



Sierra-Sacramento Valley EMS Agency

EMR / EMT / AEMT Continuing Education (CE) Documentation Form

Name		EMR / EMT / AEMT Cert #			
#	Completion Date	Course Title	Course Provider Name	CAPCE or State Approved CE #	# of CEs
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Total CE Hours					
Signature		Date			
Credential Type	Non-Expired	Months Past Expiration			
		0 to 6 Months	6 Months to 1 Year	Over 1 Year	
EMR	12 Hours	12 Hours	24 Hours	24 Hours	
EMT	24 Hours	24 Hours	36 Hours	48 Hours	
AEMT	36 Hours	36 Hours	48 Hours	60 Hours	

Complete one numbered row for each course: date completed, course title, course provider, the provider's CAPCE or California approval number, and the number of CE hours earned. Use the table above to find how many hours you need, based on your credential level and how long your certification has been expired.

A continuing education course will not be accepted if:

- The certificate of completion states the course is **less than 1 hour**.
 - After the first hour, credit is given only in half-hour increments and is rounded down (for example, 1.25 hours counts as 1 hour).
- The course was completed **OVER 2 years** prior to application
- The course is not **CAPCE or California State approved**.
 - (To verify CAPCE status, please visit <https://capce.org/Home/Providers>)
- **Two certificates from the same course provider show different provider codes** — each provider is assigned one unique code. I.E) S-SV's Continuing Education Provider number is **#65-0001**, which will be the same number on all continuing education certificates issued by S-SV.

Certificates must be kept by the applicant for four (4) years and be produced upon request of S-SV EMS Agency.