



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-114

August 16, 2024<sup>R</sup>

TO: All Personnel

FROM: Captain Holmes

SUBJECT: Paramedic Promotional Process & Paramedic School FY25/26 **REVISED**

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This memo is intended to provide information regarding the promotional process for Paramedics and the requirements for attending Paramedic School. Refer to UFA Operational Policies 910-080 Firefighter Specialists for complete information about the Paramedic Specialist career path and requirements.

Attending Paramedic School is a significant commitment of time, focus, effort, and resources for students and our organization. Employees considering entering a Paramedic training program should seek advice from trusted mentors, field Paramedics, and specific feedback from recent program graduates. Firefighters interested in Paramedic School **MUST complete** their prerequisites before the promotional process begins. In addition, they should commit to personal development and proficiency at the crew level by ensuring operational proficiency in the following areas at a minimum:

1. Patient Assessment
2. UFA EMS Protocols and Guidelines
3. UFA Medication References
4. UFA EMS equipment
5. Patient care reporting and documentation

Firefighters interested in a promotion to Paramedic in FY25/26 will be required to attend PM School during the fall or spring semesters. PM School will be supported as Department Business for the duration of the classroom portion. During the ride-along time, Firefighters work 6 of 8 shifts in each FLSA period in the FF/EMT seat with a PM preceptor. The additional two shifts off provide time to meet other didactic and clinical requirements of PM School.

### **Application Process:**

Complete the internal application using the link below by September 3rd, 2024.

<https://unifiedfire.applicantpro.com/internaljobs>

Please upload documentation of all completed prerequisites under the RESUME tab in Applicant Pro.

**We will require COMPLETED prerequisites for the FY25/26 registry to apply for the Paramedic registry. This will better suit department needs by ensuring balanced fall and spring semester attendance.**

### **Selection Process**

An interview and skill assessment will be held on October 29 and 30, 2024 to review each Firefighter’s preparedness and potential for success as a Paramedic. We will use the resulting list to determine the paramedic school tuition budget for FY25/26 and to identify candidates if budget or operational limits do not allow us to send all those who are interested.

A Firefighter selected to attend school will be promoted to Paramedic upon successful completion of PM School, receipt of their Utah Paramedic License, and successful completion of an EMS Division Paramedic Skills Evaluation in accordance with [UFA Operational Policy 910-080 Firefighter Specialists](#).

### **Paramedic School**

In addition to UFA’s selection process, the candidate is completely responsible for admission into the selected program. Application standards and guidelines can be found by navigating to the following links:

- <https://www.uvu.edu/es/paramedic/admissions.html>
- <http://goldcrossservices.com/gold-cross-paramedic-program/>
- <https://www.weber.edu/eh/paramedic.html>

UFA’s Tuition Assistance Program is available for individuals seeking to complete prerequisites for PM School. For specific information, refer to UFA Organizational Policies 100-110 Tuition Assistance Program.

PM School is an approximately nine-month program that starts in August and finishes in May (fall semester) or starts in January and finishes in July (spring semester). All three programs have different academic schedules, so please refer to the specific program links above for accurate academic calendars.

Please contact Captain Eric Holmes (eholmes@unifiedfire.org) with any questions about prerequisites or the PM School program itself, or Human Resources Director Kiley Day regarding the application and selection process.

### **Important Dates for Paramedic School 2025/2026**

	<b>Fall 2025</b>	<b>Spring 2026</b>
UFA Application Deadline	September 3, 2024	
UFA Promotional Process	October 29 and 30, 2024	
UVU Application Deadline	June 1, 2025	October 1, 2025
Gold Cross Application Deadline	Open until Full	Open until Full
Prerequisites Completed	September 3, 2024	
Schedule Meeting w/ EMS Training Captain Sign Paramedic Student Agreement Pick up Books Review Program Expectations	July 2025	November 2025
Course Start	August 2025	January 2026
Course End (UVU)(Weber State)	May 2026	July 2026
Course End (Gold Cross)	February 2026	July 2026