

**CLATSOP COMMUNITY COLLEGE**  
**EMT-BASIC REGISTRATION CHECKLIST**  
**FALL, 2014**

Students wishing to enroll in the EMT – Basic course at Clatsop Community College must meet the following requirements before they will be allowed to register for courses:

NAME: \_\_\_\_\_ CCC ID #: \_\_\_\_\_ TERM: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**MATH PROFICIENCY:**

- COMPASS numerical test score of 49 or higher within the past 12 months,  
COMPASS score: \_\_\_\_\_ Test date: \_\_\_\_\_ (must submit proof of test results);  
*or* Completion of MTH 20 or higher  
Math completed: \_\_\_\_\_ Term: \_\_\_\_\_ College: \_\_\_\_\_

**WRITING PROFICIENCY:**

- COMPASS writing test score of 79 or higher,  
COMPASS score \_\_\_\_\_ Test date \_\_\_\_\_ (must submit proof of test results)  
*or* Completion of WR 115 or higher  
Writing completed: \_\_\_\_\_ Term: \_\_\_\_\_ College: \_\_\_\_\_

**READING PROFICIENCY:**

- COMPASS reading test score of 79 or higher  
COMPASS score: \_\_\_\_\_ Test date: \_\_\_\_\_ (must submit proof of test results)  
*or* Completion of RD 090 Preparation for College Reading II  
Reading completed: \_\_\_\_\_ Term: \_\_\_\_\_ College: \_\_\_\_\_

**ALSO:**

- Must be 18 years of age or older by date of course completion (March 2015). Bring photocopy of Oregon ID or driver's license. Date of birth: \_\_\_\_\_
- Must meet education requirement: submit proof of High school diploma or GED certificate.
- Submit proof of a negative 10 panel drug screen for Amphetamines (including methamphetamines), Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Opiates, and Phencyclidine. (Contact Helena's Drug Screening Service at 503-325-4888 for an appointment and let her know that you are an EMT student from Clatsop CC. Complete the attached EMT 10 Panel Drug Screen Form and bring it with you to the appointment. Make certain to have your results sent directly to Dean Kristen Wilkin at Clatsop Community College.)
- Pass a State/National Criminal Background Check. (Complete the attached Bio-MED form including the credit card information and either (1) scan and email it to: [debbie@bio-medtesting.com](mailto:debbie@bio-medtesting.com) OR (2) fax to Bio Med's secure fax 866-594-8001 OR (3) Mail to the Bio Med address on the form. Your results will be sent directly to Dean Kristen Wilkin at Clatsop Community College.)
- Submit 2" X 2" color passport photo.

**IMMUNIZATION REQUIREMENTS** (bring evidence of immunizations or documented immunity):

- Negative TB test results within previous 12 months (complete TB results sheet)

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

If positive, must have verification of negative chest X-ray.

- TDAP vaccine. Date: \_\_\_\_\_

- Varicella vaccine. Date: \_\_\_\_\_

- MMR vaccine (not required if born prior to 1956). Date: \_\_\_\_\_

- Hepatitis B vaccine, a minimum of two doses must be complete before class begins:

1<sup>st</sup> \_\_\_\_\_ minimum 1 month before: 2<sup>nd</sup> \_\_\_\_\_ minimum of 5 months before: 3<sup>rd</sup> \_\_\_\_\_  
(date) (date) (date)

**CPR TRAINING:**

- Either an American Heart Association Healthcare Provider or a Red Cross Professional Rescuer CPR card, issued within the previous 12 months. Date of issue: \_\_\_\_\_

Before September 11<sup>th</sup>, bring this completed form and all supporting documents for each of the above to Annette Butler, Program Assistant at MERTS Campus 503-338-7670. Upon approval by Kristen Wilkin, Dean of Workforce Education you will be registered for EMT 151.

Student may register for EMT 151: \_\_\_\_\_ Date: \_\_\_\_\_  
Kristen Wilkin, Director of Workforce Education



# Clatsop Community College

## EMT 10 Panel Drug Screen Form

Dear EMT Student:

The State of Oregon now requires all EMT students to complete a 10 Panel Drug Screen prior to being admitted to the course. Helena's Drug Screening Services located on Pier 39, 100 39<sup>th</sup> St., Suite 504 (park at the Rogue Brewing parking lot and walk along the main building toward the Coffee Girl shop, Suite 504 will be on your left hand side) has been kind enough to be our screening service. You can either drop in or make an appointment by calling 503-325-4888. The cost of the drug screening is \$50 which can be paid for by check, cash, or credit card.

