

**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 an EMT in the State of California.

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 LEMSA certifying entity.

DEFINITIONS:

- A. **Emergency Medical Technician (EMT)** – means a person who has successfully completed an EMT course which meets the requirements of the California Code of Regulations, Title 22, Division 9, Chapter 2, has passed all required tests, and who has been certified by an EMT certifying entity
- B. **EMT Certifying Entity** – for the purposes of this policy means the S-SV EMS Agency Medical Director.

PROCEDURE

I. INITIAL CERTIFICATION:

- A. In order to be eligible for initial certification an individual shall:

Effective Date: 07/01/2011
Next Review Date: 06/2013
Approved:

Date last Reviewed / Revised: 06/11
Page 1 of 9

SIGNATURE ON FILE
S-SV EMS Medical Director

SIGNATURE ON FILE
S-SV EMS Regional Executive Director

SUBJECT: EMT CERTIFICATION AND RECERTIFICATION

1. Have a valid EMT course completion record or other documented proof of successful completion of any initial EMT course approved pursuant to Section 100066 of the California Code of Regulations, Title 22, Division 9, Chapter 2; or,
2. Have documentation of successful completion of an approved out-of-state initial EMT training course, within the last two (2) years which meets the requirements of the California Code of Regulations, Title 22, Division 9, Chapter 2.
3. Apply for certification within two (2) years of the date of course completion.
4. Pass the National Registry of Emergency Medical Technicians EMT-Basic skills examination. 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.
5. Pass the National Registry of Emergency Medical Technicians EMT-Basic Written Examination. Examination results will be valid for application purposes two (2) years from the date of examination.
6. Be eighteen (18) years of age or older.
7. Complete the following criminal history background check requirements:
 - a. Submit a completed request for “Live Scan Applicant Submission Form, BCII 8016 (Rev 06/09),” to the California DOJ for a state and federal Criminal Offender Record Information (CORI) search in accordance with the provisions of Section 11105 (p) (1) of the California Penal Code; and,
 - b. The CORI request shall include a subsequent arrest notification report in accordance with the provisions of Section 11105.2 of the California Penal Code; and,
 - c. The EMT applicant will designate that both the state and federal CORI search results and the subsequent arrest notification reports shall be reported to the S-SV EMS Agency and the California EMS Authority.
8. 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.”

SUBJECT: EMT CERTIFICATION AND RECERTIFICATION

9. Disclose any certification or licensure action:
 - a. Against an EMT, Advanced EMT, EMT-II certificate or a Paramedic license or any denial of certification by a LEMSA including active investigations; or,
 - b. In the case of Paramedic, licensure denial by the Authority, including any active investigations.
 - c. Against any EMS-related certification or license of another state or other issuing entity, including active investigations.
 - d. Against any health related license.
 10. Pay the established fees. Fees are non-refundable and non-transferable.
 11. Furnish a copy of a valid U.S. state-issued Drivers License or identification card.
 12. Furnish 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.
- B. In order for an individual, whose California Advanced EMT certificate, EMT-II certification or Paramedic License has lapsed, to be eligible for certification as an EMT the individual shall:
1. For a lapse of less than six (6) months, the individual shall comply with the requirements contained in sub-section A, item 7 of this 'Initial Certification' section of the policy as well as sub-section A, items 2 or 3, 6 and 7 of the 'Recertification' section of this policy.
 2. For a lapse of six (6) months or more, but less than twelve (12) months, the individual shall comply with the requirements contained in sub-section A, item 7 of this 'Initial Certification' section of the policy as well as sub-section A, items 2 or 3, 6 and 7 of the 'Recertification' section of this policy and complete an additional twelve (12) hours of CE for a total of thirty-six (36) hours of training.
 3. For a lapse of twelve (12) months or more, but less than twenty-four (24) months, the individual shall comply with the requirements contained in sub-section A, item 7 of this 'Initial Certification' section of the policy as well as sub-section A, items 2 or 3, 6 and 7 of the 'Recertification' section of this policy and complete an additional twenty-four (24) hours of CE for a total of forty-eight (48) hours of training. The individual shall also pass the written and skills certification exams as specified in sub-section A, items 4 and 5 of this 'Initial Certification' section of the policy.

