



INDIAN RIVER STATE COLLEGE

Emergency Medical Technician

Admission & Application for Programs

Application Deadlines

- EMT:
- Fall Semester: The third Monday in May or until full
Fall 2018: May 21, 2018
 - Spring Semester: The third Monday in November or until full
Spring 2019: November 19, 2018
 - Summer Semester: The second Friday in March or until full
Summer 2019: March 8, 2019

Preference Deadlines (see pg. 4 for details)

- Fall: Third Monday in April (4/16/18)
- Spring: First Monday in October (10/1/18)
- Summer: First Monday in February (2/4/19)

For more information

IRSC Information Call Center
1-866-792-4772

www.irsc.edu

IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE is a public, comprehensive college with a nationally recognized commitment to helping students succeed. The College was selected out of 1,000 colleges nationwide as a *Finalist with Distinction* for the prestigious 2017 Aspen Prize for Excellence and has been designated an *Achieving the Dream*[™] Leader College for support of students from enrollment to employment. Over 30,000 people enroll in IRSC courses each year, attracted by the College's combination of quality, convenience and affordable tuition. IRSC is designated as the *3rd Most Affordable College* in the country by the U.S. Department of Education, and students benefit from many scholarship and financial aid opportunities.

Every aspect of IRSC is focused on helping students succeed with small classes, an array of student support services, convenient campuses, and online courses. IRSC offers over 100 programs, including Bachelor's degrees, Associate in Arts degrees for continuing education at IRSC or a university, Associate in Science degrees for in-demand careers after two years of training, short-term certificate programs and Quick Job Training.

EA/EO STATEMENT

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, *Equity Officer & Title IX Coordinator*
IRSC Main Campus ▪ 3209 Virginia Ave. ▪ Fort Pierce, FL 34981
(772) 462-7156

EMS Programs

The Indian River State College EMT program is approved by the Florida Department of Health (DOH), Division of Emergency Preparedness, Bureau of Emergency Medical Oversight, EMS Program.

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Indian River State College Emergency Medical Technician

THE EMERGENCY MEDICAL TECHNICIAN (EMT)

The EMT performs basic life-support skills including: patient assessment, opening airways, restoring breathing, controlling blood loss, treating victims of shock, immobilizing fractures, bandaging wounds, childbirth assistance, treating heart attack victims, caring for poison and burn victims and transportation of patients. The EMT works for police, fire or rescue squads, private ambulance services and hospitals.

This 12-credit program follows the most current National EMS Education Standards. It is also in compliance with State of Florida Statute 401 and F.A.C. 64J-1 of the Florida Department of Health and the current Florida Department of Education curriculum framework.

EMT PROGRAM APPLICATION CHECKLIST

All requirements must be complete for application consideration. Necessary forms can be found in the back of this booklet or on the IRSC website at www.irsc.edu.

- _____ 1. Complete the Indian River State College *Application for Admission* online at www.irsc.edu.
- _____ 2. Request high school, former school and/or college(s) to forward transcript(s) to the Admissions Office at IRSC. (Must be received by application deadline.) College transcripts must be evaluated by the application deadline for validation of competency and/or transfer of credit.
- _____ 3. Attend an EMT/Paramedic Information Session offered every 3rd Monday of each month at 4:00 p.m., Health Science Center, Room H-120. Current information can be found on the IRSC website. Attendance must be validated on the Information Session Verification form. (Form can be found in the back of this book).
- _____ 4. Must be 18 years of age.
- _____ 5. Meet with an IRSC Academic advisor to review program requirements and complete the Student Advisement form. (Form can be found in the back of this book).
- _____ 6. Read the EMT and Paramedic Core Performance Standards found in the back of this book.
- _____ 7. Complete the Health Science Application online at www.irsc.edu and pay the application fee. Fees are non-refundable.
- _____ 8. Submit, as a single package, the EMT Application Cover Sheet, including:
 - a. A copy of current American Heart Association Basic Life Support (BLS) Provider CPR card. Card should be valid for the length of the program. Failure to maintain a current CPR card will result in immediate withdrawal from the program.
 - b. A completed and signed Student Advisement Form.
 - c. Information Session Verification Form.

Note: Do not proceed with drug/background screening, physical and health insurance until notified.