Please fill out the following information and take this piece of paper with you when you go in for your screening. You must submit this paperwork to Helena so that she can properly release your screening results to me for inclusion in your student file.

Thank you for your help with this process. Please contact Annette Butler at 503-338-7670 if you have any questions.

*Kristen Wilkin*

Dean and EMT Program Administrator

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Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_

Student Phone #: \_\_\_\_\_

I \_\_\_\_\_ release the results of my 10 Panel Drug Screen to Ms. Kristen Wilkin, the EMT Program Administrator for Clatsop Community College. Ms. Wilkin can be sent this information by secured fax at 503-325-9777, emailed to [kwilkin@clatsopcc.edu](mailto:kwilkin@clatsopcc.edu), or mailed to 6540 Liberty Lane, Astoria, Oregon 97103. Her direct telephone number is 503-338-7696 if any questions arise.

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Student Signature

# Disclosure and Authorization Release Form

Prospective Employer (Company): Clatsop Community College (EMT)

Applicant's Full Name (Print): \_\_\_\_\_  
Last First Middle Suffix (Sr., Jr.)

Previous Name Used: \_\_\_\_\_  
Last First Middle Suffix (Sr., Jr.)

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(For Verification Only) Month Day Year

Current Address: \_\_\_\_\_  
Street Address (Apt.)  
City State Zip Code

## DISCLOSURE

("Company") may obtain information about you from Bio-Med/ClearStar Logistics, Inc., PO Box 1003, Cumming, GA 30028, 877-796-2559, or another third-party consumer reporting agency, for employment purposes, including without limitation, for the purpose of evaluating you for employment, promotion, reassignment and retention as an employee, at any time prior to or during your employment, if applicable, and without giving you any further notice. Thus, you may be the subject of a background check, also known as a "consumer report" and/or an "investigative consumer report," which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain, without limitation, all or some of the following types of information about you: credit history, social security number verification, address and alias history, personal references, professional references, employment history, educational history, licenses, certifications, motor vehicle records, driving records, criminal history, and civil court record history. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the applied-for position. You have the right to know whether a consumer report has been obtained about you; and you have the right to request a copy of any report obtained by Company, a copy of "A Summary of Your Rights Under the FCRA," and a complete and accurate written disclosure of the nature and scope of any investigative consumer report obtained by Company. An investigative consumer report is information on an individual's character, general reputation, personal characteristics, or mode of living is obtained through a personal interview with an information source. The nature and scope of the most common form of investigative consumer report obtained for employment purposes is an interview with a reference, employer, coworker, supervisor, or customer.

**Oregon residents only:** Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Company has not maintained secured records will be provided upon request.

**Washington State residents only:** You have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**California residents only:** By signing, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

I also acknowledge that my potential employer has provided me with a summary of my rights under the federal Fair Credit Reporting Act.

I certify that the information provided is true and complete. Any false statement on this form, the application, and/or on my resume shall be considered sufficient cause for termination at any time.

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

**bio·MED**  
TESTING SERVICES, INC

3110 25<sup>th</sup> Street SE  
Salem, OR 97302  
Phone: 503-585-6654  
www.bio-medtesting.com



3110 25th St SE  
Salem, Oregon 97302  
Ph: 503-585-6654 Fax: 503-315-8995

VISA/MasterCard/American Express # \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV2 –digits on back of card \_\_\_\_\_

Billing Address \_\_\_\_\_

Name on Card \_\_\_\_\_

Your card will be charged \$32 for the Criminal Background Check through Bio-Med Testing Services, Inc

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

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "NA." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mall Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

NEW YORK CORRECTION LAW ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY  
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

- 1 Applicability.
- 2 Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.
- 3 Factors to be considered concerning a previous criminal conviction; presumption.
- 4 Written statement upon denial of license or employment.
- 5 Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law.



