


Sierra – Sacramento Valley EMS Agency Program Policy

**AEMT Initial & Renewal Certification**

	Effective: 12/01/2012	Next Review: As Needed	<b>902</b>
	Approval: Troy M. Falck, MD – Medical Director		SIGNATURE ON FILE
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**PURPOSE:**

To specify the process for obtaining an S-SV EMS issued initial or renewal California Advanced Emergency Medical Technician (AEMT) certification.

**AUTHORITY:**

- A. California Health and Safety Code, Division 2.5, § 1797.62, 1797.107, 1797.118, 1797.171, 1797.175, 1797.211, 1797.218 and 1797.2.
- B. California Code of Regulations, Title 22, Division 9, Chapters 3, 6, 10 and 11
- C. California Penal Code, Sections 11075 and 11105.2

**POLICY:**

- A. S-SV EMS is authorized to issue initial and renewal California AEMT certifications as a California 'AEMT Certifying Entity' defined in California Code of Regulations (Title 22, Division 9, Chapter 3 § 100102).
- B. No individual shall hold themselves out as an AEMT unless that individual holds a current and valid AEMT certification issued by an AEMT certifying entity.
- C. An AEMT shall only be certified by one (1) certifying entity during a certification period.
- D. An AEMT is responsible for notifying the AEMT certifying entity of his or her proper and current mailing address and shall notify the AEMT 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 AEMT certification number.
- E. An individual currently licensed in California as a Paramedic is deemed to be certified as an AEMT, except when the Paramedic license is under suspension. If the Paramedic license is under suspension, the individual shall apply to S-SV EMS for AEMT certification.

- F. An individual currently certified as an AEMT by the provisions of this policy is deemed to be certified as an EMT with no further testing required.

**PROCEDURE:****A. AEMT Initial Certification:**

1. To be eligible for an S-SV EMS issued initial California AEMT certification, an individual shall meet/complete the following:
  - Possess a current California EMT certificate.
  - Have an AEMT course completion record or other documented proof of successful completion of the topics contained in an approved AEMT training program.
  - Pass the National Registry of Emergency Medical Technicians AEMT cognitive and psychomotor examinations within two (2) years of the date of application.
  - Complete a State and Federal criminal history background check (utilizing the S-SV EMS Live Scan form) within 60 days from the date of application.
  - Complete the AEMT Initial Certification Application, and provide copies of the following:
    - Proof of compliance with the training requirements listed above.
    - A current and valid California EMT certificate.
    - A current and valid U.S. state-issued Driver's License or photo identification.
    - A completed S-SV EMS Live Scan form signed by the Live Scan Operator.
  - Pay the non-refundable/non-transferable initial certification fee.
  - Complete a pre-certification field evaluation.
    - The pre-certification may be waived if the AEMT training was completed in the S-SV EMS region within the past 12 months.
2. An individual who possess a current and valid out-of-state or National Registry EMT-Intermediate certification or Paramedic license/certification shall be eligible for AEMT certification upon fulfilling the requirements listed in this section (excluding the requirement to possess a current California EMT certificate and AEMT course completion record).
3. A Physician, Registered Nurse, or a Physician Assistant currently licensed by the State of California shall be eligible for AEMT certification upon:
  - Providing documentation that his/her training included the required course content contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009).
  - Successfully completing five (5) documented ALS contacts in a prehospital field internship.

- Fulfilling the requirements listed in this section (excluding the requirement to possess a current California EMT certificate and AEMT course completion record).
4. S-SV EMS may waive portions of, or all of, the certifying examination for individuals who are currently certified as an AEMT in California. In such situations, S-SV EMS will issue a certificate, which shall have as its expiration date, a date not to exceed the expiration date on the individual's current California AEMT certificate.
  5. S-SV EMS shall issue a wallet sized AEMT certificate card to eligible individuals who apply for an AEMT certificate and successfully complete the AEMT certification requirements.
    - The effective date of certification shall be the date the individual satisfactorily completes all certification requirements and has applied for certification.
    - AEMT Certification shall be valid for a maximum of two (2) years from the effective date of certification. The certification expiration date shall be the final day of the month of the two (2) year period.

**B. AEMT Certification Renewal:**

1. To be eligible for an S-SV EMS issued renewal California AEMT certification, an individual shall meet/complete the following:
  - Possess a current AEMT certification issued by a California certifying entity.
    - If the current AEMT certification was issued by another California AEMT certifying entity, the individual shall complete a State and Federal criminal history background check (utilizing the S-SV EMS Live Scan form) within 60 days from the date of application.
    - Obtain at least 36 hours of continuing education (CE), within the 24 months prior to applying for renewal, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
  - Complete the AEMT Renewal Certification Application and provide copies of the following:
    - Proof of compliance with the CE requirements listed above.
    - A current and valid AEMT certification card issued by a California AEMT certifying entity.
    - A completed S-SV EMS Live Scan form signed by the Live Scan Operator if required (applicants changing certifying entities only).
    - A current and valid U.S. state-issued Driver's License or photo identification.
    - A completed skills competency verification form (902-A).
      - Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for AEMT certification renewal.

