

VALENCIA COLLEGE

Congratulations! We are excited to have you as a member of the Valencia College **Spring 2020 Osceola Paramedic Program**. We are here to help you be successful in this new venture. The first step to help you be successful is to attend the mandatory orientation and complete the compliance requirements for this program. This document will provide you with the details regarding your mandatory orientation session and the compliance requirements that must be completed by the required 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 Paramedic Program**, you must complete the following tasks listed below:

Attend Mandatory Program Orientation

- ◆ **Date: Monday, November 18, 2019 OR Tuesday, November 19, 2019**
- ◆ **Formal Program Orientation: 10:00 a.m. – 1:00 p.m.**
- ◆ **Location: Osceola Campus, OSC 1-123**
- ◆ **Parking: Parking lots A, B, C (white lines only)**
- ◆ **Professional dress is required (no shorts, jeans, etc.)**

➔ **Uniforms:** The Uniform vendor for the Paramedic program will be available during the orientation program so that students can try on and order the required 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 12/16/2019.**

➔ **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 **December 16, 2019**.
- ★ **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 November 18 or 19, 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 Paramedic 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