

# Admissions Requirements for the Central DuPage Hospital Paramedic Program Spring 2019

Please read this entire packet carefully and retain for your records

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**Paramedic I-II-III**  
**Fire 2278-2279-2280**

**THIS PACKET IS ONLY FOR STUDENTS INTERESTED IN  
CENTRAL DUPAGE HOSPITAL  
Beginning Spring 2019 through Fall 2019**

**Application deadline:**

**September 20, 2018 at 3 p.m.**

**Classes and clinicals run January 2019 through December 2019**

**Note:** Students are not accepted into this program until they have received an official acceptance letter from Central DuPage Hospital EMSS. Completion of Health Requirements, CPR completion, criminal background checks, and proof of insurance is an independent activity to prepare for entrance into health programs at College of DuPage and/or participation in clinical sites within health programs. Funds paid to Edward Corporate Health or to a personal health care provider/source, [CastleBranch.com](http://CastleBranch.com), insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course is not successfully completed.

## **PROGRAM OVERVIEW**

College of DuPage (COD) offers Paramedic training through Central DuPage Hospital, Edward Hospital, Good Samaritan Hospital and Loyola Hospitals Emergency Medical Services System (EMSS). Paramedic training programs are currently utilizing the U.S. Department of Transportation's National Curriculum as required by the Illinois Department of Public Health (IDPH) for those interested in attaining Paramedic certification. EMSS is a hospital based program for the delivery of pre-hospital stabilization of ill and injured patients.

The hospitals have been designated Emergency Medical Services System resource hospitals by the State of Illinois. This designation specifies certain responsibilities in the delivery of pre-hospital care. Among these are the training and education of Paramedic personnel. Paramedic programs normally begin in January and August of each year and are one year in length. Registration is through COD with classes held at the hospitals. Clinical rotations are scheduled at the hospitals.

## **PROGRAM INFORMATION DISCLAIMER**

This program information packet is published for that purpose; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time, without notice, requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in the program information packet in accordance with the COD policies and procedures.

## **PROGRAM & COURSE DESCRIPTION**

The Paramedic Certificate Program is composed of three courses. The [certificate requirements](#) and [course descriptions](#) for the Paramedic program can be found in the Course Catalog under the Fire Science discipline.

## **ATTENDANCE**

Class attendance is **mandatory**. Students are expected to arrive at class on time and not leave early. Unexpected or unforeseen circumstances can be discussed with the Program Director. Students who know in advance that they are going to be late or miss classes must notify their instructor. Paramedic program students can miss only a certain number of classes to still be eligible to sit for certification/licensing exams. Students must also maintain an 80% on each exam, practical, and clinical rotation to remain in the Paramedic program.

## **TEXTBOOKS**

Books will be discussed at orientation. Students will be required to purchase books prior to the first day of class. In addition to the textbook, there will be several online learning tools utilized both in the classroom and independently. In the best interest of the student, the recommendation is for each student to have the ability to bring their own computer, laptop, or tablet with wireless capabilities into the classroom.

## **UNIFORM POLICY**

Central DuPage Paramedic Program requires the student to wear the issued "CDEMSS Paramedic Program" polo shirt which will be purchased by the student the first week of class. The approved classroom attire will be the polo shirt and navy blue duty pants.

## **TUITION/FEES/FINANCIAL AID**

The paramedic program consists of 36 semester hours of college credit at the [prevailing tuition rate](#). In addition to the tuition, there will be a non-refundable lab fee payable to Central DuPage Hospital. This will be discussed at the Orientation. The College of DuPage payment policy states payment will be due immediately following registration. If the student is unable to pay the entire amount, you must sign up for the payment plan offered by the college. If you are expecting financial aid or other assistance, you may be able to sign up for a deferred payment plan. If you

have questions regarding the payment plan or the payment policy, please contact the Cashier's office at (630) 942-2206. The College of DuPage reserves the right to drop students for non-payment of tuition.