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- Pay the non-refundable/non-transferable renewal certification fee.
    - Renewal applicants changing certifying entities are required to pay the initial certification fee.
2. S-SV EMS shall issue a wallet-sized AEMT certificate card to eligible individuals who apply for a renewal EMT certificate and meet all of the requirements listed in this section of the policy.
- If the AEMT recertification requirements are met within six (6) months prior to the expiration date, the effective date of certification shall be 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.
  - If the AEMT recertification requirements are met greater than six (6) months prior to the expiration date, the effective date of certification shall be 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.
3. An individual who is deployed for active duty with a branch of the Armed Forces of the United States, whose AEMT 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 his/her AEMT 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 his/her AEMT certificate upon compliance with the following provisions:
- 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 active duty.
  - Meet the applicable recertification requirements listed of this policy.
  - Provide documentation showing that the CE activities submitted for the certification renewal period were taken not earlier than thirty (30) days prior to the effective date of the individual's AEMT certificate that was valid when he/she was activated for duty and not later than six (6) months from the date of deactivation/release from active duty.
    - For an individual whose active duty required him/her to use his/her AEMT skills, credit may be given for documented training that meets the requirements contained in the California Code of Regulations, Title 22, Division 9, Chapter 11 while the individual was on active duty. The documentation shall include verification from the individual's Commanding Officer attesting to the classes attended.
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**C. Reinstatement of an Expired AEMT Certification:**

1. To be eligible for an S-SV EMS issued renewal California AEMT certification following expiration of a previously issued California AEMT certification, an individual shall meet/complete the following:
  - Possess or provide proof of an expired AEMT certification issued by a California certifying entity.
    - If the expired AEMT certification was issued by another California EMT certifying entity, or S-SV EMS has submitted a 'No Longer Interested' (NLI) request to the DOJ due to the time lapse following expiration of the previously issued EMT certification, the individual shall complete a State and Federal criminal history background check (utilizing the S-SV EMS Live Scan form) within 60 days from the date of application.
  - Complete the AEMT Renewal Certification Application and provide copies of the following:
    - Proof of compliance with the CE requirements listed below (based on the period of lapse).
    - Proof of compliance with the additional testing requirement listed below if required (applicants who have a California AEMT certification that has expired for 12 months or more only).
    - An expired AEMT certification card previously issued by a California AEMT certifying entity.
    - A completed S-SV EMS Live Scan form signed by the Live Scan Operator if required (applicants changing certifying entities or if S-SV EMS has submitted a NLI request to the DOJ only).
    - A current and valid U.S. state-issued Driver's License or photo identification.
    - A completed skills competency verification form (902-A).
      - Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for AEMT certification renewal.
  - Pay the non-refundable/non-transferable renewal certification fee.
    - Applicants changing certifying entities are required to pay the initial certification fee.
  - Meet one of the following continuing education requirements (based on the period of lapse):
    - Lapse of less than six (6) months:
      - Obtain at least 36 hours of continuing education (CE), within the 24 months prior to applying for renewal, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
    - Lapse of six (6) months or more, but less than 12 months:
      - Obtain at least 48 hours of continuing education (CE), within the 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).

- Lapse of 12 months or more:
    - Obtain at least 60 hours of continuing education (CE), within the 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
  - Additional testing requirement for a lapse of 12 months or more:
    - Pass the National Registry of Emergency Medical Technicians AEMT cognitive and psychomotor examinations within two (2) years of the date of application.
2. S-SV EMS shall issue a wallet-sized AEMT certificate card to eligible individuals who apply for reinstatement of an AEMT certificate and meet all of the requirements listed in this section of the policy.
- The effective date of certification shall be the day the certificate is issued.
  - The certification expiration date shall be the last day of the month two (2) years from the effective date.

A. Application Processing:

1. A completed application and all required supporting documentation must be submitted to S-SV EMS prior to processing.
  - Incomplete applications will be maintained by S-SV EMS for 60 days awaiting required supporting documentation. All applications not completed within 60 days will be destroyed.
2. S-SV EMS will normally process completed applications within 10 business days.
  - S-SV EMS is required to receive and review the State and Federal criminal background results before issuing an AEMT certification.
  - Application processing may be delayed and additional information/investigation may be required prior to processing for applicants with a criminal background.