- _____ A. Submit a non-refundable check for \$100 payable to IRSC to the Health Science Division Office (Main Campus, Fort Pierce, H Building Room 308) to cover mandatory drug screening and a national criminal background check fingerprinting).
- _____ B. Submit IRSC Physical Examination form complete with immunizations documented including current year's seasonal flu vaccine. The current year's flu vaccine is usually available starting in August for the peak flu season running from October through March. Vaccines obtained prior to August are likely the prior year's vaccine and may not be accepted. (Go to www.irsc.edu. Click **Programs & Careers** and then **Health Sciences/How to Apply**. In the Handbook/Forms box, select **Health Science Physical Examination and Immunization Form**).
- _____ C. Submit proof of personal health insurance.

For more information on personal health insurance plans, contact the Health and Wellness Department at (772) 462-7825.

Indian River State College and partnering clinical sites require all health science students who register for clinical courses to have personal health insurance. Students will be asked to show proof of personal health insurance by presenting their insurance policy number, the name of the insurance provider and the telephone number of the provider to clinical preceptors or administrators. If the student's name is not on the policy, additional documentation indicating the student is covered by the policy will be required. If students do not have health insurance or provide proof of health insurance, they will not be eligible for the program.

Satisfactory results of these requirements must be on file in the Health Science Division Office before receiving final acceptance. Accepted students will then be issued a final acceptance letter through RiverMail with information regarding orientation to the program and registering for classes.

NOTE: Completion of the requirements on this checklist alone does not guarantee acceptance into the EMT program. This is a Selective Admission Program.

INTRODUCTION

The EMT program is offered through the IRSC Health Science Division. Contact Enrollment and Student Services, any IRSC campus or the Health Science Office at 772-462-7550, or toll-free at 866-792-4772, x7550, for additional information.

NOTE: If at any time during the application process you have a change of address or need to update other personal information, submit this information to the Educational Services Division and to the Health Science Division by supplying original documentation to be copied (e.g., driver license or adoption papers) in person or at any IRSC campus. This will expedite notification of acceptance status.

APPLICATION PROCESS

Applicants should carefully review the checklist items on page 1 and the procedures outlined in this booklet. It is the applicant's responsibility to ensure that the process is complete.

All supplemental application material must be submitted together and be accompanied by the application cover sheet. (Forms are in the back of this booklet).

It is the applicant's responsibility to see that admission requirements are met. No notices will be sent.

PROCESS FOR APPLYING ONLINE

1. Go to the IRSC website at www.irsc.edu
2. Click **Register & Pay** and then **Sign into MyIRSC**
3. Sign in using your Student ID and pin number
4. Go to Registration (blue menu bar) and select **Health Science Application**
5. Place a check mark in the "I Agree" statement.
6. In the Health Science Program box, select **EMT Program**.
Application Deadline: this automatically fills in the program deadline date.
7. Select **Submit**. Select **OK**
8. Select **Pay Fee Now** and then **PAY NOW**
9. Select process for payment
10. Select \$30 application fee
11. Enter credit card details
12. Submit Payment

Students can log into **MyIRSC** at www.irsc.edu to check the status of their application.

All applicants will be notified of their status through RiverMail after the deadline date or earlier. No information is available by phone. To finalize acceptance, once notified of provisional acceptance, students will be required to have a completed IRSC physical examination form, a negative drug screen report, a FDLE background check and personal health insurance. Timely response to these steps is important to hold the seat.

INFORMATION SESSIONS

Students interested in applying to any health science program should plan to attend the appropriate, regularly scheduled, program information session for direction and assistance with the application process. The information session addresses any questions or concerns prospective applicants may have. The session also assists students in understanding how to achieve a "**qualified**" applicant status. Students should plan to attend an information session prior to the application deadline date. No reservations or fees are required to attend.

EMS Information Sessions are held at the Main Campus
3rd Monday of each month
Building H, Room 120
4:00 p.m.

APPLICATION DEADLINE DATES

Fall Semester: The third Monday in April or until full
Spring Semester: The third Monday in November or until full
Summer Semester: The second Friday in March or until full

Contact Information

James Dinsch
Emergency Medical Services Department Chair
Phone: (772) 462-7531
jdinsch@irsc.edu

CPR CERTIFICATION

All EMT applicants must be certified in American Heart Association Healthcare Provider CPR. The card should be valid through the end of the EMT program. The applicant will not be accepted without a valid CPR card. Failure to maintain a current CPR card will result in immediate withdrawal from the program.

DRUG SCREEN

Refer to the IRSC website at www.irsc.edu. Click **Programs & Careers** and then **Health Sciences/How to Apply**. In the Handbooks/Forms box, select **Background Check Requirements**.

