





# Training Program Application Process

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REPLACES:	New Policy				
Last Revised:		REVIEW:			
APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			John Oliver, Chair		

## I. Purpose

To standardize the administration of KCEMS training programs.

## II. Policy

All training programs, except OTEP, held within Kitsap County must abide by the procedure below.

## III. Procedure

### A. Class Applications

1. A class application must be filled out and submitted before the course deadline to be admitted to the class.
2. Deadlines for the class should be set at 5 weeks prior to the date of the class.
3. Priority placement is given to students affiliated with KCEMS&TCC stakeholder organizations then NW Region EMS agencies up to one month prior to the deadline.

### B. DOH CLASSES:

1. In order for the course application to be complete, students will provide to the SEI proof of by the time of the application deadline:
  - a. High School completion or equivalency, as required by
  - b. Immunization record with proof of:
    1. MMR (measles, mumps, rubella) vaccination or titer proof of immunity.
    2. TB testing within the last year.
    3. Tetanus vaccination within the past 10 years.
    4. Hepatitis B vaccination.
    5. Varicella vaccination or titer proof of immunity.
    6. Current seasonal flu shot. (When it is available)
  - c. A Valid driver's license
  - d. A valid health provider /AHA Basic Life Support Provider CPR card.
  - e. Show proof of reading comprehension by showing one of the following:



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- An associate degree or higher from an accredited college or university.
  - Completion of English 101 or equivalent from an accredited post-secondary institution (High School AP courses will not be considered adequate for this requirement.) Proof of English 101 can be provided by unofficial college transcript.
  - An Accuplacer test score qualifying the student for English 101.
  - A passing score of 75% on the *"I/O Solutions Selection Inventory Test"*. Applicants who fail their I/O inventory exam must wait 30 days before retaking the exam.
- f. All students must pass a Washington State Patrol criminal background check prior to beginning any clinical or field rotation. These criminal background checks are performed by the Kitsap County EMS and Trauma Care Council.
2. **Variances: Request for variances must be conveyed to the Medical Program Director in writing and approved by the Department of Health prior to the initiation of class.**