



## 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](http://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](http://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](mailto: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/o/ctec/page/additional-resources2>
- Provide certificate of completion for:**
  - 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*)
  - Have results sent to C-TEC, ATTN: Earl Miller, 150 Price Road, Newark, OH 43055
- Must have and present a valid driver's license**

**[Additional important information on back](#)**

- ❑ **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://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/3082/CTEC/2081413/Public\\_Safety\\_Program\\_Student\\_Handbook.pdf](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.

**For any questions specific to C-TEC please contact:**

**Earl Miller- [emiller@c-tec.edu](mailto:emiller@c-tec.edu)**

**Aaron Stewart- [astewart@c-tec.edu](mailto:astewart@c-tec.edu)**

**740-364-2254**

**Or 740-364-2282**

## 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 3<sup>rd</sup> 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](mailto:ewheeler@c-tec.edu).