



**SCHOOL OF MEDICINE**  

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**EMERGENCY MEDICAL SERVICES ACADEMY**

**BACHELOR OF SCIENCE IN  
EMERGENCY MEDICAL SERVICES  
PARAMEDIC TRAINING PROGRAM**

**APPLICATION PACKET**



Dear Paramedic Training Program Applicant:

On behalf of the faculty and staff of the EMS Academy, thank you for your interest in our Paramedic Program.

The University of New Mexico EMS Academy Paramedic Program coursework runs for one full calendar year, from August to August. The program is on an arranged semester schedule and follows the following general schedule:

- Beginning of fall semester in August through mid-November: Didactic (classroom) courses
- Mid-November through start of spring semester in January (continuing through winter break): Clinical rotations
- Beginning of spring semester in January through mid-April: Didactic courses
- Mid-April through late May: Clinical rotations
- Late May/early June through mid-August: Field internship

During the classroom portions, the cohort will meet Monday-Thursday from 8:00 AM-5:00 PM with occasional activities scheduled on Fridays. Hours will vary during clinical rotations and internship. A detailed schedule and other materials will be provided to applicants accepted to the program.

**Applications must be received by the EMS Academy no later than February 15 at 5:00 PM** to be considered for admission to the program beginning in August. **Incomplete applications will not be accepted.** Applicants will be notified of their admission status in April.

Please review this application carefully and in its entirety. If you have questions about the program or application process, please contact the EMS Academy Administration at (505) 272-5757 or [HSC-EMSA@salud.unm.edu](mailto:HSC-EMSA@salud.unm.edu). Again, thank you for your interest in our program. We look forward to receiving your completed application.

Regards,

Paramedic Faculty and Staff  
UNM EMS Academy



## APPLICATION REQUIREMENTS

### Application Packet

A completed application packet must be submitted by **February 15** (except New Mexico EMS licensure, as noted below) and will include the following:

- Completed application packet
  - Complete and submit **all pages** of this packet.
- Transcripts from all institutions attended
  - Transcripts must show minimum cumulative and prerequisite GPAs of 2.50 or higher. For purposes of program admission, all college coursework must be included and will be factored into GPA calculations.
  - See section below for additional information regarding transcripts.
- Resume
- Letter of application
  - Approximately 500 words explaining your reasons for seeking an education in EMS as well as your professional qualities, attributes, and experiences that will benefit your future patients.
  - Include any noteworthy achievements or additional information you wish to share with the admissions committee.
- Two letters of recommendation
  - Each must have “Paramedic Training Letter of Recommendation Form” attached.
  - Must be signed along seal by author.
  - May be submitted as part of application packet or directly from letter writer.
- Verification of community service participation (not required, but recommended)
  - Verification must be provided for service to be considered, such as a letter of participation from the organization.
- Legible, color copy of both sides of driver’s license
- Legible, color copy of both sides of current level of New Mexico EMS licensure
  - Current National Registry EMT or AEMT only does not meet this requirement.
  - No student can begin the Paramedic Program without a current NM EMT-B/I certification, and it must be maintained and remain current throughout the duration of the program.
  - **License must be in-hand and submitted to the EMSA by June 30 if not available at the time of application.**
- Legible, color copy of both sides of current BLS for the Healthcare Provider or advanced CPR card
- International Students for whom English or not your first language or if English is not the official language spoken in your country: Official, current copy of TOEFL Scores (Test of English as a Foreign language)
  - The TOEFL is the only English Proficiency Test accepted.
  - Minimum TOEFL scores are listed on the EMS Academy website.



## Application Submission

In-person application submission is encouraged to the EMS Academy, located in the Innovation, Discovery, and Training Complex on the UNM North Campus.

Additionally, applications may be submitted via postal mail:

University of New Mexico School of Medicine Emergency Department EMS Academy, 1  
University of New Mexico, MSC11 6260, Albuquerque, NM 87131

Regardless of submission method, all materials must be **received** by February 15 at 5:00 PM.

