



## EMS 120- EMT-Basic Checklist

Monday and Wednesday from 6-10 pm including  
some arranged Saturdays



### Complete to register for class:

- Apply or reactivate with COTC at [www.cotc.edu/apply](http://www.cotc.edu/apply) or be a current student. **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 register for New Student Orientation **Completed on:** \_\_\_\_\_
- Obtain a COTC photo ID

### Complete by July 31<sup>st</sup> (autumn start):

- Obtain a BCI & FBI Background Check.** (code 109578)
  - Shall not have been convicted of any of the following:
    - Any felony;
    - A misdemeanor committed in the course of practice;
    - A misdemeanor involving moral turpitude
  - Shall not have committed fraud, misrepresentation, or material deception in apply for or obtaining a certificate issued under sanction 4765.55 or the Revised Code and this chapter
  - Shall not have been previously revoked or denied a certificate by the State of Ohio Department of Public Safety or the licensing organization in another state.
- Provide copy of valid driver's license** (must not expire before the end of class)
- Complete and provide verification of 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
- Complete and return COTC's physical form.**

### On first day of class:

- Bring uniform order form with payment.**
  - Students are expected to purchase minimally one COTC duty shirt

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

Newark 740-366-9222

Coshocton 740-622-1408

Pataskala 740-755-7090

Knox 740-392-2526