

# **COLLEGE OF THE ALBEMARLE FALL 2025 EMERGENCY MEDICAL SCIENCE ADMISSION FACT SHEET**

**EACH APPLICANT MUST PROVIDE CORRECT CONTACT  
INFORMATION TO THE ADMISSIONS DEPARTMENT**

**Health Sciences Admission policies set forth requirements that must be met for admission. However, these policies do not create and should not be regarded as an irrevocable contract between COA and students/applicants. Satisfaction of these requirements does not guarantee admission. COA reserves at all times (1) the ultimate decision on admitting students; (2) the sole right to interpret its admission policies; (3) the right to change, amend, or eliminate any provisions or requirements at any time. COA will endeavor to minimize inconvenience that changes to its policies may create.**

**COLLEGE OF THE ALBEMARLE**  
**PO BOX 2327**  
**1208 NORTH ROAD STREET**  
**ELIZABETH CITY, NC 27906-2327**  
**(252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)**

**EMERGENCY MEDICAL SCIENCE FACT SHEET**

In accordance with the standards set forth by the North Carolina Office of Emergency Medical Service, the admission process outlined in this fact sheet were developed by the EMS faculty and is to be implemented by the admissions department and the EMS faculty/staff, with oversight and final discretion by the EMS Program Director and faculty.

*The Emergency Medical Science program is currently under a letter of review for national accreditation by: Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763.*

**PHASE I: PRE-ADMISSION REQUIREMENTS:**

Applicants seeking admission into the Emergency Medical Science program must complete the following steps by **June 15, 2025** in order to be considered for acceptance for the Fall Semester 2025.

- \_\_\_\_\_ **A. Complete and submit a written COA Application for Admission**, which expresses interest in the Emergency Medical Science program, to the Admissions Office, Elizabeth City Campus.

**Important Note:** High school CTE pathway students for EMS must be a high school senior to be enrolled in the EMT 110 course (as well as any other pre-requisite requirements for the course).

- \_\_\_\_\_ **B. Bring or send an official high school transcript and all official post-secondary transcripts** to the Admissions Office (note: must be a high school graduate prior to the start of the program).

- \_\_\_\_\_ **C. Attendance to a Health Science Orientation Session is Optional**, for a review of the admission process. Check with the admission department or the Health Sciences Admission & Advising Director for scheduled dates and times. On-line orientation can be viewed at: <http://albemarle.mediasite.mcnc.org/mcnc/Play/a7e132c69c964e929b1722b9a954ee961d> (*Print certificate to verify online attendance*).

- \_\_\_\_\_ **D. Achieve minimum English, Math, and Reading competencies.** Minimum English, Reading, and Math competencies must be met and may be accomplished by a variety of measures, including previous placement test scores, standardized test scores, and/or previous developmental coursework.

**To qualify for the EMS program, the student must meet all the pre-requisites for ENG 111 (without a co-requisite requirement.)**

**To qualify for the EMS program, the student must meet all the pre-requisites for MAT 143 (without a co-requisite requirement.)**

Note: The course listed is the *expected level of minimal competency* and may not be a required course within the program itself. Students should meet with an academic advisor if they do not meet this requirement and need guidance on course selection.

- \_\_\_\_\_ **E. Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record (most recent transcript with 12 accredited credit hours or more). If the transcript of record is not the COA transcript and the student has taken courses at COA, then the COA transcript must also show a 2.0 minimum cumulative grade point average (regardless of the

number of hours). If the most recent 12-hour transcript of record is the high school transcript, the **unweighted GPA** will be used. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.

- \_\_\_\_\_ F. **Applicants must have completed one unit of biology in high school that counts as at least 1 full credit** on the transcript - or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

**REQUIREMENTS A, B, C, D, E, F, and G must be met in entirety before applicants may apply for requirement H. Once students have met criteria A-G completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, AE 117, Ext 2221) for completion of the validation form of requirements. One week after submitting validation forms, students may contact the HSWP Admissions & Advising Director (Owens Center, Office 107, ext. 2304), who will confirm if their form has been received.**

## **PHASE II: EMERGENCY MEDICAL SCIENCE APPLICATION REQUIREMENTS**

\_\_\_\_\_ G. **VERIFICATION OF COMPLETED APPLICATION.**

**Once students have met all preadmission criteria A, B, C, D, E, and F – students will receive a confirmation email stating that their application file is complete for the COA EMS Program.**

Confirmation will come from the Admissions & Advising Director (Owens Center, Office 107, and Ext.2304).

