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# Emergency Medical Technician (EMT) 2024-2025 Advising Guide

Admission for Fall, Spring, and Summer semesters

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## GENERAL PROGRAM INFO

The Emergency Medical Services Program at Lansing Community College offers a Basic Emergency Medical Technician (EMT) Program. LCC's program goal is to provide instruction in the didactic, psychomotor, and affective domains resulting in a competent EMT ready for entry into the field. No healthcare experience or previous college education is needed to pursue this program. EMT classes start each Fall, Spring, and Summer semester. Department approval is needed to register for EMT classes. See the application process and admission requirements section for more details. **Upon successful completion of this program, students earn an LCC Certificate of Completion in Basic Emergency Medical Technician.** For more information on this program and career, visit the LCC program website ([www.lcc.edu/ems](http://www.lcc.edu/ems)).



## APPLICATION PROCESS

You must be an LCC student to be eligible for these courses. With limited seats available in each cohort, enrollment is on a first-come-first-serve basis. Follow these steps to get started:

1. **APPLY TO LCC:** If you are not currently and have never been an LCC student, apply to the college ([www.lcc.edu/get-started/](http://www.lcc.edu/get-started/)). Applying is FREE! Then follow the steps on the [Get Started at LCC site \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/).
2. **GET PLACEMENT LEVELS:** Before you can register for classes, all students need to establish their skill-levels in Reading, Writing, and Math (placement levels). Visit LCC's [Placement Levels site \(www.lcc.edu/services/testing/placement/\)](http://www.lcc.edu/services/testing/placement/) for more information.
  - a. **Current LCC students** can find their placement levels by logging into their [MyLCC account \(https://my.lcc.edu/\)](https://my.lcc.edu/) and looking in the "Profile" tab.
  - b. **First-time college students** can get placement levels by taking Assessment tests in Reading, Writing and Math. Tests are free to complete. They can also get placement levels based off of their High School GPA, AP courses, or ACT / SAT scores. For more information, check out the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html).  
\*First-time college students will need to **attend a College orientation** before enrolling in classes. More information is on the [Getting Started website \(www.lcc.edu/admissions/first-time.html\)](http://www.lcc.edu/admissions/first-time.html).
  - c. **Guest/Transfer students** may be able to receive placement levels based on courses completed at another college. To do this, attach copies of your transcript(s) to the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html). Know that the waiver form does not grant transfer credit. Official transcripts must be sent directly to LCC's Registrar's Office for transfer credit to be awarded.
3. **SUBMIT EMT APPLICATION:** Applications are accepted year-round. The online application is available in the EMT section on the [EMS Advising Guide site \(www.lcc.edu/academics/health-and-human-service-careers/ems/advising-guides.html\)](http://www.lcc.edu/academics/health-and-human-service-careers/ems/advising-guides.html). Applicants are encouraged to apply early as enrollment is on a first-come-first-serve basis.

***ACADEMIC ADVISORS*** are available in the Gannon building StarZone. To schedule an appointment visit the [advising website \(www.lcc.edu/services/advising/\)](http://www.lcc.edu/services/advising/).

***\*Check out LCC's Academic Calendars for important dates (www.lcc.edu/academics/calendars/)***

# ADMISSION REQUIREMENTS

\*Applicants must meet all of the following criteria to be eligible to enroll in EMT.

<b>ADMISSION REQUIREMENTS</b> *Needed to be eligible to apply	<b>SEE NOTE</b>
Must be 17 ½ years old to take the National Registry Exam and 18 years old to receive the EMT license upon successful completion of the EMT Program.	<b>1</b>
Reading Level 5	<i>See <a href="#">page 2</a></i>
Writing Level 6	<i>See <a href="#">page 2</a></i>
ICHAT background check approval	<b>2</b>

## **ADMISSION REQUIREMENT NOTES:**

1. For age verification, candidates must attach a copy of their Michigan Identification Card (Driver’s license) to their EMT program application.
2. Instructions to complete an ICHAT background check will be given upon review of the candidates EMT Application; do not complete this prior to being instructed to by an EMS administrator. The cost is \$10 and is completed through [Michigan.gov’s Internet Criminal History Access Tool \(https://apps.michigan.gov/\)](https://apps.michigan.gov/). For information on criminal records that will prevent admission, check out the [Criminal Background Check](#) section of this guide.



