



Respond Right EMS Academy EMT Application Checklist

Date Completed	Item	Approximate Time to Complete Task
	Drug Screening Scheduled and completed the urine collection.	10 mins to schedule. May take up to 7 business days to complete urine collection.
	Background check Completed the order online	10 mins
	RREMSA Return to School Physical Scan your completed RREMSA Return to School Physical as a PDF so you can upload it to the portal.	7-10 Business days
	Immunizations and vaccines – should complete these at your Dr’s visit when completing your physical exam. You will need a copy/print out of the date you received each shot You need proof of each shot and the date you received it. Scan all of your immunization records and one PDF so you can upload it to the portal.	7-10 Business days
	<ul style="list-style-type: none"> • Documentation of MMR <ul style="list-style-type: none"> • Two MMR vaccinations at least 1 month apart after age 1 OR • Positive titers to measles, mumps and rubella OR Documentation of 2 measles, 2 mumps, and 1 rubella vaccination 	
	Documentation of Current Hepatitis A – in progress or completion of both series. Must provide dates of each.	
	Documentation of Current Hepatitis B – in progress or completion of all three. Must provide dates of each.	
	<ul style="list-style-type: none"> • Documentation of Negative PPD (Tuberculosis) • TWO TB skin tests: The second test must be placed 1 to 3 weeks after first test. This TB test must be completed within the lasts 12 months - per the CDC, it is as a two-step process OR • ONE TB blood test within the last 12 months (IGRA) (T-Spot, Quantiferon Gold, etc) OR Chest X-ray - in the last two years with documentation of official report (for positive results only) 	
	<ul style="list-style-type: none"> • Documentation of Varicella- Series of two dosed or immunity by positive titer 	
	<ul style="list-style-type: none"> • Documentation of T-dap. Must be within the last ten years 	
	<ul style="list-style-type: none"> • Documentation of Current Flu Vaccination. Required between Oct 1 and March 31. These dates are subject to change per CDC guidelines. 	
	<ul style="list-style-type: none"> • Documentation of COVID 19 Vaccine. Everyone 16 and older is now eligible to receive the COVID vaccine. Any manufacture of the COVID 19 vaccine will be accepted. Must provide proof of the vaccine from your physician or medical provider. 	
	<ul style="list-style-type: none"> • Additional immunizations or vaccines could be required per CDC guidance. 	



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	Recommendation form Email the electronic form to someone to complete for you	10 mins
	American Heart Association (AHA) BLS Step 1 - HeartCode certificate of completion must be complete by deadline stated Step 2 – Register for your skills session by the deadline	2 – 3 hours to complete on-line training
	Health insurance card Scan a copy of your health insurance card as a PDF to the portal. Please include a copy of the front and back of your card.	10 mins
	Driver's license Scan a copy of your driver's license as a PDF.	10 mins
	High school diploma or GED Scan a copy of your diploma, GED or college transcripts as a PDF to the portal.	10 mins
	Tuition policy Scan a signed copy as a PDF so you can upload it to the portal. Make sure you have both pages scanned.	10 mins
	Order uniforms Order from Respond Right's bookstore before the deadline to make sure we have your items ready on the first day!	10 mins
	Order textbooks and testing software You will be emailed directions on how to complete your purchase.	10 mins

Email – check your email every day.

We send course information by email and it's important you check email daily.