Anatomy & Physiology

Understanding the structures and functions of the human body is essential to success as a paramedic. Without a solid understanding of how the body is designed and how it works under normal circumstances, it is impossible to know what to do when things go wrong. In this 64 hour course, instruction will focus on medical terminology, cell structure and body systems.

Students who have previously completed Anatomy & Physiology are eligible for waiver credit if all of the following conditions are met:

- Course taken meets Anatomy & Physiology Objectives outlined in Paramedic National Standard Curriculum
- Course was completed with a grade of C or better
- Course was completed within three years of application

Documentation of completion should be submitted with your application.

How to Apply

Applying for admission is easy. Follow these easy steps and you’ll be on your way to an exciting career in Emergency Medical Services!

Step 1: Career Testing and Interview
Step 2: Application for Admission
Step 3: BCI/Drug Screen
Step 4: Interview with EMS Coordinator
Step 5: Acceptance
Step 6: Financial Aid

Applications are available in the Adult Education office. Call or stop in to pick up yours today!

EHOVE Career Center

Public Safety Office
316 West Mason Road
Milan, Ohio 44846

Phone: 1-866-256-9707 x281
Fax: 419-499-5391
Paramedics are a critical part of the pre-hospital care system. The public depends on paramedics to deliver life saving care in emergency situations.

Demand for paramedics is expected to increase dramatically over the next 10 years. According to the U.S. Bureau of Labor Statistics, employment opportunities for Paramedics are expected to grow faster than average through 2012 and beyond. Population growth, urbanization, and an aging population will all spur the growth of EMS as a profession.

Paramedic training is an intense experience. Students participate in college-level academic coursework covering a wide range of topics. The program includes 564 hours of classroom and skill lab instruction in topics as varied as:

- Advanced Airway Management
- Pharmacology
- Cardiology
- Medical Emergency Management
- Trauma Management
- Field Operations

If you’re looking for a fast-paced career and an exciting work environment, apply to the Paramedic program today.

**Clinical Experience**

Paramedic students don’t just spend time in a classroom. Academics are an integral part of paramedic education, but it’s also important for students to apply new skills and knowledge to real patients. After mastering these skills, students progress to Hospital Clinical and work in the Emergency and Surgery Departments under the direct supervision of nurse preceptors. Students are required to complete 252 clinical hours. All clinical hours are completed in addition to classroom time; student are assigned based on staff and hospital availability.

**Field Internship**

The Field Internship is the student’s opportunity to work one-on-one with an experienced paramedic. After completing clinical, students are assigned to an internship site for 148 hours of on-site training. Field Internship serves as the final evaluation of each student’s progress in the program.

**Prerequisites**

Ohio EMT Certification

**Financial Services**

Financial aid, student loans, and payment plans are available to those who qualify. The Student Services office can assist you in finding the best way to finance your education.
Dear Paramedic Applicant:

Thank you for considering EHOVE Career Center to further your EMS education. Enclosed, you will find the information you requested about our Paramedic program. The upcoming class schedule is listed below.

Anatomy & Physiology is a pre-requisite for the Paramedic program. If you’ve previously completed an A&P course you may be eligible for a waiver credit. A transcript will be required. Anatomy & Physiology will be offered in the first eight weeks of the Paramedic program for anyone needing it.

Once you decide that a Paramedic education is right for you, follow the application process outlined in this packet. We recommend submitting your application as early as possible as class space is limited. Contact us with any questions about the admission process.

Thanks again for your interest in our program. We look forward to working with you in the coming months.

2013 Class Schedule

October 17, 2013 - January 20, 2015
Tue/Thur 5:00 - 9:00pm +
1 Sat. per month 8:00am - 2:30pm

Sincerely,
Christopher J. Hafley
EMS Coordinator
Paramedic Application Process

Step 1  
**Career Testing**
Contact the Adult Education office to schedule Career Testing. You will complete three assessments: Applied Mathematics, Locating Information, and Reading Comprehension. There is a $81 fee for this testing, which is applied to your tuition upon acceptance. To schedule testing, call 1-866-256-9707 x281.

At your testing session, you will schedule a follow-up interview with a guidance counselor to receive your results.

If you have completed, within two years of the class start date, some or all of this testing and your scores meet the target levels for Paramedic, you may not be required to repeat those assessments.

Step 2  
**Application for Admission**
Complete and submit an application for admission and $60 application fee. Incomplete applications will not be processed. The application fee is non-refundable and does not apply to program tuition. Seats in the program fill quickly so we recommend submitting your application as early as possible.

