



Allan Hancock College | Emergency Medical Services

AHC Paramedicine Program Online Application

Navigating the E-Application

Thank you for your interest in applying for the Paramedicine Program offered at Allan Hancock College. Please follow these step-by-step instructions while completing your online application. If you have any additional questions regarding the application or the paramedicine student selection process, you may contact the AHC Public Safety Training Complex Program Technician J.C. Miller @ (805) 735-3366 ext. 3282 or via email at AHCEMS@hancockcollege.edu.

Before starting your application, each applicant must have the following items immediately available and have scanned and/or PDF E-copies ready to upload prior to completing the online application:

1. Prior to completing the online application, you must be enrolled as a current Allan Hancock College student. You will need your Student H# and password readily available.
 2. Current and valid California State Emergency Medical Technician (EMT) certification card.
 3. If you are currently certified as a Nationally Registered Emergency Medical Technician (NREMT), current and valid NREMT EMT certification card.
 4. Current and valid American Heart Association (AHA) CPR - BLS Healthcare Provider Card.
 5. All relevant unofficial transcripts showing that you have completed EMSP 300 Anatomy and Physiology for EMS Providers (with a grade C or greater) or equivalent Human Anatomy and Physiology course.
 6. Letter from an employer or volunteer agency demonstrating that you have accumulated at least 1,000 work hours as an EMT (ambulance, fire, hospital, military, or standby) within the past three years. This is not required but is highly preferred for all candidates. This should be in PDF format.
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Step-by-Step Online E-Application Instructions

Student/Applicant Information Section:

1. Click on the [Paramedic Program Application](#)
2. Enter your Full Legal Name - as it appears in your 'my Hancock' student account (this field may be pre-populated; verify it is accurate)
3. Enter a valid AHC student H# (this field may be pre-populated; verify it is accurate)
4. Enter a valid AHC school email address (this field may be pre-populated; verify it is accurate)
5. Enter a valid personal email address
6. Enter a valid (preferred) contact phone number
7. Enter your current and valid mailing address. (where you receive your mail)
8. Enter your current and valid physical address. (where you currently reside)

Pre-Requisite Information Section:

9. Enter where you completed your initial EMT Training (this should be a college, career/technology school, private trade school or employer)
10. Enter the date that you successfully completed your initial EMT Training Program
11. Enter your California State EMT certification number (must be current and valid)
12. Enter your California State EMT certification expiration date (must be current and valid)
13. Upload an electronic copy of your California State EMT certification provider card
14. Answer question from drop down selection. Are you currently NREMT certified? Yes/No
15. If NO, proceed to next question
16. If YES, enter your National Registry of EMT's (NREMT) certification number (must be current and valid)
17. Enter your National Registry of EMT's (NREMT) certification expiration date (must be current and valid)
18. Upload an electronic copy of your National Registry of EMT's (NREMT) certification provider card
19. Enter the expiration date of your CPR / BLS Healthcare Provider card (must be current and valid)
20. Upload an electronic copy of your CPR / BLS Healthcare Provider card
21. Answer question from drop down selection. Have you completed EMSP 300 Anatomy and Physiology for EMS Providers (with a grade C or greater) or equivalent Human Anatomy and Physiology course?
22. **If NO, STOP filling out the application form. You have not met the pre-requisite course criteria for selection. Contact the EMS Office at 1-805-735-3366 ext. 3282 to speak to a representative.**



23. If YES, upload unofficial transcript showing that you have completed EMSP 300 Anatomy and Physiology for EMS Providers (with a grade C or greater) or equivalent Human Anatomy and Physiology course. **If you are submitting a course other than EMSP 300, you will need to meet with a Hancock counselor to approve the course equivalency.**

Educational Background Section:

24. Enter the name of your high school or GED completion
25. Enter the city and state of your high school or where you completed your GED
26. Select from the options “Did you Graduate?” Yes or No (a GED is considered graduation)
27. If YES, you must enter the degree which would be “General Studies” and enter a graduation date
28. Enter the name of any colleges that you attended
29. Enter the city and state of all colleges attended
30. Select from the options “Did you Graduate?” Yes or No
31. If YES, you must enter the degree which would be your major declared and awarded and enter a graduation date
32. Enter any trade or specialty schools you attended
33. Enter the city and state of any trade or specialty schools you attended
34. Select from the options “Did you Graduate?” Yes or No
35. If YES, you must enter the degree which would be your major declared and awarded and enter a graduation date

EMS/Medical Experience Section:

36. Upload a letter from an employer or volunteer agency demonstrating that you have accumulated at least 1,000 work hours as an EMT (ambulance, fire, hospital, military, or standby) within the past three years. **This is not required but is highly preferred for all candidates.**
37. Select ‘Yes or No’ if you have been or are currently employed by any EMS, Medical, Hospital, Military or Public Safety Agency
38. If NO, proceed to the next question
39. If YES, enter all employment information including:
- Company Name
 - Phone Number
 - Mailing Address
 - Supervisor Name
 - Job Title
 - Description of Job Responsibilities
 - Employment Dates (start and end)
 - Reason for Leaving (if Applicable)



Applicant Short Answer Questions Section:

40. Please take your time and reflect on your answers to the four (4) questions. These will serve as follow-up questions, should you be invited to the oral panel interview phase of the selection process. It is very important that you give thoughtful and reflective answers to these questions and that you are prepared to discuss your answers further during the oral panel interview process.

Pay very close attention to grammar, punctuation, and spelling – we suggest writing in a word processor first; then, copy and paste into the dialogue box. Each candidate should thoroughly review these answers before submittal. Be sure to save your progress as you answer each question.

- 41. Please explain why you want to become a Paramedic.
- 42. Briefly summarize your patient care related experiences, if any. You may choose to include your past or current employment experience and/or any military or volunteer experiences.
- 43. Please list your perceived personal strengths and weaknesses.
- 44. Give an example of a situation in which you functioned as a leader and how that affected you, or the outcome of the situation. You may choose to reflect on school, club, sporting or athletic, work or military experiences.

Acknowledgments / Disclosure Acceptance Section:

45. Each applicant must read and acknowledge each disclosure statement in this section. Please ensure that you have read each statement thoroughly and understand what you are acknowledging/accepting.

Electronic Signature Section:

- 46. Enter (Type) your legal name as your electronic signature
- 47. Click “Sign Electronically”
- 48. Print out the PDF confirmation page as your confirmation of application submittal.