PRIMARY CARE PARAMEDIC
REQUIRED DOCUMENTATION TIMELINES

Region of Waterloo requires the following documentation. Please ensure that you have all of the documentation available.

NOTE: If you do not submit or bring the required documentation, you may forfeit your application.

Documentation Due Prior to Your Interview (January 25 – February 5)

Items need to be scanned and emailed to PSVRecruitment@regionofwaterloo.ca before your interview date or you will forfeit your interview time.

1. **A copy or photo of the front of your Class F Driver’s Licence for identification** (preferably in colour and not blurry)
2. **Ministry of Transportation - 3 Year Uncertified Record**
   - Can be purchased on-line from https://www.ontario.ca/page/order-drivers-record#section-1
   - There is a $12 fee for this record
   - You must be on a device that will allow you to save the document; it will not be emailed or mailed to you after completion

Documentation Due Prior to Scenario Testing (February 16 - 26)

Items should be scanned and emailed to PSVRecruitment@regionofwaterloo.ca before your scenario date.

1. **Ministry of Health Card**
   - If a working paramedic (photo is acceptable if not blurry)
2. **Valid HCP/CPR Certificate**
   - Currently the MOH is not requiring updated CPR cards
   - If you have a valid card obtained within the past year, you can submit that, otherwise you will be required to submit a new one as of April 1, 2021
3. **PCP College Diploma**
   - If graduated
   - We understand that some colleges are not handing out diplomas currently. If you have graduated but have not received your diploma, we will need to see it and get a copy as soon as you receive it. In the meantime, you will need to submit a letter of proof of graduation
4. **Advanced Emergency Medical Care Assistant certificate**
   - If graduated
5. **Region of Waterloo Driver’s Abstract**
   - Complete the top of the Driver’s Abstract form

6. **References**
   You will be required to provide three references including:
   - **One Clinical reference** – if you are currently a working paramedic this would be your current supervisor; if you are a graduate then you will need to provide your preceptor with whom you completed your ride-outs
   - **Work-related references** – these are people who have directly supervised your work. Please include any references from direct supervisors in the human services, patient transfer, military reserve, lifeguard, etc. (if applicable)
   - **NOTE:** Character references will NOT be accepted
   - Please ensure the information you give for your references is up to date
   - Please let your references know that an outside company will be calling roughly between February 22\textsuperscript{nd} and March 5\textsuperscript{th} because if we cannot contact your references, you may forfeit your application

7. **New Hire Question Sheet**

### Documentation Due Day of Scenario Testing (February 16 - 26)

1. **Class F Driver’s Licence**
   - Used to verify identification only

2. **Police Vulnerable Sector Check (PVSC)**
   - Current within 30 days of receipt. PVSCs can be obtained:
   - Living within the Waterloo Region at a kiosk located at the following WRPS Divisions:
     - North (45 Columbia Street East, Waterloo)
     - South (176 Hespeler Road, Cambridge)
     - Central (134 Frederick Street, Kitchener)
     - Police Reporting Centre (150 Maple Grove Road, Cambridge) in person
     - Online at [http://www.wrps.on.ca/](http://www.wrps.on.ca/) **this method can take 3-4 weeks to arrive**
   - Living Outside of Waterloo Region:
     - You must contact your local police department. If your police department requires a letter to obtain the PVSC, please email PSVRecruitment@regionofwaterloo.ca **NOTE: It can take up to eight weeks to obtain a police check**
   - If you have started the PRC process and have not received your police check at the time of scenario testing, we would like to see your receipt that it has been initiated. You will be required to either mail it in or drop it off once received.
Originals to be Verified and/or Submitted First Day of Training (May 3, 2021)

1. Ministry of Health Card Verified
   • Original seen if a working paramedic

2. Valid HCP/CPR Certificate Verified
   • Original seen if a card version

3. PCP College Diploma Verified
   • Original seen if graduated

4. Advanced Emergency Medical Care Assistant Certificate Verified
   • Original seen if a graduate

5. Ambulance Service Communicable Disease Standards Immunization Certificate
   • Must be signed by a doctor
   • We understand that in person appointments may be hard to come by currently, but this must be completed and submitted no later than your first day of work
   • Please ensure that when you see your doctor all dates are filled in properly and that Tdap is given if you have never had it over the age of 18