

Process

1. Fully complete an SAES Application Form.
2. Prepare copies of any EMS certifications you may hold.
 - CPR: American Heart Association for Health Care Providers
 - Pennsylvania pre-hospital medical certifications, including:
 - EMT
 - Paramedic
 - Pre-Hospital Registered Nurse
 - Health Professional Physician

 - Others, including:
 - BTLS or PHTLS
 - ACLS and PALS
 - EVOC (Required)
 - Incident Command for EMS
 - Hazmat certifications (Hazmat Awareness required)
 - Firefighting, rope, technical rescue, etc.
 - Instructor certifications

➤ **Pennsylvania only** - If you have current certifications from the National Registry or another state, you must apply for reciprocity. Contact the regional EMS council: *EMSI (Emergency Medical Service Institute)*, 221 Penn Avenue #2500, Pittsburgh PA 15221 / 412-242-7322 / 1-866-827-EMSI

Submit your application, certifications and a photocopy of your driver's license to SAES as follows:

In person to:

- the Chief (Director)
- any Assistant Chief (Assistant Director)
- any Supervisor
- the on-duty Crew Chief

By mail to:

Training Supervisor
Seneca Area Emergency Services
1885 Main Street
Sharpsburg PA 15215

Duty activity

➤ **Time commitment**

You must stand at least 16 hours of duty per month to stay in good standing **while in a training status**.

Once you have advanced out of training status, you must stand at least 12 hours of duty per month to avoid reverting to a training status, unless you can demonstrate (to the satisfaction of the Chief or Assistant chiefs) that you are maintaining your proficiency in some other capacity.

➤ **Shift selection**

It is preferred (but not required) that volunteer and paid personnel eventually pick regularly-recurring shifts. SAES is flexible in this respect. The benefit to standing duty on a regularly recurring schedule is that SAES will reserve a slot for you at your regular time. If you take advantage of this arrangement, it could provide a steady work schedule for you to plan around. The nature of the business makes it so that slots will become available for you to fill in as needed. Please remember as well that as an EMS agency we can force overtime and have a Will Call system in place.

➤ **Performance evaluations**

While in a training status, the assistant chief or training officer will complete the following:

- A BLS Evaluation Form for each call
- A Driver Evaluation Form for each time behind-the-wheel.

Submit evaluation forms to the Training Supervisor. **You will not be released to function on your own without supportive evaluation forms on file.**

➤ **Driving privileges**

You will not drive any SAES unit by yourself until released from training status.