

Forsyth Tech EMS Programs

Emergency Medical Technician

Information Packet

Course Information

Forsyth Tech EMS Programs offers two types of Emergency Medical Technician (EMT) courses: EMS 110 and EMS 4200. Both courses are structured to accommodate a variety of schedules, with options available during the day, in the evening, and on weekends. Course lengths vary and they may run for 12 weeks, 16 weeks, or up to 6 months, which allows students the flexibility to choose a course that best fits their individual needs.

Enrollment Information

The enrollment process is different depending on which course the student plans to take. It is essential that you follow the correct steps for your specific course, whether EMS 110 or EMS 4200. You can access the following link for a quick video overview on our different EMT courses and how to register: <https://youtu.be/YmoS3JDa3SU>

To be eligible for either EMT course, you must complete all required prerequisites before the course registration deadline. You are also required to attend a mandatory information session, which serves as your course orientation. Each course will have its own registration deadline and orientation date. These requirements must be met in order to secure your seat in the class

Admission Steps EMS-4200 Continuing Education

Please note that students who are affiliated with an EMS, fire or rescue agency and qualify for a fee waiver must take EMS 4200. **Student in EMS-110 aren't eligible for a fee waiver.**

Step 1: Complete and Submit Registration Form, Prerequisites and ID. Please note that academic advisors are not able to register or enroll students in EMS 4200. To complete your registration, you must email the EMS department staff assistant directly and state your intent to take the course. In that email, you must attach the completed registration form, which is located at the end of this packet. You must also include all required prerequisite documents and a copy of your valid government-issued photo ID. All registration materials should be sent to Paige Dellavechia at pdellavechia@forsythtech.edu. Incomplete submissions may result in delays or denial of registration.

Step 2: Submit FERPA Form. Complete the FERPA form in this packet and email it to pdellavechia@forsythtech.edu. If you are claiming a fee exemption, and want to give your agency permission to access your records please be sure to list your affiliated department under "employer" on the FERPA form.

Step 3: Submit Proof of Agency Affiliation (If Applicable). If you are affiliated with a volunteer or paid agency and wish to qualify for a fee waiver, provide an official letter of affiliation on agency letterhead, signed by your department chief.

Step 4: Attend the Mandatory Information Session. All students are required to participate in the mandatory information session, which serves as the course orientation. Attendance is not optional. Failure to attend the session will result in ineligibility to begin the EMS 4200 class.

Step 5: Purchase Uniform Shirt. Ensure that your uniform shirt is purchased by the specified deadline. Failure to do so will prevent you from attending the class.

Admission Steps EMS-110 Curriculum

Student in EMS-110 aren't eligible for a fee waiver.

Step 1: Apply to Forsyth Technical Community College. Prospective students interested in enrolling in EMS 110 must first complete a college application through the College Foundation of North Carolina (CFNC). To begin the application process, visit [Forsyth Tech's Steps to Apply](#) and complete Steps 1 through 3. When selecting a program of study on the application, choose "Emergency Medical Science - Entry" as your pathway. After you have been accepted to the college, you will move on to Step 2 of the registration process for EMS 110.

Step 2: Complete and Submit Registration Form, Prerequisites and ID. Please note that academic advisors are not able to register or enroll students in EMS 110. To complete your registration, you must email the EMS department staff assistant directly and state your intent to take the course. In that email, you must attach the completed EMS 110 registration form, which is located at the end of this packet. You must also include all required prerequisite documents and a copy of your valid government-issued photo ID. All registration materials should be sent to Paige Dellavechia at pdellavechia@forsythtech.edu. Incomplete submissions may result in delays or denial of registration.

Step 3: Submit FERPA Form. Complete the FERPA form in this packet and email it to pdellavechia@forsythtech.edu. If you are claiming a fee exemption, and want to give your agency permission to access your records please be sure to list your affiliated department under "employer" on the FERPA form.

Step 4: Attend the Mandatory Information Session. All students are required to participate in the mandatory information session, which serves as the course orientation. Attendance is not optional. Failure to attend the session will result in ineligibility to begin the EMS 110 class.

Step 5: Purchase Uniform Shirt. Ensure that your uniform shirt is purchased by the specified deadline. Failure to do so will prevent you from attending the class.

