



2025 CUESTA COLLEGE PARAMEDIC PROGRAM

Certificate Program with Associate Degree Option Application Instructions

Applications accepted online August 1, 2024, 9:00 a.m. – October 31, 2024, 4:00 p.m. PST

Thank you for your interest in the Cuesta College Paramedic Program. Application and admission criteria are subject to change from year to year. It is the applicant's responsibility to follow current application instructions and meet all requirements and due dates. Please communicate promptly with Claire Hawkins at claire_hawkins@cuesta.edu if you have any difficulty with the application process.

NOTE: Misdemeanor or felony conviction may constitute grounds for denial of licensure. Email Deborah Adams, Clinical Coordinator, at deborah_adams1@cuesta.edu with your concerns.

Applicants who have completed all prerequisites and submit a complete online application form with required documentation to Cuesta College's Admissions department will be evaluated on a **first completed, first evaluated** basis. Applicants with in-progress prerequisites whose final grades will be posted by November 30, 2024, will be evaluated for eligibility once their application is complete. An applicant's date of "completion" is the date **all** components of the application and verification processes are **on file**.

Applicants will be denied and/or withdrawn from the application process for:

- An incomplete application form: lacks complete answers and/or required attachments
- Unmet pre-requisite elements (all in-progress academic elements must be completed and grades posted by November 30, 2024)
- Failure to submit transcripts of graduation/GED certificate and prerequisite course work to the Cuesta College Admissions & Records department by end of the application period (or December 5 for in-progress elements)
- Failure to meet any subsequent deadlines and/or respond to time-sensitive emails
- Failure of admitted applicants to meet final program admission requirements (to be provided upon admission)

TRANSCRIPTS

Official transcripts must be received by October 31, 2024, at 4:00 p.m. PST, or December 5, 2024, for in-progress elements. It is your responsibility to call Records (805-546-3140) or email eval@cuesta.edu to confirm that your official transcripts have been received. You do not need to request a transcript for any courses taken at Cuesta. For up-to-date information for submitting transcripts from other colleges, review the pages at <https://www.cuesta.edu/student/studentservices/records/transcriptssubmit.html> and https://www.cuesta.edu/student/studentservices/records/record_faq.html.

FINANCIAL AID

Apply NOW for financial aid for the 2024-2025 Academic Year at fafsa.ed.gov. Many grants have limited funds and early application is the key to qualifying. Also apply for the Cuesta scholarship, which closes on **March 2, 2025**: https://www.cuesta.edu/student/studentservices/finaid/typesofaid/Scholarship_institutional_source.html

WORK EXPERIENCE

Applicants are required to have 1,000 hours of 9-1-1 field work experience in an environment that has prepared them to be a team leader in their career. This includes 9-1-1 ambulance and most fire agencies. Lifeguard, emergency room, wildland firefighter, or other experience does not meet application requirements.

- You will need to obtain from your employer a statement verifying your work experience on agency letterhead.
- The statement should include specific wording that you have "1,000 hours of 9-1-1 experience based in an ambulance or fire engine that responds to medical and trauma related incidents at a minimum rate of 75% of call volume/time spent."
- It must be signed by your supervisor and include their contact information.
- If your hours are met between multiple employers, you will need to obtain multiple statements verifying the number of hours from each employer.
- Applications not containing verification of meeting the work experience component will be rejected.

APPLICATION INSTRUCTIONS

PREPARE NOW! Review the Cuesta College [Paramedic Program Information](#) page. If you have completed prerequisite coursework at colleges other than Cuesta College, contact Evaluations, at 805-546-3140 or eval@cuesta.edu to determine the equivalency of your coursework with Cuesta College's requirements **before applying**.

1. Apply for admission to Cuesta College (www.cuesta.edu/apply/) if:
 - You have never been a student at Cuesta College, or
 - You have not attended Cuesta College in the last two semesters (Spring and Summer 2024).
 You will receive a “Welcome” email that includes important information regarding your *myCuesta* log-in information, your *my.cuesta.edu* email account, and your student ID number. These are needed to complete the application.
2. Prepare your online attachments. You will need at a minimum:
 - ✓ A copy/photo of your high school/college degree or GED certificate, or verifying transcript (unofficial is OK for attaching to the application).
 - ✓ Unofficial college transcript(s) verifying academic prerequisites in English, Math and Biology (even if taken at Cuesta).
 - ✓ Official College Placement Assessment test results if using as substitution for Math or English course work.
 - ✓ An electronic file containing a photo of **both sides** of your California EMT certification.
 - ✓ A copy of your CPR Basic Life Support certification.
 - ✓ A statement from your employer verifying that you meet the work experience requirement.
3. **Request official, sealed transcripts** for high school graduation/GED certificate **OR** college degree, and pre-requisite academic coursework taken outside of Cuesta College, **to be sent to Cuesta College Admissions and Records**. For instructions on how to do so, see the TRANSCRIPTS section above. **Keep a record** of your transcript requests, and **follow up** on their receipt. Any appeal of a denial due to unreceived transcripts will require proof of request and that the transcript could reasonably have been expected to arrive before the deadline.
4. **Complete and submit the** online application between August 1 at 9 a.m. and October 31, 2024 at 4:00 p.m. PST. The link to the application can be found on the Paramedic Program Information page of *cuesta.edu*, or cut and paste: <https://www.cuesta.edu/academics/divisions/nah/emsdept/paramedic-info/index.html>
5. Complete and submit your entire application. Progress cannot be saved and returned to later. *Immediately* after submission, an automatic confirmation of receipt will be sent to your **my.cuesta.edu** email. **If you do not receive the email, the application WAS NOT SUBMITTED. Try again.** Applications **cannot** be edited once submitted. If you realize that an attachment did not upload or that you submitted **incorrect or incomplete** information, you must submit a **second** application with the correct information/attachments.
6. **For those with in-progress classes**, you will need to provide an unofficial transcript of your final grade, posted no later than November 30, 2024, and submitted by December 5, 2024, to claire_hawkins@cuesta.edu. You will ALSO need to provide an **official** transcript no later than December 5, 2024, to the Admissions Office. Your application will be held until your final unofficial transcript to Claire Hawkins and your official transcript to Admissions are received, showing the course completed with a “C” or better. At that time, your application will be evaluated for completion and seat availability considered. Submit your transcripts as soon as the course is finished for earlier evaluation.

NEXT STEPS

October/November: We will evaluate the applications and supporting documentation for completion. Records will confirm that official transcripts meeting all pre-requisites are on file.

By the 10th of November: Notification of your admission status will be emailed to your *my.cuesta.edu* email **if you applied before September 30, 2024**. If you applied **October 1 or later**, you will receive notice by November 19, 2024.

NOTE: You are required to respond to your offer of admission by the stated deadline in order to secure a seat.

December: Your offer of admission will contain information for a MANDATORY Orientation in December.

If your email notification has not arrived in your *my.cuesta.edu* mailbox by the dates provided, immediately contact claire_hawkins@cuesta.edu. Be sure to check your *my.cuesta.edu* email inbox directly via myCuesta, and spam/junk folders as well. **Missed deadlines due to non-receipt/failed forwarding of emails will not be accommodated.**