Victoria College

EMT Academy



Application and Program Guide

Spring 2027

Introduction

Thank you for your interest and potential application to the Victoria College EMT Academy. If you are ready to start a career in Emergency Medical Services (EMS), then the EMT Academy is your answer. As an EMT, you will be the first component of the emergency medical technician system and provide rapid in-field treatment and transport to higher medical providers. You will work in conjunction with paramedics, nurses, physicians, and other members of the health care team. Career options are available in urban and rural settings, primarily in conjunction with fire departments, private ambulances, or other rescue services.

The EMT course is an approved Department of State Health Service (DSHS) training program and after completion, the student is then eligible to seek DSHS certification after taking and passing the National Registry of EMT cognitive examination.

Spring Academy
Victoria College offers the EMT Academy during the fall semester during the evening on Mondays and Wednesdays 6p-10p. The Victoria Academy is in two parts: lectures are pre-recorded for you to watch and take notes to turn in as well as some homework (hybrid) with face-to-face skills labs on Mondays and Wednesdays from Jan.20 – May 10,2027. **You must have a computer with reliable internet access.**

Next Available Academy

Day	Hybrid Jan. 19-May 5, 2027	Victoria

DEADLINE to be accepted: Jan. 8, 2027 (or until full)

If you are interested in becoming an EMT or would like more information concerning the EMT Academy please contact us.

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Functional Position Description

Introduction
The following general position description for the EMR, EMT, AEMT and Paramedic is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each Emergency Medical Services (EMS) entity.

Qualifications
To qualify for EMS certification or licensure an individual must successfully complete a Texas Department of Health approved course and achieve competency in each of the psychomotor skills. In addition, the individual must achieve a passing score on the National Registry computer adaptive certification or licensure examination.

EMS personnel must be at least 18 years of age or 17 and a senior in high school with some exceptions. The knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have the ability to communicate verbally via telephone and radio equipment; ability to lift, carry and balance up to 125 pounds (250 pounds with assistance); ability to interpret written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to function efficiently throughout an entire work shift; ability to calculate weight and volume ratios and read small print, both under life threatening time constraints; ability to read and understand English language manuals and road maps; ability to accurately discern street signs and address numbers; ability to interview patient, family members and bystanders; ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and hospital staff as to status of patient. EMS personnel should possess good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop and crawl on uneven terrain and ability to withstand varied environmental conditions such as extreme heat, cold and moisture is vital. The ability to work in low light, confined spaces and other dangerous environments is required.

COMPETENCY AREAS
The EMT must demonstrate competency in handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT Basic curriculum. The course shall include at least 150 clock hours of classroom, laboratory, clinical and field instruction which shall include supervised experiences in the emergency department and with a licensed EMS provider and other settings as judged appropriate by the Program Director. In addition, the information contained in the FEMA document entitled “Recognizing and Identifying Hazardous Material” shall be part of the course curriculum.

Application Process and Documentation Requirements

The EMS Program is a selective admissions program. You can only register for these classes in the Allied Health office.

All students applying for the EMT Academy are required to complete and submit an application packet ***prior*** to being accepted into the program.

1._____ Victoria College Admission Application
Complete Victoria College application at www.applytexas.org and provide the college with all required documents. (see p. 5-6)

2._____Submit the EMT Application (Located on the VC Webpage or in the Allied Health Building in Office suite 100)

3._____ Driver's License. Please bring in your original DL, we will not accept paper copies.

4. _____TSI (Texas Success Initiative) complete. You can check with admissions, Tracy Edwards our Admin or the EMS Program Coordinator to view your TSI scores. (see p. 11-12)
Successful passing of all parts of TSI is not required for acceptance, however, test scores are used for placement and acceptance.
*Some are exempt: DD-214, college transfer student, SAT in high school, so check with your advisor.

5._____Interview with EMT Program Coordinator

6._____Purchase Castlebranch and complete:

- **Criminal Background Check and Drug Screen & Immunization Document Upload (print form to take to lab for drug test; results are uploaded from lab)**

_____ Tetanus/Diphtheria/Pertussis (DPT) within the last 10 years

_____ Measles/Mumps/Rubella (MMR) vaccinations or serological confirmation of immunity

_____ Varicella (Chickenpox) or proof of disease, including serological confirmation of immunity

_____ Hepatitis-B Vaccination series or serological confirmation of immunity

_____ Two-step (one shot/read, second shot/read) Tuberculosis (TB) skin test. *(If positive, chest x-ray report is required.)*