Financial Aid is available to any eligible student enrolled in the college for six or more eligible credits. Grants, loans, on-campus employment, veteran's grants and scholarships are aid options available to help students meet their education expenses. If you are planning on applying for financial aid and have not already done so, please [visit our website](#) or contact the Financial Aid office (SSC 2220) at (630) 942-2251. It can take 6-8 weeks for processing, so if you have not already completed your [FAFSA form](#), you may need to sign up for the standard payment plan and be reimbursed once your financial aid is processed.

If you are a veteran and are planning to use veteran's benefits, please [visit our website](#) and the [United States Department of Veteran's Affairs](#).

If a company will be paying for your tuition or you have a chargeback agreement from another community college, please [download our Third Party Billing/Chargeback form](#) or speak with a representative at (630) 942-2377.

Students enrolled in the Paramedic program needing to verify full-time status (medical or insurance) are considered full time students. To receive a letter stating full-time status, visit the Records office (SRC 2015). A request form needs to be completed. There is a \$5 processing fee for this request, payable by cash or check. This request takes five to 10 days to process. For additional questions, call (630) 942-2431 or (630) 942-3022.

### **NON-DISCRIMINATION STATEMENT**

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

### **STUDENT E-MAIL POLICY**

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

<http://www.cod.edu/academics/email.aspx>

### **CRIMINAL BACKGROUND CHECK INFORMATION**

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law ([225ILCS46/25](#)) and 77 Ill Adm. Code 955 Section [955.160](#) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

**NOTE: You may have been convicted and not sent to jail.** People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

### **MISCELLANEOUS INFORMATION**

For additional information about any programs at COD, consult the college *Catalog*, the *Class Schedule*, or visit [www.cod.edu](http://www.cod.edu). For questions specifically concerning the [Paramedic program](#), contact the Fire Science Coordinator at (630) 942-2107; the [Health and Sciences Division office](#) at (630) 942-8331; or the [Admissions Representative](#) at (630) 942-2380.

### **POLICY FOR PROFESSIONAL CONDUCT AT CLINICAL SITES**

Please visit the College of DuPage Health and Science Programs Policy for Professional Conduct Policy at [http://www.cod.edu/academics/divisions/health\\_sciences/pdf/policy\\_professional\\_conduct.pdf](http://www.cod.edu/academics/divisions/health_sciences/pdf/policy_professional_conduct.pdf).

### **HEALTH REQUIREMENTS**

Health requirements deadline will be discussed during class orientation. The information packet is available at [http://cod.edu/admission/degree\\_certificate\\_programs/pdf\\_health/healthrequirements.pdf](http://cod.edu/admission/degree_certificate_programs/pdf_health/healthrequirements.pdf). Failure to follow health requirement procedures may disqualify the student from participation in the Paramedic program.

## **FUNCTIONAL JOB DESCRIPTION- PARAMEDIC (Central DuPage EMS)**

**Job Summary:** In emergency situations, administers all aspects of basic and advanced life support medical services to injured and sicker persons in pre-hospital settings as directed by physician.

**Characteristics:** The paramedic must possess certain characteristics to maintain a high level of personal, physical and professional performance. The paramedic must be a leader who can accept challenge and high degree of responsibility entailed in the position. The paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport in short period of time, interview hostile patients, maintain safe distance and recognize and utilize communication unique to the diverse multicultural groups and ages within those groups. The paramedic must be able to function independently at optimum level in a non-structured environment that is constantly changing.

The paramedic is generally part of a two-person team, and may be working with a lower skill and knowledge level EMT-Basic. The paramedic is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsants, central nervous system stimulants, psychotherapeutics which include antidepressants, other anti-psychotics, anticholinergics, cholinergics, muscle relaxants, antidysrhythmics, antihypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastrointestinal drugs, hormones, antibiotics, antifungals, antiinflammatories, serums, vaccines, antiparasitics and others.

The paramedic is personally responsible, legally, ethically, and morally for each drug administered. The paramedic is responsible for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge level current as to changes and trends in administration and use, and keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up. The paramedic will use current drug reference literature.

The responsibility of the paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The paramedic must take into consideration that many factors, in relation to the history given, can affect the type of medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and may lose track of what they have or have not taken. Awareness of drug reactions and the synergistic effects of drugs combined with other medications or food is imperative. The paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind the drugs may cross the placenta.