Minimum Prerequisites EMS-110 and EMS-4200

Students who want to enroll in either EMS-110 or EMS-4200 must at least possess a high school diploma, high school equivalency, or successful completion of an exam assessing basic reading comprehension skills at a minimum at the eleventh-grade level. Students must complete these prerequisites by the given date, which is unique for every EMT class. Information on the placement test is available at the Testing Center located in room 133, 1st Floor, Allman Center, Main Campus, or by calling 336-734-7324. Those needing to complete a placement test should email placementtest@forsythtech.edu to be set up to take the CASAS reading comprehension test.

All high school students interested in taking an EMT course must be at least 17 years old on or before the official end date of the course. Students who currently do not have a high school diploma must complete one of the below prerequisites for entry into an EMT course.

- High school equivalency
- Successful completion of an exam assessing basic reading comprehension skills at a minimum at the eleventh-grade level. Information on the placement test is available at the Testing Center located in room 133, 1st Floor, Allman Center, Main Campus, or by calling 336-734-7324. Those needing to complete a placement test should email placementtest@forsythtech.edu to be set up to take the CASAS reading comprehension test.
- Successful completion of 11th-grade English with an 80 percent or higher

Information Session

All prospective EMT students are required to attend a mandatory information session after submitting their registration documents. Failure to attend this session without prior approval from the EMS Program Director will result in the forfeiture of your spot in the program. Any vacated seats will be offered to alternate candidates on the waiting list. Additionally, students who arrive late to the mandatory information session will also forfeit their spot, and those seats will be reassigned to candidates on the waiting list.

Admission Process

All EMT courses offered through the Forsyth Tech EMS Program will accept the first 20 applicants who fully complete the registration process. Once all seats are filled, additional applicants will be placed on a waitlist. To be placed on the waitlist, students must still complete all required registration steps in full.

If a student holding a seat withdraws from the course, the next eligible student on the waitlist will be offered the seat. Likewise, if a student fails to attend the mandatory information session or arrives late, their seat will be forfeited and offered to the next student on the waitlist.

Official Communication

Once accepted into the course, all information will be communicated to the students via their Forsyth Technical Community College email. Information will not be sent through any alternative communication methods.

Program Cost

Please note that all fees are subject to change, and the estimated pricing provided does not account for potential fee waivers. The costs outlined below are only an estimate and may vary. Additionally, students are required by clinical sites to obtain or complete specific vaccinations or immunizations as part of the program. The details regarding required vaccinations or immunizations will be discussed during the mandatory information session (orientation). Any fees associated with these requirements are not included in the program cost breakdown, as they may vary based on individual student needs. For the most accurate and up-to-date information regarding the total of your program please email the EMS Program Director at mbelcher@forsythtech.edu for further details

Registration Fees	Amount
Course fee	\$180.00 (fee exempt if proof of affiliation) if taking EMS-110 the fee is \$684.00
CAPS (All SEF and OE sections)	\$5.00
CETFE (All OE sections)	\$5.00
Malpractice Insurance	\$18.00
EMS Testing	\$52.00
EMCE	\$30.00
AHA BLS Healthcare Provider Certification	\$5.00
NAEMT EVOS Certification	\$15.00
NAEMT Safety Certification	\$10.00
Registration Total	EMS-4200: \$320.00 EMS-110: \$824.00
Non-Registration Fees	Amount
Background and Drug Screen Base Price	\$91.00
EMT Textbook (AAOS)	\$117.00
School Uniform Shirt	\$30.00
EMS Pants	\$50.00
EMS Boots	\$50.00



Total Class Fees	EMS-4200: \$658.00 EMS-110: \$1,162.00
-------------------------	---

All fees are subject to change, and the estimated pricing does not include potential fee waivers. For accurate information regarding the total cost of the EMT course you are registering for, please email us for further details

Program Questions

For any inquiries regarding the Forsyth Tech EMS Programs' EMT course, please contact the EMS Program Director, Michael Belcher, at mbelcher@forsythtech.edu or EMS program coordinator Chuck Kiger, at ckiger@forsythtech.edu. Any questions about registering should be Paige Dellavechia at pdellavechia@forsythtech.edu