_____ Meningitis Vaccine or Booster *(All new college students under the age of 22 must get a bacterial meningitis vaccination to be accepted into Victoria College.)*

_____ Current Flu Vaccine *(Must be completed prior to clinic)*

_____ Covid-19 Vaccine (optional)

_____ CPR Certification (Included during the EMT course)

8-11. Items 8-11 in Castlebranch will be completed in class on the first-class week. (see p. 15)

Acceptance and Registration
Once all entrance requirements have been met, required documentation submitted, and the interview with the Program Coordinator completed, the Director will review all applications and make a final decision. Applicants who are accepted will be notified of their acceptance status and registered in the EMT Academy. The letter of acceptance will include the course dates and times. Accepted students will receive a schedule and bill, which must be paid at the Payment Center.

Apply for Admissions

Visit ApplyTexas.org to start your application for admission to our 2-year community college.

Create your profile.

1. Create your account or login with your account credentials.
2. Click Start/Edit Profile (be sure to have all high school and previous college transcripts with you to enter information).
3. Follow the directions to complete your profile.

Once you have created your profile, you can start the application process.

1. Click Start Application.
2. Choose Two-year community/junior college.
3. Search for Victoria College.
4. Choose Two Year (Dual Credit is for students currently in high school only).
5. Select Paramedic certificate for the degree plan.
6. You will see confetti at the end letting you know you completed the application.

If you have not attended Victoria College in two long (Fall/Spring) semesters or not submitted an application in the last year, you must re-apply for admission. Applications usually take 3 business days to process. During registration times, applications may take up to 5 business days to process. Once your application has been processed, you will be able to retrieve your Pirate Portal username and password.

Stuck on this step? Contact Admissions & Records 361-485-6841

Current high school students only: Contact Pre-College Programs for more information about Dual Credit and Early Admission.

Submit transcripts, test scores, & immunization records.

To complete your enrollment, certain documents are required at different stages:

- **Bacterial Meningitis Immunization Records:** These are mandatory for students under the age of 22 who take classes on campus and must be submitted before you can register for classes.
- **Test Scores (View the VC Catalog for required state testing):** Placement tests are required for some courses, but not all. If your chosen classes have specific testing prerequisites, you'll need to submit your test scores before enrolling in those courses. You can still register for other classes while completing any necessary testing.
- **Official High School Transcripts with graduation date OR GED Certificate :** While submitting your high school and required, you can proceed with registration even if these documents are not yet submitted. However, all transcripts must be submitted by the Official Reporting Date (ORD) to avoid a hold on your account, which could impact your ability to make schedule changes or receive financial aid.
- **Previous official college/university transcripts (if applicable):** While submitting your college transcripts is crucial for verifying your academic history, you can proceed with registration even if these documents are not yet submitted. However, all transcripts must be submitted by the Official Reporting Date (ORD) to avoid a hold on your account, which could impact your ability to make schedule changes or receive financial aid.

Send all OFFICIAL sealed documents to:
Victoria College
Attn: Admissions & Records
2200 E Red River Street
Victoria, TX 77901

FICE Code 003662

Tip: If you have access to unofficial copies of transcripts, print and keep with you for advising purposes.

Admissions & Records/Welcome Center

Holds and Incomplete Checklist Items

View your holds in your Pirate Portal.

1. Log in to the Pirate Portal
2. Click the Registration & Financial Aid Checklist link located on the Student Home Page under Registration & Financial Aid Checklist.
3. View the "Holds" section

30-Hr Credit Advising Hold

What is it?
With the passing of SB 1189, students are required to have a degree plan on file once they reach 30 hours.

How do I remove it?
Make an appointment with Advising & Counseling Services to discuss your educational goals. They will be able to remove the hold once you have met with them. Visit VictoriaCollege.edu/Academic Advising for scheduling options.

Will this prevent registration for credit classes?
Yes.

Questions?
Advising & Counseling Services
Chat online or text with this department
Call (361) 582-2400

Training Holds

What is it?
The Campus SaVE Act requires that higher education institutions provide students with training that addresses topics related to rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Enrolled freshman and transfer students are required to complete the Campus SaVE training through Vector Solutions.

How do I remove it?
Students will receive a link to the Vector Solutions training through their VC Pirate Portal email. Click the Start Training link and complete the training.

Will this prevent registration for credit classes?
No, as long as it is submitted before the semester official reporting day (ORD).