## FISDAP Paramedic Entrance Exam

All applicants must take the FISDAP Paramedic Entrance Exam through the EMSA. The cost of the exam is approximately \$30 and assesses aptitude in anatomy, physiology, math, EMT specific information, and reading comprehension and includes several personality assessment questions.

The test will be available select days from approximately January 1 through February 10. The test takes about two hours to complete. Information regarding scheduling will be sent to UNM Pre-EMS students via email or can be obtained by emailing [HSC-EMSA@salud.unm.edu](mailto:HSC-EMSA@salud.unm.edu) or calling (505) 272-5757.

Once the test is complete, test results will automatically be submitted to EMSA. We highly recommend scheduling an exam appointment early. If testing dates fill up at the end, extra testing times may not be guaranteed.

## Interviews

The application process includes an interview with the paramedic program admissions committee. Applicants eligible to move forward in the process will be contacted to schedule appointments for the interview process in late February or early March.

Applicants who meet all admission requirements will be offered interviews with the admissions committee. Individuals who do not fulfill the requirements will not be selected to move forward with the interview process. *It is the responsibility of the applicant to verify that all required materials are submitted and received by the appropriate deadlines.*

## Additional Transcript Information

Application packets must include a copy of transcripts.

*Currently enrolled UNM students:*

- Current UNM students must provide an unofficial UNM transcript printed from LoboWeb. Be certain to select "Validation" for the type of transcript.
- For any courses completed at other institutions, be certain the unofficial transcript submitted lists that transfer credit. If it does not, an official transcript from the other



institutions needs to be provided with the application packet. An official copy must also then be sent to UNM Admissions.

*Previously enrolled UNM students:*

- Previous UNM students are highly encouraged to reenroll at UNM (<http://www.unm.edu/apply/>). Previous students can apply for readmission and will pay a lesser fee than first time applicants.
- If available, an unofficial UNM transcript will suffice. The transcript must be a “Validation” transcript that lists transfer credit. If not, an official UNM transcript will need to be provided with the application packet.
- For any courses completed at other institutions, be certain the UNM unofficial transcript submitted lists that transfer credit. If it does not, an official transcript from the other institutions needs to be provided with the application packet. An official copy must also then be sent to UNM Admissions.

*Individuals who have never attended UNM:*

- Applicants who are not UNM students are highly encouraged to apply to UNM (<http://www.unm.edu/apply/>).
- Official copies of college transcripts from other institutions need to be sent to two locations:
  - University of New Mexico School of Medicine Emergency Department EMS Academy, 1 University of New Mexico, MSC11 6260, Albuquerque, NM 87131
  - Office of Admissions, University of New Mexico, PO Box 4895, Albuquerque, NM 87131

Applicants who completed coursework at other institutions should utilize UNM's Transfer Equivalency System to confirm transfer equivalencies: <http://admissions.unm.edu/future-students/transfer/transfer-equivalencies.html>.

## **UNM Application**

Individuals accepted into the Paramedic Program who are not UNM Main Campus degree-seeking students will also need to apply as a student to UNM or transfer enrollment from a UNM branch campus to UNM Main Campus. Students must be admitted to UNM Main Campus by **May 1**. This is not application to the Paramedic Program, but application to UNM itself. Apply to UNM at <http://www.unm.edu/apply/>.



## PROGRAM COSTS

Once students are notified of acceptance into the program, they will need to complete an admissions packet which will include: proof of immunizations, verification of health insurance, a 10-panel urine drug screen, and a criminal background check, among other requirements. Students will also need to attend a mandatory orientation, held during the week before classes begin. Detailed instructions will be sent in the acceptance packet.

*To avoid unnecessary expense and to ensure the correct checks have been completed and correct items purchased, we ask that applicants do NOT complete the following tasks until and unless you have been notified of acceptance into the program.*

### Pre-Program Costs:

- Fingerprint card processing and Criminal Background check, currently \$108.
- 10-Panel screen, currently estimated at \$100; approximately \$35 if done through UNM Student Health and Counseling (SHAC), available to currently enrolled UNM students only.
- Immunizations: check with your health care provider or UNM SHAC for current immunization costs or cost for copies of your current immunizations.
- Health insurance, costs vary.
- Photocopy costs for copies of your driver's license and current licenses/certifications.

