

**Northwood Technical College Emergency Medical Technician (EMT)  
Admissions Checklist**

FY 2024-2025

Thank you for your interest in the Northwood Technical College EMT program. Because our EMT program is approved by the State of Wisconsin, our application process has very specific requirements for entry into our program. Please carefully read the following information to help you apply, enroll, and begin the Northwood Technical College EMT program.

- Step One – Apply online at [Northwood Technical College\apply](#)
- Step Two – Register and pay for the course (Options below) **Students are also required to pay a \$10 background check fee to Student Services.**
  - Northwood Technical College registration form and return it to your campus Student Services Office with payment or a completed / signed billing authorization from the responsible agency or
  - Call the local Northwood Technical College Student Services contact (below) to provide payment over the phone.
- Step Three - Students are required to gather official immunization records that include the dates of the following immunizations to bring to orientation:
  - **MMR – Measles, Mumps and Rubella** (2 shot series or titer)
  - **Tetanus**
  - **Varicella** (chicken pox – history of disease is no longer acceptable. You will need a titer if you do not have a record)
  - **Hepatitis B** (3 shot series – this vaccine series takes **4-5 months** to complete) You must have at least 1-2 of the series completed.
  - **Tuberculosis (TB)** acceptable options: Quantiferon Gold (1 step blood draw) or 2-step skin test (administered on day 1, test results read on day 3 (if positive, chest x-ray is required). 2<sup>nd</sup> step is repeated 1 week after initial reading and read the 3<sup>rd</sup> day after administration)
  - **Influenza**
  - **COVID-19** (some medical facilities will require the vaccination)
- Step Four – Attend the mandatory orientation session scheduled prior to the start of class where students will be required to bring their completed immunization record. Students who do not complete or meet the program requirements outlined below will not be able to start the class, or successfully complete the program.
  - Be at least 17 years old to enroll in the course and take the licensing exam (licensing exams results are not released until age 18),
  - Pay fee and have acceptable results based on the Wisconsin Criminal History Record Check, Wisconsin Caregiver Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states if applicable.
  - Provide results of current and complete immunization history and demonstrate negative status for tuberculosis (Tb), 2 skin tests or the lab draw, and varicella (chicken pox)

immunization (history of disease is no longer acceptable, if you've had chicken pox you will need a titer.

- Decision not to receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements.

During orientation you will be asked to complete the following program specific requirements.

- Review and Sign Background Check Disclosure
- Review Technical Standards
- Submit Background Information Disclosure (BID) Statement
  - Information from the Caregiver Background Check may affect ability to obtain Training Permit from the State of Wisconsin.
- Review and sign EMT Confidentiality Statement of Understanding Form

If you have questions or would like more information regarding the Northwood Technical College EMT program, please contact one of the Northwood Technical College Student Services representatives listed below at the campus you would like to attend.

Northwood Tech  
Ashland  
Rachelle Jerome  
715-685-3031

Northwood Tech  
New Richmond  
Joanna Brenna  
715-752-8089

Northwood Tech  
Rice Lake  
Ashley Smith  
715-788-7095

Northwood Tech  
Superior  
Melissa Franta  
715-645-7083