



SOUTHWEST FLORIDA PUBLIC SERVICE ACADEMY

4312 Michigan Avenue, Fort Myers, FL 33905

Phone: 239-334-3897 www.swfpsa.org

Todd Everly, Academy Director

EMS Student Application Checklist

READ THIS FORM BEFORE STARTING THE STUDENT APPLICATION

The following items will need to be completed prior to starting the application.

This checklist should be used as a guide to ensure all requirements are met. Incomplete applications will not be reviewed for admission.

Ready to Upload

All forms and applicable links can be found at [SWFPSA Application Forms and Links](#)

- Completed Program Registration
- Completed FERPA Release Form
- Copy of valid driver's license showing proof of age (18+ years old)
- CASAS test scores - *Copy of results within 2-years of course start date (Reading – 244, Math – 241)*Updated 3/17/2026*
- Florida Residency Documentation
- Copy of High School Diploma
- Certificate of Completion - Online portion of AHA BLS
- Completed SWFPSA Student Financial Responsibility Agreement
- Completed SWFPSA Handbook and Code of Conduct Signature Page

Independent Study Completion Certificates

- FEMA Independent Study IS-100.C: Introduction to the Incident Command System
- FEMA Independent Study IS-200.C: Basic Incident Command System for Initial Response
- National Highway Institute - Traffic Incident Management ID 133126A

Links to Visit

During the application process you will be asked to verify that you understand the information presented at the following links

- [Florida Statute 401](#) and [Rule 64J](#)
- [SWFPSA Drug and Alcohol Policy](#)
- [Sudden, Unexpected Infant Death: Information for the Emergency Medical Technician](#)

Additional Requirements

- Complete Online portion of AHA BLS at shopcpr.heart.org/courses/bls (\$37.00)
 - The hands-on portion will be completed during Orientation #1
 - If you have completed Firefighting certification at SWFPSA you will not need to repeat the CPR training
- CastleBranch
 - Account Created
 - Orders Placed for SV50emt and SV50bgdt
 - Original EMS Program Health Report Uploaded and accepted in CastleBranch
 - All vaccine requirement accepted in CastleBranch
 - Background and drug test result accepted in CastleBranch
- BridgesEXP
 - Account Created - **DO NOT COMPLETE ANY OF THE REQUIREMENTS. THIS STEP WILL BE COMPLETED DURING ORIENTATION #1.**
- High School Transcript requested
 - If hand delivered or mailed to the Academy - Attention: EMS Program Bursar, 4312 Michigan Avenue, Fort Myers, FL 33905 in a sealed envelope and stamped by the educational institution
 - May be emailed to LisaNM@leeschools.net if it comes from an authorized educational facility
- College Transcript requested - if applicable (same rules as HS Transcript)

If all items are completed, you are ready to start the application. Please keep a copy of all documents that you upload. You may be asked to bring them with you to Orientation #1.