**Only those students who have completed all steps in the application process in its entirety will be considered for the admission ranking process. All documents must be received in the Health Science Admissions and Advising Director’s office (Owens Center, Office 107) by 4 p.m. on June 14, 2024. Late applications may be accepted at the discretion of the EMS Program Director.**

**NOTE: ALL CORRESPONDENCE REGARDING ADMISSIONS TO PROGRAMS WILL BE SENT THROUGH YOUR COA EMAIL ADDRESS. BE SURE TO LIST YOUR EMAIL ACCURATELY AND TO CHECK YOUR COA EMAIL FREQUENTLY DURING THE ADMISSION PERIOD.**

\_\_\_\_\_ H. **ATTEND THE EMS PRE-ADMISSION MEETING**

After meeting the minimum PRE-ADMISSION qualifications for admission to the Emergency Medical Science program and submitting the EMS Program application, qualified applicants will receive an email of notice about two weeks after the application deadline to attend a pre-admission meeting with the EMS faculty. The purpose of the pre-admission meeting is to inform prospective EMS applicants about the EMS program and answer questions or concerns of the applicants. During the meeting, applicants may be requested to validate the accuracy of the academic data contained in their file. This academic data will be utilized in the ranking process.

**Applicants failing to report at the scheduled time for the pre-admission meeting may have their names withdrawn from consideration unless they have previously notified the Health Science Admission Director, Owens Center 107, Extension 2304 or the Health Science Administrative Assistant, Owens Center 102, Extension 2283.**

**It is the applicant’s responsibility to maintain communication with the college via the Health Sciences Admissions & Advising Director’s office, Owens Center 107, ext. 2304 or the Health Science Administrative Assistant’s office, Owens Center, Office 102, ext. 2283. Communication with potential students will occur through the student’s COA email address only.**

## EMERGENCY MEDICAL SCIENCE PROGRAM NUMERICAL RANKING PROCESS

All students who have met all the required academic and testing criteria, have a completed EMS Program application on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked based on a numerically objective and weighted ranking system if there are more applicants than allotted slots. This system is utilized to determine the most qualified students based on their performance in two academic areas: 1.) points awarded for specific EMS Program curriculum courses, other supplemental courses related to health sciences, previously earned degree(s), and health related work experience (50%) and 2.) college or high school cumulative GPA (50%).

### Two numerical ranking system areas for points:

#### 1) POINTS System – 50%

The applicant will receive conversion points based on specific courses within the EMS curriculum schema that have already been completed, other supplemental courses related to health sciences, previous degrees earned, and previous health care experience. Points for each course taken at another college are only awarded if approved for transfer credit by the college registrar. **Awarding of all points is at the discretion of the EMS Program Director, whose decision is final.**

Points are awarded as follows:

### SPECIFIC EMS PROGRAM CURRICULUM COURSE POINTS

**The following eight (8) academic courses within the EMS Program curriculum schema assign points based on academic performance.**

BIO 163 - Basic Anatomy (or BIO 168 & 169)  
ENG 111 - Writing and Inquiry  
ENG 112 - Argument-Based Research  
MAT143 - Quantitative Literacy  
PSY 150 - General Psychology  
Humanities / Fine Arts Elective

**\*\*Points will not be assigned for BIO 163 or BIO 168, BIO 169 and PSY 150 if the course(s) was/were completed five years or more prior to enrollment in the EMS Program. Points will not be assigned for courses the student has enrolled in more than twice.**

\*Basic Anatomy & Physiology - if a student elects to meet the Biology requirement of BIO 163 by taking the higher level BIO 168 and 169 courses, the ranking process will give **points** for the BIO 168 score as the grade for computing the 5 credit hour point total for BIO 163 (whether or not the student has completed BIO 169). BOTH courses must be completed with a “C” or better to receive **course credit** and both must be completed by the end of the Fall semester to continue to progress in the program).

### POINTS FOR SUPPLEMENTAL COURSES

**IMPORTANT NOTE: Students should TALK WITH THEIR ADVISORS (including a financial aid advisor) before taking any courses on this grid to ensure it fits with their declared major and other college/FA requirements. Students should focus on completing courses WITHIN the program curriculum before taking any supplemental courses that are outside of the program of study.**

In order to receive points – the course must be listed on the COA transcript – either as a course taken at COA or approved for transfer credit to COA. The course must be completed prior to the admission deadline date and must have received a grade of “C” or higher.

If the course is within the curriculum of a student's major or program of interest – they may only receive points once in the admission system and those points will be based on the program's specific course points (not the additional point's grid).

