



EMT Course Registration Information (EMS121)



Note: This information pertains to the EMT course (EMS121).

Thank you for your interest in the Stark State EMS program. Please review the attached documents that provide information about the EMT course. Financial Aid is available to those who qualify.

STEP 1 - Read and review this document in its entirety before taking action

STEP 2 - CONTACT THE EMS PROGRAM COORDINATOR

John Ring
EMS Program Coordinator
Stark State College
jring@starkstate.edu
330-494-6170 ext. 5201

OR

Jeff Magee
Department Chair
Stark State College
jmagee@starkstate.edu
330-494-6170 ext. 4605

STEP 3 – ENROLLMENT

STUDENTS WHO ARE NOT AFFILIATED WITH A FIRE OR EMS DEPARTMENT

1. Go to the following webpage to enroll at Stark State College:
<https://www.starkstate.edu/admissions/new-students/>
2. Once you complete the enrollment process, or are a currently enrolled student, you must contact the EMT Program Coordinator (Contact information at bottom of document) for more information on the EMT courses. Please have your student ID available.

STUDENTS WHO ARE AFFILIATED WITH A FIRE OR EMS DEPARTMENT AND THE DEPARTMENT IS PAYING FOR YOUR TRAINING PRIOR TO THE START DATE OF THE COURSE.

1. Refer to the enclosed "Procedure for EMT Departments" guide to enroll at Stark State College
2. Once you complete the enrollment process, you must contact the EMT Program Coordinator (Contact information at bottom of document) for more information on the EMT courses. Please have your student ID available.

STEP 4 – PRE-REGISTRATION REQUIREMENTS

THESE REQUIREMENTS MUST BE MET PRIOR TO THE START DATE OF YOUR EMT COURSE.

STUDENTS WHO HAVE NOT SUBMITTED THE REQUIRED DOCUMENTATION PRIOR TO THE FIRST DAY OF CLASS WILL NOT BE PERMITTED TO TAKE THE COURSE.

Refer to the attached document, “EMT Course Pre-Registration Checklist”

1. Once you have completed the pre-registration requirements, e-mail the EMT Program Coordinator to coordinate how you will submit the following documentation via email or in-person:
(ALL DOCUMENTS EMAILED MUST BE IN PDF FORMAT, or they will not be accepted)
 - Student ID number
 - Course ID and CRN number
 - BCI Background Investigation – **MUST BE COMPLETED BY STARK STATE SECURITY OFFICE**
 - Refer to background check information sheet to schedule a BCI background check. You will receive an email referencing verification of eligibility through your Stark State email. Please direct all background questions to the Security Office. Once the background check is completed, you will need to obtain a hard copy from the Security Office and submit it to the EMT Program Coordinator.
 - See attached *SSC Background Check Information* flier for further information
 - Agreement & Release Form
 - Copy of NIMS 700 and NIMS 100 course completion certificates
 - These courses can be taken at the following links:
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>
2. Once you have made arrangements with the EMT Program Coordinator to submit the required documentation, registration for the class will be opened for you to register. You will be notified by email that registration has been opened.

STEP 5 – BOOKS AND EQUIPMENT

REQUIRED BOOKS

- Check with EMS Program Coordinator for current required text books.
- JB Learning Navigate Test Prep
- EMT Skills Portfolio – ONLY AVAILABLE IN THE STARK STATE COLLEGE BOOKSTORE.

ADDITIONAL MATERIALS

- Watch with a second hand
- Stethoscope
- Clinical shirt – information provided during the mandatory orientation
- Viewpoint Screening
- HESI EMT Testing access

STUDENTS ARE REQUIRED TO BRING THE FOLOWING TO THE COURSE ORIENTATION

- Textbook
- Workbook
- JB Learning Navigate Test Prep
- EMT Skills Portfolio
- Viewpoint Screening
- HESI EMT Testing access

IF YOU ORDER THE BOOKS FROM A VENDOR OTHER THAN THE STARK STATE COLLEGE BOOKSTORE, IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU HAVE THE APPROPRIATE REQUIRED BOOKS AT THE COURSE ORIENTATION.

Thank you for your interest and we look forward to meeting you.

If you have any questions about the registration process contact the EMS Program Coordinator.

John Ring
EMS Program Coordinator
Stark State College
jring@starkstate.edu
330-494-6170 ext. 5201

Procedure for Fire and EMS Departments

In order to streamline the registration process for Fire or EMS Departments sending their candidates to the Emergency Services Training Classes, please take the following steps:

1. Have the candidate/employee apply on line as a guest/transient student.
 - a. <https://www.starkstate.edu/admissions/transient-guest/>
2. Email Jackie Hostetler, jhostetler@starkstate.edu and John Ring, jring@starkstate.edu to advise your intention to sign up for the EMT Course (advise which EMT course) and for what semester. This can be done by the Chief with the names of attendees attached, or done by the individual students. Please include full name, in addition to date of birth.
3. Jackie will email the students with their schedule attached.
4. Chiefs contact Sean Richards with the following information:

This will give us approval and appropriate information for invoicing.

