

RECRUITMENT GUIDE

November 2025



Toronto Paramedic Services Recruitment Guide

****The following information, including dates and requirements, are subject to change****

Throughout the recruitment process with Toronto Paramedic Services, candidates will receive emails from addresses using the domains @toronto.ca and @eventbrite.com. It is suggested that candidates "favourite" these domains and keywords to minimize the likelihood of important emails filtering to their spam or junk folders.

Candidates will receive an email from paramedic.careers@toronto.ca following each stage of the process. We will inform candidates about each stage of testing, and outline any required documentation as well as other details and expectations. As we commonly need to reach out to candidates by phone, we recommend that you initialize your voicemail.

Employment

This recruitment is for full-time Primary Care Paramedic positions. There are three potential onboarding classes for this process which are tentatively scheduled for March, May and June 2026.

Recruitment

Once the online job posting has closed eligible candidates will be invited to participate. There is an option to be fast-tracked to Stage 2 based on current employment/certification status. The dates below are tentative and subject to change.

Stage 1 – Written Exam

- December 13/14, 2025; time TBD
- In-person at 895 Eastern Ave, Toronto, ON
- *Bring* the following documentation:
 - Ontario Driver's license, (G2 or higher) or equivalent, AND
 - One of the following: College Diploma, individualized Expect to Graduate Letter (expect to graduate on or before June 8, 2026), or MOH equivalency application.
- Anyone who is currently employed by another ambulance service and is certified by an Ontario Base Hospital, or is AEMCA certified is exempt from stage 1.

Stage 2 – MMI Evaluation

- January 5 - 16, 2026
- In-person, location TBD
- *Digitally submit* the following (link to be provided later)
 - Ontario Driver's license (G2 or higher) or equivalent, AND
 - One of the following: AEMCA certificate, College Diploma, individualized 'Expect to Graduate' letter, or MOH equivalency application.
 - MOHLTC Ambulance Services Identification Card (OASIS) for current provincially certified paramedics.

Additional Requirements

- *Digitally submit* the following (link to be provided later)
 - *3-year uncertified driver's abstract*
 - *No more than 3 demerit points*
 - *No suspension within the past 3 years*

- Completion of a successful OPPAT valid on or after December 1, 2025 (if you are currently employed with another Ontario municipal ambulance service, you can bypass this step)
 - Please visit the Ottawa Paramedic Physical Abilities Test [website](#) for more information
 - You must have a valid OPPAT before a receiving a job offer
- Reference contact information uploaded to Britton Management Profiles Inc.

References

A personalized link will be provided to each candidate through which two (2) professional references must be uploaded for Britton Management Profiles Inc. Candidates are to ensure these references are professional in nature (ie. a manager to whom the candidate has reported, or a faculty member at a college that the candidate has recently attended). These references must be within the last 2 years, and should be someone to whom you reported for a minimum of 6 months. Preceptors and their partners are NOT appropriate references. By submitting your e-mail address at the time of application, you consent to Britton sending you a link. Candidates are to ensure that references are aware that their information will be collected and submitted to Britton Management Profiles Inc. for the sole purpose of a reference check.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-Protected accommodation through any stage of the recruitment process, please make them known when contacted and our People and Equities Department will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request.](#) Learn more about the City's [Hiring Policies and Accommodation Process](#).

Conditional Offers of Employment

Conditional offers of employment will occur on multiple dates through February and March.

Sunnybrook Regional Base Hospital Evaluation (77 Brown's line, Toronto, ON)

Candidates who are offered conditional employment will be required to successfully complete an orientation and OSCE (or equivalency process) with Sunnybrook Centre for Prehospital Medicine.

Review of Documentation

Failure to submit documentation by the timelines noted may result in removal from the Recruitment Process.

Documents listed that are prefaced with "TPS" will be provided at the appropriate stage via e-mail. Submit all documentation (where the original is not specifically stated) electronically through the corresponding link. If the original documentation is required, please bring it to the corresponding stage. Toronto Paramedic Services reserves the right to request the original document at any time.

Document	Information
Driver's license	Presented at Stage 1, submitted prior to Stage 2
AEMCA or College diploma or Expectation to graduate letter (appropriately dated)	Presented at Stage 1, submitted at Stage 2 ***Current MOH guidelines allow for only 210 days after PCP program completion to work with an "AEMCA pending" status. The onus is on the candidate/employee to ensure adherence ***

Reference information submission	Individualized link sent by Britton Management Inc, deadline TBD
Successful OPPAT evaluation	Deadline for equal consideration for job offers will be communicated during the stage 2 invite email. OPPAT must be valid on or after December 1, 2025; exempt if currently employed with an Ontario municipal ambulance service
MOHLTC Ambulance Service Identification Card (OASIS)	Submitted prior to Stage 2 (if applicable)
3-year uncertified driver's abstract	Submitted after Stage 2
TPS Medical Status Questionnaire	Original submitted on pre-employment documentation day
Criminal Records Check (CRC)	Satisfactory and verifiable CRC (dated within 6 months of the start date) obtained directly from a municipal police service in Ontario. You must submit the original copy on paperwork day, or a verifiable digital PDF copy emailed with the entire original email thread prior to paperwork day.
BLS/HCP CPR certificate	Submitted after job offer. Must be current and valid for the first day of employment. Please note CPR is only valid for one year from the course completion date regardless of where it was obtained. CPR level C is not accepted, must be BLS or HCP.
Standard First Aid certificate (if not current AEMCA)	Submitted after job offer. Must be current and valid for the first day of employment. Exempt if AEMCA certified.
ITLS certificate or PHTLS Bridge	More details about courses will be shared after job offers

Questions? paramedic.careers@toronto.ca

Website www.toronto.ca/jobs

Social media www.facebook.com/TorontoMedics