



## EMT-Basic (EMS 120 WA) Checklist

Monday-Friday, 7 am- 5 pm with arranged evenings and Saturdays.

Program requires students to reside at the Ohio Fire Academy



### Complete at COTC:

- New/Returning students should apply to COTC at [www.cotc.edu/apply](http://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 WA. **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 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>**
  - Prospective Student Packet for the Ohio Fire Academy
  - Must be at least 18 years of age at the time of registration.
  - Make sure to complete all releases, waivers, upload all documents (see list below), and answer all questions. Be sure to say yes to the question about being a COTC student.
- Complete the Firefighter and EMT Pre-Registration Information Course**
  - See attached directions
- Obtain a BCI & FBI Background Check** (fax or mail, do not upload-address below)
  - Have results sent to OFA, attention Sarah Settles, 8895 E Main St, Reynoldsburg, OH 43068
- Upload copies of the following to your OFA student account:**
  - Proof of health insurance or BWC Coverage
  - High School diploma/GED/College Degree
  - 5 Panel Drug Screen Results (Amphetamines, Cocaine, Marijuana, Opiates, Phencyclidine)
  - Vaccine Records that include proof of vaccinations for: MMR, Varicella, Hepatitis B
  - Valid Driver's License (must not expire before the end of class)
  - Proof of College Readiness (Placement test results or other proof of college readiness)
  - Drug Screen Results
  - Proof of college readiness
  - Provide certificates of completion for:
    - NIMS IS-100 <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>
    - NIMS IS-700 <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en>
    - To receive old NIMS Certificates please call (301) 447-1200
  - NFPA 1582- compliant medical exam performed and signed by a Medical Doctor (MD or DO).

**See additional important information on back**

**Please Note:** Once all items are uploaded, the “Submit Request” button on the bottom of the browser should become clickable. You will then be able to register for the class.

**The information shown below is from the Ohio Fire Academy’s 2024 Course Catalog.**

## ■ **Emergency Medical Technician (EMT)**

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

This course runs Monday through Friday, 7 a.m. to 5 p.m. 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.

**RESIDENCY REQUIREMENT:** This program requires students to have residency on campus in OFA dorm rooms, at no additional cost, (Sunday available) Monday-Thursday for the duration of the program.

**ADDITIONAL REQUIREMENTS:** See online course description.

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

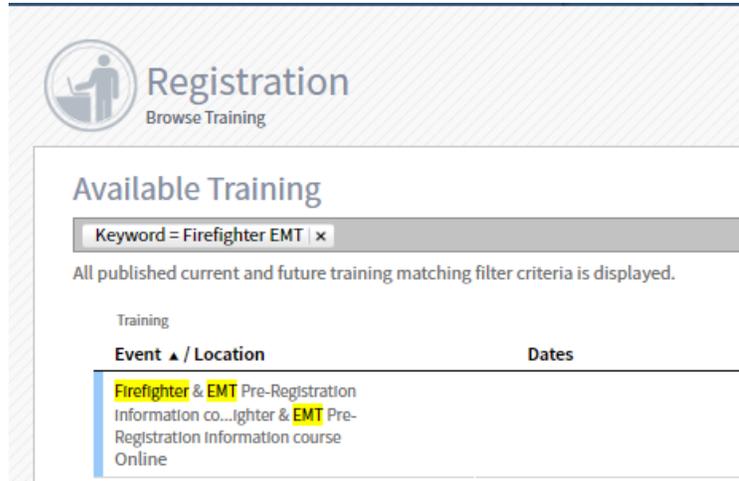
Sarah Settles at 614-752-4404 or [Sarah.Settles@com.ohio.gov](mailto:Sarah.Settles@com.ohio.gov)

**Information about the Ohio Fire Academy Firefighter and EMT**

**Pre-Registration Information Course on next page.**

# Firefighter and EMT Pre-Registration Information Course

You must complete the registration information course on the OFA student portal. This online course is required, and you cannot submit your registration request until the course is completed. The course is listed in the training catalog. The Firefighter & EMT Pre-Registration Information course that will meet the required training can be found by logging into your student portal account and going to the Training and Events tab, then Browse or Sign up for Training. Use the Filter to search for Firefighter or EMT and the event will be the first thing in the list.



The screenshot shows the 'Registration' section of the OFA student portal. At the top, there is a 'Registration' header with a 'Browse Training' link. Below this is a search bar containing the text 'Keyword = Firefighter EMT'. A message states 'All published current and future training matching filter criteria is displayed.' Below the message is a table with the following structure:

Training	Event ▲ / Location	Dates
	Firefighter & EMT Pre-Registration Information course Registration Information course Online	

There will not be a date listed for the course. Click “Assign to Event”. You are not required to enter a training category or date. After you have completed the video, the requirement will be marked as complete on your registration request.