



Center for Prehospital Care  
UCLA-Daniel Freeman Paramedic Education Program  
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## UCLA-Daniel Freeman Paramedic Education

### THE APPLICATION PROCESS: ANSWERS TO FREQUENTLY ASKED QUESTIONS

*Dear Prospective Student,*

*Read on to find answers to many of the most frequently asked questions regarding the application process for our Paramedic Program.*

#### ❖ **ELIGIBILITY**

- **Do I have to be an EMT in order to apply to the Paramedic Program?**

Yes. Applicants are required to have current EMT-Basic (EMT 1) certification and maintain it throughout the duration of the Program.

- **Do I need to have 6 months of field experience to apply to the Program?**

Yes. Applicants are required to have at least six (6) months of work experience as an EMT-1 in a prehospital setting within the past two years. Work experience may include full-time, part-time or volunteer work.

- **I don't have the 6 months of field experience now, but I will by the time the Program starts. Can I still apply now?**

No. Applicants must have a minimum of 6 months of work experience at the time of application.

- **I don't have 6 months of field experience but I've been working as e.g., an ER technician, lifeguard, etc. Do I still meet the work experience requirement?**

You do if you have been working utilizing your EMT certification and you are directly responsible for providing care to patients.

- **I am currently a doctor/ registered nurse. Can I just challenge for my paramedic license or do I have to take the whole Program?**

While physicians and nurses may be able to challenge a licensing board to obtain their paramedic license, our Program is not set up to handle these special cases. Any applicant meeting the Program's prerequisites and requirements is come to apply to our Program utilizing the usual application process.

- **I started a paramedic program elsewhere but did not complete it. Do I have to start your Paramedic Program over from the beginning?**

Yes. The specialized nature of the Program requires that all students complete our Program in its entirety.

- **How do you select applicants for the Program?** (see page 9 of the application packet)

Successful candidates for the Program meet all of the following requirements:

- ✓ Meet the certification and work experience requirements, as listed in the application packet.
- ✓ Submit a complete program application and all supporting documents.
- ✓ Receive a qualifying score on the UCLA-DFH Paramedic Education Emergency Medical Technician written examination and the Health Occupations Basic Entrance Test (HOBET).

- ✓ Show a positive appearance, motivation, and attitude.
- ✓ Receive a qualifying score on the application review that may include a meeting with program faculty. An applicants work experience, formal education, continuing education courses, and interpersonal skills are carefully evaluated.

## ❖ **APPLYING**

- **When can I apply for the Program?**  
Applications for a program are usually due 6 months in advance. For specific course dates and application deadlines, please refer to page 2 of the application packet. Applicants are strongly encouraged to turn applications in early in the application period. This may allow time for an applicant to correct any possible mistakes/ omissions. Please note that program applications will not be accepted past the final date of the corresponding filing period.
- **Can I apply on-line?**  
The application packet can be viewed on-line at [www.cpc.mednet.ucla.edu](http://www.cpc.mednet.ucla.edu). The application can NOT be completed on-line at this time. Instead, applicants are asked to print the application, complete it and attach all supporting documents.
- **Do I have to type my application?**  
Applicants are strongly encouraged to either type or print neatly.
- **How do I turn in my application?**  
Applications may be delivered in person at our office located at Daniel Freeman Memorial Hospital. Applications may also be mailed. Please note that the Program is not responsible for mailed applications that are lost, delayed, or destroyed in transit. Applicants are strongly encouraged to track and/or request proof of delivery from the courier/ mail service they utilize. (See page 11 of the application packet.)
- **If I don't get into the course I am applying for, do I have to re-apply? Do I have to take the entrance exam again?**

Your application form and entrance test scores are valid for 1 year from the date of completion. If you are interested in re-applying to an upcoming program, please review the list of available course dates (page 2 of the application packet) and submit a written request to re-apply. You may also include any new or updated certifications, licenses, etc. that you want included with your application. Upon receiving your written request, we will notify you if any fees or items are needed to update your application.

- **Can I apply to multiple programs at the same time?**  
No. The application and enrollment dates are staggered so applicants can go through the process for only one program at a time. If an applicant is not accepted to a program, the applicant is able to apply to the next consecutive program. Please refer to the question listed above for further information.
- **Is there a waiting list for the program?**  
No. All applicants that submit a complete application and meet all the requirements are eligible to take the entrance exam.
- **What is the entrance exam?**  
The entrance exam consists of two tests: 1. The UCLA-DFH Paramedic Education Emergency Medical Technician written examination and 2. The Health Occupations Basic Entrance Test (HOBET). The HOBET is a written examination that evaluates a student's expertise in math and reading comprehension.
- **Is there a study guide available for the EMT exam?** No. Applicants are encouraged to review their EMT course textbook and/or review a refresher EMT textbook.
- **Is there a study guide available for the HOBET exam?** Yes. It is a 100-page booklet that has test-taking tips and sample questions. The booklet is available for purchase at our office at Daniel Freeman Hospital.
- **If I have a college diploma do I still have to take the entrance exam (HOBET)?** Yes.

- **If I have completed a standardized test elsewhere, e.g., GRE, MSAT, etc. do I still have to take the entrance exam (HOBET)?** Yes.
- **Are any accommodations made available to students with special needs?**  
If you have a medical condition or learning disability that requires special accommodations for the entrance exam, please notify the Program in writing and attach supporting documentation (e.g., medical report). All requests are carefully considered and accommodations made if appropriate. Your written request should be included with your application.
- **What is the passing score for the entrance exam?**  
Minimal passing score is 80% on the EMT written test and 61 percentile (combination of your math and reading test scores) on the HOBET.
- **How do I register for the entrance exam?**  
Please indicate your preference for the test date (list available on page 2 of the application packet) on the application form.
- **Is there a dress code for the entrance test?**  
Students are asked to wear comfortable but professional clothing. Please do not wear t-shirts, shorts, sneakers, open-toe shoes, torn jeans, etc.

