



Loyola EMS System ♦ EMT-Paramedic ♦ System Entry Requirements

Thank you for your interest in the Loyola Emergency Medical Services System. Prior to functioning as a licensed EMT-P in the Loyola System, the following documentation is required for your provider file:

- _____ Letter of Good Standing from you current primary system
- _____ Photocopy of Current Illinois EMT-Paramedic License
- _____ Photocopy of Current Illinois Drivers License
- _____ Photocopy of Current *Healthcare Provider* CPR Card
- _____ Completed *Personnel Data* Form
- _____ Completed *Background Check Verification* Form signed by EMS Chief or Coordinator
- _____ System Entry Application Fee of \$30.00
(cash, credit card, cashier's check or money order payable to Loyola EMS – personal checks are not accepted)

The EMT-Paramedic system entry written exam consists of 75 questions concerning issues that are specific to the Loyola EMS System. After successfully completing the written exam with a score of 80% or better, applicants will undergo an oral exam that will test their knowledge of appropriate ALS patient care based on Region VIII SOPs.

The following *System Entry Study Guide* should be utilized to help you prepare for the written exam. It is recommended that you print the guide and refer to it as you read through the “*Standard Operating Procedures*” and the “*Loyola Policies and Procedures*” on line. All exam questions are based on these two documents.

System Entry testing is offered in our EMS office several times a month. You must schedule an appointment to take the exam. Failure to notify our office that you are unable to keep your appointment will be recorded as a system entry failure.

Should your first attempt at system entry be unsuccessful, you may schedule one retest. **A second fee of \$30.00 will be required.** A second unsuccessful system entry testing session will result in a mandatory waiting period of six months before a third test may be scheduled.

Please call the EMS office at **708-327-2547** to schedule an appointment or if you have any questions or concerns.

**** Please note:** If your Loyola System employer is not able to sign your background check verification form, or you wish to enter the system as an independent, you must undergo a fingerprint background check through the Loyola Human Resources Department PRIOR to scheduling an appointment to take the system entry exam. Contact Paulette Campos at 708.216.9407 to schedule your background check. After you have undergone your background check you may call the EMS office to schedule your system entry exam.



Loyola EMS System ♦ EMT-Paramedic ♦ System Entry Study Guide

Standard Operating Procedures (SOPs) located on www.loyolaems.com

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