

CITY OF OAKLAND FIRE DEPARTMENT

COMMUNICATION NO. 93-11
DATE: September 16, 2011

TO:

Batt 2	Sta 1	Sta 3	Sta 5	Sta 7	Sta 10	Sta 12	Sta 15			
Batt 3	Sta 18	Sta 20	Sta 21	Sta 22	Sta 23	Sta 26	Sta 27	Sta 28	Sta 29	
Batt 4	Sta 4	Sta 6	Sta 8	Sta 13	Sta 16	Sta 17	Sta 19	Sta 24	Sta 25	FPB
Chief Hoffmann (Interim)	DC Williams	Renee Domingo	Donna Hom	Bill Sugiyama	Anne C. Washington	LeRoy Griffin	Training	Admin	Arson Unit	FDC
DC Baker (Interim)	BC White	Steve Danziger	Pat Sierra	Yvette Harris	Jacquelin West	BC Weir	BC Ray	Services	EMS	OES

FROM: EMS Division

SUBJECT: **OAKLAND FIRE DEPARTMENT EMT AND PARAMEDIC CADET PROGRAMS**

The Oakland Fire Department's Emergency Medical Services Division will be accepting applications for the EMT and Paramedic Cadet Programs from September 15, 2011 – September 30, 2011. The EMS Division will offer five (5) EMT cadets and five (5) Paramedic cadets who meet and agree to all qualifications listed below and any additional requirements that may be presented upon the contingent offer, scholarships to attend their selected program. The Cadet Program is scheduled to begin October 17, 2011. The EMT Program will begin November 7, 2011 and the Paramedic Program will begin March 9, 2012.

Applicants will initially be ranked by their application submissions and the top candidates will be contacted to participate in an oral interview(s). Due to significant interest, all applicants may not receive an oral interview. Any applications deemed incomplete will be immediately excluded from this year's process.

Application submissions must be mailed, postmarked no later than September 30, 2011, or hand delivered by September 30, 2011 at 3:00 PM to:

**OAKLAND FIRE DEPARTMENT
EMS DIVISION**

Attn: Cadet Program Application
47 Clay Street
Oakland CA 94607

The minimum requirements for the OFD EMT Cadet Program:

- Must be 18 years or older.
- Must submit completed NCTI Information Record Sheet for NCTI EMT – Basic Programs.
 - NCTI Information Record Sheet may be acquired electronically via e-mail request to sdillard@oaklandnet.com or at the Oakland Fire Department EMS Division (Address listed above) between the hours of 9:00 AM – 4:30 PM, Monday thru Friday, excluding holidays, Mandatory Business Shut Down Days, and weekends.
- Must submit resume and cover letter.
- Must submit a legible copy of a Photo ID.
- Must submit a copy of High School diploma or GED Certificate or High School Transcripts with graduation date.
- Must obtain an American Heart Association Health Care Provider BLS (CPR & AED) Certification before 11/7/2011.

- Must reside in Oakland, CA or a contiguous city to Oakland. Must provide proof of residence (Photo ID with address, utility bill with name and address, etc.).
- Live Scan – Must be completed within two weeks of contingent offer.
- Must complete 100 approved volunteer hours before 12/9/2011.
- Must be willing to commit up to 40 hours a week during their participation as an OFD Cadet. This may include weekends and holidays.
- Must be able to meet noted physical standards without restrictions.
- Must obtain the immunizations listed below or have current written records of such immunizations and submit verification (legible copies) for each of the applicable immunization to OFD and NCTI no later than three (3) weeks from the start of the class. Include the name of the facility/practitioner and date of the immunizations. Please be sure to make copies of your immunization records. Originals will not be returned and copies will not be made for you.
 1. Skin TB/PPD Two step process
 1. Valid for six (6) months. Proof of reading must be submitted. Any student who tests “positive” for PPD must present negative chest x-ray results every two years.
 2. Hepatitis B Vaccine Series Documentation
 1. Proof of 1st inoculation of the required three dose series prior to application date or
 2. Documentation of the completed series with dates or
 3. Dated medical record documentation of a positive titer.
 3. STUDENTS WILL NOT BE ALLOWED TO DO THE REQUIRED 8 – 12 HOUR RIDE ALONG UNTIL IMMUNIZATION RECORDS ARE RECEIVED AND VERIFIED BY YOUR INSTRUCTOR.