CRIMINAL BACKGROUND CHECKS

Refer to the IRSC website at www.irsc.edu. Click **Programs and Careers** and then **Health Sciences/How to Apply**. In the Handbooks/Forms box, select **Background Check and Drug Screening Requirements**.

APPLICANT REVIEW

Final consideration for admission into the EMT program will be based upon receipt of official documentation related to the following criteria:

1. Completion of admission/program requirements as listed on program checklist by deadline date.
2. IRSC Fire Science Academy Track Students
Preferential admission is available to students currently enrolled in IRSC's Fire Science Academy Track degree. The preference is available only one time and only for the semester in which the student's degree plan calls for the student to complete EMT training (verified with the Fire Science Department). An applicant wishing to claim the preference must meet all admission/program requirements by the preference deadline and must be completed with all steps of the application and acceptance process by the application deadline, including drug screen, criminal background check, physical examination, immunization record and health insurance.

3. Treasure Coast Police Department/Lifeguard Employees
Preferential admission is available to Police Officers/Lifeguards currently employed on the Treasure Coast. An applicant wishing to claim the preference must meet all admission/program requirements by the preference deadline and must submit a letter from his/her agency verifying employment status. Preference will be granted in the order in which the applications were received for a designated number of seats.

ACCEPTANCE INTO PROGRAM

EMT applicants are provisionally accepted pending successful completion of checklist items on page 1 by the application deadline. Students will then be notified through RiverMail to complete a drug screen, criminal background check, physical examination, immunization record and health insurance for final acceptance.

HEALTH/MEDICAL RECORD

A completed medical health form must also be submitted and approved by the Program Director. This health record will contain results from a physical examination and laboratory tests including immunization records. The form is located on the IRSC website at www.irsc.edu. Click **Programs & Careers** and then **Health Sciences/How to Apply**. In the Handbooks/Forms box, select **Health Science Physical Exam and Immunization Form**.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Science program after resolution of the health problem. An updated health record, verified by a licensed physician, physician's assistant or an ARNP must be submitted.

STUDENT DRUG SCREEN, BACKGROUND CHECK, AND MEDICAL RECORDS

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records.

COMPLAINT GUIDELINES

Refer to the IRSC Student Handbook/Planner.

NON-ACCEPTANCE INTO PROGRAM

Applicants who do not qualify for the program should call the Office of the Dean of Health Science (772) 462-7550 for clarification on how to strengthen their application.

EMT PROGRAM CURRICULUM

Selective Admission 12 credits

The EMT program consists of three co-requisite courses. Successful completion of the EMT program prepares the student to deal with pre-hospital emergencies in an efficient and competent manner. It also qualifies the student to take the National Registry EMT certification examination that also serves as the State Licensure exam. Emergency medical technicians are vital links in the pre-hospital health care delivery system and must possess special qualities. These include responsible and dependable behavior under stress, dedication to duty, physical and mental well-being, and a commitment to assist those in need.

This program begins and ends each Fall and Spring semester. Summer courses may also be held and will be conducted over either one or two summer semesters.

Courses from the EMT program will articulate into the Emergency Medical Services A.S. Degree program.

For more information, visit www.irsc.edu. Click **Programs & Careers** and then **Health Sciences/How to Apply**. Select **EMT Program**. In the Start Here box, select **Guided Pathway**.

EMT PROGRAM EXPENSES

Visit www.irsc.edu. Click **Programs & Careers** and then **Health Sciences/How to Apply**. Select **EMT Program**. In the Start Here box, select **Expenses**.

FINANCIAL AID/SCHOLARSHIPS

Financial Aid (grants, loans, work-study) is **not** available for students who are seeking the **EMT Applied Technology Diploma**. Note that Financial Aid may be available for students enrolled in the **Associate in Science (A.S.) Degree program in Emergency Medical Services Technology**. Contact the IRSC Financial Aid Office at (772) 462-7450 or toll-free (866) 900-3243 (FAID) for further information.

Scholarships designated for students in the Health Science programs may also be available. *Scholarship Applications* are available at www.irscfoundation.org. The **application deadline** for IRSC Health Science scholarship is in May – visit www.irscfoundation.org (click on “scholarships”) for the updated application deadline date.

For more information regarding scholarships, contact the IRSC Foundation Office at (772) 462-4786, or toll-free at 1-866-792-4772, ext. 4786. Further scholarship information is also available online at www.irscfoundation.org (click on “Scholarships”).