The paramedic must be cognizant of the impact of medications on the pediatric patients based on size, weight, special considerations for newborns, geriatric patients, and the physiological effects of aging. There must always be an awareness of the high abuse potential of controlled substances and the potential for addiction. The paramedic must be thorough in documentation of the indication for any medication. The paramedic must be knowledgeable of how to calculate proper drug dosing.

The paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, and differentiate temperature reading between centigrade and Fahrenheit scales. The paramedic must be able to properly use advanced life support equipment and supplies based on the patient's age and condition, able to locate sites for obtaining blood samples, perform venipuncture, medication administration through several routes, and comply with the universal precautions and body substance isolation. The paramedic must have the most recent knowledge and training for proper decontamination procedures.

The paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes. The paramedic should have knowledge of poisons and be able to properly administer treatment. The paramedic must be knowledgeable of the stages drugs/medications go through once they have entered the patient's body based on the route of administration.

The paramedic must be capable of providing advanced life support emergency medical services to patients including obtaining and interpretation of electrocardiograms, electrical interventions to support cardiac function. The paramedic should be able to manage the airway through basic maneuvers and adjuncts, endotracheal intubation, treatment of a pneumothorax, and proper administration of appropriate medications and intravenous fluids under offline medical direction.

The paramedic should be able to remain calm while working in difficult and stressful circumstances, in addition to remaining focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgment along with advanced knowledge and technical skills are essential in direction other team members to assist as needed. The paramedic must be able to provide high quality patient care, concurrently handle high levels of stress, and be willing to take on the personal responsibility of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life threatening emergency situations.

The paramedic must be able to deal with adverse and dangerous situations which include responding to calls in districts known to have high crime and mortality levels. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

The paramedic must possess and be able to use effective communication skills. The paramedic will be communicating information and must be accurate and concise. The paramedic must possess proper oral and written skills for patient care documentation. Verbal skills and reasoning skills are used extensively.

**Physical Demands:** Aptitudes required for work of this nature are good physical stamina, endurance, and 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. Gross motor and fine motor coordination is necessary in order to not jeopardize the well-being of the patient, the paramedic, and other coworkers.

### **STANDARD SKILLS IN HEALTH CARE PROGRAMS**

To participate in the clinical education portion of any health career programs at College of DuPage that involves direct patient care, the applicant must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level professional in that field and are set by the individual program. These skills protect the health and well-being of patients and may include, but are not limited to, the ability to:

- Lift and carry 30 pounds of weight
- Lift and transfer patients to and from wheel chairs, stretchers, beds and tables
- Move, adjust and manipulate equipment. Manipulate necessary hospital equipment for patient care, such as dials, switches, push buttons and keyboards. Position patients for exams.
- Respond appropriately to sounds such as the patient's voice and movements at a normal conversational volume. Respond appropriately to equipment signals such as sound and light.
- Perform for a prolonged period without breaks in a typical shift of eight hours
- Communicate orally and in writing with patients, doctors and other personnel clearly and effectively
- Follow verbal and written directions

Students who are unsure if they can meet any/all of these requirements should speak to a program faculty member.

## CDH PROGRAM PREREQUISITES

To qualify for a position within the Central DuPage Hospital (CDH) Paramedic Education Program, the applicant must:

1. Be at least 18 years old
2. \*Current State of Illinois License as an Emergency Medical Technician
3. Transcripts from highest level of education completed (high school, associates, bachelor's, etc.)
4. \*Current Healthcare Provider CPR card
5. \*Copy of Health Insurance Card
6. \*Copy of Valid Driver's License
7. Have completed a college Anatomy & Physiology course (COD Anatomy 1500 or equivalent or 1551/1571 and 1552/1572) with a grade of 'C' or better by the application deadline date or within the last 10 years.
8. Have completed Biomedical Terminology course (COD HLTHS 1110 or equivalent) with a grade of "C" or better by time of program start date (January 14, 2019) or within the last 10 years.
9. Pass the Entrance Exam by achieving a score of 70% or higher
10. Complete the oral interview

\*Submit copies of the above along with the completed application by the application deadline to the designated offices as described in the Application Steps on pages 8-9.