Step 3  
**BCI Check/Drug Screen**
A BCI check and drug screen must be completed before you will be scheduled for an interview. Drug screen **MUST** be completed at Firelands Corporate Health. Information on the BCI check and drug screen is enclosed.

Step 4  
**Interview**
Call ext. 281 to schedule your interview with the EMS Coordinator. All prerequisites must be accomplished prior to your interview.

Step 5  
**Acceptance**
You will be notified in writing of an admission decision. Please allow 2 to 3 weeks after completion of the application process to receive an acceptance letter.

Step 6  
**Financial Aid**
After acceptance, you will be asked to finalize your financial arrangements for the program. You can meet with the Financial Aid advisor to apply for student loans, grants, or other forms of funding. Payment plans can be arranged through the Fiscal Clerk. If your employer is financing all or part of the training cost, a tuition voucher will be required.
Career testing is required for most of our instructional programs. Testing must be scheduled before class begins and may include measures of interests, abilities and work values. For most courses, a fee of $54.00-$81.00 is due the day of testing and will be applied toward tuition. Testing lasts approximately 2 to 3 hours. Please make sure to bring a photo ID with you.

Career Testing is offered the following dates and times:

**Monday Mornings @ 9 am**  
Every Monday (except August 26, 2013, September 2, 2013, December 23 & 30, 2013 and January 20, 2014)

**Thursday Mornings @ 9 am**  
August 22, 2013

**Tuesday Evenings @ 6 pm**  
July 9, 2013  
August 6 & 20, 2013  
September 10, 24, 2013  
October 8, 2013  
November 5, 2013  
December 3, 2013  
January 7 & 28, 2014

**Tuesday Mornings @ 9 am**  
January 21, 2014

PLEASE CALL TO MAKE AN APPOINTMENT  
419-499-4663 OR 419-627-9665, EXT. 280 - Toll Free at 866-256-9707
WEBSITES WITH FREE PRACTICE ASSESSMENTS

Visit our website at www.ehove.net/adult-education/student-services/career-testing for direct links to these sites:

**WorkKeys Testing (Applied Mathematics, Locating Information, & Reading for Information)**

- [www.michigan.gov](http://www.michigan.gov) - enter “Preparing for the WorkKeys Assessments” in the search engine and click on the “PDF Preparing for the WorkKeys Assessments” This website gives test preparation instructions along with sample questions at all levels for each test.
- [www.learntest.com/LEL](http://www.learntest.com/LEL) – Click on “Workplace Skills Improvement”, then click on “WorkKeys Preparation”. Full length sample tests in mathematics and reading are available.
- [www.act.org](http://www.act.org) - Click on “Products” and then “ACT WorkKeys”. Scroll down to “Test Taking” and click on “Sample Questions”.

**Math, Reading, & Grammar**

- [www.learntest.com/LEL/](http://www.learntest.com/LEL/) - Click on “Skill Building for Adults”. Choose “Math and Reasoning Skills Improvement” or “Writing and Grammar Skills Improvement”. There are a variety of different areas and levels in which to test. It gives immediate results after you complete each test. You will need to set up a login, click on Workplace Skills, Improvement Tab, WorkKeys Preparation.
- [www.wolframalpha.com](http://www.wolframalpha.com) - This is a great computational-knowledge website. Enter an equation and it shows the results and how it achieved the answer.

**Language & Spelling**

- [www.usingenglish.com](http://www.usingenglish.com) - has short exams in a variety of language & spelling skills.
- [http://homepage.ntlworld.com/vivian.c](http://homepage.ntlworld.com/vivian.c) - a variety of spelling assessments with a self-checking system.

**Typing**

- [www.atypingtest.com](http://www.atypingtest.com) - Click on “Typing Tests”. A variety of subjects are offered in 1-minute timed writings.
- [www.sucss.state.il.us](http://www.sucss.state.il.us) - Click on “Practice Typing Test”. Go to the “Practice Options” box. This is a 5-minute typing test.
- [www.typeonline.co.uk](http://www.typeonline.co.uk) - Click on “Speed Test”. To start, click on the “start the clock”, type in the typing box, then click on the “stop the clock”. Your typing speed will then report at the bottom.

