



# 2010 EMT-P Provincial Examination Application

#220-2755 Broadmoor Blvd.  
Sherwood Park, AB T8H 2W7  
Tel: 780.449.3114 Fax: 780.417.6911  
Toll-free: 1.877.351.2267  
E-mail: [acp@collegeofparamedics.org](mailto:acp@collegeofparamedics.org)

**Please ensure that you read all of the instructions completely and meet all of the requirements before submitting your application. Applications are accepted by fax, mail, or in-person at the College office.**

**The College is not responsible for contacting candidates to obtain missing information. Ensure your application is complete and legible. Incomplete applications will be returned.**

## **A complete application must include:**

- A certified cheque, money order or Visa/MasterCard authorization in the amount of **\$747.00** (entire exam) or **\$386.00** (written or practical re-test). You may also pay by debit card in person at the College office. **The College does not accept personal cheques. Do not send cash through mail.**
- Verification of graduation from an approved EMT-P program — *a copy of your official transcript, a copy of your certificate, or an official individual letter from the training institution stating graduation date are all acceptable forms of verification.* **YOU (not your education institute) are responsible to submit confirmation of graduation. The Alberta College of Paramedics will not obtain confirmation of graduation on your behalf.**
- If your graduation date is more than one calendar year from the date of the exam, you must submit confirmation of successful completion of an approved EMT-P refresher training program. If you have received equivalency from the Alberta College of Paramedics, please attach a copy of the letter.
- The deadline for applications to be received at the College office is 4:00 p.m. MST on the deadline date for the applicable examination (**no exceptions**). Postmarks are not considered in establishing arrival of the application.
- Applications received by the applicable deadline date will be processed until the maximum facility capacity is reached.
- Cancellations received after the deadline dates are subject to a cancellation fee of 50% of exam fee.
- All exams are tentatively scheduled to be written in Edmonton however, location and dates may be subject to change based on facility availability.
- A confirmation e-mail will be sent immediately once the application is received. If your contact information changes after submitting this form, contact the office immediately.
- Fees can be processed at any time; it is your responsibility to ensure that the appropriate fees are available. If your payment is not approved due to insufficient funds or the information is not legible your application will be considered incomplete and will be returned to you. Receipt of payment will be sent only to the candidate, not individuals or organizations paying on the candidate's behalf.