### Program Supply Costs:

- The cost of the paramedic program is the current UNM tuition rate per credit hour for the current number of credits required for the core paramedic courses plus associated registration fees and EMS tuition differential of ~\$62 per credit hour. The program is a full-time load of 17 hours for fall semester, 16 credit hours for spring semester, and 4 credit hours for summer semester. Specific information regarding UNM tuition and fees can be found at <http://bursar.unm.edu/tuition-fees/tuition-and-fees.html>.
- The University may assess additional fees not associated directly with the Paramedic Program such as, but not limited to, HSC Library Fees, online course fees, etc. Some EMS courses have additional fees associated with course supplies, etc.
- All students must purchase EMS Academy uniforms. The total cost for uniforms and equipment for the year is estimated at \$200.
- A laptop (able to run current applications) is required, estimated cost \$700.
- The textbooks and e-books required for the Paramedic Program are approximately \$800.
- All uniforms and books must be purchased before the first day of class. If uniforms and books are not bought by the first day of class, students may be removed from the program.
- Testing fees (associated with EMS licensure post program completion):
  - National Registry Psychomotor exam, to be completed prior to internship: \$150.
  - National Registry Cognitive written exam, to be completed after Paramedic School and required for licensing in New Mexico: \$125 and \$85, respectively.



**PROGRAM PREREQUISITES**

The following coursework is required to enter the Paramedic Training Program. All courses must be completed with grades of “C” or higher prior to August 1 of the application year. *(Courses are not required to be completed at the time of application but must be completed by August 1.)*

Course	Completed? Yes/No	Highest Grade	Semester and Year Completed	College or University Where Course Taken	If In Progress/ Not Yet Complete: School, Semester, and Year Will Take
ENGL 1110 Composition I					
ENGL 1120 Composition II					
EMS 120 Introduction to EMS Systems					
MATH 1220 College Algebra (or MATH 1240 or 1430)					
MATH 1350 Introduction to Statistics					
BIOL 1140 Biology for Health Sciences (or BIOL 2110C)					
BIOL 1140L Biology for Health Sciences Laboratory (N/A if took 4 credit hr BIOL 2110C w/lab)					
CHEM 1215 General Chemistry I (or CHEM 1225)					
CHEM 1215L General Chemistry I Laboratory (or CHEM 1225L)					
BIOL 2210 Human Anatomy and Physiology I					
BIOL 2210L Human Anatomy and Physiology Laboratory I					
BIOL 2225 Human Anatomy and Physiology II					
BIOL 2225L Human Anatomy and Physiology Laboratory II					

\*Note: Many courses have recently changed numbers. Visit [catalog.unm.edu](http://catalog.unm.edu) or discuss questions with EMS Advisement.



**PARAMEDIC TRAINING PROGRAM APPLICATION FOR ADMISSION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

UNM Student ID Number: \_\_\_\_\_

\*You will receive a UNM ID number after you apply to and have been accepted to UNM

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Must be UNM email address if you are a UNM student

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Are you a New Mexico resident?  Yes  No

Are you a United States Citizen?  Yes  No If no, country and Visa type: \_\_\_\_\_

Current EMS Licensure:  EMT-Basic  EMT-Intermediate  
 Licensure In-Progress (must have by 6/30)

EMS License State: \_\_\_\_\_ License Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

National Registry License Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Race and Ethnicity: The University of New Mexico is required by federal law to request this information for statistical reporting purposes. Your response is voluntary.

Do you consider yourself to be Hispanic/Latinx?  Yes  No

*In addition*, select one or more of the following racial categories to describe yourself:

- American Indian or Alaska Native (Principal Tribal Group: \_\_\_\_\_)
- Asian
- Native Hawaiian or Pacific Islander
- Black or African American
- White

As a student, are you capable of performing all technical standards as described in EMSA Policies, linked in the left sidebar at:

<https://hsc.unm.edu/medicine/departments/emergency-medicine/programs/emsal/>?

Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_