The minimum requirements for the OFD Paramedic Cadet Program:

- Must be 18 years or older
- Must submit resume and cover letter.
- Must submit a legible copy of a Photo ID.
- Must submit a copy of High School diploma or GED Certificate or High School Transcripts with graduation date.
- Must maintain current County-Issued EMT – Basic or EMT – II Certification throughout the duration of the paramedic program.
- Must maintain current American Heart Association Health Care Provider BLS (CPR & AED) Certification.
- Must reside in Oakland, CA or a contiguous city to Oakland. Must provide proof of residence (Photo ID with address, utility bill with name and address, etc.).
- Cadet MUST possess an active e-mail address for correspondence.
- Live Scan – Must be completed within two weeks of contingent offer.
- Must complete 400 approved volunteer hours before 3/2/2012.
- Must be willing to commit up to 40 hours a week during their participation as an OFD Cadet. This may include weekends and holidays.
- Must be able to meet noted physical standards without restrictions.
- Must obtain the immunizations listed below or have current written records of such immunizations and submit verification (readable copies) for each of the applicable immunizations to OFD and NCTI no later than three (3) weeks from the start of the class. Include the name of the facility/practitioner and date of the immunizations. Please be sure to make copies of your immunization records. Originals will not be returned or copies made for you.
 1. Skin TB/PPD Two step process
 - Valid for six (6) months. Proof of reading must be submitted. Any student who tests “positive” for PPD must present negative chest x-ray results every two years.

2. Hepatitis B
 1. Proof of 1st inoculation of the required three dose series prior to application date or
 2. Documentation of the completed series with dates or
 3. Dated medical record documentation of a positive titer.
3. STUDENTS WILL NOT BE ALLOWED TO DO THE REQUIRED HOSPITAL CLINICALS OR FIELD INTERNSHIP UNTIL IMMUNIZATION RECORDS ARE RECEIVED AND VERIFIED BY YOUR INSTRUCTOR.

Application Steps:

- Complete the NCTI Paramedic Application.
 - Application may be downloaded at: https://ncti-national.securegw.com/uploads/forms_documents/09-Paramedic_Application_Form.pdf or acquired at the Oakland Fire Department EMS Division (Address listed above) between the hours of 9:00 AM – 4:30 PM, Monday thru Friday, excluding holidays, Mandatory Business Shut Down Days, and weekends.
- Submit completed Student Agreement & Enrollment Packet.
 - Student Agreement & Enrollment Packet may be acquired at the Oakland Fire Department EMS Division (Address listed above) between the hours of 9:00 AM – 4:30 PM, Monday thru Friday, excluding holidays, Mandatory Business Shut Down Days, and.
- Must have completed an NCTI Anatomy & Physiology Course or an approved Anatomy & Physiology course within the last 5 years. **An Anatomy & Physiology course will be offered to the Oakland Fire Department Cadets prior to the start of the Cadet program. Students MUST pass this class to be eligible to be accepted into the Cadet program and enroll in the NCTI/Oakland Paramedic courses.**
- After submitting copies of all requested items listed above to the Oakland Fire Department EMS Division, Cadet applicants must visit <http://ncti.applybyweb.com>
 - Choose Oakland, CA
 - Register for the assessment test for NCTI/Oakland Paramedic Program
 - Take the online assessment test
- Oakland Fire will submit names of those who tested to NCTI
- NCTI will respond with pass/fail notification to the Oakland Fire Department, EMS Division
- Contact the Oakland Fire Department, EMS Division for Your Test Results (510) 238-6957. Cadet applicants must receive a "Pass" grade on the assessment test, in order to be accepted into the program.

Bill Sugiyama, MA, RN, NREMT-P
EMS Division Manager

APPROVED BY:



MARK HOFFMANN
INTERIM FIRE CHIEF