STUDENT REGISTRATION FORM Emergency Medical Technician

Print name as appears on social security card

Last	First	Middle	Maiden	
Street Address or Post Office	City	State	Zip	County
Phone #	Work Phone #	Cell #	Social Security or Student ID:	
E-Mail Address		Ethnicity – Check all that apply ☐ American Indian / Alaska (AN) ☐ Asian (AS) ☐ Hispanic (HIS) ☐ Black, Non-Hispanic (BL) ☐ White, Non-Hispanic (WH)		
Gender ☐ M - Male ☐ F – Female Date of Birth: _____ Are you an underage minor (UAA)? (16 – 17 years old) ☐ Yes ☐ NO <i>Please note: If yes, minor release form is required</i>	Employment Status – Check one ☐ E1 – Employed 1 – 10 hours ☐ E2 – Employed 11 – 20 hours ☐ E3 – Employed 21 – 39 hours ☐ E4 – Employed 40 or more hours ☐ UN – Unemployed – Not Seeking ☐ US – Unemployed - Seeking ☐ R - Retired	Military Are you active or former military ☐ Yes or ☐ No Please select one that applies: ☐ I plan to use VA benefits ☐ I DO NOT plan to use VA benefits <i>Please note that to use VA benefits (GI Bill), I must provide an official high school transcript. An original diploma or a copy of a diploma will not suffice.</i>		
High School Information Name of the last high school attended _____ ☐ Unknown (1756748) Last attended date _____ Highest Grade Completed – Check or List one ☐ GED or equivalent ☐ 12 th Grade ☐ Community College ☐ Graduate degree ☐ Other: _____				
Affiliation and FERPA Information <i>If qualifying for fee waiver list the name of affiliated agency (Do not abbreviate)</i> _____ <i>Please check affiliation title below:</i> ☐ Firefighter (Vol Agency) ☐ EMS Responder (Vol Agency) ☐ Emergency Mgmt. ☐ Law Enforcement ☐ Detention Officer ☐ Firefighter (County/State/ Municipal) ☐ EMS Responder (County/State/ Municipal) ☐ Telecommunicator/Dispatcher ☐ Sponsored BLET ☐ Other: _____ If you give Forsyth Technical Community College and the North Carolina Community College System permission to release your attendance records and grades to your agency check ☐ Yes or ☐ No				
Select Course: ☐ EMS – 110 (CU) ☐ EMS – 4200 (CE)				

Attestation: Please select the option or options that apply to you

- ☐ I attest that I am an active affiliate or paid member of an EMS, fire, rescue, or law enforcement agency as classified above.
- ☐ I give Forsyth Technical Community College and the North Carolina Community College System permission to release my attendance records and grades to the agency listed above.
- ☐ To use VA benefits, I understand that all official high school and college transcripts must be submitted to records@forsythtech.edu.

Questions may be directed to Paige Lee, VA Certifying Official, at plee@forsythtech.edu.

By signing this form, I attest that the information provided above is true and accurate.

Student Signature: _____ **Date:** _____



ADMISSIONS & RECORDS OFFICE FERPA RELEASE FORM

Please Note: You must download this form before completing, then save to desktop and attach to email.

Currently enrolled students can access their grades and transcripts through myForsythTech. This form is to give Forsyth Tech faculty and staff permission to directly discuss the student's record with another party.

Forsyth Tech Student ID# or Date of Birth _____

Name (as it appears on your college record) _____

CONSENT

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student records and assures students have access rights to their own educational records. Once a student enrolls in a college or university, regardless of the student's age, FERPA rights transfer from the parent(s) or guardian(s) to the student. Therefore, the student must authorize the release of any information from his or her educational record to any other parties outside of the educational institution, including any family members.

Student Authorization to Release Information

I give my permission to Forsyth Technical Community College to release the following during the time that I am enrolled at Forsyth Tech, unless I file a request to change the status of this release.

- ☐ Academic information from my official educational record
- ☐ Financial/billing information related to my enrollment
- ☐ Student Contact Information

To: ☐ Parent/Guardian Name _____

☐ Spouse/Partner Name _____

☐ Employer Name _____

☐ Other Name _____

I understand student signature is still required for transcript requests. This FERPA release only grants the party(ies) above permission to access or inquire about the student's information, not the authority to grant release of the information to additional parties. I further understand that confidential information cannot be disclosed over the telephone.

STUDENT SIGNATURE _____

DATE _____

Type name if emailing form from your Forsyth Tech email account. Otherwise, a handwritten signature is required.

Email completed form to records@forsythtech.edu