

1. Admission Guidelines

- a. All students must be at least 18 years of age by the completion of the course. Copy of driver's license or state issued ID must be provided.
- b. Students must possess a Public Safety Identification number issued by the Indiana Department of Homeland Security. Copy of the Professional History Report must be provided.

2. Student Requirements

- a. Students must provide proof of vaccinations.
- b. Students must complete a TB screen performed by Reid Health.
- c. Students must complete a 5-panel drug screen performed by Reid Health.
- d. Students must complete a criminal history check performed by Wayne County Sheriff Department. A criminal history check must also be completed by the county of residence Sheriff Department (if not a Wayne County resident).
- e. Students must provide a signed waiver of liability from Reid Health, Richmond Fire Department, and Wayne County Emergency Communications.

3. Attendance

- a. Students may miss no more than 24 hours of classroom instruction.
- b. All module/final exams must be attended unless previous arrangements have been made.
- c. Clinical shifts must be attended and may not be rescheduled.

4. Schedule

- a. Course Start Date: November 30, 2026
- b. Course Projected End Date: May 27, 2026
- c. Classroom sessions will be held Monday and Thursday evenings 530pm-930pm.
- d. Course syllabus will detail specific dates and times.
- e. Additional online hours will be required outside of established classroom time.

5. Clinicals

- a. Students will complete a minimum of 60 hours of ambulance ride time.
- b. Students will complete 8 hours of emergency department observation.

- c. Students will complete 4 hours of emergency communications (dispatch) observation.
- d. All clinical requirements are completed outside of established classroom time.
- e. Students will provide navy tech pants, black shoes/boots, and a black belt. Clinical uniform shirts will be provided.

6. Equipment & Supplies

- a. Students must have a laptop with internet access available for online assignments and quizzes.
- b. Students must have a mobile device with internet access for online assignments and quizzes.
- c. Students must provide a 100-page, string bound composition notebook.
- d. Students must provide a 1" 3-ring binder.
- e. Colored pencils/markers/highlighters are recommended.
- f. Textbooks and other required instructional items are provided.

7. Course Fees

- a. Course fee is \$1,150 and includes drug screen, TB test, clinical uniform shirt, textbook/workbook, online course access, online testing access, and CPR certification if needed.

8. Application Process

- a. To apply, submit the following to Ben Simmons, Reid Health EMS Training Institute Program Coordinator to benjamin.simmons@reidhealth.org
 - i. Student application
 - ii. Copy of driver's license or state issued ID
 - iii. IDHS Professional History Report
 - 1. Please fill out the PSID application at <https://www.in.gov/dhs/3880.htm> if you do not already have a PSID. The PSID will be sent via email.
 - 2. Once you have your PSID, log into the Acadis website and click "Email my Professional History Report".
 - 3. In the window that pops up click "View Professional History Report" and your report will be downloaded.
 - iv. Criminal history check
 - 1. You must obtain a criminal history check from your county of residence. The background check for Wayne County residents is completed at the Wayne County Sheriff Department located at 200 E Main St, Richmond. The check is free of charge and only takes a few minutes. You will be provided with a document that must be returned with your application packet. Please make sure you obtain the background check from the Wayne County Sheriff Department. **Background checks from the Richmond Police**

Department will not be accepted. Residents outside of Wayne County should visit their local Sheriff department for a check as well as obtaining a check from Wayne County.

2. For students **UNDER 18** years of age the check is obtained from the Wayne County Probate Office located in the annex building at 401 E Main St, Richmond. The Probation office is open Monday through Friday from 8am to 4pm. No appointment is necessary. A parent/guardian must be present. Both parent and student must present a valid photo ID.
- b. Once your application packet is reviewed you will be contacted to inform you of your acceptance to the course or to request any additional documentation needs.
- c. Minimum \$250 non-refundable deposit is required to reserve your spot.
- d. Payment info and additional requirements will be discussed after acceptance.



*Emergency Medical Technician Course
Student Application*

Name

Last

First

Middle

Address

Street

City

State

Zip

County

Date of Birth

Driver's License #

Phone

Email

Are you able to pass a drug screen?

Yes

No

If no, please explain:

Have you ever been charged or convicted of
a crime other than minor traffic violations?

Yes

No

If yes, please explain:

Do you have any previous medical training?

Yes

No

If yes, please explain:

I certify that the information in this application is true and correct to the best of my knowledge. I understand that willfully supplying false information is sufficient cause for rejection of my application or removal from the course.

Signature

Date