

# VALENCIA COLLEGE

We look forward to meeting you as a member of the Valencia College **Spring 2020 EMT Program**. This letter provides information regarding your **mandatory** orientation and other requirements you must complete by the established deadlines. You will also find several documents that will assist you in completing the requirements.

**Please check your Atlas e-mail regularly for information**, as Atlas e-mail is the official form of communication between you and your Valencia faculty and fellow students.

In order to reserve your place in the **Spring 2020 EMT Program**, you must complete the tasks described in this letter.

**Attend Mandatory Program Orientation**

- ◆ **Date: Friday, December 6, 2019**
- ◆ **Formal Program Orientation: 1:00 p.m. – 3:00 p.m.**
- ◆ **Location: West Campus, Building 3-111**
- ◆ **Services/Vendors: 3:00pm – 5:00p.m. in HSB 225/228**
- ◆ **Parking: Parking lots A, B, C (white lines only)**
- ◆ **Professional dress is required (no shorts, jeans, etc.)**

**Immediately following your formal program orientation, the following services and vendors will be available from 3:00 p.m. to 5:00 p.m. in the designated locations:**

- **Required:** FIT testing for your respirator mask will be provided during orientation in **HSB 228** beginning at 11:00 a.m.
- Please do **NOT** chew gum, drink or eat for at least 30 minutes prior to your FIT test. If you must have something to drink, you may have **ONLY WATER**
  - Men should be clean shaven
  - Men and women with long or braided hair must be prepared to tie back
- **Uniforms (HSB-225):** The Uniform Vendor for the EMT program will be available for students to try on and order the appropriate uniforms for the program.

**Order your background check, fingerprinting, drug testing, and document manager (for your immunization records).** There is a **\$188.00** fee that is payable at the time the order is placed. For a small processing fee, you are offered the opportunity to make this payment in three increments. This fee includes the cost of your background check, fingerprints, drug testing and the management of your documents. The fee **does not include** the costs of your immunizations, titers, and CPR course. **Your compliance deadline for all items to be complete and cleared is 1/10/2020.**

→ **To get started go to the following website:**

<https://valenciacollege.edu/academics/departments/health-sciences/compliance.php>,

- Locate and follow the **Instructions for Background Check, Drug Screening**. You must complete the background check, fingerprinting and drug testing through Castlebranch regardless of any other background check, fingerprinting or drug testing you have completed previously.
  - Next, locate and open the **Immunization/ Document Manager**. This section will identify the requirements you must meet prior to the compliance deadline of **January 10, 2020**.
- ★ **You should begin this process immediately as it can take time to get all of the records and if there is anything that needs to be addressed it may take additional time. You CANNOT participate in any clinical activities (including lab) until your entire record is complete and clear – this includes fingerprints, drug testing, all immunizations, and CPR.**

The documents on the Orientation/Compliance link will assist you in meeting your requirements in preparation for the **mandatory orientation on December 6, 2019**. Please ensure you familiarize yourself with all of the information and attachments – they contain critical information that will assist you in meeting all of your compliance requirements.

We are excited to have you join the EMT Program. Please know that the Valencia faculty is looking forward to meeting you and helping you achieve success in your program.

Sincerely,

*Cindy Bell*, RN/Paramedic  
Program Chair  
Emergency Medical Services Technology Program