

# Center for MEDICS Paramedic Program

## *Application Instructions*

This guide will walk you through the online application to make sure it's complete and when the Admissions Office receives it we can move right to the next phase of the application process. If at any point in the process you run into difficulty or have questions, please don't hesitate to reach out to the Admissions Office at [admissions@proems.com](mailto:admissions@proems.com)!

Our application is hosted on GradCAS, and online application service. When you click on the link to apply, you will be taken to GradCAS and will need to create an account. Once you have an account, you will be taken directly to our program. Click the blue "+" to the left of the name to add our Paramedic Program to your application. Click on the "My Application" tab at the top to go to the next page, where you will start entering your information.

On the "My Application" page, you should see four squares: "Personal Information", "Academic History", "Supporting Information", and "Program Materials". These are the four parts of the application for the Paramedic Program, and you'll need to complete all four. "Personal Information", "Academic History", and "Supporting Information" are standardized sections that GradCAS has designed for all programs that use their service. Some of the information these sections ask for is not relevant for our Program, and we'll walk you through completing these sections. The questions in the "Program Materials" section all come from our Paramedic Program and are specifically designed for our applicants.

Start by clicking on "Personal Information". This is a fairly straightforward section that collects, well, personal information. These are standard questions that all advanced training programs ask their applicants. If you have any questions or encounter any problems completing this section, you can check out the "Help Center" linked at the bottom of the page or contact GradCAS' help desk at [gradcasinfo@liaisonedu.com](mailto:gradcasinfo@liaisonedu.com). You can also contact us at [admissions@proems.com](mailto:admissions@proems.com).

One nice thing about GradCAS is you don't need to complete the entire application in one sitting. You can complete a portion of the application, save your progress, and log out. When you log back in, you can pick up right where you left off. You can access the application on a computer or using your smartphone or tablet.

After you have entered all the required information, the circle icon should be green and the circular status bar around it should be green and full.

Next, we're going to skip the "Academic History" and "Supporting Information" sections for now and go to "Program Materials". When you click on this section icon, you should see a blue box with "Paramedic Program" and "Center for MEDICS". Click on this box to be taken to the Program Materials Home Page. Here you can see information about the Program as well as some instructions on completing the application. Make sure to note when the application period for each upcoming class closes. We run two paramedic classes each year, one starting in February and one starting in August. The application period for a class ends about a month before the first day of that class. Your application must be received before the close of the application period in order to be considered for an upcoming class!

Next, click on the “Questions” tab which will take you to the main portion of the application, which is pretty straightforward. The “Documents” tab allows you to upload the two documents that are required for all applicants: a personal statement and a copy of the front and back of your current EMT certification card. If you have additional certifications, you may upload scanned copies of those certification cards here as well, although this is optional. If you received a prompt when completing the Program questions to upload additional documents, you may do that in this tab, as well.

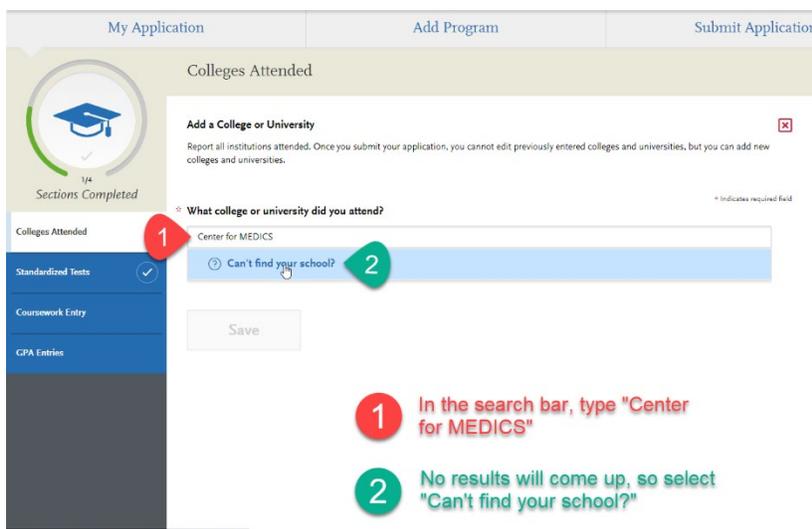
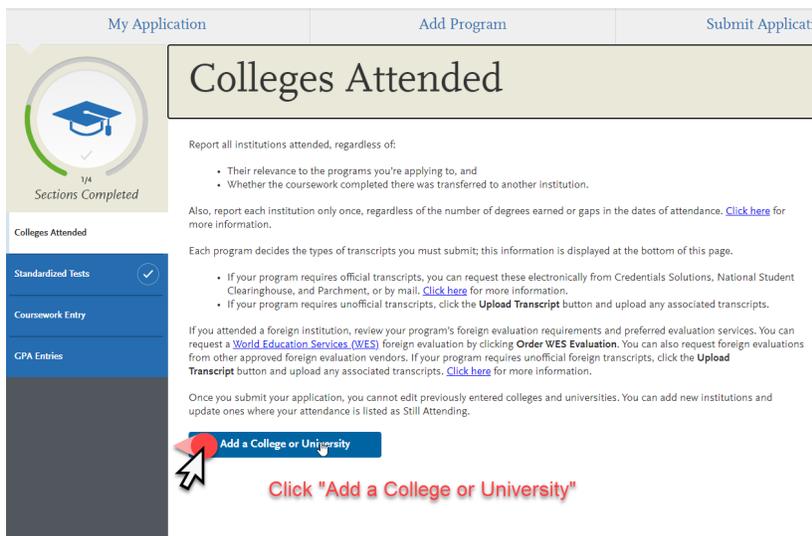
Clicking on the “Recommendations” tab will let you request electronic letters of recommendation from others. Follow the instructions on the page to submit these requests. Make sure everyone you request a recommendation from falls into one of the approved categories listed on the page; recommendations from non-approved individuals will not be accepted.

