



EMT/WEMT MANDATORY DOCUMENTATION

This packet contains information on mandatory documentation to be submitted to CastleBranch, our third-party approval system, prior to the start of the course. All items are required for course participation. This information is in the EMT Packet. A checklist has been provided below to help you in this process.

You MUST submit all required paperwork to CastleBranch 2 weeks prior to the start of the course or you will be assessed a \$75.00 late fee and potentially dismissed from the course.

Please refer to your CastleBranch Account for all documentation requirements:

NOC Waiver and Release Form (PDF Format)

NOC Medical Form

NOC Student policies

Photo for ID badge

EMT Clinical Placement Inquiry Authorization Release - Background Check Form. You cannot have any felony convictions. (Directions in CastleBranch)

Proof of graduation from high school or a GED (a 10th grade reading level is assumed as part of this requirement). A diploma from an accredited two or four Year College or university will also be accepted. (PDF Format)

Completion of all clinical orientation manuals. Submissions must include all pages (details are in your registration pack)

To be received in CastleBranch no later than two weeks prior to the course start date:

Proof of clinical insurance obtained from HPSO (details are in your CastleBranch account)

Drug Screen: Must be completed by student and verified by a doctor or testing facility. Submitted through Castlebranch. Please note that it can take a week or more for results to be ready. Please see directions in CastleBranch.

Medical records. Proof can be school records, doctor's records or military service records:

TB Test - Must be Quantiferon Gold. If you have a positive TB test, you must present a clear chest x-ray. These must be verified within six weeks from clinical dates (clinical start 1 week after the class start date).

Immune status to **MMR** (series of 2 or titer showing immunity)

TDaP vaccine.

Varicella Series of 2 or a titer showing antibodies

Hepatitis B vaccine is recommended but not required. If you do not have proof of current Hepatitis B vaccination, you must sign a declination waiver.

Tetanus vaccine within the last ten years

Current **Flu** vaccine (if the course occurs between October 1st and March 31st)

Full **Covid-19** vaccine

**** As a backup, please bring all original vaccination records to the course start.**