Instructions For Applying Online to The Moorpark College Paramedic Studies Program
Spring 2026

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, including Ventura County Community College District (Moorpark, Ventura, Oxnard Colleges) transcripts must be attached in PDF form to your application. The Paramedic Studies Program accepts transcripts by official electronic method ***only***.

   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](#) and 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.

3) 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 below:

- 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 recommendation in support of the applicant's eligibility for enrollment (a personal, a professional, and an academic or school- based recommendation).

  Please note: all three recommendation letters must be signed with a physical signature, and both the professional and academic recommendation letters need to be on an approved agency or organization letterhead. Additionally, no forged signatures will be accepted.

- A personal essay written by applicant 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)

  Please note: Personal essays created by AI will not be accepted. If any portion of the personal essay is proven to have been generated using AI technology, the application will automatically be denied.

- (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.

4) Rename the PDF file in this format. If an applicant's name is Julie Smith and they are applying for the Spring 2026 cohort, the file name should appear as: **Smith_Julie_2026.pdf**

5) After saving and renaming the PDF file, log in to the my.vcccd.edu portal and access your @my.vcccd.edu email.

6) Start a new email from your @my.vcccd.edu email.
Send the email to: **mcems@vcccd.edu**

a) In the Subject line, type in "Paramedic Studies Program Application".

b) 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.

c) 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 805-553-4189 before sending the application.

d) Send the email by the application deadline.

e) Within 3 -10 business days (except through the Christmas and New Year holidays) you will receive a reply email that your application was received. This is not confirmation that your application was complete.

7) After the application period ends, there will be a waiting period of possibly up to 3 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.
- Applications submitted with letters of recommendation that are not on letter head, nor have a physical signature will *not* be accepted.
- Applications that contain a personal essay written with AI technology will *not* by accepted.
- 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!