

Clovis Community College Emergency Medical Services Advanced EMT Program Admissions Packet

Thank you for your interest in the Advanced EMT program offered by Clovis Community College. (CCC) We strive to consider all applicants in a fair and consistent manner. The application process is structured in a manner that allows us to assess your ability to perform well in the program.

This packet describes the steps involved in applying to the Advanced EMT Program. CCC will not discriminate based on race, color, religion/creed, age, gender, disabling conditions, handicaps, or national origin. To be admitted to the Advanced EMT program, students must first meet the basic entrance requirements of CCC.

The program to which you are applying is both mentally and physically challenging. Because of the unique environment in which Advanced EMT functions, it is important to have a good understanding of the demands of the profession. A copy of the New Mexico Job Description is attached. Please review it carefully to assess your ability to perform the essential job functions of the profession. If you believe you have a disability that will require accommodation during the application process or during your enrollment as a student, please contact the Office of Accessible and Resources (OARS) at 575-769-4121. While we will ensure that everyone is afforded equal opportunity during the application and instructional processes, you should be aware that you must be able to successfully meet ALL the program's requirements, either with or without reasonable accommodation.

This packet also includes a list of the program's prerequisites and a Demographic Information Form. Please complete the Demographic Information Form carefully and provide any necessary attachments. You should consult the checklist at the bottom of the form to ensure your application is complete. You will not be considered as an applicant if your application is incomplete. If you have any questions, please contact us. We will be happy to assist you.

Karen Burns
Clovis Community College
417 Schepps Blvd
Clovis, NM 88101
Phone: 575-769-4918
Internet: <https://www.clovis.edu/ems/index.aspx>

Prerequisites

Applicants must meet the following prerequisites to be considered for acceptance into the Advanced EMT program:

1. High school graduation or a GED.
2. Current NM EMT-Basic License
3. Acceptance into CCC. (Academic Probation students will not be considered)
4. Completion of this application for admission to the program,

Evaluation of Applicants

The Advanced EMT Program has a limited number of seats based on available clinical placements at area hospitals and EMS agencies. Since there are limited slots in the Advanced EMT program. (Applications will be accepted based on the date the Advanced EMT application was submitted and date that all requirements were completed.)

Admissions Process

1. Carefully review the Job description written by the EMS Bureau. (Attached at the bottom of this document). This document describes the physical and mental tasks the EMS profession requires. If you believe you have a disability that will require accommodation during the application process or during your enrollment as a student, please contact the OARS office for accommodation as soon as possible.
2. Apply to Clovis Community College. (CCC application attached)
3. Complete the Demographic Information Form
4. **Obtain** and **attach** the following documents to your Demographic Information Form.
 - a. Documentation of current New Mexico EMT-Basic license.
 - b. Proof of successful completion of the American Heart Association's Basic Life Support for Health Care Providers, or an equivalent course approved by the EMS Bureau, within the previous year. *(If CPR is needed place a memo within the application indicating you will take the CPR course within the first 30 days of class starting.)*
 - c. A copy of your current driver's license.
 - d. Verification of immunization: tetanus/diphtheria & Pertussis (Tdap) within last years, mumps, measles, rubella, (MMR) and hepatitis B, (series of 3 shots or the titers) Varicella (series of 2 or titers, and the flu vaccine or a declination.
 - e. Negative results from a tuberculosis skin test, (PPD completed yearly), a chest x-ray within the last 3-4 years or QuantiFERON Gold blood test within last 3 years.
5. Submit or bring you complete application with all accompanying documents to the Clovis Community College, 417 Schepps Blvd, Clovis NM 88101, Registrar Office, no later than **August 10th, 2026**.
6. After we receive your application and verify it is complete, you will either receive an acceptance letter, or email from Karen Burns, EMS Program Director, through CCC email. Since there are limited slots in the Advanced EMT program. (Applications will be accepted based on the date the application was submitted and date that all requirements were completed.)
7. Please retain copies of all documents you provide as part of the admissions process. Employers frequently require similar documents as part of their application process. CCC does NOT provide students with photocopies of CPR cards, immunization records, EMT certificates, or similar documents from their files.
8. ***Attend the orientation for the EMT Intermediate students on August 18th at 1300 hours at the Allied Health Building on Trades Road in Clovis, NM 88101.***

Have you attached the following documents to this application?

- _____ Demographic Informational Sheet filled out completely
- _____ Copy of current NM EMT-Basic License to be attached.
- _____ Read and sign the Technical Standard for Acceptance form
- _____ Read the NM EMS Bureau Job Description and sign the last page
- _____ Proof of successful completion of the American Heart Association's Basic Life Support for Health Care Providers, *or an equivalent course approved by the EMS Bureau or a memo stating you will take a CPR class within 30 days of starting the course.*
- _____ Verification of all immunizations listed above including the Tb, and the Covid Vaccination or a Covid exemption form. *If you do not have all your immunization, did you attach a memo stating, you will have all vaccinations within 30 days from the start date of the course.*
- _____ A copy of your driver's license.

