

# SIERRA-SACRAMENTO VALLEY EMS AGENCY PROGRAM POLICY

REFERENCE NO. 904

## SUBJECT: EMERGENCY MEDICAL RESPONDER (EMR) CERTIFICATION & RECERTIFICATION

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### PURPOSE:

To provide a mechanism for individuals to obtain S-SV EMS Agency certification as an Emergency Medical Responder (EMR).

### AUTHORITY:

California Health and Safety Code, Division 2.5, Sections 1797.204, 1797.210 & 1797.212.

California Code of Regulations, Title 22, Division 9, Chapter 1.5.

### POLICY:

- A. S-SV EMS Agency certification is required for all prehospital personnel functioning as an EMR in the S-SV EMS region.
- B. This policy does not apply to personnel who are certified by another EMR certifying entity (CAL FIRE, CHP, etc.).
- C. No individual shall hold himself or herself out to be an EMR unless that individual is currently certified as such by the S-SV EMS Agency or another EMR certifying entity.

### PROCEDURE:

#### EMR Initial Certification Requirements

- A. An individual who meets one of the following criteria shall be eligible for initial certification upon fulfilling the requirements specified in item (B) of this section of the policy:
  - 1. Posses a valid course completion record, dated within the past twelve (12) months, from an S-SV EMS Agency Approved EMR training program, or
  - 2. Possess a valid course completion record or other documented proof of successful completion, dated within the past twelve (12) months, of any initial training program that meets or exceeds the U.S. Department of Transportation

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**Effective Date: 04/01/2013**  
**Next Review Date: 04/2016**  
**Approved:**

**Date last Reviewed/Revised: 04/13**  
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**SIGNATURE ON FILE**  
**S-SV EMS Medical Director**

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**SIGNATURE ON FILE**  
**S-SV EMS Regional Executive Director**

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Emergency Medical Responder National Emergency Medical Services Educational Standards and Instructional Guidelines, or

3. Possess a current and valid First Responder or EMR certification card issued by another certifying entity. Acceptance of a First Responder or EMR certification card issued by another certifying entity shall be at the sole discretion of the S-SV EMS Agency.
- B. In addition to meeting one of the criteria specified in item (A) of this section of the policy, to be eligible for initial certification, an individual shall:
1. Be eighteen (18) years of age or older.
  2. Complete a criminal history background check no longer than 60 days prior to the date the certification application is submitted.
  3. Complete an application form that contains this statement: "I hereby certify under penalty of perjury that all information on this application is true and correct to the best of my knowledge and belief, and I understand that any falsification or omission of material facts may cause forfeiture on my part of all rights to S-SV EMS Agency EMR certification. I understand all information on this application is subject to verification, and I hereby give my express permission for this certifying entity to contact any person or agency for information related to my role and function as an EMR in the S-SV EMS region."
  4. Disclose any certification or licensure action:
    - a. Against an EMR, EMT, Advanced EMT, or EMT-II certificate, or any denial of certification by a California Local EMS Agency, including any active investigations;
    - b. Against a paramedic license, or any denial of licensure by the California EMS Authority, including any active investigations;
    - c. Against any EMS-related certification or license of another state or other issuing entity, including any active investigations; or
    - d. Against any health-related license.
  5. Provide copies of the following:
    - a. A course completion record or current certification card from another certifying entity indicated in item (A) of this section of the policy.
    - b. A copy of a valid U.S. state-issued Drivers License or identification card.

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- c. A copy of a current CPR certification which is taught to the curriculum standards of the American Heart Association, American Red Cross or the National Safety Council at the Health Care Provider or equivalent level.
6. Pay the certification fee. All fees are non-refundable and non-transferable.
- C. The S-SV EMS Agency shall issue a wallet-sized EMR certificate card within ten (10) business days to eligible individuals who apply for an EMR certificate and successfully complete the requirements of this policy.
- D. The effective date of initial certification shall be the day the certificate is issued.
- E. The expiration date for an initial EMR certificate shall be as follows:
  1. For an individual who meets the criteria listed in item (A)(1) or (A)(2) of this section of the policy, the expiration date shall be the last day of the month two (2) years from the effective date of the initial certification.
  2. For an individual who meets the criteria listed in item (A)(3) of this section of the policy, the expiration date shall be the lesser of the following:
    - a. The last day of the month two (2) years from the effective date of the initial certification; or
    - b. The expiration date of the certificate used to establish eligibility under item (A) of this section of the policy.
- F. The EMR shall be responsible for notifying the S-SV EMS Agency of her/his proper and current mailing address and shall notify the S-SV EMS Agency in writing within thirty (30) calendar days of any and all changes of the mailing address, giving both the old and the new address, and EMR certification number.

