



**ESA • EMR**

## Application Package – Emergency Medical Responder

Submit to:

**Emergency Services Academy Ltd.**

2nd Floor, 161 Broadway Boulevard, Sherwood Park AB T8H 2A8

**Questions? Call 780-416-8822 or e-mail [applications@ESAcanda.com](mailto:applications@ESAcanda.com)**

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## **Emergency Medical Responder (EMR) Application Package**

This application package for EMR reflects changes required by the Alberta College of Paramedics regarding entry requirements, program length, program revisions and a driving component.

Details are listed on our website: [www.ESAcanda.com](http://www.ESAcanda.com).

Please ensure you read all of the instructions carefully before submitting your application for an EMR Program. All sections of the application must be completed.

If you are applying as a **mature student**, please request a Mature Student Application from [applications@ESAcanda.com](mailto:applications@ESAcanda.com) before submitting a complete application.

All documents submitted become the property of ESA. If you are accepted into the program, original documents will not be returned to you; if you are not accepted, you may request the return of your application and ESA will keep a copy on file.

Please forward your complete application, the completed checklist page, supporting documents (including Alberta Enrolment Contract which is a separate download from the website) and payment to:

**Emergency Services Academy Ltd.  
2<sup>nd</sup> Floor, 161 Broadway Boulevard  
Sherwood Park AB T8H 2A8**

### **Acceptance into an EMR Program**

You will be advised by email of your acceptance into an EMR Program at ESA pending the receipt of a complete and acceptable application by ESA. Program maximum is 24 students. If the program you apply for is fully registered, you will be offered the opportunity to apply for an alternate EMR Program.

**Questions? Call 780-416-8822 or e-mail [applications@ESAcanda.com](mailto:applications@ESAcanda.com)**

### **Submit your complete application by:**

**E-mail to [applications@ESAcanda.com](mailto:applications@ESAcanda.com)**

**Fax to 780-449-4787, or**

**Mail, courier or deliver it in person to:**

**Emergency Services Academy Ltd.  
2<sup>nd</sup> Floor, 161 Broadway Boulevard  
Sherwood Park AB T8H 2A8**

### **ESA Use Only**

Date application received: \_\_\_\_\_ Date application processed, fee paid: \_\_\_\_\_

Date email sent to applicant: \_\_\_\_\_ Processed by: \_\_\_\_\_ EMR APP 2021/05 - V4.1



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### Emergency Medical Responder (EMR) Program Application Checklist

Include this page with your application.

**Applicant:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Course Code:**

\_\_\_\_\_

ESA Use	Student Checklist
<input type="checkbox"/>	<input type="checkbox"/> Have you completed the Waiver and Consent Forms?
<input type="checkbox"/>	<input type="checkbox"/> Have you completed the EMR Application Form?
<input type="checkbox"/>	<input type="checkbox"/> Have you completed and signed the Alberta Student Enrolment Contract. This contract is a separate download from the ESA website. Details for completing this contract follow.
	Have you included the following with your application?
<input type="checkbox"/>	<input type="checkbox"/> <b>A. Driver's License - Minimum age 18. Class 5 minimum</b> (include photocopy).
<input type="checkbox"/>	<input type="checkbox"/> <b>B. Education</b> - Transcripts of Grade 12 High School Diploma/GED/equivalent or post secondary education (include photocopies). Transcripts must include: <ul style="list-style-type: none"> <li><input type="checkbox"/> English 30 or <input type="checkbox"/> Equivalent English 30-1, 30-2</li> <li><input type="checkbox"/> Math 10 or <input type="checkbox"/> Equivalent Math 20-1, 20-1</li> <li><input type="checkbox"/> Biology 30 or <input type="checkbox"/> Equivalent</li> </ul> <input type="checkbox"/> or pre-approval from ESA for application as a mature student. Please contact ESA for a Mature Student Application Form. Contact <a href="mailto:applications@ESAcanda.com">applications@ESAcanda.com</a> .
<input type="checkbox"/>	<input type="checkbox"/> <b>C. CPR- BLS Provider or CPR Level C or Health Care Provider.</b> Dated within one year as of the first day of the program. (include photocopy)
<input type="checkbox"/>	<input type="checkbox"/> <b>D. Standard First Aid Certificate.</b> Dated within three years as of the first day of the program (include photocopy).
<input type="checkbox"/>	<input type="checkbox"/> <b>E. Driving Component (Corequisite)- Proof of registration for the Ambulance Paramedicine Driver Operator Course (APDOC) or a certificate of successful completion dated within 6 months as of the first day of the program.</b> (include photocopy) Refer to the ESA website for appropriate APDOC providers.
<input type="checkbox"/>	<input type="checkbox"/> <b>F. Do you require Special Academic Accommodations?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must submit the required documentation with your application package. Refer to our website: <a href="https://www.esacanda.com/student-services#academic-accommodation">https://www.esacanda.com/student-services#academic-accommodation</a>



## Mature Students

Mature Students may be accepted into an Emergency Medical Responder Program at ESA.

