

**SIERRA-SACRAMENTO VALLEY EMS AGENCY
PROGRAM POLICY**

REFERENCE NO. 901

SUBJECT: EMT CERTIFICATION AND RECERTIFICATION

PURPOSE:

To establish a mechanism for an individual to be certified as a California State Emergency Medical Technician (EMT) by the S-SV EMS Agency.

AUTHORITY:

California Health and Safety Code, Division 2.5, Sections 1797.80, 1797.170, 1797.175, 1797.177, 1797.210 and 1798.200.

California Code of Regulations, Title 22, Division 9, Chapter 2, Section 100079, 100080 and 100081. Chapter 10, Article 4, Section 100347

California Penal Code, Sections 11075 and 11105.2

POLICY:

Any individual certified as an EMT shall be recognized as an EMT on a statewide basis. No individual shall hold himself or herself out to be an EMT unless that individual is currently certified as such by the S-SV EMS Agency or another California EMT certifying entity.

PROCEDURE

EMT 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. Pass the National Registry EMT-Basic Written* and Skills** Examination and have one of the following:
 - a. A valid EMT course completion record or other documented proof of successful completion of any initial EMT course approved pursuant to California Code of Regulations, Title 22, Division 9, Chapter 2 within the last two (2) years.

Effective Date: 04/01/2013

Date last Reviewed/Revised: 04/13

Next Review Date: 04/2016

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Approved:

SIGNATURE ON FILE
S-SV EMS Medical Director

SIGNATURE ON FILE
S-SV EMS Regional Executive Director

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b. Documentation of successful completion of an approved out-of-state initial EMT training course, within the last two (2) years, that meets the requirements of California Code of Regulations, Title 22, Division 9, Chapter 2.

c. A current and valid out-of-state EMT certificate.

*NREMT Written Examination results will be valid for application purposes two (2) years from the date of examination.

**NREMT Skills Examination results will be valid for one (1) year for the purpose of being eligible for the National Registry of Emergency Medical Technicians EMT-Basic Written Examination.

2. Possess a current and valid National Registry EMT-Basic registration certificate.

3. Possess a current and valid out-of-state or National Registry EMT-Intermediate or Paramedic Certificate.

4. Possess a current and valid California Advanced EMT or EMT-II certification or a current and valid California Paramedic License.

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 EMT certification in the state of California. 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 EMT in California."

4. Disclose any certification or licensure action:

a. Against an EMT, Advanced EMT, or EMT-II certificate, or any denial of certification by a LEMSA, including any active investigations;

b. Against a paramedic license, or any denial of licensure by the Authority, including any active investigations;

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- 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 other appropriate documentation indicated in item (A) of this section of the policy.
 - b. A valid U.S. state-issued Drivers License or identification card.
 - c. 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 established fee. All fees are non-refundable and non transferable.
- C. The S-SV EMS Agency shall issue a wallet-sized EMT certificate card within ten (10) business days to eligible individuals who apply for an EMT 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 EMT certificate shall be as follows:
 - 1. For an individual who meets the criteria listed in item (A)(1)(a) or (A)(1)(b) 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)(1)(c), (A)(2), (A)(3) or (A)(4) 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 or license used to establish eligibility under item (A) of this section of the policy.
- F. The EMT 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 EMT registry number.
- G. An EMT shall only be certified by one (1) certifying entity during a certification period.

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EMT Recertification

- A. In order to recertify, an EMT shall:
1. Possess a current EMT Certification issued in California.
 2. Obtain at least twenty-four (24) 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 twenty-four (24) hour refresher course from an approved EMT training program. An individual who is currently licensed in California as a paramedic or certified as an Advanced EMT or EMT-II, or who has been certified within six (6) months of the date of application, may be given credit for CEH earned as a paramedic, Advanced EMT or EMT-II to satisfy the CE requirement for EMT recertification as specified in this policy.
 3. Complete an application form and other processes as specified in items (B)(3)-(B)(7) of the 'EMT Initial Certification Requirements' section of this policy.
 4. Submit a completed skills competency verification form, Reference No. 901-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 EMT certificate card within ten (10) business days to eligible individuals who apply for EMT recertification and successfully complete the requirements of this policy.
- C. If the EMT 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 EMT 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 California certified EMT 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 EMT 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

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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 California EMT Certificate

- A. The following requirements apply to individuals who wish to be eligible for recertification after their California EMT Certificates have 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 'EMT Recertification' section of this policy.
 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 'EMT Recertification' section of this policy, and
 - b. Complete an additional twelve (12) hours of continuing education.
 3. For a lapse of twelve (12) months or more, but less than twenty-four (24) months, the individual shall:
 - a. Complete the requirements specified in items (A)(2)-(A)(4) of the 'EMT Recertification' section of this policy, and
 - b. Complete an additional twenty-four (24) hours of continuing education, and
 - c. Pass the written and skills certification exams as specified in item (A)(1) of the 'EMT Initial Certification' section of this policy.
 4. For a lapse of greater than twenty-four (24) months the individual shall meet all of the requirements specified in items (A) and (B) of the 'EMT Initial Certification' section of this policy.
- B. For individuals who meet the requirements of items (A)(1), (A)(2), or (A)(3) 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. For individuals who meet the requirements of item (A)(4) of this section of the policy, the S-SV EMS Agency shall make the certification effective and expiration dates consistent with items (D) and (E) of the 'EMT Initial Certification' section of this policy.

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- D. The S-SV EMS Agency shall issue a wallet-sized EMT certificate card within ten (10) business days to eligible individuals who apply for EMT recertification and successfully complete the requirements of this policy.

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.

CROSS REFERENCES:

Policy and Procedure Manual

EMT/AEMT Incident Investigations, Determination of Action, Notification and Administrative Hearing Process, Reference No. 903