

## Paramedic Program

### Instructions for the Application Process for Admissions into the Paramedic Program

The paramedic program is utilizing a rolling admissions process; there will be 30 seats available in the 2020-21 class. Eligible candidates must be a current NYS EMT-B and maintain that status for the duration of the program. It is *recommended* that candidates have at least one year of prehospital or patient care experience in a moderate to high volume system. The two step application process requires candidates to complete the application packet and submit all of the necessary documentation to the EMS & Paramedic Program office inclusive of all application fees. Students meeting minimum entry criteria will then proceed to the second phase.

Phase II consists of an interview with the paramedic program staff.

Following the interview and assessment candidates will be placed into one of three categories; accepted, wait listed or denied. Notification will be in writing within seven business days of their interview.

Applications must be completed in their entirety; incomplete applications will not be considered. Application packets must include:

- Application for Admission
- \$75.00 Application Fee, nonrefundable – payable to: Upstate Emergency Medicine Inc.
- Cover Letter
- Copies of current certification
- Three Letters of Reference (form provided)

Prepare a cover letter to submit with your application; this must include a brief biography and rationale for enrolling in the paramedic program at Upstate Medical University.

Prepare legible copies of your current NYS EMT Certification and valid CPR Certification.

Prepare three postage paid, envelopes addressed to Upstate Emergency Medicine and provide each of your references with the appropriate form and envelope. Your Reference may choose to mail the form directly to Upstate Emergency Medicine or may elect to return the envelope directly to you. Your application packet is not complete until all three references have been received.

Applications & all forms must be mailed to:

Upstate Medical University  
Department of Emergency Medicine  
550 E. Genesee St.  
Syracuse, NY 13202  
Attn: Paramedic Program Application