

TO: Program Administrators/Course Directors

FROM: EMS & Trauma Systems

SUBJECT: Student Registration Forms

It is necessary for each student in class to be registered with OHA-EMS's system before that student applies for testing and licensure. The student registration forms should be completed and returned to OHA-EMS within the first three weeks of class.

The form can be completed in blue or black ink or in #2 pencil. If using ink please be sure ink does not bleed through the printed form or scanning errors will occur. Common mistakes can be avoided by asking students to fill forms out carefully and by allowing plenty of time for completion. White out may be used to correct errors.

Some common errors are fillable fields and their corresponding bubbles left blank (both written numbers/letters and their corresponding bubbles are required in each field used). The course number field is for the number assigned to your class by OHA-EMS, do not put the college's internal course number for the class in this field.. Where dates are called for, two digits are required for each day (e.g., APR 02 2011). Date of Birth Section: Please make sure the year is filled in with the year of birth and not the current year.

Please walk your students through completion of the form and check forms for accuracy before you submit them to our office.

If you have any questions, please call our office at 971-673-0526.