INDIAN RIVER STATE COLLEGE

EMT APPLICATION COVER SHEET

STUDENT NAME _____ Student ID _____

I have attached all of the following items: (mark off items submitted with a check mark)

_____ CPR Card ONLY American Heart Association Basic Life Support (BLS) Provider Level will be accepted (Must be valid throughout the program).

_____ Student Advisement form

_____ Proof of Information Session Attendance

Please clearly print your name and student ID on each piece of paper submitted. All documentation must be submitted in order with this cover page on top and stapled in the upper left corner. Portfolio covers, folders and binders will not be accepted.

Please submit cover sheet with supplemental documents to:

Indian River State College
Health Science Division
3209 Virginia Ave
Building H, 3rd Floor, room 308
Fort Pierce, FL 34981

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INDIAN RIVER STATE COLLEGE

STUDENT ADVISEMENT FORM

EMERGENCY MEDICAL TECHNICIAN

Fall _____ Spring _____ Summer _____

Name of Student: _____ Student ID: _____
PRINT NAME

All applicants must have this student advisement form completed by an Enrollment and Student Services staff member or branch campus counselor or advisor by the application deadline date.

IMPORTANT NOTE: Any **NO** responses to the questions below will prevent your application from being considered for selection into the program.

HAVE THE FOLLOWING REQUIREMENTS BEEN MET?

Application Requirement	YES	NO	If answer is NO, indicate what intervention/resources were shared with student to assist them in completing requirement.
Admissions are complete *If YES, Date Completed _____	*		
Student is aware of the requirement to have a cumulative GPA of 2.0 or higher at the end of the EMT program to receive a completion certificate			
Attended an EMT/Paramedic Information Session			
Will submit the EMT Application Cover sheet as a single packet by the deadline with a copy of AHA Healthcare Provider certification, this Advisement Form, and the Information Session Verification form.			
Student is aware of the Fingerprinting/ Drug Screen/Physical/Immunization requirements.			
Student is aware that personal health insurance must be active for entire program.			
Student is aware that all required certifications/licenses must be kept current throughout the program.			

In addition to the list above, the student has had the opportunity to discuss all related topics outlined in the EMT Application booklet, including program expenses, financial aid opportunities, time commitment to the program, etc.

Educational Services Staff: _____ / _____
Print Name Signature

Student: _____
Signature Date

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INDIAN RIVER STATE COLLEGE

EMT Information Session Verification

STUDENT NAME _____ Student ID _____

I, _____, attended an EMT Program
Name

Information Session on _____ and understand the application
Date

process, requirements and the commitment to learning that is required of an EMT student.

Student Signature

Proof of Attendance

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EMT & PARAMEDIC CORE PERFORMANCE STANDARDS

Introduction

The following general position description for the EMT and Paramedic is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each emergency medical services (EMS) entity.

Qualifications & Competencies

A candidate for the EMS profession must have the following qualifications and competencies: observation, communication, motor, intellectual-conceptual, integrative, and quantitative, and behavioral/social attributes. Technological compensation may be made for disabilities in certain areas, but candidates should be able to perform in a reasonably independent manner, with or without accommodation.

Visual: Candidates must be able to observe and participate in experiments in the basic sciences (for example, physiologic and pharmacological demonstrations and microscopic studies for micro-organisms and tissues). In order to make proper clinical decisions, candidates must be able to visually assess a patient, interpret x-rays and other graphic images, and digital or analog representations of physiologic phenomena, such as EKGs with or without the assistive devices. Candidates must be able to read small print. The functional use of vision is necessary.

Oral-Auditory: Candidates must be able to communicate effectively and sensitively with patients. Candidates must be able to communicate effectively and efficiently with other members of the health care team. In an emergency situation, Candidates must be able to understand and convey information essential for the safe and effective care of patients in a clear, unambiguous, and rapid fashion. Candidates must also be able to relate information to and receive information in a caring and confidential manner. Candidates must be fluent in and able to read, write, converse, and comprehend the English language. Candidates must be able to listen and respond to radio communications. Candidates must be able to effectively hear through a stethoscope.

Physical/Motor: Candidates must possess the motor skills necessary to perform palpation, percussion, auscultation, and other diagnostic maneuvers. Candidates must be able to execute motor movements reasonably required to provide general emergency medical care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, and suturing of lacerations. These skills require coordination of both gross and fine muscular movements, equilibrium, and integrated use of the senses of touch and vision. Candidates must be able to lift and carry 125 pounds (250 pounds with assistance) and manipulate and handle equipment such as stretchers from floor level to a height of 48 inches. They must be able to walk and work in small spaces, various weather conditions, and various physical environments. Candidates must be able to function effectively during a 24-hour shift without sleep.

