

Waubonsee Community College Paramedic Training Program

At

Southern Fox Valley EMS System

Northwestern Medicine Delnor Hospital



WAUBONSEE
COMMUNITY COLLEGE

Where futures take shape

2027 Application & Information

Please keep all informational pages where writing was not required by the applicant!

Please write legibly or Type Application

Do not Staple ANY Pages

Admission Requirements for 2027 Paramedic Training Program

GENERAL INFORMATION

The 2027 Paramedic Training Program is scheduled to begin Wednesday, January 19, 2027. It will be offered according to the current National Curriculum for a 12-month schedule. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) has awarded continuing accreditation to the Emergency Medical Technician-Paramedic program at Waubonsee Community College, Sugar Grove, IL.

The recent peer review conducted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and CAAHEP's Board of Directors recognizes the program's substantial compliance with the nationally established accreditation standards.

This course runs in accordance with the National EMS Guidelines, Illinois Department of Public Health requirements, and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. The course is comprised of didactic hours, lab/clinical hours, and a field internship.

To complete the application process, all applicants must complete the following by **June 22nd**:

- **Region IX Paramedic Training Course Application (Included in this packet)**
 - Submitted to the EMS Office at NM Delnor Hospital

- **Waubonsee's New Student Application (even if you are a current student)**
 - Completed on the Waubonsee Website
 - <https://www.waubonsee.edu/admissions/how-enroll/enrollment-steps/new-student-application>

- **Submit official high school and/or college transcripts directly to Waubonsee.**
 - **SFVEMSS DOES NOT NEED TRANSCRIPTS**
 - Official transcripts can be sent to registration@waubonsee.edu

Application Process

Date: **May 4, 2026 through June 22nd**

Time: Monday through Friday, 8:00 am to 4:00 pm

Please bring the completed Region IX Paramedic Training Course Application and all supporting documents to the Southern Fox Valley EMS Office. Located in the basement of NM Delnor Hospital, 300 Randall Rd. Geneva, IL 30134. (Use South Entrance). Please use the mailbox on the wall if our team is out of the office.

Please ensure that all portions are completed in their entirety and legibly or they will not be accepted.

Do not Staple any part of the application.

Written Testing

All prospective students are required to take the Paramedic Entrance Exam. Exam is tentatively scheduled to be on Saturday, **June 27, 2026 @ 10AM-Noon @ Delnor Hospital. Details will be emailed to the email you list on your application. Please make sure your email is legible!**

Results will be EMAILED the following week. We will not review your exam with you.

Students may be required to meet with an academic advisor to discuss the need for prospective students to take a battery of exams depending on the transcripts that are **submitted to Waubonsee**. These exams may include reading, writing and math assessment. Contact Waubonsee directly with any questions.

Interviews and Acceptance into the Program

Applicant Interviews will be scheduled for July 15-17, 2026 for those who have successfully moved to the interview phase. Interview time will be sent to the email on your application.

Placement in the course will be based upon selection from an eligibility list, priority given first to applicants who are current members of a Southern Fox Valley EMS System agency, and with the following percentages impacting final placement.

- **90% of score based upon the Paramedic Entrance Exam (must obtain 70%)**
- **10% weight applied to Application Interviews/Letters of Recommendation**
- **Approval from EMS Medical Director and/or EMS System Coordinator**

All applicants will be notified by email & Phone of their tentative acceptance status no later than the first full week of August. (2027 Spring Registration opens November 2, 2026)

Mandatory Orientation/ Information Session

For ALL applicants officially accepted into the program

Date: Saturday, November 14, 2026 (subject to change and you will be notified by email)
Room: Northwestern Medicine Delnor Hospital - 351 Medical Office Building
Lower-Level Room 3 & 4.

Time: 9 am to 12 pm

Information about the course and completion requirements will be discussed.
Families or others that are affected by you attending this course are encouraged to attend so they can be made aware of the time requirements and the commitment you are making.

You will be given registration information for the spring semester at this orientation session.

ADDITIONAL REQUIREMENTS

Waubonsee Community College requires that all students provide evidence of current health, immunizations, EMT-B License, and Healthcare CPR certification. A packet of required information will be issued to each student at the Mandatory Orientation on November 14th. Viewpoint is used to collect this information, and you will receive login information and instructions from the mandatory orientation on Nov 14th. ALL required documentation must be uploaded and approved in Viewpoint by January 19th.

