PRIMARY CARE PARAMEDIC
REQUIRED DOCUMENTATION TIMELINES

Region of Waterloo requires the following documentation. If you do not submit or bring the required documentation, you will forfeit your application.

Items to bring the day of interviews for PCP candidates

1. Class F Driver’s Licence
   • Bring your licence and a photocopy of your licence (preferably in colour)

2. PCP College Diploma/Letter of Intent
   • Diploma required ONLY if graduated: bring your original diploma AND a copy (preferably in colour)
   • Graduated but have not received your Diploma: bring a copy of the letter from your College stating the date you graduated
   • Not Graduated: bring a copy of your letter of intent to graduate from your College with your intended graduation date

3. Advanced Emergency Medical Care Assistant Certificate
   • Passed and received your certificate: bring your original certificate AND a photocopy (preferably in colour)
   • Passed but have not received your certificate: submit a copy of your Pass Letter

4. Paramedic Services Licence Declaration & Waiver Form
   • This form will be sent to you with your interview invite

5. CPER Initial Certification Request Form OR CPER Cross Certification Form
   • This Form will be sent to you with your interview invite

Items to bring the day of interviews for ACP candidates

1. Class F Driver’s Licence
   • Bring your licence and a photocopy of your licence (preferably in colour)

2. PCP College Diploma
   • Bring your original diploma AND a copy (preferably in colour)

3. Advanced Emergency Medical Care Assistant Certificate
   • Bring the original certificate AND a photocopy (preferably in colour)

4. ACP College Diploma
   • Bring your original diploma AND a copy (preferably in colour)

5. ACP MOH Certificate
   • Bring your original certificate AND a photocopy (preferably in colour)

6. Paramedic Services Licence Declaration & Waiver Form
   • This form will be sent to you with your interview invite

7. CPER Initial Certification Request Form OR CPER Cross Certification Form
   • This Form will be sent to you with your interview invite
Information to be submitted after interviews, if notified as successful

1. References
   - You will be sent a link to submit your references directly to an external reference agency.
   - You will be required to provide three references:
     - Please note that one of your references must be your Paramedic Preceptor
     - Clinical reference:
       - Recently graduated and not working for a Paramedic Service: You must provide your preceptor reference
       - Employed by a Paramedic Service: You must provide a current supervisor reference and preceptor
     - Work-related references – work related references should be from your current employer if applicable, this person must directly supervise your work.

** Please ensure the information you give for your references is up to date and inform your references they could be called some time after February 5, 2024 and that it is very important to return the calls and emails they get.

Paperwork due by April 3, 2024

Items need to be scanned and emailed to PSVRecruitment@regionofwaterloo.ca
You are encouraged to send in paperwork as soon as possible and to not wait until April 3rd. All items do not need to be sent at once. Please submit your items as you have them. The earlier you send in your information the sooner it can be reviewed and verified and allow time for you to fix any errors in time for the deadline. Failure to submit your paperwork by April 3, 2024 will result in you being removed from the hiring process.

- Valid HCP/CPR Certificate
  - Valid for 1 year from issue date
- Police Vulnerable Sector Check (PVSC)
- Ambulance Service Communicable Disease Standards Immunization Certificate
  - This form will be sent to you with your interview invite