



Sponsored Students

Emergency Medical Services Education Program



Employer Instructions

1. The employer must complete, sign and submit a Third-Party Contract and a W-9 form to our EMS office for billing purposes.
 - If you already have an existing contract, you may just submit your letter of sponsorship for the employee.
 - Make sure that the contract does not expire prior to the end of class. You can have an open-ended contract on file to avoid this issue.
 - You do not need a contract if you are paying in full at the time of registration.
2. The employer must submit a **dated and hand signed** letter on city **letterhead** to the EMS office for each sponsored employee stating:
 - the full name of the employee;
 - the employee's date of birth;
 - the last four digits of the employee's social security number or Collin CWID.
 - Is employed in good standing with the department.
 - Has cleared the employer's background inquiry and drug screening.
 - A statement that the student is eligible for the tuition exemption based on the following criteria:
 - Full Time employee with start date
OR
 - Volunteer Fire Fighter who has worked for the Fire department for at least one year (with start date) and holds the following credentials:
 - a. Advanced Certification under the State Fireman's and Fire Marshal's Association of Texas volunteer certification program
OR
 - b. Phase V (Firefighter's II) certification under the Texas Commission of Fire Protection's voluntary certification program
 - specify what items or lump sum the department is paying for the sponsored employee.

Note: This must be done for each semester.

3. The fire department must submit a requisition and get a purchase order to pay Collin College;
The college will invoice the fire department for payment.

The EMS office will forward all information to the Office of the Bursar and Cashier once received. An official welcome letter will then be sent to the sponsored employee with registration information and the sponsored employee may proceed to register.

This EMS office will monitor the employer contracts, registration holds and billing advisements throughout the duration of the sponsored employee's class.

Sponsored Employee Instructions

1. The sponsored employee must complete the Collin College application to be accepted as a student and provide official transcripts of any college attended.
 - https://www.collin.edu/gettingstarted/admissions/online_app.html
2. Make sure you select the box for **Certificate - Pre-Paramedic (CER_EPAR_HE)** in the Intended Academic Goal section. Then, select **Emergency Medical Services**.

OR

 - Select AAS if you wish to pursue your degree. *Note:* This award option requires taking the TSI test. For detailed information regarding the TSI test, go to collin.edu/studentresources/testing
 - *Note:* The college requires original college transcripts from all colleges that show a cumulative overall minimum 2.0 GPA. If you have never attended college, you must be a high school, home school or GED graduate.
3. The sponsored employee must complete and submit the **EMS** Paramedic online application. Applications are on our website at collin.edu/ems
 - Class schedule, courses, textbook and estimated cost information is listed on our EMS website for your convenience in planning.
 - Sponsored employees are EXEMPT from the following EMS application requirements:
 1. Accuplacer Testing
 2. Personal Statement
 3. Personal Interview
 4. College Transcripts or High School Diploma
4. The sponsored employee must meet all clinical readiness requirements as well as our criminal background inquiry. (A deadline date will be given to students in class.) These requirements are mandatory for all students in order for us to be in compliance with all our allied facilities.

5. All students must now complete the Selective Service statement and provide documentation of Selective Service registration or exemption (birth certificate for females or other documentation showing they are exempt).
6. Eligible Program of Study:
 - AAS-Emergency Medical Services Professions
 - Certificate Level 1-Paramedic
 - AAS-Fire Science
 - Certificate Level 1-Basic Firefighter
 - Certificate Level 1- Fire Officer
 - OSA-Fire Officer Candidate
7. If a student has outstanding requirements with the Admissions Office, they will need to speak with our Admissions team to help resolve those. If a student registers for classes that are not on one of the Programs of Study listed above, the student will be responsible for payment of that class.