#### ❖ **PREREQUISITIES**

- **Do I have to complete an Anatomy and Physiology (A&P) course before I apply to the Program? What about a college-level Math and/or English class before I apply to the Program?**  
These courses are not required to apply to the Program. However, applicants are strongly encouraged to complete these courses as it helps provide a good skill set for the material that will be covered in the Program.

- **Are there other prerequisites for the Program?**  
All application requirements are listed on page 11 of the application packet. While there are no other prerequisites, applicants are given credit for completed continuing education courses as listed on page 19 of the application packet.

#### ❖ **APPLICATION REQUIREMENTS**

For specific details please refer to page 11 of the application packet.

- **Can I pay the application fee with a personal check?**  
NO CASH OR PERSONAL CHECKS PLEASE. Include payment for the \$35.00 non-refundable application fee (cashier's check or money order only) payable to U.C. Regents.
- **Do I still have to submit a copy of my high school diploma, if I have a college degree?**  
Yes. Separate documentation verifying your high school completion is required.
- **If I submit a copy of my college diploma, do I still need to provide you with my college transcripts?**  
Yes. Transcripts provide us with verification of the college courses you completed.
- **I have an out of state EMT card – will you accept it?** Yes.  
It must be current at the time of application and maintained current throughout the duration of the Program.
- **The instructions say I have to renew my EMT and CPR cards within the last 12 months. My EMT and/or CPR card(s) do not expire for another 13 months. Do I have to renew them now?**  
You only have to renew your certifications if they will expire during your enrollment in the program. Students are required to maintain current EMT and CPR certification throughout the duration of the entire program. Current certifications are also required for the paramedic-licensing exam. Typically, the tremendous workload during paramedic training does not permit time to renew certifications.

- **Course/ Class certificates – I am currently enrolled in one of the courses listed on the supplemental application (page 19). Can I still turn in my course completion certificate after I turn in my application?**

Yes. Credit is given to applicants for the courses completed up until the day of the final application review.

- **I have a copy of a previous work experience letter. Can I use that or do I have to get a new letter from my employer?**

Verification of your work experience must be in the form of an original letter(s) on letterhead from your former and current EMS employer(s), with original signature(s). For additional details, see page 11 of the application packet.

- **My EMS supervisor will not complete a recommendation form for me because it is against my job's company policy. What should I do?**

You can ask your supervisor to sign the recommendation form and include a statement indicating their inability to complete the form due to company policy. Then submit the recommendation form to our office. Afterwards, you will receive any additional instructions from our Registration Coordinator.

- **Does it have to be my EMT instructor that completes a recommendation form for me?**

No. One of your recommendation forms must be completed by your current or former professor OR EMS instructor. Whichever instructor you select, you must have been an enrolled student in the instructor's class and taught by this instructor.

- **Can I deliver my recommendation forms in person?**

Recommendation forms should be sent directly to the Program by the person completing the form. However, an applicant may deliver the form to the Program provided that the person completing the form seals the form in an envelope.

#### ❖ **COURSE INFORMATION**

- **How many students are enrolled into each course?** 36
- **How long is the program?**  
7-8 months in duration. For specific details, please see page 4 of the application packet.
- **Do you offer housing?**  
No. The Program has no facilities to house students. For additional information and available student services, please see page 7 of the application packet.
- **Does the Program offer college credit?**  
Not at this time. We are working towards being able to offer college credit for students however that will not be available for several more courses. Program graduates are able to petition other colleges for credit for the course.
- **What is the dress code?**  
Students are asked to wear comfortable but professional clothing. Please do not wear t-shirts, shorts, open-toe shoes, torn jeans, etc. Specific dress code guidelines are given to students as part of the Course Policy Manual distributed during the New Student Orientation (held prior to the start of the course).

#### ❖ **TUITION/ FINANCIAL AID**

- **How much does it cost to go to the program?**  
The cost of tuition, textbooks, and other fees are listed on page 8 of the application packet.
- **Are all fees due prior to the start of the program?**  
Tuition is usually due a minimum of 30 days prior to the start of the Program. Textbook and laboratory fees are due at the time of purchase. Certification fees are due towards the end of the Program.

- Does the program offer financial aid?  
Please note that the UCLA-DFH Paramedic Education does not participate in Title IV Federal Financial Aid Programs. Students are highly encouraged to contact their own local credit union or bank and inquire about what private loan services they offer to members.

Applicants may receive information on available private lender resources later in the enrollment process.

- **Will the Program accept my GI Bill?**  
If you are eligible to receive Veterans Benefits and would like information on processing your benefits please call the Department of Veterans Affairs (DVA) nationwide toll free number at 1-800-827-1000 or you may contact Rosa Calva, UCLA-DFH Veterans Benefits Certifying Officer, at 310-572-2073.

#### ❖ **CONTACT INFORMATION**

Can't find the answer to a question you have? If so, please feel free to contact the following individuals:

- Questions about the application and application status:  
Michael Gudger, Registration Coordinator, at 310-674-7050 x3580.
- Questions about the program's curriculum:  
William Dunne, Program Director, at 310-674-7050 x4066.
- Questions about financial aid resources and Veterans' benefits:  
Rosa Calva, Client Services Manager, at 310-572-2070.