Students must maintain a current IDPH EMT license throughout the program.

Influenza Vaccine proof should be emailed to the Paramedic Program Coordinator by January 4th.

COVID & Influenza Vaccination Requirements:

- COVID- no requirement currently. Although highly recommended (This is Subject to change by direction of clinical sites)
- Influenza- **Mandatory by January 4th. Must be turned into Program Coordinator directly through email. Failure to provide supporting documentation of current influenza season vaccine may result in dismissal from the program.**
 - **Documentation of a flu vaccine administered during the current flu season (August-May)**
 - Must be dated and include month/date/year
 - Include Vaccine Manufacturer and Lot Number
 - Administered by

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DRUG SCREENING: In order to comply with clinical agency requirements, Waubonsee Community College paramedic students must submit to a mandatory drug screening (initial, random, and reasonable suspicion). Your initial drug screening must be completed by the start of class.

All drug screens include tests for Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Methamphetamine, Opiates, Methadone, Oxycodone, Phencyclidine and Marijuana. Students who present with positive results without documentation of medical necessity will not be allowed to continue in the program. A student's refusal of submitting to drug screening will result in that student's dismissal from the program.

Instructions for completion of the drug screening process will be supplied by ViewPoint Screening. Further information will be given to accepted students at orientation on November 14, 2026

CRIMINAL BACKGROUND FINGERPRINT CHECK: Due to the requirements of our clinical/externship partner organizations, a criminal background fingerprint check will be required upon admission to the program. Students who present with a criminal record may be asked to discuss that criminal record with a clinical/externship partner organization for approval before attending the clinical experience, externship or practicum. In addition, prior criminal convictions may preclude or impede future employment and/or potential state or national industry-certification or licensing opportunities. You are encouraged to ask counselors, faculty, or the Dean for Health Professions and Public Service any questions you may have prior to registration.

CONTACT INFORMATION

Direct any questions regarding the Paramedic Training Program to:

Stephanie Hanson
Paramedic Program Director
(630) 938-8465

TBA
Paramedic Program Coordinator
(630) 938-8463

All dates are subject to change due to room availability

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APPLICANT AGREEMENT	
Have you ever applied for a paramedic training course before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Site: _____	Date: _____
Reason for no acceptance: _____	
Have you ever attended a paramedic training course before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Site: _____	Date: _____
Reason for not completing program: _____	
I hereby affirm and declare that the foregoing statements are true and correct. I understand false information or statements may be considered as sufficient cause for removal from the Paramedic Training Course.	
Signature of Applicant: _____	Date: _____

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Important Dates	
Applications Open	May 4 th – June 22 nd , 4 pm
Entrance Exam	June 27th 1000-1200
Interviews Dates	July 15-17 (Email Schedule)
Orientation	November 14 nd 0900-1200

COURSE SCHEDULE (subject to change)

Waubonsee Community College EMT- Paramedic Program (Day Class: 0900-1300) (Night Class:1800-2200)	
Paramedic 1 Spring 2027 (EMT-225)	<ul style="list-style-type: none"> - Monday, Wednesday, Friday (4 hours each day) - Lab Hours in class - 16 Weeks
Paramedic 2 Summer 2027 (EMT-235)	<ul style="list-style-type: none"> - Monday & Wednesday, Friday (4 hours each day) - Occasional Tuesday/Thursday (SIM Lab Schedule Dependent) for Skills/Sim Lab (6 hours) - Clinicals Hospital & Field - 11 Weeks
Paramedic 3 Fall 2027 (1 st 8 Weeks) (EMT-245)	<ul style="list-style-type: none"> - Monday & Wednesday (4 hours each day) - Occasional Tuesday/Thursday (SIM Lab Schedule Dependent) for Skills/Sim Lab (6 hours) - Clinicals - 8 Weeks
Paramedic 4 Fall 2027 (16 Weeks) (EMT-299)	<ul style="list-style-type: none"> - Field Internship - Review Classes - PALS, ITLS, ACLS - 16 weeks

APPLICATION PACKET

A completed application packet must be submitted to the EMS Office at Delnor Hospital no later than **June 22nd by 4 pm**, to be considered for acceptance into the program. To be considered complete, the following **must** be included:

