

**Please remember, you must turn in the following before you will be given access to the EMS Scheduling website:**

- o TB test (withing last 6 months)
- o 2x Mumps, Measles, Rubella or positive Titer
- o Tetanus (within the last 10 years)
- o Hep B series (3 shot series) or positive Titer
- o Chicken Pox shot or verification of disease or positive Titer
- o Influenza
- o Meningitis (EMT-Paramedic students)
- o CPR Card (Healthcare Provider or equivalent)
- o EMT cert if advanced class
- o Copy of Health Insurance
- o Copy of Driver's License
- o Drug Screen
- o Copy of High School Diploma, GED, or College Transcript
- o Online Alpha, Beta, Gamma Safety Storm (St Joseph Regional)
- o Criminal History Background check
- o Have an overall 80 average in the classroom
- o Have passed all skills for level of training
- o TEEX check: background, certification, OIG, driving record, reference
- o Proof of HIPAA training

**Who to contact**

Send all shot records / background paperwork via fax to (979) 458-3533 – attention: Melissa Roncone.

If you have problems logging in to the EMS Scheduling website or completing your Safety Storm Training, please contact Melissa Roncone at (979) 862-6949 or by email at [melissa.roncone@teex.tamu.edu](mailto:melissa.roncone@teex.tamu.edu).

If you have problems requesting shifts or if you have questions about your clinical scheduling, please contact (979) 862-6949 or email [ems@teex.tamu.edu](mailto:ems@teex.tamu.edu)

If you experience an exposure or injury while completing a clinical or internship rotation, follow all hospital / EMS protocols required / requested. Once those are completed, contact Mike Schuler as soon as possible at 979-458-2150. Make sure and leave a message with your name, the date of the exposure, the clinical site, and your contact information if there is not an answer.

**Once you have completed your clinical rotation, make a copy of your documentation. The originals should then be sent, within 7 days of the rotation, to:**

**Via Fax:** (979) 458-3533

**Via Email:** [ems@teex.tamu.edu](mailto:ems@teex.tamu.edu)

**Via US Postal Service or Express Service letters  
FedEx, etc) – boxes only**

TEEX - Emergency Services Training Institute  
Attention: EMS Training Program  
PO Box 40006  
College Station, TX 77842-4006

**Via Express Service (UPS,**

Emergency Services Training Institute  
Attention: EMS Training Program  
1595 Nuclear Science Rd, Bldg 101  
College Station, TX 77843  
(979) 458-2998 office

You only need to send the rotation once / via one method.

You should receive a clinical status report via email within 7 business days of submission of your clinical documentation. If you do not get a status report, please contact Mike Schuler at (979) 458-2150 (office) or via email at [Mike.Schuler@teex.tamu.edu](mailto:Mike.Schuler@teex.tamu.edu).