

Instructions For Applying Online to The Moorpark College Paramedic Studies Program Spring 2025

Thank you for your interest in applying to the Moorpark College Paramedic Studies Program. To apply to the program, please carefully follow the instructions below. If you have questions, please contact the Health Sciences Department office at 805-553-4189.

- 1) ALL official transcripts from within the Ventura County Community College District (Moorpark, Ventura, Oxnard Colleges) and outside of the district must be emailed to the Moorpark College Paramedic Studies Program.

The Paramedic Studies Program accepts transcripts by official electronic method ***only***:

E-mail: mcems@vcccd.edu

Do **NOT** send transcripts to the Admissions and Records office.

High School Transcripts are NOT required if you have a college degree.

- 2) Download a copy of the Moorpark College Paramedic Studies Program application form from [Paramedic Studies | Moorpark College](#)
- 3) Complete, sign, and date the application. Please hand sign the application either by printing the form and signing it; or by using a stylus or your finger on a touch pad or tablet screen. Typed signatures will not be accepted.
- 4) After completing and signing the application, you must create a **single PDF file** containing the application, additional documents, and requested items listed on the application as applicable. Required documents and records are listed here for your convenience:

- The completed, signed, and dated application. Please have the application be the first page of the PDF file.
 - Current Basic Life Support course completion card from the American Heart Association (AHA), the American Red Cross (ARC), or a third-party provider. (The course completion card must reference the Basic Life Support course content, in accordance with ECC Guidelines. ANY other course completion card will not be accepted)
 - Copy of applicant's current EMT Certification. (i.e., NREMT Certification, California EMT Certification, etc.) ****If the EMT Certification expires while enrolled in or prior to the Paramedic Program, students will be ineligible to complete the Paramedic Program, and dropped for failure to remain compliant with the regulatory standards.*
 - Copy of the applicant's valid California driver's License.
 - Copy of the applicant's DD-214 form, if applicable.
 - Copy of applicant's official high school transcripts or proof of successful completion of the GED if no college degree. (mcems@vcccd.edu)
 - Copy of applicant's official transcripts from all attended colleges and/or universities, with dates of conferred degrees if applicable. (mcems@vcccd.edu)
 - Three (3) separate letters of reference in support of the applicant's eligibility for enrollment (a personal reference, a professional reference, and an academic or school-based reference). ***Please note:*** all three reference letters must be signed with an original handwritten signature and both the professional and academic reference letters need to be on professional letterhead.
 - An essay of 500 to 750 words, describing your experiences, values, motivations, knowledge, skills, and abilities which make you the most suitable candidate for the Moorpark College Paramedic Program. (Double spaced, 12 font)
 - (OPTIONAL) Letter from your employer, verifying the total number of completed hours and nature of your work as an EMT. Must be on official agency or organization letterhead, as well as the physical signature of an immediate supervisor.
- 5) Rename the PDF file in this format. If an applicant's name is John Smith and they are applying for the Spring 2025 cohort, the file name should appear as: **Smith_John_Sp2025.pdf**

- 6) After saving and renaming the PDF file, log in to the my.vcccd.edu portal and access your @my.vcccd.edu email.
- 7) Start a new email from your @my.vcccd.edu email.
 - a) Address the email to: mcems@vcccd.edu
 - b) In the Subject line, type in “Paramedic Studies Program Application”.
 - c) Attach the single PDF file with your application materials to the email. Do not send the PDF file from inside of the Adobe software program.
 - d) Please do not include questions with your email; the recipient address is for receiving applications only. If you have questions, please call the Health Sciences Department at 805-378-1433 before sending the application.
 - e) Send the email by the application deadline.
 - f) Within 3 -5 business days (except through the Christmas and New Year holidays; expect a response back the second week of January), you will receive a reply email that your application was received. This is not confirmation that your application was complete.
- 8) After the application period ends, there will be a waiting period of possibly up to 4 months for review of the applications that were submitted.

Critical steps to remember

- Be mindful of the instructions regarding transcripts.
- Make sure you’ve signed and dated the application. A typed signature is not acceptable.
- The application materials attached to the email must be in **one single PDF file**.
- Applications will not be accepted from a non-@my.vcccd.edu email addresses.
- Applications must be filled out in a PDF fillable format. Handwritten applications will be denied.
- If you have any questions, please call the Health Sciences Department office at 805-553-4189.

Thank you for your interest in the
Moorpark College Paramedic Studies Program!