To assist you in preparing for the Career Testing, the following chart explains which tests are administered for each program:

<table>
<thead>
<tr>
<th>Program name</th>
<th>Applied</th>
<th>Locating</th>
<th>Reading</th>
<th>Written</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Math</td>
<td>Information</td>
<td>For Info</td>
<td>Language</td>
</tr>
<tr>
<td><strong>Public Safety</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Firefighter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paramedic</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Police Academy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Cosmetology/Culinary</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology &amp; Manager</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Culinary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dietary Technician</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licensed Practical Nurse</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Medical Administrative Specialist</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Surgical Technician</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Business/Industry</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Technician</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Technician</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial Technician</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machining Technician</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marine Trades Technician</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Business Specialist</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
REQUEST FOR STUDENT RECORDS

____________________
(Date)

TO: _____________________________________________________

(Name of School Attended)

_____________________________________________________

(School Address)

_____________________________________________________

(City)                              (State)  (ZIP)

Please send a transcript of my records and a copy of this form to:

EHOVE Adult Education
Paramedic Academy
316 W. Mason Rd.
Milan, OH   44846

___________________________  _______________________
(Print name while in school)   (Current Last Name)

_______________________ ____  _______________________
(Date last attended)    (Birth date)

_______________________
(Social Security Number)

If there is a transcript fee, please bill me.

_______________________
(Applicant Signature)

____________________________________________________________

(Address)    (City)    (State)  (ZIP)

____________________________________________________________

(Parent or guardian’s signature if under age 18)
Physical / Drug Screen

Where: Firelands Corporate Health Center
      5420 Milan Rd.
      Sandusky, OH 44870
      419-557-5052

Days/Time: Call FCH to schedule appointment

Cost: $99.00

BCI Check

Where: EHOVE Career Center
      Donna Jones
      Building F - Board Office
      419-499-4663 or 419-627-9665 ext. 215

      You may also have this done at any facility that does the BCI check

Days: Monday - Friday

Time: 8:30am - 3:30pm (If you need an appointment after 3:30pm please contact Donna)

Cost: $25.00 (Cash, Check, VISA or MasterCard)
Please Print Clearly

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Social Security #</th>
<th>Date of Birth</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>PO Box</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-Mail Address</th>
<th>Primary Phone (Cell/Home)</th>
<th>Alternate Phone (Cell/Home)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please answer the following questions:

1. Have you previously enrolled in or applied to a course or program at EHOVE Adult Career Center? □ YES □ NO
   - If yes, what was the course and dates of attendance?
   - Did you complete Work Keys Career Testing as part of that course/program? □ YES □ NO

2. Are you under 18 years of age? □ YES □ NO
   - If yes, are you 17 years of age and currently enrolled in your twelfth and final year of high school? □ YES □ NO

3. Have you been convicted of, pled guilty to, or had a judicial finding of guilt for any of the following:
   - Fraud or material deception in applying for or obtaining a fire or EMT certificate □ YES □ NO
   - A felony □ YES □ NO
   - A misdemeanor of moral turpitude □ YES □ NO
   - A violation of any federal, state, county or municipal narcotics law □ YES □ NO
   - Any act committed in another state that, if committed in Ohio, would constitute a violation set forth in 4765-11-03(A)(16)(b) of the Ohio Administrative Code □ YES □ NO

4. Have you been adjudicated mentally incompetent by a court of law? □ YES □ NO

5. Are you currently under indictment for a felony or misdemeanor involving moral turpitude? □ YES □ NO

6. Do you currently engage in the illegal use of controlled substances, chemical substances or other habit-forming drugs, or engage in the use of alcohol to an extent that it will impair your ability to perform the duties of an EMS or Fire Service professional? □ YES □ NO

7. Do you currently hold Ohio EMT certification? □ YES □ NO
   - If yes, what is your Ohio certification number? ____________________
   - If no, will you be certified prior to the start date of the paramedic program? □ YES □ NO

8. Have you successfully completed (C or better) an Anatomy & Physiology course within the last three (3) years? □ YES □ NO
   - If yes, list the school, course title, and completion date: __________________________________________________________
Please provide information pertaining to your educational background, including high school and any post-secondary training, certificates, and/or degrees:

<table>
<thead>
<tr>
<th>School/Institution</th>
<th>Program/Course/Major</th>
<th>Graduation Date/Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide information pertaining to your employment background, including your current employer:

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position/Job Title</th>
<th>Dates of Employment</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit the following additional information with your completed application:

- **Credential Verification** – Provide a copy of your Ohio EMT certification card and Healthcare Provider/Professional Rescuer CPR card. If you have previously completed Anatomy & Physiology, provide a transcript or proof of successful course completion.

- **Application Fee** – An application fee of $60 is due at the time of application. This fee is non-refundable and does not apply to program tuition.

I attest that the above information is true and correct to the best of my knowledge. I hereby give permission for EHOVE Career Center to verify any of the above information.

Applicant Signature _____________________________________________ Date _______________________

Please submit completed applications to EHOVE Adult Career Center, ATTN: Erin Webb, 316 West Mason Road, Milan OH 44846