## PROGRAM LAYOUT

The EMT Academy is completed over the course of 1 semester and consists of 3 classes. All classes in the program must be passed with a grade of 3.0 or higher. This is a cohort program meaning class sequence and schedules are set. There is an attendance policy in effect throughout the entire program.

Day Academy admitted students (Fall and Spring Semester) are on LCC's Downtown Lansing campus 2 days/week; 8am-1pm on Monday & Wednesday over the 16-week semester. The Summer semester is shorter in length running around 10-weeks long. Summer Accelerated Academy admitted students are on LCC's Downtown Lansing campus 2 days/week; 8am-5pm. EMT students must attend one 8-hour extrication session held on a Saturday during the semester.

Additionally, a total of 32 hours of clinical time is completed throughout the EMT Academy consisting of both hospital and ambulance rotations. These clinical hours are completed outside of regularly scheduled class time. Clinical hospital rotations will be offered during variable days and times. You must rotate through all hospitals completing a total of 8 hours over 2 4-hour shifts. 24 hours of clinical time are completed through ambulance rotations. Clinical ambulance rotations occur between the hours of 5am and 11pm in 12-hour increments (5am-5pm, 7am-7pm, etc.).

Upon successful completion of the program students are eligible to take the State Licensing Examination offered through the National Registry of Emergency Medical Technicians (NREMT). Passing this exam allows graduates to apply for EMT licensure in Michigan. Students will also earn a **Basic Emergency Medical Technician, Certificate of Completion** from LCC. A complete program pathway, including a list of all of the required courses and sequence, is available on the college's [Degree & Certificate site \(www.lcc.edu/academics/catalog/degree-certificate-programs/\)](http://www.lcc.edu/academics/catalog/degree-certificate-programs/). The EMT program is a required prerequisite to the Paramedic Program.

Please be advised that all verbal, written, and patient care are delivered in English.



## PROGRAM COST

The approximate cost in 2024-2025 for an EMT student who receives in-district tuition rates is \$4,465.00. The approximate cost for out-of-district (In-State) tuition rates is \$5,996.00. These prices include tuition, course fees, and College fees.

Use the [tuition cost estimator \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/tuition-and-costs/tuition-estimator.html) for detailed look at course costs. Below are additional out-of-pocket costs that will **not** be reflected in the tuition cost estimator or the approximate program cost listed above:

<b>Additional Program Costs - Estimated</b> (out-of-pocket expenses)	<b>Cost</b>
Paramedic Textbooks	\$150
Uniform/Shoes/Misc. supplies	\$185
Background check, Physical, Immunizations	\$200
Clinical site requirements ( <i>ACEMAPP</i> )	\$50

Be advised some in-program classes have a portion of the course fee that is non-refundable. Any student who registers for the class and then drops, withdraws, or is otherwise ineligible for the program will not be refunded the non-refundable portion. The non-refundable amount and the items included in course fees vary by class. More information will be provided at the program orientation that occurs after admission decisions are made.

## CRIMINAL BACKGROUND CHECK

In order for this program to be in compliance with Michigan Public Act 26 of 2006, a **Criminal Background investigation is required for all students prior to program admission.** The Background investigation may include fingerprinting and drug testing. To comply with State and Federal statutes, admission to this program will be denied for any of the following:

- Any felony conviction within 15 years + three years' probation prior to application.
- Any misdemeanor within ten years prior to application that involved or is similar to the following:
  - Abuse, neglect, assault, battery
  - Criminal sexual conduct
  - Fraud or theft against a vulnerable adult (as defined by the Michigan penal code)

It is the student's responsibility – prior to pursuing the program – to know whether they are prohibited from providing clinical services.

The [Michigan Workforce Background Check Program](#)

[www.miltcpartnership.org/documents/legalguide.pdf](http://www.miltcpartnership.org/documents/legalguide.pdf)) provides detailed information regarding the types of crimes and their implications to employment suitability in health care facilities and agencies.

Any student who has been charged with a felony or a misdemeanor crime after admission to the program must contact the Program Director within 72 hours of the charge. Students convicted of certain crime(s) may become ineligible for clinical/externship privileges and/or professional certification/licensure, and therefore, may be dismissed from the Program.

## ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS

Applicants must be aware students in this program and profession will be exposed to weather changes, blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, poisonous substances, chemicals, loud or unpleasant noises and high stress emergency situations. Students enrolled in this program and career path are at risk for exposure to blood and body fluids and transmission of blood-borne and other infectious diseases, including HIV. The Americans with Disabilities Act forbids discrimination against patients with infectious diseases; therefore, students are required to treat all patients assigned, regardless of the disease-state of the patient. Standard precautions must be followed when treating each patient. Clinical rotations at hospitals and EMS agencies result in frequent exposure to high stress emergency situations.

### ***IMMUNIZATION & CLINICAL REQUIREMENTS:***

Applicants admitted to this program are required to present evidence from a licensed healthcare provider that they have completed ALL of the following immunizations. Exemptions are not accepted.

- Influenza (Flu)
- Hepatitis B
- MMR (Measles, Mumps, and Rubella)
- Tdap
- Varicella

Admitted applicants must also provide the following documentation:

- Results of a Background Check (*see the [Criminal Background Check section](#) of this guide*)
- TB test results showing they are free from infection
- A physical from a licensed healthcare provider

These requirements are in accordance with professional standards and third-party clinical site requirements. Students are responsible for the cost associated with obtaining immunizations, physicals, BLS certification, and any other items relating to clinical eligibility. Clinical hours must be completed in-full in order to successfully complete this program as mandated by the program's accrediting body and/or professional licensure/certification governances. Students who have not met all of the required clinical requirements, including vaccinations, are not eligible to participate in this program.

Applicants should be aware some vaccinations require a series of injections. In these instances, the entire series must be complete to participate in clinical activities. Titer results showing immunity are accepted for some of the vaccinations in lieu of proof of immunization. For most students the easiest way to verify your current vaccination status is to visit the [Michigan Immunization Portal \(https://mcir.org/public/\)](https://mcir.org/public/) and access your State of Michigan immunization record from the Michigan Care Improvement Registry (MCIR). **Students are encouraged to consult with their healthcare provider before starting the program to ensure they can meet these immunization and physical requirements.**

**More information about these requirements and how to submit them will be provided at the program orientation that occurs after admission decisions are made; do not submit these documents prior to being instructed to do so by program administration.** Contact the Program Director for questions regarding clinical requirements.

### ***ALLERGIES:***

Latex sensitivity and allergy has grown as a health care concern in recent years. Beginning one's professional life with a latex allergy presents unique problems because of the increased need to don gloves in both medical and non-medical settings, and unavoidable direct contact with products containing latex rubber (gloves, syringes, tubing, etc.), or by inhaling powder from latex gloves. Applicants with latex sensitivity and allergy are therefore encouraged to consult with their primary care physician to ensure their health and safety while participating in the program.

### ***INSURANCE:***

Be aware Lansing Community College does not provide accident and health insurance coverage for students. The College provides liability insurance coverage for students in practicum for injuries and damages they cause to others. It does not cover injuries students sustain as a result of their own actions. Students must use personal funds or personal medical insurance as a primary medical coverage payment if accident or injury occurs or if emergency treatment is required.

## **SKILLS ESSENTIAL FOR THE FIELD**

### **Students must be able to meet the following guidelines regarding:**

**STRENGTH:** Body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds.

**MANUAL DEXTERITY:** Perform motor skills such as standing, walking, handshaking; manipulative skills such as writing and typing; venipuncture, calibration of equipment.

**COORDINATION:** Perform body coordination such as walking, filing, retrieving equipment; eye-hand coordination such as keyboard skills; tasks which require arm-hand steadiness such as taking vital signs, blood pressure, calibration of tools and equipment, etc.

**MOBILITY:** Perform mobility skills such as walking, standing, occasionally prolonged

standing or sitting in an uncomfortable position.

**VISUAL ABILITY:** See objects far away, discriminate colors, and see objects closely as in reading faces, dials, monitors, syringes, medication labels, etc.

**HEARING:** Hear normal sounds with background noise and to distinguish sounds.

**TACTILE ABILITY:** Prove tactile ability sufficient for physical assessment. Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.

