EMT Certificate of Proficiency Policy

**PURPOSE:** To have all successful EMT students obtain their Certificate of Proficiency.

**POLICY:** All successful students must fill out one of these papers and Program Director will turn into the Admissions and Records department.

**DATE:** March 25, 2019

**PROCEDURE:**

1. These forms are for the college Certificate of Proficiency that is different from the EMT Course Completion Certificate.
2. Give one COP paper to each student who is passing.
3. Do not allow skills test w/o this being completed and collected.
4. Students can do this online and print, but make sure they check Certificate of Proficiency and under program have them entered EMT Basic.
5. If the student has not taken EME 100 or HE 104 they need to fill out a course substitution form.
	1. Have the student clearly print the top third
	2. Major will probably be EMT B, EMS or Paramedic
	3. Check Veteran’s Benefits yes or no
	4. Instructor will write under waiver the following:
		1. If military waiver put “Military experience”
		2. If HS, ARC or other put “qualifies through other training”
6. Give completed paperwork to Program Director.