NMSU | DOÑA ANA COMMUNITY COLLEGE

9/21/2026

Dear Prospective Paramedic Student,

Thank you for your interest in the Doña Ana Community College Emergency Medical Services Paramedic Program. Enclosed is the application for the upcoming 2027-2028 Paramedic program, as well as a description of the Paramedic Certificate and Associate Degree Program.

Application Process In order to apply to the program, you must submit the following **by November 1st, 2016 as a completed packet**. Completed packets should be emailed to **EMS@dacc.nmsu.edu.** Any application that is not complete will not be considered by the committee. Late applications will not be evaluated until after the applications received prior to the deadline have been fully reviewed. Due to space limitations the course is limited to 8-16 students.

To the EMS Department

1. **A copy of your current New Mexico EMT-Basic or EMT-Intermediate License**.
2. **A copy of your current CPR card, Hazmat Awareness Certificate, ICS 100, ICS 700 and EMT Course Completion Certificate**. (If you do not have proof of attending a hazmat awareness you will be required to complete the required online course prior to admission to the program)
3. **A letter of intent**. This letter should be addressed to the EMS Department Director and discuss the reasons why you would like to be considered for entry into the program.
4. **A typed resume**.
5. **A completed medical history form** (this form is **not** to be done by a physician, it is a general form to be filled out by the student.)
6. **Three letters of recommendation**. These letters should address your qualities, strengths, ethics, and other related factors that can attest to your suitability for EMT-P training and should not be from your family members. These letters should be from instructors, employers, or someone who can evaluate your performance potential.
7. **Copy of all Transcripts**. The college will require official transcripts; we will accept copies.

    a. The transcripts must show that you have successfully completed the five prerequisite courses and obtained a "C" or better (EMSS 2240, EMSS 2245, EMSS 2250, EMSS 2255, and EMSS 2650) if completed in the past. If you are taking the classes this fall you will need to earn a "C" or better to continue in the program.

To DACC Admissions Office:

1) Completed DACC application form with appropriate admission fee. If you are currently a student, or past student at DACC, this may not be necessary.

2) Official high school and college transcripts or GED test scores e-mailed directly to the DACC Admissions office, if you have never been a student at DACC or NMSU.

All candidates will receive, in writing, the result of the preliminary review of their application and the contact time and date to arrange for the final pre-screening criteria will be given to the students who are eligible.

Written Entrance Committee Interview

The Written Exam will be concluded by **November 14th, 2026**. Exams will be conducted via AutoProctor. Committee interviews will be scheduled after all application packets have been received for the first week of December. We are planning to conduct interviews in person at 2800 N Sonoma Ranch Blvd in Las Cruces, NM.

A link will be emailed to you to complete the exam after you have turned in a completed packet.

All candidates who have met the minimum requirements for the EMT-Paramedic Program will be contacted in writing. The department will take the top 8-16 ranked candidates. There will be an alternative list in case of withdrawals. There will be a program orientation for all qualified candidates followed by a social for the candidates and their significant others. This meeting will cover all of the requirements of the program, as well as the college resources, scholarship/grant information and give you the opportunity to ask any questions before committing to the program. Please do not hesitate to call the EMS Department if you have further questions or concerns. The phone number is 575-528-7411.

Sincerely,

Stephanie

Stephanie Hyatt
Program Director
Emergency Medical Services Department