



EMS 120- EMT-Basic Checklist

Tuesday and Thursday, 6 pm- 10 pm including two Saturdays
and three Wednesdays, arranged



Complete at COTC:

- Apply to COTC at www.cotc.edu/apply or be a current student. If you are a returning student, (have not been enrolled for at least one year) you will need to reapply at www.cotc.edu/apply.
Date applied: _____
- Submit an official high school/GED transcript. **Date received:** _____
- Attend a Mandatory Fire/EMT Information Meeting (Valid 12 months.) To RSVP visit:
<https://www.cotc.edu/program-information-meetings>
Meeting scheduled or completed on: _____
- Contact the Gateway to get registered for New Student Orientation **Completed on:** _____
- Obtain a COTC student photo ID

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 Earl Miller at emiller@c-tec.edu of your intention of attending as a COTC student
- Complete WorkKeys test and meet minimum scores.**
 - 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.
 - 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)
 - <https://www.c-tec.edu/cms/One.aspx?portalId=76736&pageId=95814>
- Complete and provide a copy of your certificate to verify completion of**
 - NIMS IS-100 <https://training.fema.gov/nims/>
 - NIMS IS-700 <https://training.fema.gov/nims/>
 - 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)
 - Applicants shall not have been convicted of any of the following
 - A misdemeanor committed in the course of practice
 - A misdemeanor involving moral turpitude
 - Have results sent to C-TEC, ATTN: Earl Miller, 150 Price Road, Newark, OH 43055

[Additional important information on back](#)

- ❑ **Must have and present a valid driver's license**
- ❑ **Must present COTC student ID**
- ❑ **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://www.c-tec.edu/cms/One.aspx?portalId=76736&pageId=95361>

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.

For any questions specific to C-TEC please contact:

Earl Miller- emiller@c-tec.edu

Aaron Stewart- astewart@c-tec.edu

740-364-2254

Or 740-364-2282