Course Number	Course Name	Points award (must have a grade of C or higher to receive points)
CHM 151	General Chemistry I	10
CHM 152	General Chemistry II	10
CHM 130 and 130A	General Organic and Biochemistry with Lab (must have C or higher in both class & lab)	10
MAT 151 and 151A or MAT 152	Statistics and Stats Lab (must have C or higher in both class & lab)	10
MED 121	Medical Terminology I	5
MED 122	Medical Terminology II	5
NUT 110 or BIO 155	Nutrition	5
PBT 100 and 101	Phlebotomy and Phleb practicum (must have C or higher in both class & practicum)	5
PHI 240	Ethics	5
SOC 210	Introduction to Sociology	5

#### POINTS FOR PREVIOUSLY EARNED DEGREE(S)

**10 points will be assigned for a bachelor's degree** which was earned at a regionally accredited institution. (Limit of one degree)

**5 points will be assigned for a master's degree** which was earned at a regionally accredited institution. (Limit of one degree)

**7 points will be assigned for a HSWP Diploma Program with a clinical component**

These include: PN, MA, PBT Diploma Pathway, and NA Diploma Pathway,

**10 points will be assigned for a HSWP Associates Degree with a clinical component**

These include: ADN, ST, and MLT

#### POINTS FOR PREVIOUS HEALTH CARE EXPERIENCE

**One point will be assigned for every full year of paid fulltime (32 hours or more per week) health care related work experience within the past 10 years, not to exceed a total of 10 points.** Acceptable fields of work experience are CNA II, LPN, EMT, Surgical Technology, Medical Assisting, Phlebotomy and Fire Fighter (with first responder role). Awarding of points for other health related occupations will be at the discretion of the EMS Program Director, whose decision is final.

**Proper documentation must be provided when submitting the EMS Program application or by the deadline date** and must include a dated statement on official letterhead from the Personnel/Resource Officer of the health care facility where the applicant worked. The letter must include the following information:

- Beginning and ending dates of work
- Basic description of job duties
- Average number of hours worked per week
- Applicant's current employment status

### POINTS FOR PREVIOUS PUBLIC SAFETY EXPERIENCE

**5 points will be assigned for being affiliated with a volunteer fire department for 2 years +  
5 points will be assigned for being affiliated with a volunteer EMS agency for 2 years +**

**Proper documentation must be provided when submitting the EMS Program application or by the deadline date** and must include a dated statement on official letterhead from a Chief Officer of the agency where the applicant worked. The letter must include the following information:

- Beginning and ending dates of affiliation
- Basic description of job duties
- Average number of hours affiliated per month

**Awarding of all points related to previous degrees, health care experience or public safety experience is at the discretion of the EMS Program Director, whose decision is final.**

### 2) OVERALL GRADE POINT AVERAGE - 50%

The cumulative OVERALL GRADE POINT AVERAGE section of the ranking process assigns points from the **most recent college transcript**. **This transcript must contain a minimum of twelve (12) semester credit hours or eighteen (18) quarter hours of non-developmental course work.** High school transcripts will be used for ranking purposes if college transcripts do not meet the necessary criteria.

## PHASE III: SELECTION PROCESS

- A. Results from the Points System and Overall Grade Point Average point assignment will be added together for the total points assigned to each applicant.
- B. Applicants will be ranked in a descending numerical order which is based on total points.
- C. Email notification of contingent acceptance will be sent to the top applicants for the number of program slots available.
- D. Email notification to other applicants who qualified, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an “alternate” number based on their total ranking points.  
It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the EMS Program Director, whose decision is final, starting with “Alternate 1.”
- E. The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year’s admissions.

An applicant who has concerns about the admissions process to the Emergency Medical Science should address the problem with the EMS Program Director (Foreman Center, Office FC134, Ext. 2519).

## **OTHER IMPORTANT INFORMATION RELATED TO THE EMS PROGRAM ADMISSION PROCESS:**

Upon contingent acceptance, but prior to enrollment in the EMS program, applicants will be required to provide additional information including:

- A. Documentation of a current BLS (CPR) Certification through the American Heart Association is required and may be submitted via the assigned third party vendor and available for review by the first day of classes, 2024. Failure to meet this criterion will jeopardize enrollment into the program.**
- B. The fully completed and signed COA health care examination form indicating physical and emotional health and record of immunizations must be submitted via the assigned third party vendor and available for review by October 1, 2025. Students who do not meet this requirement may be dropped from consideration for the EMS program, even if they have met all other criteria and have initially been accepted into the program. Students will be required to sign a release to allow the program to provide specific medical information that may be required by authorized clinical sites (example: immunizations record).**
- C. A criminal background check and drug testing may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited license and employment opportunities.**

