


Sierra – Sacramento Valley EMS Agency Program Policy

EMR Initial & Renewal Certification

	Effective: 04/01/2013	Next Review: As Needed	904
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PURPOSE:

To specify the process for obtaining an S-SV EMS issued initial or renewal Emergency Medical Responder (EMR) certification.

AUTHORITY:

- A. California Health and Safety Code, Division 2.5, § 1797.204, 1797.210 & 1797.212.
- B. California Code of Regulations, Title 22, Division 9, Chapter 1.5.

POLICY:

- A. S-SV EMS certification is required for 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 S-SV EMS or another EMR certifying entity.
- D. An S-SV EMS certified EMR is responsible for notifying S-SV EMS of his or her proper and current mailing address and shall notify S-SV EMS 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.
- A. If an S-SV EMS EMR certification card is lost, destroyed, damaged, or there has been a change in the name of the EMR, a duplicate certification card may be requested. The request shall be in writing to S-SV EMS and include a statement identifying the reason for the request and, if due to a name change, include a copy of legal documentation of the change in name. The duplicate card shall bear the same certification number and date of expiration as the original card.

PROCEDURE:**A. EMR Initial Certification:**

1. To be eligible for an S-SV EMS issued initial EMR certification, an individual shall meet/complete the following:
 - Be 18 years of age or older.
 - Meet one of the following training/eligibility requirements:
 - Possess a course completion record, dated within the past twelve (12) months, from an S-SV EMS approved EMR training program.
 - Possess a 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 Emergency Medical Responder National Emergency Medical Services Educational Standards and Instructional Guidelines.
 - Possess a current 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.
 - 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 EMR Initial Certification Application, and provide copies of the following:
 - Proof of compliance with one of the training/eligibility requirements listed above.
 - 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.
2. S-SV EMS shall issue a wallet-sized EMR certificate card to eligible individuals who apply for an initial EMR 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.

B. EMR Certification Renewal:

1. To be eligible for an S-SV EMS issued renewal EMR certification, an individual shall meet/complete the following:
 - Possess a current S-SV EMS issued EMR certification.

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- Meet one of the following continuing education (CE) requirements:
 - Successfully complete a 12 hour refresher course from an approved EMR training program within 24 months prior to applying for renewal, or
 - Obtain at least 12 hours CE, within 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 EMR Renewal Certification Application and provide copies of the following:
 - Proof of compliance with one of the continuing education requirements listed above.
 - A current and valid S-SV EMS Issued EMR certification card.
 - A current and valid U.S. state-issued Driver's License or photo identification.
 - A completed skills competency verification form (904-A).
 - Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for EMR certification renewal.
 - Pay the non-refundable/non-transferable renewal certification fee.
2. An S-SV EMS 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 certification renewal requirements. In order to qualify for this exception, the individual shall:
- Submit proof of his or her membership in the Armed Forces of the United States, and
 - Submit documentation of his or her deployment starting and ending dates.
- CE 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. CE documentation shall include verification from the individual's Commanding Officer attesting to the training.
3. S-SV EMS shall issue a wallet-sized EMR certificate card to eligible individuals who apply for a renewal EMR certificate and meet all of the requirements listed in this section of the policy.
- If the EMR renewal requirements are met within six (6) months prior to the current certification expiration date, the effective date of renewal shall be the date immediately following the expiration date of the current certificate. The certification will expire the last day of the month two (2) years from the day prior to the effective date.
 - If the EMR renewal requirements are met greater than six (6) months prior to the expiration date, the effective date of renewal shall be the day the certificate
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is issued. The certification expiration date will be the last day of the month two (2) years from the effective date.

C. Reinstatement of an Expired EMR Certification:

1. To be eligible for an S-SV EMS issued renewal EMR certification following expiration of a previously issued EMR certification, an individual shall meet/complete the following:
 - Possess an expired S-SV EMS issued EMR certification.
 - If 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 EMR 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 EMR Renewal Certification Application and provide copies of the following:
 - Proof of compliance with one of the continuing education requirements listed below (based on the period of lapse).
 - An expired S-SV EMS issued EMR certification.
 - A completed S-SV EMS Live Scan form signed by the Live Scan Operator if required (Only if S-SV EMS has submitted a NLI request to the DOJ).
 - A current and valid U.S. state-issued Driver's License or photo identification.
 - A completed skills competency verification form (904-A).
 - Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for EMT certification renewal.
 - Pay the non-refundable/non-transferable renewal certification fee.
 - Meet one of the following continuing education (CE) requirements (based on the period of lapse):
 - Lapse of less than six (6) months:
 - Successfully complete a 12 hour refresher course from an approved EMR training program within 24 months prior to applying for renewal, or
 - Obtain at least 12 hours of CE, within 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:
 - Successfully complete a 12 hour refresher course from an approved EMR training program, and an additional 12 hours of CE, within 24 months prior to applying for reinstatement, or
 - Obtain at least 24 hours of CE, within 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).

2. S-SV EMS shall issue a wallet-sized EMR certificate card to eligible individuals who apply for reinstatement of an EMR 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.

D. Denial, Suspension, or Revocation of an S-SV EMS Issued EMR Certification:

An S-SV EMS issued 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 (pursuant to California Health and Safety Code, Division 2.5 § 1798.200).

E. 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 EMR certification.
- Application processing may be delayed and additional information/ investigation may be required prior to processing for applicants with a criminal background.