SUBJECT: EMT CERTIFICATION AND RECERTIFICATION

4. For a lapse of twenty-four (24) months or more the individual shall complete an entire EMT course and comply with all requirements contained in sub-section A of this 'Initial Certification' section of the policy.
- C. An individual currently licensed in California as a Paramedic or currently certified in California as an Advanced EMT or EMT-II is deemed to be certified as an EMT, except when the paramedic license or the Advanced EMT or EMT-II certification is under suspension, with no further testing required. In the case of a paramedic license, or Advanced EMT or EMT-II certification under suspension, the individual shall apply to the S-SV EMT Agency for EMT certification.
- D. An individual who meets one of the following criteria shall be eligible for initial certification upon fulfilling the requirements contained in sub-section A, items 6, 7, 8, 9, 10, 11 and 12 of this 'Initial Certification' section of the policy:
1. Possess a current and valid National Registry EMT-Basic registration certificate. Possession of a current and valid National Registry EMT-Basic registration certificate alone, does not meet California EMT certification requirements.
 2. Possess a current and valid out-of-state or National Registry EMT-Intermediate or Paramedic certificate. Possession of a current and valid National Registry Intermediate or Paramedic certificate alone, does not meet California EMT certification requirements.
 3. Possess a current and valid California Advanced EMT or EMT-II certification or a current and valid California Paramedic license.
- E. An individual who possesses a current and valid out-of-state EMT certificate, shall be eligible for certification upon fulfilling the requirements contained in sub-section A, items 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this 'Initial Certification' section of the policy.
- F. The EMT certifying entity shall issue a wallet-sized certificate card to eligible individuals, using the single California EMS Authority approved wallet-sized certificate card format. The wallet-sized certificate card shall contain the following:
1. Name of the individual certified.
 2. Date the certificate was issued.
 3. Date of expiration.
 4. Certification status.
 5. Registry number, generated by the registry.

SUBJECT: EMT CERTIFICATION AND RECERTIFICATION

- G. All California issued EMT wallet-sized certificate cards shall be printed by the EMT certifying entity using the central registry criteria, pursuant to California Code of Regulations, Title 22, Division 9, Chapter 10, Section 100344.
- H. The effective date of certification, as used in this policy, shall be the date the individual applicant has applied for and satisfactorily completes all certification requirements. Certification as an EMT shall be valid for a maximum of two (2) years from the date that the individual passes the National Registry EMT-Basic certifying exam, except in the following cases:
 - 1. A person who possesses a current and valid out-of-state EMT-Intermediate or Paramedic certification, the expiration date shall be the same expiration date as stated on the out-of-state certification but in no case shall exceed two (2) years from the effective date of EMT wallet-sized certificate card issued by a California EMT certifying entity.
 - 2. A person who possesses a valid National Registry issued EMT-Basic, EMT-Intermediate or Paramedic certification, the expiration date shall be two (2) years from the date of passing the National Registry examination whichever is soonest, but in no case shall the expiration date of certification exceed two (2) years from the effective date.
 - 3. That an individual currently licensed in California as a Paramedic, as listed in sub-section C of this 'Initial Certification' section of the policy, shall have an EMT expiration date that is the same as the current Paramedic license.
- I. The EMT shall be responsible for notifying the EMT certifying entity of her/his proper and current mailing address and shall notify the EMT certifying entity 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.
- J. The EMT certifying entity shall issue, within forty-five (45) calendar days of receipt of a complete application as specified in the 'Initial Certification' section of the policy, a wallet sized EMT certificate card to eligible individuals who apply for an EMT certificate and successfully complete the EMT certification requirements.
- K. An EMT shall only be certified by one (1) EMT certifying entity during a certification period.

II. RECERIFICATION

- A. In order to recertify, an EMT shall:
 - 1. Possess a current EMT Certification issued in California.

SUBJECT: EMT CERTIFICATION AND RECERTIFICATION

2. Obtain at least twenty-four (24) hours of continuing education hours (CEH) from an approved CE provider in accordance with the requirements contained in S-SV EMS 'EMT / AEMT Continuing Education Requirement Overview' Policy, Reference No. 1001-A; or,
3. Successfully complete a twenty-four (24) hour refresher course from an approved EMT training program.
4. 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 or EMT-II to satisfy the CE requirement for EMT recertification as specified in this section.
5. Complete the criminal history background check listed in sub-section A, item 7 of the 'Initial Certification' section of this policy, if not previously completed.
6. Complete an application and other processes as specified in sub-section A, items 8, 10, 11 and 12 of the 'Initial Certification' section of this policy.
7. Submit a completed skills competency verification form, EMSA-SCV (S-SV EMS Reference No. 901-A).

Skills competency shall be verified by direct observation of an actual or simulated patient contact. Skills competency shall be verified by an individual who is currently certified or licensed as an EMT, EMT-II, Paramedic, Registered Nurse, Physician's Assistant, or Physician and who shall be designated by an EMS approved training program (EMT training program, paramedic training program or CE provider) or an EMS service provider; EMS service providers include, but are not limited to public safety agencies, private ambulance providers and other EMS providers. Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for recertification. The skills requiring verification of competency are:

- a. Patient examination, trauma patient
- b. Patient examination, medical patient
- c. Airway emergencies
- d. Breathing emergencies
- e. CPR and AED
- f. Circulation emergencies
- g. Neurological emergencies
- h. Soft tissue injuries
- i. Musculoskeletal injuries
- j. Obstetrical emergencies

