



Letter to EMT Intermediate Technician Students:.....April, 2012

Our records indicate you have enrolled in the EMT Intermediate Technician course at MATC. This information is to assist you with the requirements for this course.

DEADLINE: ALL FORMS MUST BE COMPLETED AND SUBMITTED BY FRIDAY, AUGUST 24, 2012.

All students must complete and return the following forms (to the person/address indicated in this letter) by the deadline of Friday, August 24, 2012. If the paperwork is not completed by the deadline, you will be **DROPPED** from the course. Refer to the Student Handbook for the refund policy.

The steps for each student are as follow:

1. CRIMINAL BACKGROUND CHECK.

Mail the following to Mary Brindowski at the address listed below:

- a. A check or money order made payable to "MATC" for \$20.00 to cover the cost of the criminal background check.
- b. A copy of both sides of your current Wisconsin Basic EMT License.
- c. A copy of both sides of your current American Heart Association Healthcare provider CPR card.

Mary Brindowski
 Protective Services Department
 MATC Oak Creek Campus
 6665 S Howell Ave
 Oak Creek WI 53154-1196

- d. Fill out and mail the completed Criminal Background Check forms to:

Yolanda Smith, Room S223
 Milwaukee Area Technical College
 700 W State St
 Milwaukee WI 53233-1443

2. HEALTH EXAMINATION PACKET.

Fill out and mail the completed Health Examination Packet forms to:

Joseph Tuttle, Room M240
Milwaukee Area Technical College
700 W State St
Milwaukee WI 53233-1443

3. EMERGENCY MEDICAL TECHNICIAN-BASIC IV TRAINING PERMIT APPLICATION.

Fill out and bring completed forms to your first class session. Student must have completed the applicant information on the Emergency Medical Technician-Basic IV Training Permit and **have the required documents with them** which include:

- Copies of any documents required by the State in the criminal history portion.
- On the back of the form, the student must complete the applicant certification portion and sign the application. The rest of the form will be completed by the MATC instructor.

4. EMT INTERMEDIATE TECHNICIAN CLINICAL PAPERWORK.

Keep these forms in a safe place for your own records.

5. FIRST DAY OF CLASS REQUIREMENTS.

Please read and follow all instructions.

- Each student is required to have their own textbook, which can be purchased at the MATC Mequon bookstore. The required textbook is: Brady, Pearson Prentice Hall Publishers, INTERMEDIATE EMERGENCY CARE, 1985 Curriculum, 3rd Edition, 2008, ISBN #978-0-13-614047. This will be the textbook upon which lectures and tests will be based.
- Each student must purchase a Student Intermediate Technician Textbook Packet from the MATC Mequon bookstore.
- Each student must have the WI Standards and Procedure Manual which can be downloaded from the WI EMS website at <http://dhfs.wisconsin.gov/ems>.
- Each student must obtain an MATC student picture ID card prior to the start of class, as the ID card is required at the clinical sites. Picture ID's can be obtained at Oak Creek or Mequon campuses. Be advised, hours for ID pictures vary. For Oak Creek call 414-571-4669, for Mequon call 262-238-2390 to obtain hours of operation. You must present your current semester official pink class schedule and a current, valid photo ID.

If you have any questions, please contact:

Ron Owsiany
EMS Instructional Chair
414-550-7325