Incomplete applications will NOT be considered for admission.

Demographic Information

Last Name _____ First Name _____ Middle Initial _____

Preferred Name _____ Social Security Number _____

Mailing Address _____

City _____ State ZIP _____

Home Telephone (with area code) _____

Work Telephone (with area code) _____

Email Address _____

Current EMS Certification Level and Certifying Agency _____

Where did you complete your previous EMS education? _____

Certification Level School Month/Year _____

Highest Level of Education Completed, including degree and institution other than the EMS classes.

Name of Emergency Contact _____

Name of Emergency Contacts Telephone Number (with area code) _____

Applicants with criminal histories who wish to be licensed by the New Mexico EMS Bureau or the National Registry Organizations, are reviewed by those agencies on a case-by-case basis. CCC is neither able to nor responsible for advising a student with a criminal history whether he/she will be eligible for certification upon completion of the Advanced EMT Program. Questions regarding certification of applicants with criminal histories should contact the NM EMS Bureau in Santa Fe, New Mexico and/or National Registry of EMTs.

TECHNICAL STANDARDS FOR ACCEPTANCE

To participate in the clinical education portion of the program, the applicant must possess additional non-academic skills. These technical standards are consistent with the duties of the entry level Advanced EMT Professional.

The applicant must be able to:

- Lift and transfer patients to and from surfaces.
- Move, adjust, and manipulate equipment to perform procedures.
- Communicate effectively in an oral or written format and follow written and verbal directions.
- Use proper discretion and judgment in dealing with patients and others.
- Think clearly and rationally. Students cannot be in clinical practice while under the influence of prescribed medications which could affect decision making and ultimately jeopardize patient care.
- Work harmoniously with others in a team while maintaining a high level of enthusiasm.
- EMS Personnel Job Description: NM 7.27.11.11 (See Attached)

I, _____, have fully read and understand the application requirements for consideration for admission into the CCC Advanced EMT Program. I understand that my application will not be forwarded to the EMS Program Director for review and consideration if I fail to complete any of the requirements outlined within the application packet.

Applicant's Signature

Date

7.27.11.11 EMS PERSONNEL JOB DESCRIPTIONS:

A. Introduction: The bureau is providing the following general position description for the New Mexico EMS provider positions for first responder, EMT-basic, EMT-intermediate, and EMT-paramedic. It is the ultimate responsibility of an employer to define specific job descriptions within each EMS service.

B. Qualifications:

- (1) successfully complete a recognized training course from an approved EMS training institution;
- (2) possess a valid course completion certificate, and accomplish all state licensure examination application requirements;
- (3) additionally, applicants shall meet all established requirements for initial licensing as identified by the current EMS licensure regulations;
- (4) a copy of these regulations is available through the EMS bureau;
- (5) generally, the knowledge and skills required demonstrate the need for a high school education or equivalent;
- (6) ability to communicate verbally; via telephone and radio equipment;
- (7) ability to lift, carry, and balance up to 125 pounds (250 pounds with assistance);
- (8) ability to interpret written, oral, and diagnostic form instructions;
- (9) ability to use good judgment and to remain calm in high-stress situations;
- (10) ability to work effectively in an environment with loud noises and flashing lights;
- (11) ability to function efficiently throughout an entire work shift;
- (12) ability to calculate weight and volume ratios and read small English print, both under life threatening time constraints;
- (13) ability to read and understand English language manuals and road maps;
- (14) accurately discern street signs and address numbers;
- (15) ability to interview patients, family members, and bystanders;
- (16) ability to document, in writing, all relevant information in a prescribed format;
- (17) ability to converse orally and in written form in English with coworkers and hospital staff as to status of patient;
- (18) good manual dexterity, with ability to perform all tasks related to the highest quality of patient care;
- (19) ability to assume a variety of postural positions to carry out emergency and non-emergency patient care, including light extrication; from crawling, kneeling, squatting, twisting, turning, bending, to climbing stairs and ladders, and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture; and
- (20) ability to work in low light, confined spaces and other dangerous environments.