## PARAMEDIC APPLICATION STEPS:

***It is the applicant's responsibility to ensure that all material listed below have been completed and received by the designated office, by 3 pm on **September 20, 2018**. Please retain a copy of this packet for your records.***

- \_\_\_\_\_ 1. It is highly recommended the applicant attends a Paramedic Advising Session to learn about the program and application requirements. [View upcoming session dates and times](#) and please make sure to RSVP online for your session to secure your spot using the directions provided. Registration and attending one of these session is strongly encouraged, but not mandatory.
  
- \_\_\_\_\_ 2. If you have not been admitted to College of DuPage, please complete the [College of DuPage General Admissions Application](#) online. There is a non-refundable \$20 general admission fee due upon submission. **This application is for general admissions to College of DuPage only; it is not an application to the Paramedic program.**
  
- \_\_\_\_\_ 3. Official Transcripts - Contact ALL educational institutions **IMMEDIATELY** to order Official Transcripts as *they will not be considered if they are received after the deadline date*. If high school (or GED) is your highest level of education; please submit your official high school transcript. Your highest level of education will be taken into consideration for admission review.

To verify receipt of your transcript(s). Login to your myACCESS account, click on 'myACCESS for Students', then select 'My Profile'. The receipt status of your transcript will be listed under 'Transcript Institutions'.

Official Transcripts must be received from the educational institution in a sealed envelope mailed to the **College of DuPage, Office of Student Records**, 425 Fawell Blvd, SRC 2150, Glen Ellyn, IL 60137-6599 or via online electronic submission to [graduation@cod.edu](mailto:graduation@cod.edu). ***If College of DuPage is the only institution you have attended, you do not need to request official transcripts.*** NOTE: If you have an international transcript from high school or college, it must be evaluated by EDUCATIONAL CREDENTIAL EVALUATORS, Inc. Forms may be obtained from [www.ece.org](http://www.ece.org).

- \_\_\_\_\_ 4. Complete the online [Health Sciences Application](#). Select **Paramedic Certificate – Central DuPage** when asked “which Health Sciences program are you applying to?” and **Spring 2019** as your “anticipated entry term”.  
Note:
  - ***You can only submit the application online and must pay a \$50 non-refundable application fee by credit card. If you do not have a credit card, you can purchase a prepaid credit card from your local retailer.***
  - ***Once your term is selected and application submitted, you may not change this without submitting a new application and paying another \$50 non-refundable application fee.***
  - ***If you previously applied to the Paramedic program with Central DuPage or any other hospital affiliated with the College of DuPage Paramedic Program, you will need to complete this step again and pay another \$50 non-refundable fee to be considered for this admissions cycle***
  
- \_\_\_\_\_ 5. Complete a Criminal Background Check. [CastleBranch.com](http://CastleBranch.com) is a background check service that allows students to purchase their own background checks. The results of a background are posted to the [CastleBranch.com](http://CastleBranch.com) website in a secure, tamper-proof environment, where the students, as well as coordinator can view the background check. To order your background check, please follow the instructions below.
  1. Go to [CastleBranch.com](http://CastleBranch.com) and click on “Students.”



2. In the Package Code box, enter package code: **CB39**
3. Select a method of payment: Visa, MasterCard or Money Order
4. You will receive a **Release Form** when placing your order and it will be in your CastleBranch To-Do List
  - a. **Complete and return the CastleBranch Release Form by faxing to e-mailing to expedite@castlebranch.com or 910-343-9731**

Please note, that your background check will **not** get processed until the release form is received so please return to them asap.

Once your order is submitted, you will receive a password via email to view the results of your background check. The results should be available in approximately 48 to 72 hours.

**Note:** If you previously completed a CastleBranch background check, it is only valid if it was completed **within 6 months** of the application deadline date.