## **Essential cognitive skills required to meet the class and clinical practice outcomes:**

**CONCENTRATION:** Concentrate on details with moderate number of interruptions, such as patient and co-worker requests, alarms, IVACs, calculating medication dosages, equipment noise, etc. Attend to task/functions that require up to 60 minutes in length and handle a variety of tasks for periods up to 12 hours. No mental, nervous, organic or functional disease, or psychiatric disorder likely to interfere with the ability to coordinate treatment planning; work with other health care professionals and patients; coordinate treatment procedures; and safely operate medical/Paramedic devices and instruments.

**CONCEPTUALIZATION AND CRITICAL THINKING:** Comprehend and integrate knowledge from didactic courses and professional literature into the assessment, planning, implementation, and evaluation of Paramedic treatment. Critical thinking ability sufficient for clinical judgment to identify cause-effect relationships in clinical situations and develop and implement treatment/care plans. Prioritize, organize, and utilize time-management skills to deliver patient care in a timely and accurate manner. Adhere to: HIPAA and OSHA guidelines, Paramedic professional standards, LCC and Paramedic Program professional conduct guidelines as well as clinical policies and procedures.

**MEMORY:** Remember task/assignments given to self and others over both short and long periods (i.e., information gathered in assessing patients and didactic courses).

## **Essential psychological skills required to meet the class and clinical practice outcomes:**

**INTERPERSONAL:** Demonstrate interpersonal abilities to interact compassionately and effectively with patients from a variety of social, emotional, cultural, and intellectual backgrounds. Establish professional and respectful rapport with patients, classmates, staff, faculty, and other healthcare providers. Work effectively as a team member.

**COMMUNICATION:** Speak and write clearly and concisely with patients, classmates, staff, faculty, and other health care providers in English when applicable using standard medical and Paramedic terminology. Communicate sufficiently for interaction with others in written form. Writing skills include being able to prepare legibly written documentation. Explain treatment procedures, initiate health teaching, interpret health care actions, and patient responses. Be able to read and interpret directions from one's supervisors.



SUBSTANCE ABUSE: No current clinical diagnosis of alcoholism. Must not use Schedule 1 drugs or other substances such as amphetamines, narcotics, or any other habit-forming drug except those substances or drugs prescribed by a licensed medical practitioner; who is familiar with the individual's medical history and assigned duties and who has advised the individual that the prescribed substance or drug will not adversely affect the individual's ability to safely practice.

STRESS: A student's behavior and social skills must be acceptable with the college and clinical settings. A student must be able to: monitor his/her emotions; manage strong emotions (such as grief or anger) in a professional manner; perform multiple responsibilities concurrently; adapt to a changing environment/stress and deal with the unexpected (such as a crisis situation); work with patients who may be very young/old, critically ill/injured, or mentally/physically deficient/impaired.

## DISCLAIMER:

The above statement of criteria is not intended as a complete listing of behaviors required for the Emergency Medical Services Program, but is a sampling of the types of abilities required by the student to meet program objectives and requirements. The Emergency Medical Services Program or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The Emergency Medical Services Program reserves the right to amend this listing based on the identifications of additional standards or criteria for EMS students.

For more information, visit the [EMS Advising Guides site \(www.lcc.edu/academics/health-and-human-service-careers/ems/advising-guides.html\)](http://www.lcc.edu/academics/health-and-human-service-careers/ems/advising-guides.html).

## CHOSEN/PREFERRED NAME

LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name. Students may request this option via their LCC profile. The student's Chosen/Preferred Name may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, **LCC is legally required to use a student's Legal Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more.** More information is available on LCC's [Chosen Name and Pronoun Initiative site \(www.lcc.edu/diversity/chosen-name.html\)](http://www.lcc.edu/diversity/chosen-name.html).

## NON-DISCRIMINATION STATEMENT

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran's status, or other status as

protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

The nondiscrimination policy and grievance procedures can be located at [LCC's Board Policies \(www.lcc.edu/about/board-of-trustees/policies.html\)](http://www.lcc.edu/about/board-of-trustees/policies.html) website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Title IX and Sexual Misconduct Resources \(www.lcc.edu/consumer-information/sexual-misconduct.html\)](http://www.lcc.edu/consumer-information/sexual-misconduct.html) website.

## CONTACT INFORMATION

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*Check out all of the Health Career [Advising Guides \(www.lcc.edu/hhs/advising-guides.html\)](http://www.lcc.edu/hhs/advising-guides.html)*