



EMT-B CLASS APPLICATION



COURSE OVERVIEW

Course Name: EMT-Basic (EMT-B)

Start Date: August 10, 2026

Duration: 14 Weeks

Class Schedule:

- Monday, Wednesday, Friday: 8:00 AM – 12:00 PM

APPLICATION INFORMATION

Application Deadline: July 27, 2026

Submit completed applications to:

Pamela C. Hall

HR Operations Manager

Email: phall@elburnfire.gov

ATTENDANCE POLICY

Attendance is mandatory and non-negotiable.

- Students are allowed only **two (2) weekday absences**
- All missed material and skills must be completed by the student

Failure to meet attendance requirements may result in removal from the program.

PAYMENT & REFUND POLICY

- Payment in full in the amount of \$1,500.00 is required prior to the start date: **August 10, 2026**

Refund Policy:

- Full refunds will be granted prior to August 10, 2026
- After August 10, 2026:
 - A written request must be submitted to the Fire Chief
 - The request must include reasoning for withdrawal

- Refunds are granted on a case-by-case basis

STUDENT HANDBOOK

Upon acceptance, students will receive a Student Handbook.

- Students are responsible for reading and understanding all policies and expectations outlined in the handbook.

BACKGROUND CHECK & DRUG SCREENING

All students must complete:

- Criminal background check
- 10-panel drug screening

Important:

- Drug testing must be completed after the start of class
- Tests completed prior to August 19th will not be accepted
- Marijuana use is not permitted in the healthcare field, regardless of state legality

GRADING REQUIREMENTS

Requirements:

- 80% class average is required to take the Final Exam
- 80% or higher on the Final Exam required to take the National Exam

Failure to meet requirements:

- Student must retake the entire course
- No refund will be issued

CLINICAL REQUIREMENTS

Students are required to complete a minimum of 25 clinical hours at a designated resource hospital, including at least 8 hours of ambulance ride time.

Required Documentation:

- Flu Shot
- QuantiFERON TB Gold Plus
- MMR
- Varicella
- Hepatitis B

COVID-19 Vaccine: Recommended but not required

All medical requirements are the responsibility of the student.

UNIFORM REQUIREMENTS

Included: Student polo shirt

Student must provide: Pants, Boots, and Belt

Refer to the Student Handbook for full uniform details.

BOOKS & MATERIALS

- Textbooks will be provided
- Students are expected to:
 - Bring books to every class
 - Complete assigned readings
 - Bring note-taking materials

TECHNOLOGY REQUIREMENT

Students must have access to a **laptop computer** for:

- Exams
- Research
- Coursework

COMMUNICATION

Students are expected to maintain open communication with instructors.

A **GroupMe** will be established for:

- Class communication
- Study groups
- Announcements

APPLICANT INFORMATION

Full Name: _____

Date of Birth: _____

Address: _____

Phone Number: _____

Email Address: _____

Over the Age of 17 ½ : _____

What High School did you attend: _____

Are you a High School Graduate? _____

Highest Level of Education: _____

EMERGENCY CONTACT

Name: _____

Phone Number: _____

APPLICANT ACKNOWLEDGMENT

I acknowledge that I have read and understand the requirements of the EMT-B course. I understand that attendance, academic performance, and compliance with all policies are mandatory.

I understand that failure to meet these requirements may result in dismissal from the program without refund.

Applicant Signature: _____

Date: _____

ADMINISTRATIVE USE ONLY

Application Received: _____

Accepted: Yes No

Background Check: Completed Pending

Drug Screen: Completed Pending

Notes: _____
