



## **PRIMARY CARE PARAMEDIC REQUIRED DOCUMENTATION TIMELINES**

The Region of Waterloo requires the following documentation. Please ensure that you have all of the documentation available. **You will notice that we will need to see your original documentation on the dates listed below to verify that the copy is valid.**

**NOTE:** If you do not bring the required documentation to the written exam, you will forfeit your application. Those moving forward in the selection process are asked to bring the remaining documentation to the interview.

**All documentation must be submitted by March 1, 2019 or you may forfeit your application.**

### **Documentation Due at Written Exam (January 5, 2019)**

- 1. Class F Driver's Licence (BOTH original and copy of the FRONT)**
- 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 and print this document. It will not be emailed or mailed to you after completion and you must provide a hard copy at the written exam
- 3. College Diploma (BOTH original and copy)**
  - New grads must submit a letter from their program coordinator indicating that the candidate is expected to graduate in the spring.

### **Documentation Due at Interview / Practical Testing (February 19-25, 2019)**

- 1. Valid HCP/CPR Certificate (BOTH original and copy)**
  - In accordance with the Ambulance Act, must be current within one year from date of issue
- 2. Advanced Emergency Medical Care Assistant certificate (BOTH original and copy)**
  - If graduated, or a working medic
- 3. Ministry of Health Card for working paramedics (BOTH original and copy)**
- 4. Police Vulnerable Sector Check (PVSC) current within 30 days of receipt (Original)**

PVSCs can be obtained:

  - Living within the Waterloo Region:
    - At a kiosk located at the following WRPS Divisions:
    - North (45 Columbia St. E. Waterloo)
    - South (176 Hespeler Rd. Cambridge)



- Central (134 Frederick St. Kitchener)
- In person at the Police Reporting Centre located at 150 Maple Grove Road, Cambridge
- Not recommended: online at <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](mailto:PSVRecruitment@regionofwaterloo.ca)

NOTE: It can take up to 8 weeks to obtain a police check

If you have started the PRC process and have not received your police check at the time of interview, we would like to see your receipt that it has been initiated

## 5. 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. fields (if applicable)

**NOTE:** Character references will **NOT** be accepted

## Sent by Email – Due at Interview / Practical (February 19-25, 2019)

The following four documents will be sent to candidates by email and are due at interview/practical testing (February 19-25, 2019)

### 1. Proof of Immunization Form

- Print off and have your Doctor complete and sign
- Must be signed by a Doctor, not an RN or RPN
- Specific dates must be given for all requirements (DD/MM/YY)
- Tdap must have been given over 18 years of age (regardless of last time immunized)

### 2. Employee Health Status Report: Communicable Disease

- Print off and signed by applicant

### 3. Flu Vaccination Sign-Off

- Print off and signed by applicant

### 4. Region of Waterloo Driver's Abstract

- Print off and complete the Driver's Abstract form. The driver abstract will be run by the Region of Waterloo prior to the driving test.