

ADVANCED EMT PRE-COURSE CHECKLIST

This document is meant to guide you through the required steps that you need to complete before the start of your course. **Please compile the following items and submit [each item in the correct location on your registration page on the NCOAE website, using your login credentials.](#)**

General Required Items

- Course textbook: Advanced Emergency Care and Transportation of the Sick and Injured, 3rd Edition
[Discount Link](#)
- Head shot (photo) for your Hospital ID Badges (**all white background**).
- Laptop computer to complete quizzes, exams, and assignments
- Set travel/ housing for practical dates.

Due 30 days prior to the start of your course

- Request P-Number using [these instructions](#) and submit it using [this form](#)
- Complete Student [Clinical Onboarding Form](#)
- Initiate Background Check & 12 Panel Drug screen ([using this link](#))

Due the Monday before your course begins

- NCOAE Releases ([Media](#), [Participant](#), and [Health Form](#))
- Proof of Age: License, Passport, or official Picture ID with Birth Date
- Proof of Education: HS Diploma or equivalent
- Proof of Education: College level Math & English course
- Proof of 500 hours of training
- Vaccination records:
 - Flu immunization (only required during October-March months)
 - History of Chicken Pox/Titer or 2 Varicella immunizations (given 4 weeks apart)
 - 2 MMR or Titer
 - TD and/or TDap (**within past 10 years**)
 - Hep B vaccinations or [signed declination statement](#)
 - TB Skin test (**PPD within the past year**) or Chest X-ray
 - COVID-19 Vaccination Record

Certificates of Completion Due the Friday before your course begins on eLearning website

You can expect pre-course training to take approx. 10 hours. Feel free to email your FEMA & HazMat Awareness Certificates early to: Allie@NCOAE.org. The rest will be accessible 30 days before the start of the course on our eLearning website.

- FEMA Trainings
 - [IS-100.C: Introduction to Incident Command System](#) – Certificate Proof required
 - [IS-200.C: ICS for Basic Incident Command System for Initial Response](#) - Certificate Proof required
 - [IS-700.B: National Incident Management System \(NIMS\) An Introduction](#) - Certificate Proof required
 - [IS-800.C National Response Framework, An Introduction](#) - Certificate Proof required
- HazMat Awareness - Certificate Proof required
- Current AHA CPR BLS 2-Year Certification
- EMT or NREMT Credential

If you have questions or concerns please let us know!

We can be reached at 910-399-8090 from 8am-5pm EST, Monday-Friday or by email at Allie@NCOAE.org.