



## EMS 120- EMT Checklist

Monday-Friday, 7 am- 5 pm with additional evenings and Saturdays 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/Emergency Medical Services Information Meeting (Valid 12 months.) To RSVP visit: [www.cotc.edu/ems](http://www.cotc.edu/ems) **Meeting scheduled or completed on:** \_\_\_\_\_
- Contact The Gateway to schedule New Student Orientation. **Scheduled/Completed on:** \_\_\_\_\_
- Obtain a COTC student photo ID

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

**Newark 740-366-9494**

**Coshocton 740-622-1408**

**Pataskala 740-755-7090**

**Knox 740-392-2526**

### Complete at the Ohio Fire Academy (OFA):

**These items must be complete at least 45 days before the start of class.**

- Apply and create an online account at** <https://ofa.com.ohio.gov/acadisviewer/login.aspx>
- Obtain a BCI & FBI Background Check**
  - Have results sent to OFA, attention Heidi Stone, 8895 E Main St, Reynoldsburg, OH 43068
- Register for the OFA class Emergency Medical Technician and upload copies of the following:**
  - Valid Driver's License (must not expire before the end of class)
  - Proof of health insurance or BWC Coverage
  - Letter from your fire chief (if applicable)
  - Completed OFA NFPA 1582 Medical Evaluation form
  - Vaccination Records (MMR, Varicella, Hepatitis B, TB test Results)
  - Drug Screen Results
  - High School diploma or GED
  - Proof of college readiness
  - Certificates 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

**Please Note:** Once all items are uploaded, the "Submit Request" button on the bottom of the browser should become clickable.

**See back for additional information**

The information shown below is from the Ohio Fire Academy's 2020 Course Catalog.

## ■ Emergency Medical Technician (EMT), Ohio 2012 Curriculum

This intense program includes classroom and off-site clinical instruction to prepare students to the level of EMT.

This course runs Monday through Friday, 07:00 to 17:00 with some Saturday and evening sessions. Embedded in this course is a daily one-hour physical training program. Students will be required to complete squad and hospital clinical time. Attendance is required for all physical training, classroom and clinical sessions. This course emphasizes the practical

application of material learned during class time. Evaluations of students' cognitive and hands-on performance will be conducted throughout the course, as well as with an in-course final exam. Students who successfully pass the in-course testing will be eligible for National Registry of Emergency Medical Technicians (NREMT) certification testing.

**REQUIREMENTS:** See online course description.

**For any questions specific to the Ohio Fire Academy please contact:**

**Heidi Stone at 614-752-7180 or [Heidi.Stone@com.ohio.gov](mailto:Heidi.Stone@com.ohio.gov)**