If you do not meet the education requirements (Transcripts of Grade 12 High School Diploma/ GED/ equivalent or post-secondary education including English 30, Math 10 and Biology 30), complete a Mature Student Application available from [applications@ESAcanda.com](mailto:applications@ESAcanda.com).

Forward the application to [applications@ESAcanda.com](mailto:applications@ESAcanda.com) for review by the Registrar. You will be advised if you may proceed with an application to an EMR Program as a mature student.



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## **Emergency Medical Responder (EMR) Program Alberta Student Enrolment Contract**

The Alberta Student Enrolment Contract is a form required by the Private Career Colleges Branch, Alberta Advanced Education.

**Please review the contract before completing and signing it.**

Your computer program may allow you to use this as a fillable pdf. You will need to click on some of the fields as the tabbing between fields does not always work.

**Do not change any of the information preloaded by ESA.**

<b>EMR Course Code</b>	<b>Delivery Mode</b>	<b>Orientation Date of Session</b>	<b>End Date of Session</b>
<b>2021 EMR Programs</b>			
EMR 2021-02B	Part Time	February 9, 2021	May 16, 2021
EMR 2021-04	Full Time	April 6, 2021	May 21, 2021
EMR 2021-07	Full Time	July 13, 2021	August 27, 2021
EMR 2021-08	Full Time	August 24, 2021	October 8, 2021
EMR 2021-10	Full Time	October 19, 2021	December 3, 2021

**If you add information to the Enrolment Contract, please print the form before closing. It will not save the information you added.**

If you submit your application by fax or email, please mail or deliver an **original contract** (with original signatures) to ESA. The original contract with your original signature is needed before you can attend classes.

**\* ESA program dates and fees are subject to change.**



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**Emergency Medical Responder (EMR) Program  
Student Waiver/Consent Forms**

I, \_\_\_\_\_, understand that I may be required to perform invasive procedures on classmates during the didactic portion of the EMR Program. I may also be required to allow classmates to perform invasive procedures on me.

An invasive procedure is one that penetrates or breaks the skin or enters a body cavity. Examples of invasive procedures performed in the EMR Program include testing Blood Glucose Levels. Risks include but are not limited to; needle stick injuries, bruising and pain.

**Please initial the above box to show that you understand and consent to the above invasive procedures.**

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Consent may be withdrawn at any time.**



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### Emergency Medical Responder (EMR) Program Student Waiver/Consent Forms

I, \_\_\_\_\_, understand that in order to **work as an EMR in Alberta**, I will be required to:

- write an examination and register with the Alberta College of Paramedics (ACP);
- provide a security clearance;
- provide proof of all required immunizations;
- hold a class 5 driver's license removed;
- maintain annual CPR certification.

I, \_\_\_\_\_, understand that in order to **work as an EMR in Alberta**, I may need to:

- provide a copy of a Grade 12 High School Diploma or GED to an employer;

I, \_\_\_\_\_, understand that the Driving Component (Corequisite) or **Ambulance Paramedicine Driver Operator Course (APDOC)** is required by the Alberta College of Paramedics, as part of EMR certification.

The Alberta Paramedicine Driver Operator Course (APDOC) is currently offered by a few providers in Alberta, as listed on [www.ESAcanda.com](http://www.ESAcanda.com) under Program Details and Additional Expenses. The student will be responsible for registration and payment of all driving component fees to the provider.

EMR students must successfully complete APDOC, an ACP approved, 40 hour professional driving course before coming to ESA or within 6 months of the first day of the ESA EMR Program in order to receive an EMR Program Certificate and Transcript from ESA. ESA recommends that the APDOC class be taken in advance of coming to ESA.

**Please initial each of the boxes on this page to show that you understand and agree with each of the requirements.**

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ESA • EMR****Emergency Medical Responder (EMR)  
Student Waiver/Consent Forms****EMR Equipment Requirements**

I, \_\_\_\_\_, understand that there is equipment required beyond that supplied by ESA and additional fees beyond the fees paid to ESA, as follows:

**Required Equipment** - Students are required to have the following equipment and supplies for the EMR program at ESA:

- Access to a Computer - EMR students must have access to a computer before the program for pre-study and during the EMR program for assignments, chapter review and chapter quizzes.  
A webcam may be required for online theory classes.  
A computer is not required in class although a tablet such as an iPad or a laptop is optional and permitted.
- Stethoscope - Littman Classic III recommended. Lower priced stethoscopes are acceptable.
- Safety glasses

**Optional Equipment:**

- A watch
- A mini maglight
- Universal shears

**Post Graduate Costs**

I, \_\_\_\_\_, understand that there are additional fees required in order to be employed as an EMR. These fees are not paid to ESA.

