EMS PROGRAM APPLICATION AND COMPLIO PROCESS

Applying to South Texas College

Application

- One of the first steps you will take in your college adventure is the completion of your application. You can apply online by simply following the link below:

    - https://www.southtexascollege.edu/getting-started/index.php

To finalize your application, you will later need to:

- Submit Transcripts to the [Office of Admissions and Records](#) - Contact your previous school(s) to request your official transcript(s) be sent to admissions@southtexascollege.edu or P.O. BOX 9701, McAllen TX 78502-9701.

- [Immunizations](#) - Submit proof of immunization for bacterial meningitis if you are under the age of 22.

EMS Program Application

EMS Program online Application. Click on the link below to apply:

- https://applynah.southtexascollege.edu/login

    - Login with your STC Username and Password

- Select the program you are applying to:

    - EMT Basic Program Certificate

    - EMT Advanced Certificate

    - EMS Paramedic Certificate

    - EMS Paramedic Associate of Applied Science Degree

    - Begin the application and submit the complete Complio Summary Report, and any other supporting documents

Questions regarding Complio

- If you have questions regarding the Complio requirements, you can email Clinical Affairs Specialists, at clinicalaffairs@southtexascollege.edu.

- Please make sure to include your full name, STC Student ID#, and the name of the program you got accepted to. The Clinical Affairs Specialists can answer any questions regarding the Complio requirements.

Creating your Complio Account

Click on the link below to watch some tutorial videos on the Complio process.

https://nah.southtexascollege.edu/clinical_affairs.html#start

Create your Account & Subscribe

- **Click on the link below to create your Complio Account:**
- http://www.southtexascollegecompliance.com/
- Click [Create an Account](#) to get started.
- Complio will send an email to the address used during account creation.
- Click on the **Activation Link** within the message.

Select A Screening Package

- Login in and follow **Create Order**.
  Follow the prompts and answer the questions.
  Select a screening **Package**.
    - Select the package for the **Emergency Medical Technology** – choose either Basic, Advance or Paramedic
    - Select 14-month Subscription-$15 AND Criminal Background Check AND Drug & Alcohol Screen-$70 (total package cost including state fee $88).

Enter Information

- Enter the Personal Information required to complete your screening.
- Add your Residential History.

Sign Forms

- Use your mouse to sign the **Disclosure and Authorization Form** and authorize the background check

Submit Payment

- Enter **Payment Details**. Please read our **[Refund Policy](#)**.
- **Submit** your Order. American Data Bank will immediately begin processing your background check

Drug Screening

After submitting your Order, please access the email account you provided with your Order to obtain the Electronic Authorization Form and drug screen collection site location.

- **Drug Screen information:** http://www.southtexascollegecompliance.com/drug_screen.html

Additional Steps Needed Once You've Placed Your Order

Along with ordering the background check/ drug screening, you will need to complete the following:

Scan, upload, and attach the following COMPLETED documents to Complio:

Immunization records

Immunizations must be validated/stamped by facility and must be from a U.S. medical source.

- Tetanus/Diphtheria/Pertussis (Tdap) - within last 10 years
- Hepatitis B - 3 vaccine series required or titer report proving immunity
- MMR (Measles Mumps Rubella) - 2 doses required or titer report proving immunity
- Varicella (Chicken Pox) - 2 doses required or titer report proving immunity
- Meningitis (for entering students 21 years old and under) - 1 dose is accepted if within the last 5 years or must have 2 completed doses
- Flu (required from August to April and MUST include vial lot # and vial expiration date on the form).
- Covid Vaccine – Required by Hospitals and Clinics

Tuberculosis Screening

Current TB/PPD). If TB is positive, a negative chest X-Ray will be required.

Clinical or Practicum Hospital Orientation

Please view the video in the link below to enroll in the Hospital Orientation

https://nah.southtexascollege.edu/minicourse.html

Once you enroll in the Hospital Orientation, continue with the following to complete the Hospital Orientation

Clinical or Practicum Hospital Orientation

Getting Started
1. Login to **Blackboard** with your STC username and password.
2. Go to MySTC and click **Student Support**.
3. Click **Sign up for NAH Hospital Orientation**.

Complete Modules 1-3 (Pre-Test and Post-Test); you must complete each module before you move on to the next one.
Print the following and upload to COMPLIO for Clinical Clearance.

1. Confidentiality Statement (Management of Information), Sign and Date.
2. Grade for Post-Test 1, 2, 3 with grade of 80 or better. Do **not** print exam questions; only grades.
3. Go back to the Digital Training Center. Go to My Dashboard and you will see a course progress percentage, and you should see a small certificate icon. Click the icon to view your certificate.
4. Print your certificate.