If it's not completed by ORD, a hold preventing future course registration will be placed on your student account until the training is complete. Refer to the Registration & Payment Info flyer for semester ORD.

Questions?
Office of Admissions & Records
Chat online or text with this department
Call (361) 485-6841

Account Balance Past Due & Cost

What is it?
You owe a balance to Victoria College.

How do I remove it?
Log in to the Pirate Portal and click View/Pay Fees, click Pay Now, and then the Make Payment link to pay online, or contact VC's Payments Center at (361) 485-6840 to pay the balance.

Will this prevent registration for credit classes?
Yes.

Questions?
Payments Office - Chat online or text with this department
Call (361) 485-6840

Differential Tuition

Differential tuition is an extra fee charged by colleges for high-demand, resource-intensive programs like engineering, nursing, or business, above the standard base tuition, to fund specialized equipment, faculty, and enhanced learning experiences in those fields. It is a fee charged by the college for certain programs that helps fund resources for students such as specialized equipment for simulated labs or training, for example.

For Victoria College, we charge differential tuition fees for the following programs: Electronics and Instrumentation, EMS, RN, LVN, PTA, Process Technology, Respiratory Care, and Welding. According to our VC Catalog, state law requires a minimum charge of $200. On the VC catalog you will see the prices we charge per credit hour for differential tuition.

Apply for financial aid & explore scholarships

Tip: All forms must be filled out and returned to Financial Aid for your file to be considered complete. The priority deadlines listed below are the dates to have all paperwork and FAFSA done to ensure your file will be processed and you will receive funds in time for payment, if awarded. If you submit all of your paperwork and FAFSA after this date, there is no guarantee you will have funds available for your payment deadline and a payment plan may be initiated to ensure your classes are not dropped. There is a $20 fee to initiate a payment plan.

Financial Aid

**Tip: Students must re-apply for financial aid every school calendar year. Wait two weeks after filing your taxes to fill out the FAFSA online. Use the IRS Data Retrieval Tool to transfer your tax information to your FAFSA*.

- Complete the Free Application for Federal Student Aid (FAFSA) online.
- Submit official High School Transcript with Graduation Date or GED Certificate to Admissions.

Scholarships

- Once your admissions application (see step 1 above) has been processed and you have retrieved your Pirate Portal Username and Password: (see Step 4)
- Login to the Pirate Portal > Financial Aid Dashboard > Click Terms and Conditions in the Unsatisfied Requirements area > Choose year and Submit > Terms and Conditions Tab > Read and Accept > Accept Award Offer tab > Accept Award

Explore all scholarships opportunities.

Loans

Victoria College participates in the William D. Ford Federal Direct Loan Program (DL). The program provides low-interest loans to eligible students enrolled at least half-time in an institution of higher education.

Academic Qualifications

You can take the TSI ASSESSEMENT TEST at Victoria College. The test will be administered in the testing center located on the second floor of the Student Success Center. If you have taken any assessment other than TSI or have prior military service, then you must meet with advising for qualification.

Length of test: Up to 5 hours
Test cost: $15.50
Supplies: Picture identification.

Prospective students are required to meet the entrance requirements below.

READING	WRITING	MATHEMATICS
950>	945 > Essay 5	950>

Tuition and Related Expenses

Estimate of Costs
(Prices are subject to change)

Description	Cost
In-District Tuition	$1,537.50
Out-of-District Tuition	$1,903.50
Background Check & Drug Test	$131.48
CPR Class	-
EMS Bundle (Bookstore)	$72.00
Rent– Used Textbook	$130.20
Buy – Used Textbook	$232.50
Buy – New Textbook	$310.10

Important: If you do not purchase your book at the VC Bookstore, use the same ISBN # with Advantage Access Navigate 2 or you will end up spending more money to get the right log in account.

Uniform Items:

- White EMT Academy Polo Shirt (Available at bookstore) $39.99
- Blue Cargo Pants (511s available at Academy) $65.00
- Black Belt $25.00
- Black Boots and Socks (Tactical boots available at Academy) $99.00
- Watch with Second Hand $24.00

TSI Assessment 2.0

To Schedule the TSI Assessment 2.0:

Complete the following steps

1. VC homepage > Getting Started > TSI Assessment
2. Click the green plus sign next to Registration & Payment Information
3. Complete the TSI Assessment 2.0 Pre-Assessment Activity **(This is mandatory.) You will need this to Register for TSI.**
4. Register Blast
5. Select TSIA2

- Acknowledge Fee and sections taking ($15.50)
- Choose Date
- Choose Time
- Enter test takers information
- Acknowledge Guidelines (Check agree box)
  Select: **Ready to checkout button**. Once you have completed the check-out process you will receive a confirmation email you have successfully scheduled.

