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 ▪ Complete 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 ▪ Documentation of all vaccinations are required. ▪ Scan all your immunization records **as <u>one</u> PDF file** and **upload** to the **portal**.	7-10 Business days
	Documentation of MMR ▪ **<u>(2)</u>** MMR vaccinations at least 1 month apart after age 1 **<u>OR</u>** ▪ Positive titers to measles, mumps, and rubella **<u>OR</u>** ▪ Documentation of **<u>(2)</u>** measles, (**<u>2</u>**) mumps, and (**<u>1</u>**) rubella vaccination	
	Documentation of Current Hepatitis A ▪ **(2)** dose<u>s of</u> either "**in progress**" or completed series.	
	Documentation of Current Hepatitis B ▪ **<u>(3)</u>** doses of either "**in progress**" or completed series.	
	Documentation of Negative PPD (Tuberculosis) ▪ TB **<u>Blood</u>** Test **<u>ONLY</u>**. Must be within the last 12 months: IGRA, T-Spot, or QuantiFERON Gold ▪ **For positive results only** - Chest X-ray - in the last two years with documentation of official report	
	Documentation of Varicella ▪ **(2)** doses or immunity by positive titer	
	Documentation of T-dap ▪ Must be within the last **(10)** years	
	Documentation of Current Flu Vaccination ▪ Required between **Oct 1 and March 31**.	
	COVID 19 Vaccine. ▪ **COVID-19 Vaccination <u>NOT</u> required but recommended** ▪ Dates and mfg. of shots if COVID was received	
	• Additional immunizations or vaccines may be required per CDC guidance.	
	Recommendation form ▪ Email the electronic form to the person providing your reference.	10 mins
	American Heart Association (AHA) BLS ▪ **Step 1** - HeartCode **"Certificate of Completion"** must be complete by the deadline stated (directly through AHA)	2 – 3 hours to complete on-line training

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	▪ **Step 2 –** Register for your **Skills Session** by the deadline (directly through Respond Right EMS Academy)	
	Health insurance card ▪ Scan a copy of the **front <u>and</u> the back** of your health insurance card as a PDF to the portal.	10 mins
	Driver's license ▪ Scan a copy of your driver's license as a PDF to the portal.	10 mins
	High school diploma or GED ▪ Scan a copy of your High School diploma, GED, or College Transcripts as a PDF to the portal.	10 mins
	Order uniforms & Patient Assessment Kit ▪ Order from Respond Right's bookstore as soon as possible.	10 mins
	Order textbooks and testing software ▪ Directions for completion and purchase will be emailed to you.	10 mins

Check your email every day!!! Because we send <u>all</u> the course information by <u>email</u>, it is important you check it <u>daily</u>. Get into the habit of checking your email <u>every</u> time you check your <u>social media</u> accounts.

If you have problems/issues completing the EMT Application, contact RREMSA at <u>info@respondright.com</u> We are here to help you!