To print grades:

| Content | Calendar | Discussions | Gradebook | Messages |

- You can access your grades page on the top navigation bar, select Gradebook.
- Snip image to include name and tests.

Clinical Requirement Forms

If you are ready to register and/or have been accepted into the program, you will need the following documents COMPLETE AND SIGN. **(click the link for each form)**.

*Please submit all clinical forms below onto your complio account.

Background Check Authorization & Release Form:
https://nah.southtexascollege.edu/clinical_affairs_pdf/Background%20Check%20Authorization%20and%20Release%20Form.pdf

COVID-19 Clinical/Practicum Student Acknowledgement Form PDF:
https://nah.southtexascollege.edu/clinical_affairs_pdf/covid-19-clinical-practicum-student-acknowledgment-form.pdf

Information Security Agreement:
https://nah.southtexascollege.edu/clinical_affairs_pdf/Information%20Security%20Agreement.pdf

NAH Functional Abilities Standards:
https://nah.southtexascollege.edu/clinical_affairs_pdf/functional-abilities-standards.pdf

NAH Policy:
https://nah.southtexascollege.edu/clinical_affairs_pdf/NAH%20Policy.pdf

CPR

Current CPR-American Heart Association for Healthcare Providers OR BLS Provider certification is required; renew every two (2) years.

NO ONLINE CPR COURSES ARE ACCEPTED!

- American Heart Association
  - https://cpr.heart.org/en

- **South Texas College Continuing Education CPR Course Schedule:**
  - **https://www.southtexascollege.edu/cpit/courses/industry/health-care/index.html**

Health and Accidental Insurance

- Proof of CURRENT Health Insurance OR Student Accidental Insurance. The student may choose to purchase from any vendor providing required health or accidental insurance. The student may opt to purchase the Student Accidental.

For Health Insurance, you will need to upload to Complio your Health ID Card.

- Upload verification of coverage (VOC) with a current date: must be able to see your name and status.

- Use the online portal for your insurance and upload a print screen shot from a computer with the current date stamp showing bottom right or top right corner. Must be able to see tab from your health insurance website indicating you are logged in.

Insurance through STC, more information can be found below:

- Attention Students: .
  - Student Accidental Insurance Instructions:
  - Go to link: https://www.emailmeform.com/builder/form/25k4T8YwHtz0DsICX
    - Fill out the online form
    - **Enrollment Options:** Select school time coverage ($71.25)
    - Upload proof of payment emailed to you to your **Complio Account**

Upload Copies of the following

- Texas ID/Driver's License
- Social Security Card - must be signed

Support with uploading documents to Complio

- If you need assistance uploading the documents to Complio, you can set up an appointment with a Lab Assistant at the STC NAH Open Lab, and they will assist you. The contact number is 956-872-3067.

The STC NAH Open Lab is open from Monday – Friday, 8:00 am – 5:00 pm

Address:

STC NAH Campus,
1101 E. Vermont, McAllen, Texas 78503

STC NAH Open Lab is located in
Bldg. A 1st floor Room:1.208 J

- After uploading your documents, allow up to 5 business days for the Clinical Affairs Specialist to review your documents.

- Check your Complio account weekly for notifications from Clinical Affairs Specialist.
- If an item is not accepted or about to expire, you will receive an email notification sent to email address used to create Complio Account.

Complio Summary Report

- Once you are Complio Compliant, print your Complio Summary Report (See below on steps on how to the report.)

  - o Login to your Complio Account
  - o On the left-hand side, you will see a link that reads Report
  - o Click on Report, and then view Report
  - o On the top right-hand side your report Status should read Compliant and it should have a green check mark.
  - o Save the Report as a PDF and submit it with your EMS Program application.

- **Submit the completed EMS Program Application and the complete Complio Summary Report, and any other required documents through the online Application Link.**

Students are accepted on a first-come-first-serve basis until the maximum class size is reached. A waiting list for the next available class is established if more applications are received than accommodated.

Change of Major

Are you listed under the correct program major on Degreeworks? If not, please submit a Change of Major form the office of admissions:

- Date of Birth
- Student A#
- Last Name, First Name
- Year and Term
- Select your program major
- Choose from the EMS Program Levels below:
  - Emergency Medical Technology-Basic CT1-EMTB
  - Emergency Medical Technology-Advanced CT1-AEMT
  - Emergency Medical Technology-Paramedic CT2-PARA
  - Emergency Medical Technology-Paramedic .... AAS-EMSP
- Select the catalog current catalog year

Then sign, date, scan and email the Change of Major form to the Admissions office at Admissions@southtexascollege.edu, and submit a copy with your application.

MANDATORY EMS PROGRAM ORIENTATION

All students accepted to the EMS Program must attend the program orientation. Please check the EMS Program webpage for the date and time.