



## STUDENT REGISTRATION CHECKLIST EMERGENCY MEDICAL RESPONDER (EMR)

### GENERAL APPLICATION PAPERWORK

- Student Application**  
- Submitted through **DocuSign**. You will receive an email from DocuSign after you register
- Student Policies & Procedures Handbook**  
- Submitted through **DocuSign**. You will receive an email from DocuSign after you register
- Skills Session Scheduling Agreement**  
- Submitted through **DocuSign**. You will receive an email from DocuSign after you register

### REQUIRED DOCUMENTS

The following documents are required to be submitted to the Elite EMT Academy office:

- Valid Driver's License or State Identification Card
- General Education Diploma (GED) / High School Equivalency Certification  
OR  
High School Diploma/Transcript (containing graduation date)  
OR  
College Transcript (Official Transcript from Registrar's Office)
- CPR Card – American Heart Association BLS Provider

**EMAIL RECORDS TO: [registration@eliteemtacademy.com](mailto:registration@eliteemtacademy.com)**

Records sent electronically by email are required to be in PDF format.  
JPEG, GIF, PNG picture files **WILL NOT** be accepted. Records that are not legible **WILL NOT** be accepted.  
You also have the option to bring original paperwork with you to class to be scanned & returned.

Download the **[CamScanner](#)** app to take pictures of your records and convert to PDF format.

## CPR REQUIREMENTS

### American Heart Association – BLS Provider

**\*\*HEARTSAVER NOT ACCEPTED**



**NO OTHER CARDS WILL BE ACCEPTED IF NOT AS PICTURED ABOVE**

## TUITION & PAYMENT PLANS

### **\*\*TUITION FOR THE EMR ONLINE PROGRAM IS \$275.00**

A minimum deposit of **\$150.00** is required to register and reserve your seat. Enrollment is on a first-come first-serve basis by payment, but applicant must meet the minimum qualifications to properly enroll. Minimum qualifications are listed below:

- ❖ **18 years of age or older**
- ❖ **GED Certificate or High School Diploma** - minimum education requirement
- ❖ **CPR certified** - American Heart Association BLS Provider (*completed before scheduling skills*)

After paying the \$150.00 deposit, the remaining balance of \$125.00 is due prior to scheduling your skills sessions or within four (4) months of course enrollment – whichever date comes first.

**If your tuition is not paid in full upon registration:**

- An invoice will be sent to you via email to submit payment online. Remainder of the tuition balance is required to be paid in full to be eligible to schedule skills session dates.

**\*NO REFUNDS**