SUBJECT: EMT CERTIFICATION AND RECERTIFICATION

- B. If the EMT recertification requirements are met within six (6) months prior to the expiration date, the EMT certifying entity shall make the effective date of certification the date immediately following the expiration date of the current certificate. The certification expiration date will be the final day of the final month of the two (2) year period.
- C. If the EMT recertification requirements are met greater than six (6) months prior to the expiration date, the EMT certifying entity shall make the effective date of certification the date the individual satisfactorily completes all certification requirements and has applied for certification. The certification expiration date shall not exceed two (2) years and shall be the final day of the final month of the two (2) year period.
- D. An Individual who is a member of the reserves and is deployed for active duty with a branch of the Armed Forces of the United States, whose California EMT certificate expires during the time the individual is on active duty or less than six (6) months from the date the individual is deactivated/released from active duty, may be given an extension of the expiration date of the individual's EMT certificate for up to six (6) months from the date of the individual's deactivation/release from active duty in order to meet the renewal requirements for the individual's EMT certificate upon compliance with the following provisions:
1. Provide documentation from the respective branch of the Armed Forces of the United States verifying the individual's dates of activation and deactivation/release from duty.
 2. If there is no lapse in certification, meet all the requirements listed in sub-section A of this 'Recertification' section of the policy. If there is a lapse meet the requirements listed in the 'Recertification After Lapse in Certification' section of this policy.
 3. Provide documentation showing that the CE activities submitted for the certification renewal period were taken not earlier than thirty (30) calendar days prior to the effective date of the individual's EMT certificate that was valid when the individual was activated for duty and not later than six (6) months from the date of deactivation/release from duty.

For an individual whose active duty required him/her to use his/her EMT skills, credit may be given for documented training that meets the requirements contained in S-SV EMS 'EMT / AEMT Continuing Education Requirement Overview' Policy, Reference No. 1001-A while the individual was on active duty. The documentation shall include verification from the individual's Commanding Officer attesting to the classes attended.

- E. The EMT certifying entity shall issue a wallet-sized certificate card to eligible individuals. The certificate shall contain the information listed in sub-section F of the 'Initial Certification' section of this policy.

SUBJECT: EMT CERTIFICATION AND RECERTIFICATION

III. RECERTIFICATION AFTER LAPSE IN CERTIFICATION

- A. In order to be eligible for recertification for an individual whose California EMT Certification has lapsed, the following requirements shall apply:
1. For a lapse of less than six (6) months, the individual shall comply with the requirements listed in sub-section A, item 7 of the 'Initial Certification' section of this policy, as well as sub-section A, items 2 or 3, 6 and 7 of the 'Recertification' section of this policy.
 2. For a lapse of six (6) months or more, but less than twelve (12) months, the individual shall comply with the requirements listed in sub-section A, item 7 of the 'Initial Certification' section of this policy, as well as sub-section A, items 2 or 3, 6 and 7 of the 'Recertification' section of this policy, and complete an additional twelve hours of continuing education for a total of thirty-six (36) hours of training.
 3. For a lapse of twelve (12) months or more, but less than twenty-four (24) months, the individual shall comply with the requirements listed in sub-section A, item 7 of the 'Initial Certification' section of this policy, as well as sub-section A, items 2 or 3, 6 and 7 of the 'Recertification' section of this policy, and complete an additional twelve hours of continuing education for a total of thirty-six (36) hours of training. The individual shall also pass the written and skills certification exams as specified in sub-section A, items 4 and 5 of the 'Initial Certification' section of this policy.
 4. For a lapse of greater than twenty-four (24) months, the individual shall complete an entire EMT course and comply with all of the requirements listed in sub-section A of the 'Initial Certification' section of this policy.
- B. Individuals who are a member of the reserves and are deployed for active duty with a branch of the Armed Forces of the United States, whose EMT certificate expired during the time the individuals are on active duty may be given an extension of the expiration date of the individuals EMT certificate for up to six (6) months from the date of the individuals deactivation/release from active duty in order to meet the renewal requirements of the individuals EMT certificate upon compliance with the provisions listed in sub-section D of the 'Recertification' section of this policy, and subsection A of this 'Recertification After Lapse in Certification' section of the policy.
- C. The effective date of recertification shall be the date the individual satisfactorily completes all certification requirements and has applied for recertification. The certification expiration date shall be the final day of the final month of the two (2) year period, except for those individuals who are required to pass the written and skills certifying examinations, the expiration date shall be the last day of the final month of the two (2) year period following the date of passing the certifying written examination.

SUBJECT: EMT CERTIFICATION AND RECERTIFICATION

- D. The EMT certifying entity shall issue a wallet-sized certificate card to eligible individuals who apply for recertification and successfully complete the recertification requirements. The certificate shall contain the information listed in subsection F of the 'Initial Certification' section of this policy.

IV. APPLICATION PROCESSING

- A. 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.
 - 1. 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.
- B. 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