Cognitive: Candidates must be able to measure, calculate, reason, analyze, integrate, and synthesize in a timely fashion. Candidates must comprehend three-dimensional relationships and understand the special relationships of structures. They must have a concept of time and be able to record times to the second from a clock or watch. Candidates must be able to follow written and verbal directions. Candidate must have the ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.

Social: Candidates must possess the emotional health required for the utilization of their intellectual abilities for the exercise of good judgment, for the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and for the development of effective relationships with patients. Candidates must tolerate physically taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients. Candidates must be able to interact with individuals from varying social, cultural, and economic backgrounds.

Curriculum Requirements: Candidates must be able to successfully complete, with or without reasonable accommodation, all required components of curriculum.

Test and Evaluation: In order to evaluate the competence and quality of candidates, the IRSC EMS Program employs periodic examinations as an essential component of the EMS curriculum. Successful completion of these examinations is required for all candidates as a condition for continued progress through the curriculum. Reasonable accommodation will be made in the form or manner of administration of these evaluations where necessary.

Clinical Assessment: Demonstration of clinical competence is also of fundamental importance to the career curriculum progression of the candidate. The process of faculty evaluation of clinical performance of candidates is an integral and essential part of the curriculum. Although reasonable accommodation may be made, participation in clinical experiences and the evaluation of participation is required.

Attendance: Class attendance is deemed an important component of the educational experience. Reasonable accommodation will be provided, but attendance requirements must be satisfied for successful completion of these courses.

Description of Tasks

1. Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations.
2. Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician.
3. May use equipment (based on competency level) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patient.

4. Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
5. Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care.
6. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.
7. Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene.
8. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
9. Observes patient en route and administers care as directed by physician or emergency department or according to published protocol.
10. Identifies diagnostic signs that require communication with facility.
11. Moves the patient into the emergency facility from the ambulance
12. Reports verbally and in writing concerning observations about the patient, patient care at the scene, patient care in route to facility and provides assistance to emergency department staff as required.
13. Maintains familiarity with all specialized equipment.
14. Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Student Disability Services (SDS) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

IRSC offers many disability resources at on-campus labs. The SDS works with online students to ensure accessibility. A quick link is located to the SDS in the Institutional Resources section in the course control panel. Students who wish to request an accommodation for a documented disability should contact the SDS immediately at (772) 462-7782 or (772) 462-7808.

Reasonable Accommodations

The Americans with Disabilities Act does not exempt the student from these Core Performance Standards. These standards are viewed as essential to the job. However, whenever possible, reasonable accommodations will be made to students with disabilities. The Indian River State College EMS Program uses the rules of the Florida Department of Health along with the National Registry of EMT's, as a template with regards to what accommodations will be provided. Students must work with the SDS staff in conjunction with the EMS Program Director and instructor of record in order to be considered for

accommodation. It is the student's responsibility to contact the Student Disability Services office.

The following is a sample list of accommodations that are not allowed in the EMS Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the Core Performance Standards. These include, but are not limited to:

1. Students are not allowed additional time for skills with specific time frames.

- Obviously patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.

2. Students are not allowed unlimited time to complete a written or computer exams or quizzes.

- This request is not considered reasonable because a candidate should be able to complete an exam or quiz within a finite amount of time.
- Exams and quizzes are designed, at least in part, to measure the ability to quickly recall information.
- Students will be allowed a maximum of time and one-half to complete written or computer exams or quizzes.

3. Students are not allowed to have written or computer exams given by an oral reader.

- The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.

4. Students are not provided a written or computer exam with a reading level of less than grade nine.

- The EMS profession requires a reading level of at least grade eight to work safely and efficiently.

5. Students must answer all written or computer test questions as written. No explanation of the question can be provided by the test proctor or any other individual.

- Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
- Students must be able to understand and converse in medical terms appropriate to the profession.

6. Students are not allowed to use calculators.

- Students must be able to perform the calculations required for patient assessment and care even if assistive technology was not available.

LATEX ADVISORY – Latex-based products are used in all health care facilities.



**EMT/Paramedic Department
Indian River State College
3209 Virginia Avenue
Fort Pierce, Florida 34981-5596**