- Registration and examination fees are paid to provincial registration bodies. In Alberta, fees are paid to the Alberta College of Paramedics (ACP). Fees as of 2019 total \$1,425.00:

<b>ACP Application Fee</b>	<b>\$100.00</b>
<b>ACP EMR Exam Fee</b>	<b>\$800.00</b>
<b>ACP Annual Registration Fee</b>	<b>\$525.00</b>

Please initial each of the boxes on this page to show that you understand and agree with the additional equipment requirements/options and post graduate costs.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_





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**Emergency Medical Responder (EMR)**

**EMR Program Graduate Report**

**Based on Report from Private Vocational Training, Alberta Innovation and Advanced Education**

**Graduate Report**

Reporting Period: April 1, 2018 - March 31, 2019

Date Prepared: April 29, 2019

**Institution: Emergency Services Academy Ltd.**

**Licensed Program: Emergency Medical Responder**

1. Graduation Rate: 73.53% (of the students enrolled, successfully completed)

2. Job Placement Information of Graduates:

- in full time training related employment	10
- in part time training related employment	12
- in not training related employment	56
- unemployed	1
- continuing to higher education	74
- in special circumstances	2
- unable to locate student	3
<b>Total Job Placement</b>	<b>22</b>

3. Job Placement Rate: 27.85%

**Please note:**

EMR is typically used as a prerequisite for Higher Education rather than employment.

This graduate report was made available to me prior to enrollment.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**Emergency Medical Responder (EMR)  
Application Form - Page One**

<b>Personal Information</b>		
Last Name	First Name (Legal)	Middle Name
Former Surname	Also Known As	Date of Birth (YYYYMMDD)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	Tshirt Size <input type="checkbox"/> XS <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL	
Alberta Student Number	Social Insurance Number (SIN)	
Phone Number (Home)	Phone Number (Cell)	Email Address - Mandatory
Mailing Address (Street/Avenue/Box Number)		
City	Province	Postal Code
Emergency Contact Person	Relationship	Telephone
<b>How did you learn about ESA?</b> <input type="checkbox"/> Internet search <input type="checkbox"/> Social Media <input type="checkbox"/> Knew ESA website <input type="checkbox"/> ESA Information Session <input type="checkbox"/> Referral from a friend/neighbor/someone working in emergency response <input type="checkbox"/> Referral from a former or current ESA student <input type="checkbox"/> Radio <input type="checkbox"/> Printed advertisement <input type="checkbox"/> Other		
Please provide details of how you learned about ESA. If a referral from a former or current ESA student, please provide their full name so we can follow up with a thank you:  _____  _____		

<b>Registration Information</b>
Program: <b>Emergency Medical Responder</b>
Please list the following information for the session you want to take. Refer to <a href="http://www.ESAcanda.com">www.ESAcanda.com</a> to confirm current Course Code and Dates.
Course Code: _____ Start Date: _____ End Date: _____



# ESA • EMR

## Emergency Medical Responder (EMR) Application Form - Page Two

### Payment

Are you being sponsored for this program by a business or organization?

Yes  No If Yes, please provide details, including a contact name and email address:

\_\_\_\_\_

\_\_\_\_\_

Application and tuition fees are payable to Emergency Services Academy Ltd., and are subject to change. To confirm current fees, please check our website [www.ESAcanda.com](http://www.ESAcanda.com) or call (780) 416-8822.

### Include a first payment with this application:

**EMR 2020-12 through EMR 2021-10: Payment of \$1,095.00** which covers Administration Fee (\$125.00) + Program Materials Fee (\$470.00) + Registration Fee (\$500.00 credited to tuition).

### Second payment of \$1,900.00 is due on the first day of classes at ESA.

This payment covers the balance of Tuition Fees (\$1,900.00). You will receive an invoice for this payment.

**The 2 Payments are payable to ESA and do NOT include fees for the driving component of the EMR Program.**

### Method of Payment:

Cash  Cheque/Money Order  Debit  e-Transfer  VISA  MasterCard  American Express

**For Credit Card Use:** \_\_\_\_\_  
Card Number (will not be kept on file by ESA) Expiry Date (MMYY)

Name of Cardholder: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

**For INTERAC e-Transfer:** Set up the e-transfer through your bank using the ESA email address: [e-transfers@ESAcanda.com](mailto:e-transfers@ESAcanda.com). e-Transfers to ESA are automatic deposit.

### Declaration

I hereby certify that all statements on this application are true and complete in all respects and no relevant information has been withheld. If accepted for the above program, I agree to comply with all rules and regulations of **Emergency Services Academy Ltd.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*The collection of this personal information is necessary for operating and administering the services of the ESA Registry. All personal information will be protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act.*