score showing proficiency in MTE 1-5 or better; score must be earned no earlier than eight (8) years prior to the application due date.
- Met one of the requirements for self-reporting equivalent to MTE 1-5
  - i) Graduated from high school with a GPA of 3.0 no earlier than 5 years prior to the application due date.
  - ii) Achieved a passing score on the MTH 1-5 self assessment
- Earned a final grade of "C" or better in an acceptable college-level algebra course no earlier than eight (8) years prior to the application due date; technical math or statistics courses do not satisfy this requirement
- Earned a verbal and writing score of 500 or greater on the SAT no earlier than 2 years prior to the application due date
- Earned a verbal and writing score of 52 or greater in the PSAT no earlier than 2 years prior to the application due date
- Earned a score of 18 or higher on the ACT no earlier than 2 years prior to the application due date
- Earned a quantitative score of 500 or greater on the SAT no earlier than 2 years prior to the application due date
- Earned a verbal and writing score of 52 or greater in the PSAT no earlier than 2 years prior to the application due date
- Earned a score of 18 or higher on the ACT no earlier than 2 years prior to the application due date
- Reported being eligible to enroll in MTH 154 on the self-report questionnaire

**3. Currently licensed by the Virginia Department of Health as an Emergency Medical Technician**

*License numbers will be verified against available VDH data. Expired licenses and licenses for other health professions do not satisfy this requirement.*

**4. Currently certified to perform CPR**

PVCC recognizes American Heart Association BLS Provider certification and American Red Cross BLS for Healthcare Providers certification.

CPR Certification must meet all of the following requirements:

- One or Two Rescuer CPR – Adult and Child
- Infant Resuscitation
- Complete Airway Obstruction – Unconscious Victim
- Complete Airway Obstruction – Conscious Victim
- Complete Airway Obstruction – Unconscious Infant
- Complete Airway Obstruction – Conscious/Choking Infant

**5. Is at least eighteen (18) years of age by the first day of class (see the [PVCC Academic Calendar](#))**

**6. Earned a high school diploma or equivalent**

**7. Earned a standard score of 84 or higher and a speaking score of 26 or higher on the Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) if the applicant is not a native English speaker.**

*The TOEFL, which stands for the Test of English as a Foreign Language, is an examination intended to assess non-native English speakers' academic English*

language proficiency. It is an essential component for non-native English speakers who are planning to work or study as healthcare professionals in an English-speaking country. The test is generally not necessary if you are coming from a country in which English is a first language. What is most important to note is that if you plan to work in healthcare, it is crucial that you communicate clearly and effectively with patients, physicians, and other team members so that the patient receives the appropriate care. According to the Educational Testing Service, the TOEFL exam measures reading, listening, speaking, and writing skills.

- These scores are based on recommendations from the National Council of State Boards of Nursing for the level of proficiency required to perform entry level Radiography safely and effectively. The recommendations from the State Board of Nursing remain the standard for Radiography.
- Completion of ENG 111 or ENG 112 does not satisfy this requirement.
- Scores must be no more than two (2) years old as of the application due date.
- If a student misses the required TOEFL scores by a few points and believes they can communicate at the required level of English, they may request a meeting with the program director and program faculty for an informal speaking assessment. As a result of that meeting, the program director may waive the TOEFL score requirement. The applicant would then be required to sign a statement that if they are accepted into the program and are determined to be unable to understand and speak English at the required proficiency, they will be dismissed from the program.

Students who are determined to be unable to understand and speak English at the required proficiency will be dismissed from the program.

## PVCC Testing Centers

Students who seek to complete placement tests, entrance exams, and accreditation/licensure assessments may be able to do so through PVCC's testing centers. Visit [pvcc.edu/testing-centers](http://pvcc.edu/testing-centers) for more information.

Any required exams can be scheduled through any authorized testing center; applicants are not restricted to the PVCC Testing Centers for meeting admission requirements unless specifically indicated in this book.

## Required Documentation

Applicants must upload documentation to show evidence that each requirement has been met as part of their application.

Documentation which does not include the applicant's full name will not be reviewed.

Unofficial transcripts are acceptable documentation for all application requirements being met by specific coursework. In addition to the applicant's full name, valid transcripts must show **all** of the following information in order to be reviewed:

- Name of the school, college, or university as applicable
- Course subject and number (e.g., "BIO 141")
- Full name of course (e.g., "Human Anatomy & Physiology I")



- Semester and year of course completion (e.g., "Fall 2021")
- Number of credits awarded for course completion
- Final grade

Applicants are not required to upload transcripts for credit-bearing courses taken at VCCS schools. Transcripts for non-credit courses or from schools outside of the VCCS system must still be provided if applicable.