Available Times:

In-Person (VC Main Campus)
Wednesday - Thursday 9 a.m. • 11:30 a.m. • 1 p.m. • *3 p.m.
*Only one section can be taken at this time.
Friday 9 a.m. • 11:30 a.m. • 1 p.m.

Summer
Tuesday-Thursday: 9 a.m. • 11:30 a.m. • 1 p.m. • *3 p.m.
*Only one section can be taken at this time.
(Closed on Fridays in Summer)

Testing Fees & Payment:

The fee is $15.50. This fee can be paid online through Register Blast or in-person at the VC Payments Office.

There are **NO REFUNDS** for testing.

On Test Day:

A valid, current photo I.D. is required for all testing (Driver's License, Passport, Military ID, Tribal ID, tate/National/Province ID, school issue ID).

Study Resources:

https://studentportal.accuplacer.org/#/home

Two academic areas:
Mathematics and English language arts and reading (ELAR)

Scores:

Schedule Appointment with your Academic Advisor to review your score reports.

Victoria College Testing Center

VC Main Campus
Continuing Education Center, Room 201
2200 E. Red River Street, Victoria TX 77901
Phone: (361) 582-2589 • Fax: (361) 582-2473 • Email: TestingCenter@VictoriaCollege.edu
For office hours and more info visit: www.Victoriacollege.edu/TestingCenter

VC Gonzales Center
424 E. Sarah DeWitt Drive
Gonzales, TX 78629
Phone: (830) 672-6251

VICTORIA COLLEGE

Revised January 2026
An Equal-Opportunity Institution

Frequently Asked Questions

How many students are accepted into the program?
The number of students in the program is limited to 20 for the day academy (summer only). Applicants will be accepted on a first come, first serve basis. The first applicants who have successfully completed and returned all documentation will be accepted into the program.

Public Service / EMS is a selective admissions program. You cannot register for this class online.

What days and time will I be in class, and how much of the academy can I miss?
The summer EMT Academy typically runs Mondays and Wednesdays from 0800-1700. You are required attend 85% of all classroom instruction and 100% of all clinical training. Failure to meet this standard will result in termination from the academy. All labs are made up.

What would cause me to be terminated from the Basic EMT Academy?
Typically, poor attendance and poor academics account for a large part of class attrition. However, violations of a stringent code of conduct can result in termination. As an Emergency Medical Technician, you will be held to a higher ethical and professional standard than the average citizen and this is reinforced in our program.

Will I need to have a Criminal Background check conducted?
Yes, prior to registering for the EMT Academy, students who have been conditionally accepted must complete a criminal background check and drug test. Students are responsible for completing the background application process, paying all fees and checking Castle Branch.

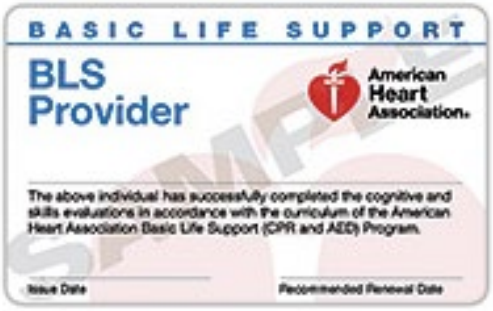
Clinical facilities determine what constitutes an unacceptable background check. The student is responsible for working with the background check company to clear up any reporting discrepancies. If there is a criminal history that cannot be cleared up prior to the start of clinical, the student needs to apply to his/her respective professional board for licensure clearance. Student's cannot begin or continue their studies until the background check process is satisfactorily completed. Failure to meet all requirements will result in dismissal from the program and forfeiture of tuition and fees. **The flu vaccine is not required for the summer course.**

Victoria College is not able to, or responsible for, advising a student with criminal history on whether they are eligible for certification or licensure. All questions regarding eligibility should be directed to both the Texas Department of State Health Services and the National Registry of EMTs.

Is Financial Aid available?
Financial Aid is available for students enrolling at Victoria College. Assistance is available in the form of grants, loans, student employment, and scholarships. All students who feel that they need financial assistance are strongly encouraged to visit the Financial Aid Office to learn about the various sources of funds and to determine their eligibility.