**EMR Recertification**

- A. In order to recertify, an EMR shall:
  1. Possess a current EMR Certification issued by the S-SV EMS Agency.
  2. Obtain at least twelve (12) hours of continuing education hours (CEH) from an approved CE provider in accordance with the provisions contained in California Code of Regulations, Title 22, Division 9, Chapter 11, or successfully complete a twelve (12) hour refresher course from an S-SV EMS Agency approved EMR training program.

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3. Complete an application form and other processes as specified in items (B)(3)-(B)(6) of the 'EMR Initial Certification Requirements' section of this policy.
  4. Submit a completed skills competency verification form, Reference No. 904-A. Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for recertification.
- B. The S-SV EMS Agency shall issue a wallet-sized EMR certificate card within ten (10) business days to eligible individuals who apply for EMR recertification and successfully complete the requirements of this policy.
- C. If the EMR recertification requirements are met within six (6) months prior to the current certification expiration date, the S-SV EMS Agency shall make the effective date of recertification the date immediately following the expiration date of the current certificate. The certification will expire two (2) years from the day prior to the effective date.
- D. If the EMR recertification requirements are met greater than six (6) months prior to the expiration date, the S-SV EMS Agency shall make the effective date of recertification the date the individual satisfactorily completes all certification requirements and has applied for recertification. The certification expiration date will be the last day of the month two (2) years from the effective date.
- E. A S-SV EMS Agency certified EMR who is a member of the Armed Forces of the United States and whose certification expires while deployed on active duty, or whose certification expires less than six (6) months from the date they return from active duty deployment, with the Armed Forces of the United States shall have six (6) months from the date they return from active duty deployment to complete the EMR recertification requirements. In order to qualify for this exception, the individual shall submit proof of their membership in the Armed Forces of the United States and documentation of their deployment starting and ending dates. Continuing education credit may be given for documented training that meets the requirements contained in California Code of Regulations, Title 22, Division 9, Chapter 11 while the individual was deployed on active duty. The documentation shall include verification from the individual's Commanding Officer attesting to the training attended.

**Recertification of an Expired S-SV EMS Agency EMR Certificate**

- A. The following requirements apply to individuals who wish to be eligible for recertification after their S-SV EMS Agency EMR Certificate has expired:
1. For a lapse of less than six (6) months, the individual shall complete the requirements specified in items (A)(2)-(A)(4) of the 'EMR Recertification' section of this policy.

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2. For a lapse of six (6) months or more, but less than twelve (12) months, the individual shall:
    - a. Complete the requirements specified in items (A)(2)-(A)(4) of the 'EMR Recertification' section of this policy, and
    - b. Complete an additional twelve (12) hours of continuing education.
  3. For a lapse of greater than twelve (12) months the individual shall meet all of the requirements specified in items (A) and (B) of the 'EMR Initial Certification' section of this policy.
- B. For individuals who meet the requirements of this section of the policy, the S-SV EMS Agency shall make the effective date of recertification the day the certificate is issued. The certification expiration date will be the last day of the month two (2) years from the effective date.
- C. The S-SV EMS Agency shall issue a wallet-sized EMR certificate card within ten (10) business days to eligible individuals who apply for EMR recertification and successfully complete the requirements of this policy.

**Denial, Suspension, or Revocation of an S-SV EMS Agency EMR Certificate**

S-SV EMS Agency EMR certification may be denied, suspended, or revoked for any act that is substantially related to the qualifications, functions, and duties of an EMR and is evidence of a threat to the public health and safety, per Division 2.5 of the California Health and Safety Code Section 1798.200.

**Application Processing**

1. A completed and signed application and all required supporting documentation must be submitted to the S-SV EMS Agency prior to processing. Incomplete applications will not be processed.
2. Incomplete applications will be maintained by the S-SV EMS Agency for 60 days awaiting required supporting documentation. All applications not completed within 60 days will be destroyed.
3. The S-SV EMS Agency will process completed applications within 10 business days.