\_\_\_\_\_ 6. Submit the following supporting documents to **College of DuPage Office of Admissions & Outreach Student Services Center (SSC) Room 2207**. Please submit **all documents at once** in an 8.5 x 11 envelope clearly marked with your name and student ID number. **DO NOT** submit any transcripts to this office along with your application (see directions in step 3 and instead send to College of DuPage Records Office). All materials must be received by the **Office of Admissions & Outreach** by the application deadline of **September 20, 2018 at 3 p.m.**

- **Completed Central DuPage Hospital Application found on pages 10 through 11 of this packet**
- **Completed FERPA release form found on page 12 of this packet. This document is REQUIRED to process your application and send your information to Central DuPage Hospital.**
- **Copy of each of the following:**
  - **State of Illinois EMT-B license**
  - **Current Healthcare Provider CPR Card**
  - **Health Insurance Card**
  - **Valid Driver's License**

Your name will be added to the applicant list and forwarded to Central DuPage Hospital. Once testing is completed, Central DuPage Hospital will provide an approved class list to COD. Only students on the approved list will be allowed to register. Approved students will receive an email regarding the registration process to their dupage.edu e-mail address.

\*It's the responsibility of the applicant to verify that all items are submitted & completed. Should you have specific questions related to the above items, please contact the paramedic program coordinator listed on page 10

***"All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports."***

Requests for admission are **not** automatically carried over to the following cycle. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the \$50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).

***The Central DuPage Hospital Paramedic Education Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.***

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

# CENTRAL DUPAGE HOSPITAL EMSS

Class starts: January 14, 2019

## PARAMEDIC EDUCATION PROGRAM INFORMATION

Questions contact: Tiffani Clausen, Program Director/Lead Instructor, CDH- 630-933-1523

Please provide the following information and return this form in person or by mail to **College of DuPage, Office of Admissions & Outreach, Student Services Center, (SSC) 2207**, 425 Fawell Blvd., Glen Ellyn, IL 60137

**By 3pm September 20, 2018.**

Please print all information clearly.

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ COD Student ID#: \_\_\_\_\_

Telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email: \_\_\_\_\_

Military Service: Yes \_\_\_\_ No \_\_\_\_ Branch of Service: \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_ No \_\_\_\_

If yes, give details:

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**EMT-B Education:** List program attended including date, course site.

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**EMT-B EXPERIENCE:** (Describe and include time involved)

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Have you **applied** to a paramedic education program before? Yes \_\_\_\_ No \_\_\_\_

If yes, when? \_\_\_\_\_ Where? \_\_\_\_\_

Have you ever **attended** a paramedic education program before? Yes \_\_\_\_ No \_\_\_\_

If yes, when? \_\_\_\_\_ Where? \_\_\_\_\_

Describe why you left:

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**Other related medical experience** (Red Cross, Military, hospital, ambulance, etc.)

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## WRITTEN EXAM

The written exam will take place at College of DuPage Homeland Security Education Center (HEC) room 1022 which is the mock courtroom located on the first floor and the east side of the building by the 9-11 memorial. The HEC is located on the S/W corner of Lambert Rd. and Fawell Blvd. on the COD main campus, which is located at 425 Fawell Blvd. Glen Ellyn, IL 60137. You must attend the exam date listed below.

**Friday, October 5th, at 1:30pm local time HEC 1022**

Check in for the exam will begin at 1:00pm local time. You are required to bring a photo I.D. and (2) #2 pencils.

**The entrance Exam will be graded and the average score will be taken from the results. To be granted an interview, your entrance exam score must meet the average score or above.**

I hereby affirm and declare that the information supplied in this entire application package is true. I acknowledge that any intentional false information will result in the termination of my application at Central DuPage Paramedic Program.

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Signature

Date

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Printed Name

**Keep a copy of this entire form for your records and for reference.**

**College of DuPage  
Paramedic Program Application  
FERPA Release Form**

College of DuPage, in compliance with the Family Educational Rights and Privacy Act (FERPA), is required to protect the privacy of student education Records the College cannot disclose non-directory or personally identifiable information to a third party without the student's written consent.

I hereby authorize College of DuPage to notify the partner hospitals i.e. Advocate Good Samaritan Hospital, Central DuPage Hospital/Cadence Health, Edward Hospital, or Loyola University Medical Center, of my intent to pursue the paramedic program indicated above, and upon my application, to release details of my educational records for the purpose of admission consideration. Educational records may include, but are not limited to, College of DuPage transcripts and transcripts from previously attended institutions.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date