EMT-Basic (EMS 120 YA) Checklist
Tuesday and Thursday, 12 pm – 4 pm
including five arranged Wednesdays

Complete at COTC:

☐ New/Returning students should apply to COTC at www.cotc.edu/apply. **Date applied:** _____

☐ Submit an official high school/GED transcript. **Date Received:** _____

☐ Register for Online Orientation (new/returning students) **Completed on:** _____

☐ Work with an Enrollment Navigator (new/returning students) or academic advisor (current students) to register for EMS 120 YA. **Registered on:** _____

☐ Obtain a COTC student photo ID from the Newark Campus Security office.

Please contact the COTC Gateway with any questions regarding steps listed above.

Newark 740-366-9222	**Coshocton 740-622-1408**
Pataskala 740-755-7090	**Knox 740-392-2526**

Complete through C-TEC:

These items must be complete at least two weeks prior to the start of class.

☐ **Notify Eric Burgess at eburgess@c-tec.edu of your intention of attending as a COTC student**

☐ **Complete WorkKeys test and meet minimum scores.**
- o Students will schedule WorkKeys directly with C-TEC (see attached) and must take a copy of their high school transcript, diploma, or GED on the WorkKeys testing date.
- o WorkKeys must be completed at least one week prior to the start of the class. Students who do not meet the minimum scores will be de-registered from the class.

☐ **Complete and return C-TEC's Physical Form** *(valid up to 15 months prior to start of C-TEC class)*
- o https://www.c-tec.edu/o/ctec/page/additional-resources2

☐ **Provide certificate of completion for:**
- o NIMS IS-100 https://training.fema.gov/nims/
- o NIMS IS-700 https://training.fema.gov/nims/
- o To receive old NIMS Certificates please call (301) 447-1200

☐ **BCI & FBI Background Check** *(valid 1 year prior to start of C-TEC classes) (code 109578)*
- o Have results sent to C-TEC, ATTN: Eric Burgess, 150 Price Road, Newark, OH 43055

☐ **Must have and present a valid driver's license**

☐ **Must present COTC student ID**

Additional important information on back

- **Must provide a copy of high school/GED transcript to C-TEC**

- **Additional information is available at** (including required uniform information which can be found in the Public Safety Student Handbook:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/3082/CTEC/2081413/Public_Safety_Program_Student_Handbook.pdf

The information shown below is from C-TEC's website:

Emergency Medical Technician

OHIO DEPARTMENT OF PUBLIC SAFETY REGISTRY #118

In partnership with COTC:

Learn all aspects of pre-hospital EMS including treatment and transportation, nature and extent of injury/illness, and basic and advanced life-saving skills – CPR, automatic external defibrillation and vehicle extrication.

Additional hours will be added for scheduled module testing. EMT National Registry testing will be scheduled following each EMT session. The off-site written exam will be scheduled on-line through NREMT. The practical exam will be scheduled at C-TEC during class. Must meet course completion requirements to be eligible to take National Registry test. This will prepare you for an entry-level position as an EMT.

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For any questions specific to C-TEC please contact:

Eric Burgess eburgess@c-tec.edu

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WorkKeys® Registration Process

Students register at this site or click on this QR code:
https://ctec.axstudent.com/#/category/AV4/course/5Vb

- Create account with COTC email
- Select the WorkKeys date
- Enter the information requested
- Select the COTC program of interest
- Click the 3rd party payment fee, which is COTC, on the first page
- Bring your ID & HS diploma or GED to C-TEC on testing day

Free WorkKeys® practice tests available on the OhioMeansJobs.com website.

WorkKeys Applied Math - Ability to apply math principles to problems encountered at work.
WorkKeys Workplace Documents - Ability to understand and apply written information presented at work.
WorkKeys Graphic Literacy - Ability to find, analyze and apply information presented in work graphics.

The STNA program requires entry (cut-scores) for the following WorkKeys® Assessments
Applied Math Level 3
Work Documents Level 3
Graphic Literacy Level 3

The EMT program requires entry (cut-scores) for the following WorkKeys® Assessments
Applied Math Level 4
Work Documents Level 5
Graphic Literacy Level 4

The Firefighting program requires entry (cut-scores) for the following WorkKeys® Assessments
Applied Math Level 4
Work Documents Level 4
Graphic Literacy Level 4

The Medical Coding program requires entry (cut-scores) for the following WorkKeys® Assessments
Applied Math Level 4
Work Documents Level 5
Graphic Literacy Level 4

COTC Tuition covers the costs of the first testing attempts for the three above assessments. If retests are needed, the student must pay out-of-pocket at $15.00 per test.

Free preparation assistance is recommended before WorkKeys testing and is available after testing too if retests are needed. Please call Erin Wheeler at 740-364-2263 or email her at ewheeler@c-tec.edu.