**Do NOT send official transcripts to PVCC for this application Official transcripts or test scores sent separately to PVCC will not be reviewed with your application. All unofficial transcripts and test scores must be uploaded in the application portal.**

## Ranking Criteria

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If more applicants meet the minimum program eligibility requirements than there are available seats in this year's cohort, all eligible applicants will be ranked according to the following criteria in priority order.

### 1. Residence in the PVCC Service Region

The PVCC Service Region is defined as the Virginia localities of Albemarle, Buckingham, Charlottesville, Fluvanna, Greene, Louisa, and Nelson.

### 2. Completion of BIO 145 or equivalent

BIO 141 **and** BIO 142 combined is equivalent to BIO 145.

### 3. Highest grade earned in BIO 145

If the student has taken BIO 141 and BIO 142 to satisfy this requirement, they will be ranked by the combined average final grade.

Ties that occur during ranking are broken at the discretion of the head of the program (see [Personnel and Contacts](#)) or designee as necessary, based on past and potential future academic performance and professional success of the tied applicants.

## Application Process

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1. Apply for admission to PVCC. Only current PVCC students may apply to a health sciences program. Visit the PVCC Website ([pvcc.edu](http://pvcc.edu)) to apply.

**Please note: Admission to PVCC does not equate to admission to the Advanced EMT program. Students must apply separately through the HLS admissions portal for Advanced EMT.**

2. Enroll in the HLS Admissions Portal in Canvas by navigating to this URL: <https://learn.vccs.edu/enroll/JDAFHR>
3. Read the Application Instructions in the "START HERE" module
4. Once the application open date (see [Application Dates](#)) has passed, start an application for the program.
5. Complete all questions in the application questionnaire and upload all relevant documents by the application due date (see [Application Dates](#)).
  - a. **Your application will not be reviewed unless you have submitted the questionnaire and uploaded all relevant documents.**

6. Once the application due date has passed, your application will close and be transmitted to the Health and Life Sciences Division. Your application will be screened for eligibility according to the minimum program eligibility requirements and, if necessary, ranked according to the ranking criteria.
7. Within seven (7) business days of the decision date (see [Application Dates](#)) you will be contacted with the outcome of your application. Your application will be placed in one of the following statuses:
  - a. **Admitted.** Your application met minimum eligibility requirements and was ranked highly enough for a seat in this year's cohort. You'll receive instructions for accepting your admission. Your offer of admission may be conditional; additional steps may be required of you in order to retain your seat in the cohort. If your offer of admission is conditional, this will be communicated to you along with the specific conditions.
  - b. **Waitlisted.** Your application met minimum eligibility requirements but was not ranked highly enough for a seat in this year's cohort at this time. If a seat becomes available, the highest ranked applicant on the waitlist will be moved to "admitted" status and contacted accordingly.
  - c. **Denied.** Your application did not meet minimum eligibility requirements. You are not eligible to join the program for this cohort year. You will be provided with information regarding inquiries and formal appeals.

Applications do not carry over into future application cycles. If you are not admitted in this application cycle, you will need to submit a new application during the next cycle to be considered. Applications are not saved.

## Competitive Admission Appeals

Students who are denied admission to competitive admission programs have the right to appeal. The deadline to begin an appeal will be communicated to the student with the notification of denial.

The policy on student appeals can be found in the College Catalog:

<http://catalog.pvcc.edu/content.php?catoid=4&navoid=389#student-appeals>

## Academic Grievances

An academic grievance is an appeal of a final course grade or dismissal from an academic program.

The policy and procedure on student grievances can be found in the College Catalog:

<http://catalog.pvcc.edu/content.php?catoid=4&navoid=389#student-grievances>

## Readmission

Students seeking readmission into the program or advanced placement transfer will be considered on a space-available basis. Applicants for readmission must have submitted a letter to the head of the program (see [Personnel and Contacts](#)) requesting readmission by November 15<sup>th</sup> for spring readmission. Any student who has failed two EMS classes required for this program is not eligible for readmission.

## Frequently Asked Questions

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### What courses at PVCC should I take if I am preparing for admission into the emergency medical services program?

Any developmental courses which are recommended after assessment testing should be taken immediately. Developmental English (writing and/or reading) probably should be the first developmental courses to be taken, if necessary. Developmental pre-algebra and algebra should then be taken, followed by NAS 2, Foundations of Life Science, if necessary.

Prospective applicants are **strongly** encouraged to take the BIO 145 Anatomy & Physiology for Health Science Programs prior to applying for admission, both to lighten the student's course load once they are admitted to the program and also to strengthen the student's qualifications for admission.

### How long will it take to complete the program?

The program curriculum can be completed within one academic year (2 semesters).