Once you’ve completed the “Program Materials” section, click on “My Application” to return to the main page. The “Program Materials” icon should be green and the status bar around it should be complete.

The next section we’ll complete is the “Academic History” section. This section asks for a variety of information that is not relevant to most of our students. The Admissions Office does not consider

information entered under “Academic History” as part of the Paramedic Program application and will not use it in making any admissions decisions. However, this section must be completed in order for GradCAS to process the application. The instructions below will walk you through inputting “dummy information” to satisfy GradCAS requirements.

First, click on “Colleges Attended”. Select “Add a College or University”. Under “What college or university did you attend?”, enter ‘Center for MEDICS’. Center for MEDICS will not be found in the system, and you should see a message beneath the search bar asking “Can’t find your school?”. Select this. You should see a prompt: “If you can’t find your school in our list, select one of the options below.” Select “Unlisted US Institution”.



**Add a College or University**

Report all institutions attended. Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

**Enter the following selections:**

What college or university did you attend?

Center for MEDICS

If you can't find your school in our list, select one of the options below:

Unlisted English Speaking Canadian Institution  Unlisted US Institution  Unlisted French Speaking Canadian or Other Foreign Institution

Did you obtain or are you planning to obtain a degree from this college or university?

Yes  No

What type of term system does this college or university use?

Quarter  Semester  Trimester

Are you still attending this college or university?

Yes  No

When did you attend this college or university?

Select the first and last terms you attended this institution, regardless of gaps in attendance.

First Semester: Summer, August, 2021

Under “Did you obtain or are you planning to obtain a degree from this college or university?”, select “No”.

Under “What type of term system does this college or university use?”, select “Semester”.

Under “Are you still attending this college or university?”, select “Yes”.

The next question, “When did you attend this college or university?”, requires you to enter three pieces of information using drop-down menus. Under “First Semester”, select “Summer”, “August”, and “2021” using each of the drop down menu fields.

My Application Add Program Submit Application

## Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you're completing all requirements. [Click here](#) for more information.

Once you submit your application, you cannot edit previously entered tests. You can add new tests and update planned tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. If your programs require official test scores, see [Sending Official Test Scores](#) for more information.

I Am Not Adding Any Standardized Tests

GMAT Add Test Score

GRE Add Test Score

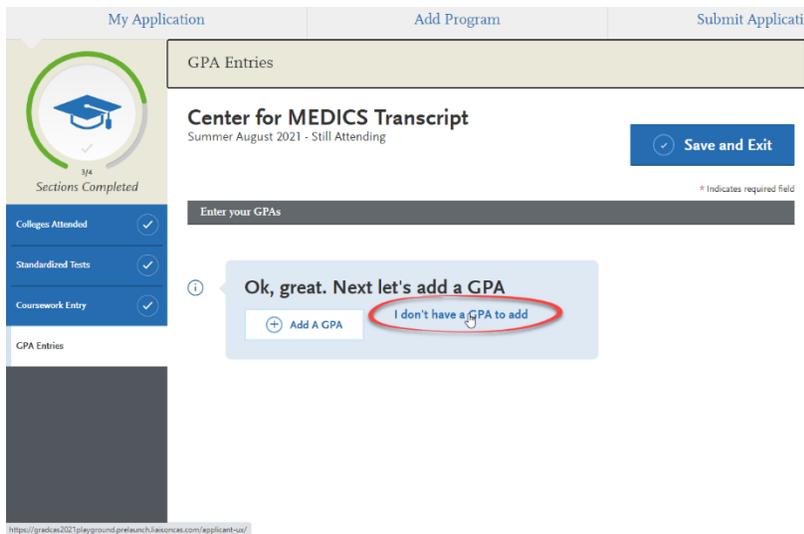
Select “Save”. You should now see a check mark next to the “Colleges Attended” tab on the left-hand side menu bar. Click on the “Standardized Tests” button directly below. Select “I Am Not Adding Any Standardized Tests”. You should see a check mark next to “Standardized Tests” now.

Nothing should be required under “Coursework Entry” and you should see a checkmark next to it.

Under GPA Entries, “Center for MEDICS” should appear. Select “Add GPA” and on the following screen select “I don’t have a GPA to add”. A checkmark should appear next to “GPA Entries”.

Return to the “My Application” main page. The “Academic History” icon should now be green and the status bar should be full. If you run into any problems completing this portion of the application, please email [admissions@proems.com](mailto:admissions@proems.com).

The final section to complete is the “Supporting Information” section. Select this section and you should see a “Documents” tab. Under Documents, upload either (1) a current or recent Resume or CV, or (2) a scanned copy of the front and back of your current Driver’s License. Go back to the application main page and you should see the “Supporting Information” icon as green with a full completion bar.



Once all four sections are complete and their icons are green, you're ready to submit your application! Click on the "Submit Application" tab at the top of the screen and follow the directions for paying the required application fee and submitting your application. Once you submit your application, the Admissions Office will review it to make sure we have all the necessary information. If we need additional information, a representative from the

Admissions Office will reach out to you; otherwise, expect to be contacted by someone from the Admissions Office within 1 to 3 business days to arrange an interview. If you haven't heard from us by that time, make sure your application was submitted successfully and of course you can always reach out to us at [admissions@proems.com](mailto:admissions@proems.com).

That's it! Thanks for your interest in our Paramedic Program – we're excited to hear from you and look forward to welcoming you into the next phase of your career!