1. Purchase order # or authorization letter
2. Student Employee Name and Student Identification Number
3. Time period of coverage which can be:
 - a. Specific semester – Summer, Fall, Spring or
 - b. Specific academic year or
 - c. Total time to achieve degree
4. Number of credit hours or specific courses
5. Listing of other charges that they will pay
 - a. Fees: Processing, Maintenance & Security, Background, etc.
 - b. Books
 - c. Supplies
6. Billing address

Our invoices are processed and mailed approximately eight weeks into the semester.

Sean's Contact Information:

Sean Richards, Assistant Bursar
Stark State College
6200 Frank Avenue NW, S301B
North Canton, OH 4420
330-494-6170 ext. 4368
srichards@starkstate.edu

Stark State's Security Office is conducting student background checks.

Background check hours

- Monday- Thursday: 9 a.m. -3:30 p.m.
- Appointments for special circumstances may be accommodated on request

Scheduling, forms and payment

- Click on this link to schedule a background check <https://GatewayAdvising.as.me/Backgroundcheck> No walk-ins will be accepted.
- [Print, complete and bring the background check form](#) to your appointment. Hard copies of the form will be available if you are unable to print a copy.
- **Please make the payment before you come to the appointment unless you are a CCP student, STNA student, or a potential hire. You can pay in person at the Cashier Window, 3rd Floor in the Student Center, online, or at the College Store on the 1st floor of the S Building.** Credit cards will be accepted.

Guidelines for everyone's safety

- Enter through door S1 (main entrance) where you will be required to check-in with the Security Desk.
- The background check station is located in S100c.
- We ask that you arrive to your appointment on time and allow for extra time if you need to pay at the cashier's window.

Please note that background checks typically take 2 weeks to process, but may take up to 30-45 days to process depending on your background history.

You are required to do both BCI and FBI background check.

You will receive an email on your starkstate.net email. Once you receive this email, your results are ready for pick-up at the Security Desk. You will need your Driver's License or State ID to pick up the results – no exceptions!

Any questions about the status of your background check results can be directed to:
Jim Welch at 330-494-6170 x5801 or jwelch@starkstate.edu

AGREEMENT AND RELEASE

EMERGENCY SERVICES DEPARTMENT
STARK STATE COLLEGE

The undersigned hereby applies to participate in Training or Testing at **THE STARK STATE COLLEGE EMS TRAINING FACILITY** in North Canton, Ohio. In consideration of allowing the undersigned to participate in training or testing and use of facilities, I agree as follows:

1. To abide by all of the College's Rules and Regulations which may be in effect during the course of this training, testing, or any other procedure which relate to the control of my actions and conduct while on the College campus, including the EMS Training Facility Rules and Procedures attached hereto.
2. I hereby acknowledge the risks and hazards which may arise through participation in training, testing, or any other procedure and that these activities involve serious risks, including risk of loss of life and/or limb and/or property.
3. I hereby acknowledge that my participation in said training, testing, or any other procedures is at the sufferance of the College and I acknowledge that such participation may be revoked at any time, either orally or in writing, by any authorized College personnel. In the event of such revocation, I shall immediately comply and shall thereafter have no rights or recourse against **STARK STATE COLLEGE**, its agents or employees as a result of that decision or any other matter whatsoever.
4. I hereby agree to hold **STARK STATE COLLEGE**, its agents, employees, and Trustees harmless and to release them from any and all claims which might inure to the benefit to myself, my heirs or assigns during the course of said training, testing or other procedures; whether arising out of any actions or inaction, either intentional or negligence on the part of myself, **STARK STATE COLLEGE**, its agents, employees, and Trustees. I agree that this Release shall be binding upon any of my heirs, administrators, executors, and assigns.
5. I agree to maintain or cause to be maintained a health and accident policy of insurance ensuring that any medical and other claims resulting from my participation in Training or Testing, etc. shall be covered. I agree to provide the College with proof of such insurance upon the request of the College.
6. By signing this Agreement, I hereby certify that I have read this Agreement and Release, the Rules and Procedures attached thereto, and agree to abide by the conditions contained in them.

STUDENT (print)

SIGNATURE

DATE

PARENT (print) (If under 18 years of age)

SIGNATURE

DATE


Emergency Contact Information

Last Name _____ First Name _____

Relationship _____

Phone Number _____

EMT Course Pre-Registration Checklist

	Requirements	
	Complete College admission and ACCUPLACER testing. <i>(New Students)(1)</i>	
	Agreement & Release Form (2)	
	BCI and FBI Background Check (3)	
	Copy of NIMS 700 & NIMS 100 Certificates (4)	
	Mandatory Course Orientation (5)	

1. ACCUPLACER testing: Must meet IDS 102 or Proficiency.
2. Agreement & Release Form: ***Required to be submitted prior to the start date of the EMT course.***
3. BCI and FBI Background Check: ***Required to be submitted prior to the start date of the EMT course.***
4. NIMS & NIMS 100: ***Required to be submitted prior to the start date of the EMT course***
5. Mandatory Course Orientation: Information will be provided upon request. Contact EMT Program Coordinator for further information.

If a student is unable to submit the required documentation prior to the first day of the course, they may not be permitted to attend EMS121 - EMT. In this circumstance, contact the EMT Program Coordinator.