



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 04-13	Effective Date: January 2010
Division: Education and Training	
Chapter: Advanced Life Support (ALS) Initial Education Course Application for Prince George's Community College	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

It shall be the policy of the Prince George's County Fire/EMS Department's Training Academy to adhere to this Emergency Medical Technician (EMT)-Intermediate/ Paramedic Class Registration policy. This policy provides the application, qualification, and registration process necessary for an applicant applying for an EMT-Intermediate or Paramedic class held at the Prince George's Community College (PGCC).

DEFINITIONS

Applicants - Any member that is applying for entrance into an EMT-Intermediate, EMT-Paramedic or Paramedic bridge course sponsored by Fire/EMS Department.

Advanced Life Support (ALS) Provider - A State of Maryland licensed Paramedic or Cardiac Rescue Technician

Advanced Life Support (ALS) Training Coordinator – Individual designated to oversee ALS training/ licensure for all departmental personnel.

Annotated Code of Maryland Regulations (COMAR), Title 30 - State regulations that reference EMS requirements within the State of Maryland.

Emergency Medical Technician (EMT) Intermediate – ALS certification as issued by the NREMT, equivalent to State of Maryland Cardiac Rescue Technician level of licensure, entry level ALS provider as recognized within COMAR.

Emergency Medical Technician (EMT) Paramedic – Highest level of ALS licensure within the State of Maryland.

Prince George's Community College (PGCC): School that has formed collaborative agreement with Fire/EMS Department to provide ALS initial education courses.



PROCEDURES / RESPONSIBILITIES

1. General Provisions

Adherence

Personnel seeking entrance into an ALS education program sponsor by the Fire/EMS Department and hosted through Prince George's Community College (PGCC) must comply with the policies and procedures as outlined in this General Order. This General Order outlines the necessary eligibility determination and application requirements and selection and notification procedures necessary for entrance into a specified program.

Application

This General Order shall supersede any conflicting information, with the exception of; local, state or federal law, guidelines and interim policy or procedures, or issued directives.

2. Applicant Eligibility

The following criteria must be met by applicants prior to applying for any Initial ALS course:

- Applicants must have successfully completed their Apprentice Probationary Book.
- Have not achieved a pay grade of Y-04 or higher.
- Have the recommendation of their immediate supervisor (verified by signature on application)
- Have no pending or past disciplinary action within the 12 months prior to their application.
- County has not previous sent applicant to ALS Initial Education program.

3. Application

The application for ALS initial education programs will begin four calendar months prior to class start date. This application period will continue for 45 days from the application start date.

Applicants meeting the "applicant eligibility" requirements will need to hand deliver the application to the Fire/EMS Training (FETA) in accordance with the FETA's internal document acceptance procedure. The intention of this process is not to inconvenience applicants, but rather allow them to meet with an academy staff member for the purpose of ensuring all required course documentation is complete.

The following documents will need to be submitted for application:

- ALS Training Application form (attachment #1).
- Official College Transcripts verifying successful completion of a College Level English and Math Course or copy of placement tests results from PGCC-Accuplacer test,(attachment #2 outlines the necessary steps to accomplish this requirement)



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Applications will be reviewed for compliance by a FETA staff member. Once all required documentation has been received at FETA, the applicants will receive a receipt of application denoting their application is complete and has been received by FETA.

If the application is found to be incomplete, the FETA staff member will provide the applicant with the necessary requirements needed to complete the application. This information will be documented on the application for future reference and the applicant will receive a copy of this document.

Any application received after this period will NOT be considered for the current academic year.

4. Announcement

All ALS initial education programs will be announced through the following:

- Training Academy Bulletin that is distributed to all Fire/EMS Department members via county email system.
- Fire/EMS Training Academy website

Class announcements will be sent out 15 days prior to the start of the application period to ensure dissemination to all departmental members.

5. Applicant Qualification

Following the application closing date, all completed records will be reviewed by the Paramedic Program Director of Allied Health at PGCC and the ALS Training Coordinator. Applications will be reviewed for qualifications based on PGCC's current catalog entrance requirements.

Personnel not meeting the college minimum qualifications will be contacted by the ALS Training Coordinator and referred to the Paramedic Program Director at PGCC.

Referral of applicant will be documented on the applicant's application form and maintained by the FETA for a period of no less than 5 years.

Applicants who are qualified by the college will be placed on an eligibility roster maintained by the Director of FETA or their designee.

6. Applicant Selection Criteria

All applicants on the eligibility roster will be categorized based on the following guidelines:

- Seniority as established by CRS graduation date
- Applicants with the same CRS graduation date will be prioritized based on employee number (lower number will have priority).



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All students will be assigned a number signifying their placement on this roster. Depending on the needs of the department, class size may vary from year to year so not all eligible students may be selected for a class.

The official class roster will be submitted for review and approval of the Fire Chief or his/her designee. Once approved, this roster will be maintained by the Director of FETA or their designee.

7. Student Notification

Those members selected for the class will receive notification through their respective command. Placement on a shift to facilitate attendance of the course will be the responsibility of that command and should occur no later than two weeks prior to class start.

If a vacancy occurs prior to the start of the college program, the highest ranked student on the original list of eligible candidates will be admitted to the class.

In extenuating circumstances, a member selected for a program may need to remove themselves from the class. In these cases, the member will need to send a formal memorandum through the chain of command to the Director of FETA.

REFERENCES

N/A

FORMS / ATTACHMENTS

Attachment #1 - ALS Training Application form

Attachment #2 - Placement testing instructions



**PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
FIRE/EMS TRAINING ACADEMY**



**Emergency Medical Technician Intermediate/Paramedic
Course Registration Form**

Student Name: _____ ID # _____ Date: ____/____/____

Home Address: _____

Phone Number: (____) _____ - _____ (Cell or Home)

Current Assignment: _____ Shift: A B C D E

Date of Hire: _____ CRS Class: _____

Please answer the following:

1. Do you have a college degree? Yes No (Continue to question 2)
(If so, please provide a copy of your official transcripts to registration form)

2. Have you completed the following college classes: Math or English. Yes No (Continue to question 3)
(If so, please provide a copy of your official transcripts to registration form)

3. Have you successfully completed a placement test at Prince George's Community College? Yes No
If so, when: _____ (please attach a copy of the results for placement determination)

**** Registration form must be Hand-Carried to the Fire/EMS Training Academy. No exceptions to this policy.

Applicant's signature: _____

Office Use Only:

Received by: _____ Date: _____

Transcripts received: Yes/No Placement test results received: Yes/ No

Registration complete: Yes/No If not, explain: _____

Registration Receipt:

Date Received: ____/____/____ FETA Representative: _____

Additional Requirements: _____



**INTER-OFFICE MEMORANDUM
PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMS TRAINING ACADEMY**

To: EMT-I Applicant

From: Fire/EMS Training Academy

Re: Registration requirements

This is to acknowledge that your registration form and placement test results for the Emergency Medical Technician- Intermediate (EMT-I) program has been reviewed by the Fire/EMS Training Academy.

Upon review of your placement test scores, you are required to take a developmental English and developmental math class prior to becoming eligible to attend the next EMT-I Class in August of 2007. You can contact Mrs. Joyce Lockwood at Prince George's Community College to find out what specific prerequisites you must have prior to entering the class. She can be contacted at (301) 386-7589, leave a message and she will contact you at her earliest convenience.

We recommend that you take the required classes as soon as possible to ensure your eligibility in the next class. If you have any questions regarding this process please call Firefighter/Paramedic Brian Frankel at (301) 856-3410 or e-mail at bjfrankel@co.pg.md.us.