

# EMT Academy

## Registration Packet





## *Howdy and thank you for your interest in the TEEX EMT Academy.*

We're excited that you've chosen our program to begin your career! Before registering, please review the policies and procedures provided in the [TEEX Participant Handbook](#) and the [EMT Participant Handbook](#). These documents include information about attendance, graduation requirements, and other applicable policies.

**STEP 1** Go to [teex.org/class/emt101](https://teex.org/class/emt101), locate the class dates you would like to enroll, click "Register," and create your Student Portal account.

**STEP 2** Pay the \$75 application fee to hold your seat in the class for **15 business days** (about 3 weeks).

**IMPORTANT:** During these 15 business days, you will be required to complete all of your prerequisite requirements (Step 4), as well as pay your tuition in full after your application has been approved. The application fee is non-transferable and non-refundable.

**STEP 3** Complete the [Enrollment Agreement](#) and upload it into your student portal account.

**STEP 4** Create a [Castlebranch account](#), which costs \$95.99, to upload your prerequisites. The following documents are to be uploaded:

High School Diploma or GED completion certificate

Copy of Driver's License or form of government or state issued identification

(must be at least 17 years of age to enroll; cannot apply for licenses with DSHS until 18 years of age)

[Technical Standards Acknowledgment Form](#)

A current Cardiopulmonary Resuscitation (CPR) Certification (Basic Life Support [BLS] for Provider certification provided by American Heart Association or American Red Cross only)

Health insurance card with student name or letter of eligibility from insurance carrier

A criminal background check covering the last seven years that will be initiated by CastleBranch upon account creation and payment

Proof of the following immunizations:

Measles (rubeola), mumps, and rubella: two vaccinations or positive titer

Varicella (chicken pox): two vaccinations or positive titer

Hepatitis B: three vaccinations or positive titer (series in process with two vaccinations complete will be accepted)

Tuberculosis (TB): one of the following within the last six months:

- 1 step TB skin test
- QuantiFERON-TB Gold blood test
- T-spot blood test
- Interferon-Gamma Release Assay (IGRA) blood test
- Negative chest x-ray with physician documentation stating you are TB free

Tetanus, Diphtheria, and Pertussis (Tdap): vaccination within the last ten years

Flu: vaccination during the current flu season

Meningitis: proof within the past five years if under the age of thirty ([additional information about meningitis](#))

**\*COVID immunizations** are not required for entry into this course. However, they may be required for internship affiliation sites.

**NOTE:** Once you enrolled in the EMT program, within 30 days before the start of clinicals, you will be required to pass a drug screening.

## APPLICATION APPROVAL PROCESS

The TEEEX EMS Staff monitors student uploads to Castlebranch and will communicate to you when you have been cleared to enroll in the EMT Program.

**STEP 1** You'll be notified by the EMS Staff that you've been approved to complete the enrollment process.

**STEP 2** Log into your Student Portal account and complete the tuition payment process.

**IMPORTANT:** This must be completed within 15 business days of paying your application fee to avoid losing your seat in the class.

**STEP 3** **SUCCESS!** You are now enrolled in the EMT Program! You will receive instructions to access your Welcome Letter with detailed information about the program orientation date, the class schedule/ calendar for your cohort, and any other applicable instructions.

# What You Will Need for Class

## SUPPLIES INCLUDED IN YOUR TUITION

Your tuition includes your **textbooks, stethoscope, blood pressure cuff, safety glasses, penlight, and backpack**. These items will be available to you on your first day of class. The textbook provided is Mistovich's *Prehospital Emergency Care* 12th Edition.

**Uniform shirts** (One maroon short-sleeve polo, one short-sleeve Tshirt, one long-sleeve Tshirt) are also included in your tuition. Please indicate your preferred sizes. (You will be able to exchange for another size if what you requested doesn't fit.)

Maroon polo:	XS	S	M	L	XL	2XL	3XL	4XL
Short-sleeve Tshirt:	XS	S	M	L	XL	2XL	3XL	4XL
Long-sleeve Tshirt:	XS	S	M	L	XL	2XL	3XL	4XL

## SUPPLIES NOT INCLUDED

Be sure to bring the following with you on the first day of class.

A photo identification. See the TEEK Participant Handbook for approved forms of identification and additional guidelines.

Notebook paper (8½" × 11")

Pens/Pencils and markers

Class uniform:

Black uniform-style pants

Closed-toe black shoes or boots that can be polished

Black belt

Watch

## PROGRAM CONTACT INFORMATION

If you have questions, please feel free to contact the EMS Program:

### EMS Training Program

Office: Brayton Fire Training Field, Les W. Bunte Jr.  
Administration and Classroom Complex (Building 26)  
Email: [ems@teex.tamu.edu](mailto:ems@teex.tamu.edu) | Phone: 979-217-6579

### Gina Janke, Administrative Associate III

Email: [Gina.Janke@teex.tamu.edu](mailto:Gina.Janke@teex.tamu.edu)  
Phone: 979-500-6816

### Rachel Goodman, EMS Training Director

Email: [Rachel.Goodman@teex.tamu.edu](mailto:Rachel.Goodman@teex.tamu.edu)  
Phone: 979-500-6845

### Michelle Schwake, EMS Instructor II (EMT Lead Instructor)

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