Initials _____

C. Competency areas:

- (1) **Licensed EMS first responder:** Must demonstrate competency handling emergencies utilizing all basic life support equipment and skills in accordance with all behavioral objectives of the approved New Mexico curriculum of first responder, to include the ability to demonstrate competency for all skills and procedures currently approved for the first responder, as identified by the current scope of practice document.
- (2) **Emergency medical technician-basic:** Must demonstrate competency handling emergencies utilizing all basic life support equipment and skills in accordance with all behavioral objectives of the approved New Mexico curriculum of EMT-basic, and to include the ability to demonstrate competency for all skills and procedures currently approved for the EMT-basic, as identified by the current scope of practice document.
- (3) ***Emergency medical technician-intermediate:*** *Must demonstrate competency handling emergencies utilizing all basic life support and intermediate life support equipment and skills in accordance with all behavioral objectives of the approved New Mexico curriculum of EMT-intermediate, and to include the ability to demonstrate competency for all skills and procedures currently approved for the EMT-intermediate, as identified by the current scope of practice document.*
- (4) **Emergency medical technician-paramedic:** Must demonstrate competency handling emergencies utilizing all basic life support and advanced life support equipment and skills in accordance with all behavioral objectives of an approved New Mexico curriculum of EMT-paramedic, and to include the ability to demonstrate competency for all skills and procedures currently approved for the EMT-paramedic, as identified by the current scope of practice document.

Initials_____

D. Description of tasks for all EMS levels:

- (1) Receives call from dispatcher, responds verbally to emergency calls, reads maps, may drive emergency vehicle to emergency site, uses most expeditious route, and observes traffic ordinances and regulations.
- (2) May use equipment and other devices and procedures as authorized by level of licensure and scope of practice.
- (3) Assists in lifting, carrying, and transporting patient to an ambulance and to a medical facility.
- (4) Reassures patients and bystanders and searches for medical identification emblem to aid in care.
- (5) Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radio dispatcher for additional assistance or services, provides light rescue service if required and trained, provides additional emergency care following service established protocols.
- (6) Complies with regulations in handling deceased, notifies authorities, arranges for protection of property and evidence at scene.
- (7) Determines appropriate facility to which patient will be transported, report nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department staff.
- (8) Observes patient in route and administers care as directed by physician or service-established protocols.
- (9) Identifies diagnostic signs that require communication with facility.
- (10) Assists in removing patient(s) from ambulance and into emergency facility.
- (11) Reports verbally, and in writing, observations about and care of patient at the scene, en-route to facility, and to the receiving facility. Written reports shall be completed for all patient interactions, which include any visual, verbal, or physical patient contact, by the most appropriate EMS caregiver, whether or not the patient was transported to a facility, including patient refusals.
- (12) Provides assistance to emergency department staff as required.
- (13) Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

[7.27.11.11 NMAC - Rp, 7.27.11.11 NMAC, 12/12/2017]

I have read and reviewed the New Mexico EMS Job Description and have been provided the opportunity to ask questions and seek clarification regarding any aspect of the job description. I understand the duties, responsibilities, and expectations outlined by the State of New Mexico and have had the opportunity to contact the appropriate representatives for additional information if needed.

Signature of Applicant

Date

ADMISSIONS APPLICATION

Student Information (For Admissions Staff Use Only)

Student ID Number (C-Number): _____

Pathway Username: _____

Pathway Password: Date of birth in MMDDYY format

Admission Requirement

Clovis Community College maintains an open admission policy admitting all applicants except for the limited enrollment career programs in Allied Health and Occupational Technology. There is no deadline for general admission. There is no fee to complete the application. Clovis Community College does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, serious medical condition, or age in its program and activities. The following personnel have been designated to handle inquiries regarding the non-discrimination policies. All personnel are physically located at 417 Schepps Blvd, Clovis, NM 88101.

- Director of Holistic Support, Room 138
575.769.4184
- Director of Human Resources, Room 112
575.769.4045
- Director of Security, Room 134
575.769.4144

For further information on notice of non-discrimination, visit <https://ocras.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1.800.421.3481

Student Resources

The Course Catalog and Student Handbook are your main resource guides. As a CCC student, you'll refer to them often for important information and dates. Copies of these publications and Student Right to Know Information are available online at clovis.edu/publications.

Additional Resources

ACCUPLACER information: www.clovis.edu/testing/accuplacer
Career Services: clovis.edu/careerservices
Student Life: clovis.edu/campuslife
Student Employment: www.clovis.edu/hr
Important Dates: clovis.edu/academic

Contact Us

Admissions & Tours	575.769.4025
Academic Advising	575.769.4020
Business Office (Cashiers)	575.769.4035
Bookstore	575.769.4050
Career Services & Campus Life	575.769.4085
Dual Credit & Early College	575.769.4779
Financial Aid	575.769.4060

Financial Assistance

Financial aid is available to those who qualify. To receive most types of financial aid, you will need to complete and submit the Free Application for Federal Student Aid (FAFSA) at FAFSA.gov (CCC school code: 004743).

Students must renew their FAFSA every year. The application opens on October 1st each year and students are encouraged to utilize the IRS Data Retrieval Tool when completing the FAFSA.

Thoroughly review and respond to all correspondence from the CCC Financial Aid Office through your CCC student email.

Payment plans are available if you do not have financial aid in place by the payment deadline or if you do not have sufficient aid to cover your entire tuition and fee costs.