American Heart Association
BLS Provider
Is the only CPR certification
Accepted by the EMS Program



CPR courses are offered through Victoria College
Offered during class


CastleBranch
Victoria College
How to Place Order
Welcome to myCB
To place your order go to:
https://portal.castlebranch.com/VA99
Package Name (if applicable):
VB04 - background check, drug test, & medical document manager
Place Order
Select Program
Select Package
To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:
View order results
Upload documents
Manage requirements
Place additional orders
Complete tasks
Please have ready personal identifying information needed for security purposes.
The email address you provide will become your username.
Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com

ATTENTION: Persons applying for initial Texas EMS certification/licensure with a criminal conviction, deferred adjudication community supervision or deferred disposition:
A person shall be disqualified from eligibility to acquire an EMS certification, or a person's initial or renewal application for EMS certification or paramedic licensure shall be denied, or a person's EMS certification or paramedic license, whether active or inactive, shall be revoked if the petitioner, applicant, certificant, or licensed paramedic is convicted of or place on deferred adjudication community supervision or deferred disposition for an offense committed on or after September 1, 2009 listed in Code of Criminal Procedure, Article 42.12, Sections g(a)(1)(A) through (H) as follows:
(1) murder;
(2) capital murder;
(3) indecency with a child;
(4) aggravated kidnapping;
(5) aggravated sexual assault;
(6) aggravated robbery;
(7) substance abuse offenses, as described in Health and Safety Code, Chapter 481, for which punishment is increased under: (a) Health and Safety Code, §481.140, regarding the use of a child in the commission of an offense; or (b) Health and Safety Code, §481.134(c), (d), (e) or (f), regarding an offense committed within a drug free zone, if it is shown that the defendant has been previously convicted of an offense for which punishment was increased under one of those subsections;
(8) sexual assault;
(9) An offense, other than an offense committed on or after September 1, 2009, for which the person is subject to register as a sex offender under Code of Criminal Procedure, Chapter 62.
Criminal offenses NOT LISTED ABOVE are subject to a department review which may lead to denial, suspension, or revocation.

Texas Occupations Code, Chapter 53 Statutory Notification Requirement

I, _____, (print) have received, read, and understand the requirements for entry into Victoria College EMS Program. I understand one of the requirements is a clear criminal history background check. Should I have a criminal conviction or other information is found in violation of the current guidelines or state/local restrictions issued by the applicable licensing authority, I understand that I may be denied a license from the National Registry of EMTs and/or Texas Department of State Health Services. I also understand that, should I have a criminal history, I may not be hireable by an agency even though certified.
Having been provided this information, as required by Texas Occupations Code, Chapter, 53, notice regarding the consequences of a criminal conviction on eligibility for an occupational license, I wish to apply for entry into the Victoria College EMS Program. Any student or prospective student declared ineligible has the right to request a criminal history evaluation letter from the licensing agency.

_____ _____

Applicant Printed Name Applicant Signature

VICTORIA COLLEGE
Spring 2027 EMT APPLICATION

(complete all fields or NA)

Name

Last	First	MI

Social Security Number **Date of Birth** **Age** **V #**

Mailing Address

Street/Apt. #		
City	State	Zip Code

Home Phone:	Cell Phone:

Drivers License **E-Mail Address**

Number	State	

Applying for course in: (circle one) **Victoria**

Education History:

High School or GED **Graduated** **City/Sate**

Name	Yr Graduated	

College **Degree Earned**

Name	Yr Graduated	Degree

Technical Training

Name	Yr Graduated	Degree

Military Service

Branch	Service Dates	Specialty	Discharge Type
If other than Honorable, please explain			

Additional Information:

Emergency Contact Name	Relation	Cell Phone	Home Phone

Do you have any issues that may impact your ability to be physically or academically successful in the EMT Academy activities? (If YES please explain)
Are you covered by personal medical insurance? YES NO **_____I understand that it is my responsibility to have adequate insurance to cover any medical treatment that I may encounter during the course of this program**
Have you ever been convicted of a crime other than a minor traffic violation? YES NO **(If yes, please list charges and dispositions)**
Have you ever applied to or have you ever been a student in any EMT Program or are you associated with any Volunteer Department? **(If yes, please explain)**

APPLICANT'S STATEMENT: I hereby affirm and declare that all information submitted on this form is true and correct. I understand that false statements or information on this application may be sufficient cause for dismissal from the program. Furthermore, it may be grounds for denial or loss of certification.

Applicant's Printed Name: _____

Applicant's Signature: _____

Date: _____