

Oregon Tech /OHSU Paramedic Education Program Application Check List and Instructions

Applications may be submitted January 1st through April 30th for consideration into the Paramedic program. If space is available we will continue to accept applications through August 31st for the remainder of the seats. Space is limited; we encourage you to submit your application early.

Instructions

Step 1 – Apply for Admission to Oregon Tech

First apply for admission to Oregon Tech in order to be considered for admission into the Paramedic Education Program.

- Apply online to Oregon Tech - www.oit.edu/apply
- Select “Pre PEP” for your major.
- Complete all portions of the Oregon Tech online application and follow instructions regarding official transcripts and additional required documents.
- Please pay the \$50.00 non-refundable application fee at the end of the online application.

Your Paramedic Education Program application will not be considered if you do not have an Oregon Tech admissions application on file in the. Please note that full admission status is required for entry into the program. For general admission questions, please contact the admissions office - [Oregon Tech Admissions Office](#). All applicants must send official transcripts from each college or university attended directly to the Oregon Tech Admissions office at: 3201 Campus Dr., Klamath Falls, OR 97601.

Step 2 – Complete Application to the Paramedic Program

Complete application for OHSU-OIT Paramedic Program and submit required documentation with application packet. Items are sent directly to Paramedic Program. (See attached forms on admissions page)

Items required with your application packet include - (descriptions to follow):

- Application
- Personal Statement
- Official transcripts from all universities attended. (This is a separate set of transcripts from step 1 above, submitted directly to the Paramedic program)
- Photocopy of current EMT certification (both sides) *If not completed when you are submitting your application, document when it will be completed and submit a copy to the Paramedic office by August 31.*
- Photocopy of current CPR or Healthcare Provider card.
- Three recommendation forms in sealed and signed envelopes.
- Include a self-addressed stamped postcard for proof of receipt. If you do not receive the postcard within (but not sooner than) three weeks, feel free to inquire with the program. Any other communication regarding the status of your application will be disregarded.

Additional Information

June: *Applicants are notified of acceptance status
A deposit of \$100 is required within 30 days of acceptance to hold your position
and will be applied towards your first term of tuition and fees.*

August: *All prerequisites must be complete by the first week of September*

September: *Begin program (18 credits per quarter)*

Instructions

Please include the following items in with your program application package:

1. **Completed Paramedic Program Application** - Complete and print fillable application, one sided only
2. **Personal Statement** - Attach a statement of professional and/or personal intent in a concise (one page) typewritten statement. You should discuss your motivation for seeking a career as a paramedic, share any unique experiences or qualifications you may have, and discuss your personal goals for becoming a paramedic. Use this opportunity to convince the selection committee that you deserve serious consideration for a position in the Oregon Tech - OHSU Paramedic Education Program.
3. **Verification of EMT Certification** - Attach a photocopy of your current EMT certificate to your application.
A photocopied certificate from a training program may be accepted in the interim if results from the State or National Registry testing are not available at the time of application. All students enrolled in Oregon paramedic education programs must have current Oregon EMT certification. If you are certified in another state and are accepted at Oregon Tech – OHSU, you will be required to obtain Oregon reciprocity no later than one month prior to your first class date. To obtain a reciprocity packet contact the Oregon State Department of Human Services, EMS & Trauma Systems Section call (971) 673-0531. A copy of your current CPR certification is required as well.
4. **Recommendations** - Request recommendations from three persons who know you sufficiently to give an opinion of your qualifications, using the forms provided. It is preferred that the recommendation forms are from Health Care Providers and Employers. Please do not include recommendations from family members. Send the form provided with an envelope to the evaluator. Have the evaluator sign on the envelope flap and return the recommendation form in the sealed envelope. Include the sealed recommendations with your application.
5. **Essential Requirements for Admission and Retention** - Please read and sign the Essential Requirements document included with this application.
6. **Interview/Selection Process**
Enrollment is limited and the selection process is competitive. The Selection Committee will evaluate applicants based on your application packet materials. Interviews are offered to the most qualified applicants and will be held starting in March.
7. **Acceptance and Notification**
Applicants will be notified by email or mail of their admission status. If accepted, you will need to send a \$100.00 non-refundable deposit within four weeks of notification. The deposit confirms your position in the class and is applied toward your first quarter tuition.
8. **Send Program Application Materials to:**

Oregon Tech/OHSU
Paramedic Program
27500 SW Parkway Ave.
Wilsonville, OR 97070