There are also several scholarship opportunities available at clovis.academicworks.com. For more information, contact the Financial Aid Office.

Textbook Affordability Package

Clovis Community College implemented a new Textbook Affordability Package to provide students with easier access to textbooks at an average cost savings of 38%. Textbook costs are automatically built into tuition and fees at the time of registration. Now students can stop by the bookstore and pick up books or have them shipped directly to their home with no additional costs. This allows for a streamlined process for financial aid charging and textbook costs may be tax deductible.

Students are automatically enrolled and must opt-out. Students who wish to opt out of the Textbook Affordability Package are responsible for all textbook costs and must contact academic.advising@clovis.edu or 575.769.4099 for textbook advising. Students who register after the posted deadline will have 48 hours to opt out. Students will receive an email regarding textbook information, including an opt out link, in their student email.

For more information on the Textbook Affordability Package, contact the CCC Bookstore at 575.769.4050 or bookstore@clovis.edu.

Visit www.clovis.edu/bookstore for a complete list of courses and programs included in the Textbook Affordability Package.

Holistic Support	575.769.4184
Library	575.769.4080
Security	575.769.4144
Special Services	575.769.4121
Student Employment/HR	575.769.4033
Testing	575.769.4088
Tutoring & Coaching	575.769.4119

High School Students:

Dual Credit:

CCC's dual credit program is an opportunity for students to earn both high school and college credit, tuition free! High school students at a New Mexico public, private, or charter school as well as New Mexico homeschooled students qualify. Age requirements differ by high school and courses need to be approved by both your high school and the college. Check with the high school counselor first. A wide array of courses can be taken as dual credit (except courses such as developmental courses and HPE activity courses), so check with your counselor to determine options.

Early College High School:

Early college students can obtain a high school diploma and an associate's degree or certificate/industry credential simultaneously. Early college students will be a subset of Clovis High School, but all high school and college courses will be offered at Clovis Community College.

Early Admission:

High school students who are part of a homeschool association or public, private, or charter school outside of New Mexico are eligible for early admission. This allows students to earn college credit while still in high school. Under early admission, students are eligible to take any CCC course offered and are responsible for tuition, books, and course fees.

For more information about Dual Credit, Early College High School or Early Admission, contact Pam Cornelison at 575.769.4916 or pam.cornelison@clovis.edu

CCC Programs of Study

Associate of Applied Science

Academy-Based Criminal Justice

Computer Information Systems (Information Technology)

Information Systems and Technology Concentration

Networking Concentration

Nursing

Physical Therapist Assistant

Business Administration

Criminal Justice

Emergency Medical Services

Paralegal (Legal Assistant Studies)

Radiologic Technology

Associate of Applied Science in Full-Time Occupational Technology Programs

Automotive Technology

Industrial Technology

Plant Operations and Equipment Concentration

Wind Energy Concentration

Cosmetology

Welding

Associate of Arts

Early Childhood Education

Graphic Design and Media Art

Fine Art

Liberal Arts

General Liberal Arts Concentration

Education Concentration

Associate of General Studies

General Studies

Associate of Science

Behavioral Science

Business Administration

Health and Physical Education

Biology

Computer Information Systems

Mathematics

Clovis Community College
DECLINATION OF COVID AND/OR INFLUENZA IMMUNIZATION

If the COVID and/or INFLUENZA immunization is not administered, a signed "Declination of COVID and/or INFLUENZA Immunization" must be completed.

COVID and INFLUENZA immunizations are recommended for all CCC Allied Health students; however, there are reasons some individuals may not be able to or do not wish to receive the immunization(s).

- I. I understand that the CDC recommends COVID and INFLUENZA immunizations of healthcare workers (including students and faculty). I understand that it is important that healthcare workers be immunized so that patient safety is protected and to help prevent the possible infection of others. Regardless of these immunization recommendations, the risks of not being immunized, and the benefits of immunization, I do not wish to have the COVID and/or INFLUENZA immunization(s) given to me.
- II. By checking below, I am declining the following immunization(s):
- COVID vaccine
 - COVID booster
 - Influenza vaccine
- III. I understand that it may be policy that all clinical students/faculty **must wear a surgical mask or N95 mask (if in a COVID/PUI unit)** on any patient care unit **at all times**, regardless of their activity or role, and by declining the COVID and/or INFLUENZA immunization(s), I agree to wear a mask **at all times as determined by the assigned clinical facility**, and understand that failure to comply with this policy will result in my removal from the clinical unit/rotation.
My initials indicate that I will comply with this policy: Initials _____
- IV. I understand that I may change my mind at any time and accept the COVID and/or INFLUENZA immunization(s) if available.

Printed Name: _____ Signature: _____

Date Signed: _____ Check one: Faculty Student

Academic Institution: Clovis Community College Academic Program of Study: _____