## **READMISSION PROCESS**

**Definition of Re-Admit: A student who has previously been enrolled in any EMS program.**

- A. Applicants applying for readmission into the first semester of the Emergency Medical Science program should contact the Health Science Admissions & Advising Director's office, Owens Center Office 107, Extension 2304, and the EMS Program Director (ext. 2519) for information concerning this special situation.**
- B. Any former student from COA's EMS program or any other EMS program desiring re-admission must:**
  - i. Meet the current admission requirements and procedures required of all EMS Program applicants**
  - ii. Submit a letter with the EMS Program Admission Application (by **June 14<sup>th</sup>** if applying for a Fall semester entry or **November 15<sup>th</sup>** if applying for a Spring semester entry) addressed to the EMS Program Director stating:
    - the reasons for previous withdrawal from a program
    - the reason(s) he/she desires to be re-admitted
    - the circumstances that have changed to indicate the applicant would successfully complete his/her EMS education at this time.**

**EMERGENCY MEDICAL SCIENCE  
CURRICULUM SCHEMA**

<b>First Year Fall Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
ACA 111 (or ACA 122) College Student Success		1	0	0	1	1
ENG 111 Writing and Inquiry	Prereq: ENG 002 Tier 1	3	0	0	3	3
EMS 110 EMT	Pre-reqs: Admission to EMS Program	6	6	3	15	9
MAT 143 Quantitative Literacy	Prereq: MAT 003 Tier 1 and ENG 002 Tier 1	2	2	0	4	3
<b>TOTAL SEMESTER HOURS</b>		<b>12</b>	<b>8</b>	<b>3</b>	<b>23</b>	<b>16</b>
<b>First Year Spring Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
EMS 120 Advanced EMT	Prereq: EMS 110 Coreqs: EMS 121	4	6	0	10	6
EMS 121 AEMT Clinical Practicum	Prereq: EMS 110 Coreqs: EMS 120	0	0	6	6	2
BIO 163 Basic Anatomy and Physiology (Or BIO 168 and BIO 169 - recommended option for transfer to a 4 year institution)**	Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or one unit of HS Biology	4	2	0	6	5
PSY 150 General Psychology	Prereq: ENG 002 Tier 1	3	0	0	3	3
<b>TOTAL SEMESTER HOURS</b>		<b>11</b>	<b>8</b>	<b>6</b>	<b>25</b>	<b>16</b>
<b>First Year Summer Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
EMS 160 Cardiology I	Prereq: EMS 110, 120 Coreqs: EMS 130, 210, 221	2	3	0	5	3
EMS 130 Pharmacology	Prereq: EMS 110, 120 Coreqs: EMS 160, 210, 221	3	3	0	6	4
EMS 210 Adv. Patient Assessment	Pre-req: EMS 110 or Admission to EMS Bridge Program Coreqs: EMS 130, 160, 221 or Admission to EMS Bridge Program	1	3	0	4	2
EMS 221 EMS Clinical Practicum II	Prereq: EMS 121 Coreqs: EMS 130, 160, 210	0	0	6	6	2
<b>TOTAL SEMESTER HOURS</b>		<b>6</b>	<b>9</b>	<b>6</b>	<b>21</b>	<b>12</b>



<b>Second Year Fall Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
ENG 112 Writing/Research in the Disciplines	Prereq: ENG 111	3	0	0	3	3
EMS 220 Cardiology II	Prereq: EMS 160, 130, 210, 221 Coreqs: EMS 231, 250, 260	2	3	0	5	3
EMS 231 EMS Clinical Practicum III	Prereq: EMS 221 Coreqs: EMS 220, 250, 260	0	0	9	9	3
EMS 250 Medical Emergencies	Prereq: EMS 160, 130, 210, 221 Coreqs: EMS 220, 231, 260	3	3	0	6	4
EMS 260 Trauma Emergencies	Prereq: EMS 160, 130, 210, 221 Coreqs: EMS 220, 231, 250	1	3	0	4	2
<b>TOTAL SEMESTER HOURS</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>27</b>	<b>15</b>
<b>Second Year Spring Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
Human/FA Elective	Varies	3	0	0	3	3
EMS 240 Patients with Special Challenges	Prereq: EMS 220, 231, 250, 260 Coreqs: EMS 235, 241, 270 & 285	1	2	0	3	2
EMS 241 EMS Clinical Practicum IV	Prereq: EMS 231 Coreqs: EMS 235, 240, 270 & 285	0	0	12	12	4
EMS 270 Life Span Emergencies	Prereq: EMS 220, 231, 250, 260 Coreqs: EMS 235, 240, 241 & 285	3	3	0	6	4
EMS 285 EMS Capstone	Prereq: EMS 220, 231, 250, 260 Coreqs: EMS 235, 240, 241 & 270 or	1	3	0	4	2
<b>TOTAL SEMESTER HOURS</b>		<b>8</b>	<b>8</b>	<b>12</b>	<b>28</b>	<b>15</b>
<b>TOTAL DEGREE HOURS</b>						<b>74</b>

*\*\*Four year institutions determine their acceptance of transfer courses ...students should check with the 4 year institutions they plan to attend to see if this option will be accepted.*