### Am I an advanced EMT when I complete the program?

No. Once you have completed the course of study you are eligible to take the National Registry Cognitive and Psychomotor Examination. Upon passing this examination, you are issued credentials through the National Registry of EMTs and will receive reciprocity from the Virginia Department of Health, Office of EMS. Other states may have different procedures. If you are considering practicing in another state, you will have to check with that state regarding legal recognition and reciprocity.

### What are the costs involved in the program?

In addition to tuition and the cost of transportation to clinical sites and parking, students are responsible for the following items and their estimated costs:

MATERIAL / PLATFORM	ESTIMATE COST
BOOKS	\$755
SUPPLIES	\$285
HEALTH SCREENING	\$100 – 500 (depending on provider and requirements)
BACKGROUND CHECK/DRUG SCREEN	\$112
FISDAP	\$130
CERTIFICATION EXAM	\$130

## What are the clinical sites for the program?

Clinical rotations can be completed at the University of Virginia Health System, Martha Jefferson Hospital, Augusta Medical Center, Rockingham Memorial Hospital and Culpeper Regional Hospital. Field rotations can be completed at any of approximately 20 agencies in the Central Virginia area. Other facilities and agencies may be added at student or agency request.

**Students will be expected to attend clinical sites that may be outside of the Charlottesville/Albemarle area.**

## If I am transferring from another college, can I get credit for some of the general education courses?

Yes. Students who are admitted to the program can have official transcripts sent to PVCC and then submit a request for a transcript evaluation to the Registrar's office. This process can't be completed until *after* you are admitted to the program and have begun to take classes.

Please see ["Transfer Credit" in the Curriculum](#) section for more details.

## If I am transferring from another emergency medical services program, can I get credit for some of the courses?

Yes. After official transcripts have been received by the Office of Admissions and Records and you have made written request to the registrar for transcript analysis, make an appointment with the Program Director. The Program Director and Division Dean will evaluate paramedic coursework taken elsewhere. You may be asked to provide faculty with course outlines or syllabi in order to determine what work may transfer. You will also need to provide documentation of any clinical or field hours, skills, competencies and assessments completed.

This process cannot be started until *after* you are admitted.

## If I am graduating from high school in June, what should I do to be considered for admission into the program?

First, you must be 18 years old on the first day of class. Complete biology, chemistry, and algebra I in high school; demonstrate strong academic skills through your GPA and class standing; demonstrate (through college assessment testing) that you are ready to take college level courses; and meet the prerequisites listed at the beginning of this booklet. With all that in place, you will be considered for admission into the program. Again, all admission requirements must be completed before admission can be considered.

It is highly recommended that students coming out of high school complete the science requirements of this program before actual admission into the program. However, applicants with strong academic records, especially in science and math, will be considered by the admissions committee.

## Do I have to take Algebra?

You must demonstrate competency in mathematics through the Algebra I level. See the [minimum program eligibility requirements](#) for the list of ways for demonstrating this competency.

Developmental English competency must also be demonstrated.

## Is financial aid available to EMS students?

Yes. There are a number of financial aid opportunities. Some of these require enrollment in 12 semester hours each term. This should be considered as you plan your schedule. Contact the Financial Aid Office at 434.961.6545 for more information. It is best to complete your financial aid application by March 31 for the following fall semester. There is also a paramedic scholarship available; more information will be provided by the Program Director after admission to the program.

Visit the PVCC Financial Aid website for more information: [www.pvcc.edu/finaid](http://www.pvcc.edu/finaid)

## Should I belong to a local EMS agency while in the program?

Membership in one of the many outstanding EMS agencies in this area is **strongly recommended**. Exposure to patients in the field will help reinforce all that the student is learning in the classroom. Occasionally, agencies will also assist with the financial burden of the program in exchange for continued service after graduation.

## How important is prior experience?

It is highly recommended that candidates accumulate 9-12 months of active service with an EMS agency prior to applying to the program. Among other things, this helps to solidify in the student's mind that paramedicine is indeed the best career path for them.

## Tips From Former Students

- Be sure you are competent in basic math skills before entering the program. These skills are VITAL when giving medications.
- Complete BIO 145 before beginning the program. Taking anatomy & physiology plus EMS courses creates a heavy workload.
- For every one hour spent in class, students should plan to spend an additional two to three hours of study time. For every one hour spent in lab or clinical, students should plan to spend an additional one to two hours of preparation and study time.
- Meet with your assigned academic advisor to plan your curriculum in advance. The faculty are willing to help you plan a schedule that will work for you.
- Try not to work more than 16 to 20 hours per week at an outside job. Students who work more than this are often unable to pass the courses. The same holds true for volunteer rescue or fire duty.