# Workforce Training Courses - Summer 2014

SECTION ID	INSTRUCTOR	TIME	DAY	LOCATION	TUITION/ FEES	CODES
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## CPR FOR HEALTH PROFESSIONALS (HEL944601) (0 Credit)

The American Heart Association Basic Life Support for Health Care Providers is designed to provide health professionals training to recognize several life-threatening emergencies, provide CPR and use an AED, and relieve choking in a safe, timely and effective manner. YOU MUST PRE REGISTER at least two days prior to class. Please go on line or call 503-338-2408. Cost of the course is \$40. There is also a required text for \$20 which can be paid to the instructor at the time of the class.

D1	NORMAN	08:00-12:00pm	M	PATR-302	\$40.00	
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Start Date: JULY 7 End Date: JULY 7

D2	NORMAN	08:00-12:00pm	M	PATR-302	\$40.00	
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Start Date: AUGUST 25 End Date: AUGUST 25

D3	NORMAN	08:00-12:00pm	M	PATR-302	\$40.00	
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Start Date: SEPTEMBER 8 End Date: SEPTEMBER 8

D4	NORMAN	08:00-12:00pm	M	PATR-302	\$40.00	
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Start Date: SEPTEMBER 15 End Date: SEPTEMBER 15

## CPR/FIRST AID (HEL944602) (0 Credit)

Participants will develop the skills necessary to overcome any reluctance to act in emergency situations and care for life threatening emergencies such as respiratory or cardiac problems, sudden illness or injury. YOU MUST PRE REGISTER at least two days prior to class. Please go online or call 503.338.2408. Cost of the class is \$40. There is also a required text for \$20 which can be paid to the instructor at the time of the class.

D1	NORMAN	01:00-5:00pm	M	PATR-302	\$40.00	
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Start Date: JULY 7 End Date: JULY 7

D2	NORMAN	01:00-5:00pm	M	PATR-302	\$40.00	
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Start Date: AUGUST 25 End Date: AUGUST 25

D3	NORMAN	01:00-5:00pm	M	PATR-302	\$40.00	
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Start Date: SEPTEMBER 8 End Date: SEPTEMBER 8

D4	NORMAN	01:00-5:00pm	M	PATR-302	\$40.00	
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Start Date: SEPTEMBER 15 End Date: SEPTEMBER 15

## VOCA CAMP TRAINING (SOC953101) (3 Credit)

The camp training provides information specific to child abuse and other oppressions. The training is mandatory for volunteers wishing to attend annual Victory Over Child Abuse (VOCA) Camps. However, the class is open to anyone interested in the VOCA Camp program and/or wishes to develop innovative strategies that promote safety and healing for survivors of abuse. Classes scheduled on Fridays, July 25/Aug 1/ Aug 15 – 5:30-9:00 PM. Saturdays, July 26/ Aug 2 / Aug 16 – 9:00 AM – 5:00 PM

D1	FRIMOTH	see above	FS		\$334.00 + registration fee	
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Start Date: JUNE 25 End Date: AUGUST 16

## VOCA CAMP TRAINING NON-CREDIT (SOC953102) (0 Credit)

The camp training provides information specific to child abuse and other oppressions. The training is mandatory for volunteers wishing to attend annual Victory Over Child Abuse (VOCA) Camps. However, the class is open to anyone interested in the VOCA Camp program and/or wishes to develop innovative strategies that promote safety and healing for survivors of abuse. NOTE: This is the non-credit version of the VOCA Camp Training. For academic credit, register for SOC953101. Classes scheduled on Fridays, July 25/Aug 1/ Aug 15 – 5:30-9:00 PM. Saturdays, July 26/ Aug 2 / Aug 16 – 9:00 AM – 5:00 PM

D1	FRIMOTH	see above	FS		\$0.00	
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Start Date: JUNE 25 End Date: AUGUST 16

## SOCCER REFEREE TRAINING (PED9974X) (0 Credit)

Students will review and discuss soccer officiating, rules and other aspects of officiating high school soccer games according to the rules of the National Federation of High Schools. Please call 503-338-2445 for registration information.

D1	TOYAS	TBA		PATR-GYM	\$0.00	
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Start Date: JUNE 23 End Date: AUGUST 14

## VOLLEYBALL REFEREE TRAINING (PED9974X) (0 Credit)

Students will review and discuss volleyball officiating, rules and other aspects of officiating high school volleyball matches according to the National Federation of High Schools. Please call 503-338-2445 for registration information.

D2	TOYAS	TBA		PATR-GYM	\$0.00	
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Start Date: JUNE 23 End Date: AUGUST 14