



BROOME COUNTY DIVISION OF EMERGENCY MEDICAL SERVICES

Emergency Medical Services Education Program

Broome County Office of Emergency Services
153 Lt. VanWinkle Dr./Public Safety Facility, Binghamton, NY 13905



Admission Policy for All Broome County EMS-Sponsored Courses

EFFECTIVE DATE: July 22, 2004

1.0 NON-DISCRIMINATION POLICY

It shall be the policy of the Broome County Division of Emergency Medical Services to recruit, select, and appoint students to its EMS education programs without regard to race, color, creed, sex, age, national origin, or physical disability. Selection of candidates shall be based solely upon the individual qualifications and agency affiliations, as described below.

2.0 GENERAL CRITERIA

- 1) All candidates for admission to Broome County-sponsored New York State EMT certification courses must sign a statement on their course application that they have no convictions for any crime or crimes relating to murder, manslaughter, assault, sexual abuse, theft, robbery drug abuse or the sale of drugs, or are currently charged with any such crime. Any prospective candidate who cannot truthfully sign this statement should not do so, and should bring this fact to the attention of the EMS Office at the earliest possible opportunity. A review of all such criminal convictions by the New York State Department of Health will be necessary to determine whether the individual in question can be certified as an EMS provider in New York State. Additional requirements specific to each level of course are as follows:
 - a) Certified First Responder Original Course - The candidate must be at least 16 years old by the last day of the month in which the State Written Certifying Examination for the course is scheduled.
 - b) Basic EMT Original Course - The candidate must be at least 18 years old by the last day of the month in which the State Written Certifying Examination for the course is scheduled.
 - c) Refresher Courses (All Levels) - The candidate must have a current certification at or above the level of the refresher course in which he/she seeks to enroll, which expires in less than 18 months from the date of enrollment, OR have a certification at or above the level of the refresher course in which he/she seeks to enroll, which has lapsed prior to enrollment in the course.
 - d) Advanced EMT Original Courses (I, CC) - The candidate must have a CURRENT New York State Basic EMT (or above) certification at the time of enrollment, and must maintain that certification, UNLAPSED, throughout the entire AEMT course. If the candidate's certification is scheduled to expire prior to the completion of the AEMT course, he/she MUST ALSO enroll in and successfully complete a Basic EMT Refresher course PRIOR to the expiration date. If the candidate allows his/her current certification to lapse during the AEMT course, he/she WILL NOT be allowed to participate in required clinical and field internship experience, and thus WILL NOT be allowed to complete the course. NO APPLICATION FOR AN ORIGINAL ADVANCED EMT COURSE WILL BE ACCEPTED WITHOUT A PHOTOCOPY OF THE APPLICANT'S CURRENT EMT CERTIFICATION ATTACHED!

3.0 ORDER OF PRIORITY FOR PLACEMENT

The Broome County EMS Educational Program exists primarily for the purpose of meeting the needs of EMS agencies in Broome County and in the other counties of the Susquehanna Regional EMS Council for certified EMS personnel on the Certified First Responder, Basic EMT, and Advanced EMT levels. Consequently, priority for enrollment in all Broome County EMS-Sponsored courses shall be assigned in the following order. To receive priority standing which requires affiliation with a specific type of EMS agency, the candidate must be formally sponsored by such an agency, and authorized by its duly-appointed officers to claim the agency's sponsorship. This should be accomplished by having the application submitted to Broome County EMS through the respective EMS agency's Training Officer or other recognized officer of the agency, complete with a signed New York State DOH 3312 form. This form is a verification of membership in a NYS EMS agency and is required by New York State in order to get reimbursement for training.

Priority #	Group Description
1.	Currently-active members of a Broome County-Based EMS agency operating at or above the level of the course for which the candidate is applying.
2.	Currently-active members of an EMS agency based within another county of the Susquehanna Regional EMS Council which is presently operating at or above the level of the course for which the candidate is applying.
3.	Currently-active members of an EMS agency based outside of the Susquehanna Regional EMS Council which is presently operating at or above the level of the course for which the candidate is applying.
4.	Currently-active members of a Broome County-Based EMS agency which does not presently offer service at or above the level of the course for which the candidate is applying (these persons will receive Priority 1 if their agency is formally pursuing a service upgrade, within its EMS System, to or above the level of the course).
5.	Currently-active members of an EMS agency based within another county of the Susquehanna Regional EMS Council which does not presently offer service at or above the level of the course for which the candidate is applying (these persons will receive Priority 2 if their agency is formally pursuing a service upgrade, within its EMS System, to or above the level of the course).
6.	Currently-active members of an EMS agency based outside of the Susquehanna Regional EMS Council which does not presently offer service at or above the level of the course for which the candidate is applying (these persons will receive Priority 3 if their agency is formally pursuing a service upgrade, within its EMS System, to or above the level of the course).
7.	Persons with no currently-active EMS agency affiliation.

4.0 INDIVIDUAL EXCLUSIONS

Broome County EMS reserves the right to exclude from admission to any of its programs any applicant who has been previously expelled from an EMS education course sponsored by Broome County EMS, according to its academic policies and procedures governing that course.

5.0 APPEAL PROCEDURE

Any applicant who is excluded from placement in a course under this policy may request a review of his/her status by a committee consisting of the Director of Emergency Services, the EMS Coordinator, and/or the EMS Officer. This review shall take place, and the applicant notified of the result in writing, within 15 business days of receipt by Broome County EMS of the written request, and shall consist solely of a review as to whether or not the above policies have been applied to the applicant in a fair and unbiased manner.