1. Student Information Form (attached)
2. Copy of current Illinois EMT-Basic or Illinois EMT-Intermediate license (NREMT certification will not be accepted). *If State license is pending due to recent graduation of EMT class, slot may be held pending successful acquisition of State license.*
3. Copy of current driver's license or state-issued ID card
4. High school diploma/State of Illinois Diploma or equivalent

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5. Color photo of applicant only (no group photos please)
6. 1 Personal letter of recommendation (from someone that knows who well and can speak to your character, non-family member)
7. 1 Professional letter of recommendation (from an EMS/Fire department, or a recent employer, that can speak to your work ethic and experience, non-family member).
8. If seeking re-admission of program, please write a personal letter explaining the changes and work you have done to increase ability to successfully complete program

FIELD EXPERIENCE AGREEMENT (Due Mid-Term of Paramedic 1)

Please note the Field Experience Agreement is included in this packet. Either the Employer Agreement or the Non-Employer Agreement must be completed when accepted into the program and turned in prior to Paramedic 1 Mid-term.

- Employer Agreement: should be used only by applicants that are members or employees of a department in the Southern Fox Valley EMS System.
- Non-Employer Agreement: should be used only by applicants that are NOT members or employees of a Southern Fox Valley EMS System department.
- Both Employer Agreement and Non-Employer Agreement should be completed when you are member of the Southern Fox Valley EMS System but are not riding with the department you are a member of. (i.e. You are a member of Montgomery Fire Department but will be riding at the Oswego Fire Department).
- **It is the responsibility of the applicant to make arrangements with a SFVEMSS department for the required field experience.**

Student Information Form *(Complete and turn in with application)*

Please Print Clearly (Maybe returned or considered incomplete)

Name: _____

Mobile Phone: _____ Home Phone: _____

E-Mail Address: _____

Department Affiliation: _____

Field Clinical Site (if known): _____

Class Preference (circle one): Day (0900-1300) Evening (1800-2200) No Preference

(This is NOT guaranteed, you may be assigned to a session other than your preferred)

If there is an extenuating circumstance to your preferred class, please write in detail below...

FIELD EXPERIENCE AGREEMENT

Complete this side if you will be riding with a department where you are an employee/member.

Complete this side if you will be riding with a department where you are NOT an employee/member.

Employer Agreement:

I hereby affirm and declare that the applicant is currently employed as an EMT-B/EMT-I and is in good standing with this department. I agree to participate in the training of the applicant, provide opportunity for supervised field experience, assure completion of blood borne pathogen training, and provide opportunity for Hepatitis B immunization. I understand that false statements may be considered sufficient cause.

Non-Employer Agreement:

I hereby confirm that the applicant is not employed by this agency/department. However, I agree to provide opportunity for supervised field experience to the applicant during his/her paramedic training and assure completion of blood borne pathogen training. This agreement in no way constitutes an employer/employee relationship.

Applicant/Student Name

Applicant/Student Name

Printed name of Agency Representative Title

Printed Name of Agency Representative Title

Signature of Agency Representative Title

Signature of Agency Representative Title

Agency Date

Agency Date

DUE BY Mid-Term of Para 1 (EMT-225)

Please Print Legibly if done by hand. (Maybe returned or considered incomplete)

Application Checklist (do not turn in)

Completed application includes a copy of the following:

	Student Information Form
	Copy of Current EMT-B or EMT-I License
	Copy of Driver's License or State-Issued ID Card
	High School Diploma or GED
	Color Photo of yourself, Copy of ID is not sufficient
	Interview Scheduled (Will be scheduled after Passing Entrance Exam)
	Letter of Recommendation – Personal
	Letter of Recommendation – Professional
Note: It is the responsibility of the student to find a site for their field clinical and internship with a SFVEMSS provider. The Field Experience agreement must be completed by midterm or Paramedic 1/EMT 225	

This Check list is for you to keep throughout the application process.

CONTACT INFORMATION

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Stephanie Hanson
Paramedic Program Director
(630) 938-8465

TBA
Paramedic Course Coordinator
(630) 938-8463

All dates are subject to change due to room availability

**---Please check emails regularly for updates and Paramedic Prep Class ---
--highly recommended--**