

PARAMEDIC PROGRAM ENROLLMENT GUIDE

Welcome to the Southwest Florida Public Service Academy's Paramedic Program! This guide outlines the enrollment process and requirements for prospective students. Please review the steps carefully to ensure your application is complete.

PROGRAM OVERVIEW

Our paramedic program is a competitive, high-quality training course designed to prepare students for a challenging and rewarding career in emergency medical services. We offer eighteen slots per cohort and anticipate a high volume of applications.

ELIGIBILITY REQUIREMENTS

To be considered for enrollment, applicants must meet the following criteria:

1. **Be an active member** of a fire department or EMS agency.
2. **Hold current State of Florida EMT certification** with at least **3 years of field experience**.
3. Provide a **recommendation letter** from a superior in their administrative hierarchy.
4. Hold **current AHA CPR certification**.

ENROLLMENT PROCESS

Application Submission

Submit a complete application package. Incomplete applications will not be considered. The application package must include:

- A completed application outlined on the SWFPSA paramedic website.
- Proof of current State of Florida EMT certification.
- Human Resources verification of 3+ years of field experience employment.
- A recommendation letter from a superior on agency letterhead.
- A resume detailing work history and EMS/Fire service involvement.

APPLICATION SCORING

Application submissions will be evaluated using a points-based scoring system. Criteria include:

Scoring System Use a points-based system to rank applicants. Include the following criteria to distinguish highly qualified candidates:

1. **Field Experience (20 points)**

- 3-5 years: ten points
- 6-8 years: fifteen points
- 9+ years: 20 points

2. **Certifications Beyond Requirements (15 points maximum - 5 points each)**

- AHA Advanced Cardiac Life Support (ACLS)
- AHA Pediatric Advanced Life Support (PALS)
- International Trauma Life Support (ITLS), or similar advanced trauma certification

3. **Education (15 points)**

- Associate degree: five points
- Bachelor's degree: ten points
- Master's degree: fifteen points

4. **Transport Agency**

- Currently employed at an agency specializing in ambulance transportation services: fifteen points

FINAL SELECTION

The top eighteen applicants based on total scores will be selected for program enrollment.

NOTIFICATION

- Selected applicants will be notified and provided with enrollment details.

APPLICATION GUIDELINES

All application submission materials must be printed and organized in a professional folder or binder, arranged in the following order. Ensure the inclusion of a table of contents and use page dividers for clear organization.

- TAB 1: A completed application outlined on the SWFPSA paramedic website.
 - A. [Paramedic Student Application](#)
 - Letter of Intent
 - Program Registration Form
 - FERPA Form
 - Florida Residency Declaration Forms - review for completion. Read directions to understand the difference between independent/dependent.
 - Copies of required documentation to prove residency
 - Copy of valid driver's license showing proof of age (18+ years old)
 - Copy of AHA BLS Healthcare Provider card (front and back) or eCard printout
 - Copy of High School Diploma
 - Official High School Transcript - Attention: Paramedic Program Bursar

- This can be hand delivered or mailed to the Academy.
- This must be in an envelope sealed and stamped by the educational institution.
- Official College Transcript (if applicable) - Attention: Paramedic Program Bursar
 - This can be hand delivered or mailed to the Academy.
 - This must be in an envelope sealed and stamped by the educational institution.

Must have the following completed by: April 1, 2025

- Original SWFPSA EMT Program Health Report signed by a healthcare provider.
 - EMT Health Requirements/ Immunizations must be completed in CastleBranch.
 - Copy must be uploaded and accepted as valid by CastleBranch.
 - Copy of AHA BLS Healthcare Provider card submitted to CastleBranch.
 - Have Background Check and Drug Test results in CastleBranch.
- TAB 2: Proof of current State of Florida EMT certification.
 - TAB 3: Human Resource verification of 3+ years of field experience employment.
 - TAB 4: A recommendation letter from a superior on agency letterhead.
 - TAB 5: A resume detailing work history and EMS/Fire service involvement.

We look forward to receiving your application and wish you the best of luck in this competitive process!