

STEPS TO REGISTER FOR AN EMT COURSE

EMT Course Costs*

- Registration Fees: \$180 registration, plus \$18 campus access fee
- Textbook: \$147.51
- Uniform: \$46 (a minimum of two shirts must be purchased)
- CPR Card Fee: \$3
- Fisdap: \$105

**Other than Registration, all listed fees are approximated*

Complete the following Registration Steps in order

Before you can enroll in the EMT course, you will need to meet certain requirements:

Step 1: Let us know that you are interested in the EMT course.

- In the course calendar below, select the Emergency Medical Technician course you wish to attend and complete the reservation information.
 - **IMPORTANT:** This expresses interest and reserves an opportunity to enter the class. This is not your registration for the course.
- Once you have entered your information into the reservation system, you will receive two emails:
 1. After reserving your seat, you will receive an auto-generated email from the system informing you that your reservation was successful (this email is typically immediate).
 2. You will receive an email from the EMS Program Coordinator informing you of the next steps in the process (this email typically is sent by the next business day).

Step 2: Submit EMT Course Prerequisites

- Copy of a valid driver's license.
 - License cannot be in provisional standing, expired, suspended, or revoked. It must be a valid, full, unencumbered license from the state of North Carolina.
 - A learner's permit or a North Carolina ID card will not be accepted.
 - Pictures of driver's licenses will not be accepted. Driver's licenses should be color copies in PDF format.

- Once received, your driver's license will be sent for clearance by the College's insurer. If you are not cleared to drive the ambulance, you will need to drop the EMT course. EMT courses cannot be passed without completion of the mandatory driving component.
 - Emergency vehicle driving must be physically completed on an ambulance. Simulation of emergency driving or other means of accommodation cannot be accepted.
- You will need to purchase an account from [CastleBranch](#) to be able to turn in your prerequisites. The cost of the criminal background check and urine drug screen is \$77 (drug test: \$40.00 & criminal background check: \$37.00).
 - The link to purchase your account is located in the welcome email you will receive after completing your seat reservation, or you may [click here](#) to purchase your account and get a head start.
 - The items you will need to upload to CastleBranch include:
 - Copy of high-school diploma, GED, or college degree (transcripts must have a graduation date and institution name). No photographs will be accepted. Photocopies are accepted but must be of the original diploma or degree only. The copy of the diploma should be without the diploma holder or frame.
 - Copies of immunization records. Required immunizations MUST be submitted prior to registration. Please see our **Immunization Checklist** for questions about required vaccinations.
 - Upload results of urine drug screen and complete criminal background check.
 - Once you receive green lights for ALL prerequisites, send an email with a screenshot to emsreg@waketech.edu.
 - All prerequisites must be completed by:

For Spring Semester: 11/15

For Summer Semester: 4/1

For Fall Semester: 7/1

Step 3: Registration

- On the due date for your selected semester, all students who have completed their prerequisites in CastleBranch will have their information forwarded to the Registrar for course registration.

- You will receive an email that you have been moved into the registration process and will be provided with a payment deadline for your course. Please note that you are not officially registered for any course until you have paid. This email will also contain information on purchasing your Fisdap account and textbooks.
- Beginning on the due date, you will need to physically go to any Wake Tech Campus to pay your course fees, which include:

- Registration fee: \$180
- Campus Access fee: \$18
- CPR card fee: \$3
- Total fees: \$201.00
- NOTE: If you are actively affiliated with a public safety agency, please contact emsreg@waketech.edu

- **Fee waivers apply to tuition only. Students eligible for the fee waiver will be responsible for other fees associated with the course.**

- Payment for your course must be made before:

For Fall Semester: 12/1

For Spring Semester: 4/8

For Summer Semester: 7/8

- This is a hard deadline.
- If you have not paid by the payment deadline you will be removed from the course and your seat will be given to the next student in line on the waiting list.

IMPORTANT DATES TO REMEMBER

Semester	Prerequisite Deadline	Payment Deadline
For SPRING Semester entry:	11/15	12/1
For SUMMER Semester entry:	4/1	4/8
For FALL Semester entry:	7/1	7/8

Registration closes five (5) business days before the first day of class or as soon as the class is full.

If you still have questions, please contact
Eric Hastings, EMS Program Coordinator at **919-747-0145** or by
emailing emhastings@waketech.edu