



How to Apply for Your Initial EMT Certification

A step-by-step guide for new Emergency Medical Technician applicants

SIERRA-SACRAMENTO VALLEY EMS

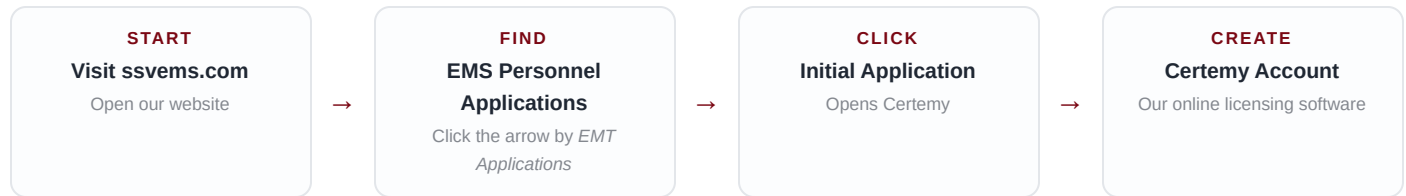
Local EMS Agency (LEMSA)

ssvems.com

This guide walks you through all **five steps** of the EMT initial application, completed online through our licensing portal. Follow along at your own pace and keep your documents clear and current for the smoothest review.

GETTING STARTED

Find the application & create your account



Before you begin. This application is for the **EMT level only** — not Advanced EMT or Emergency Medical Responder. Apply here whether you're fresh out of school or coming from another certifying entity. Need a form (like the Live Scan form)? Download it right on that same page. Once you're in Certemy, your EMT application is already waiting on your dashboard under **Show Active Only** — open it to see the five steps, with blue download links on the right.

1



Personal Information

Click **Complete Now** and fill in your basic details: legal full name, birthdate, sex, race and ethnicity, Social Security number, physical mailing address, phone number, and current employer (if you have one). Acknowledge our policies — including the **non-refundable, non-transferable** fee policy — then click **Continue**, sign the application, and hit **Confirm**.

2



Background & Live Scan

- Download the **S-SV Live Scan form** and take it anywhere offering DOJ / FBI Live Scan services — usually your local police department, and some private mailing services too.
- Answer the **four background questions** honestly. A “yes” to any one requires a short written statement explaining your answer.
- After your Live Scan, upload a photo copy of the completed form and type in the **ATI number** and **ATI date** from the bottom (the Live Scan operator fills these in). Keep your copy — without the form and these values, your application can't be accepted.

COMMON REASONS THIS GETS REJECTED

- Image is unreadable
- Doesn't show full name, ATI number, or ATI date
- Used a DMV or other agency's form instead of the S-SV form
- ATI number or date typed in incorrectly

3



Driver's License or Photo ID

Upload a clear photo copy of a **U.S. state-issued driver's license or photo ID**, and type in its expiration date below.

COMMON REASONS THIS GETS REJECTED

- Image is unreadable
- ID is expired
- Missing full name, issue date, or expiration date
- Expiration date typed incorrectly
- Back of the ID was submitted

4

Education Verification & Reciprocity

Open the step and read the options carefully — pick the one that matches your situation. The most common are:

- Option 1** California EMT course completion + your National Registry (NREMT) card — **most applicants use this**
- Option 4** Out-of-state EMT Course Completion + NREMT card
- Option 11** Already a California-certified EMT from another county, LEMSA, or certifying entity — provide your continuing education hours form and skills form (download both at the top of the application)

For **Option 1** (most common), submit:

- **EMT course completion certificate** from your EMT school, dated within the last two years. Transcripts aren't accepted — it must be the certificate. Type in the course completion date shown on it.
- **NREMT digital card** — find it in your NREMT account under [Certification Dashboard › Transaction History › Print Card](#). It must show your full name, NREMT number, expiration date, and provider level. Enter the NREMT expiration date below. Don't submit the NREMT certificate (the diploma-looking one) — it isn't accepted.

5

Application Fee

Pay the application fee of **\$124** — non-refundable and non-transferable. Once you pay, your receipt is available in the **Digital Wallet** tab on your Certemy dashboard.

AFTER YOU SUBMIT

Tracking your status

Accepted

Green circle with a checkmark — that step was reviewed and accepted.

Pending review

Green circle without a checkmark — still waiting to be reviewed.

Rejected

You'll get an email from Certemy explaining why — check spam/junk. Hover over "Rejected by verifier" to read the note, correct it, and resubmit.

Want to review something you submitted? Click the pencil icon next to "Pending Verification." From there you can scroll down to reset your submission, or simply close the review.

What to expect after approval

1. Final Review can take up to 10 business days after all steps are verified.
2. After final approval, your EMT card is mailed the next business day.
3. Please allow up to 3 weeks after Final Review for your card to arrive.

Remember

Everything is done in Certemy. No application steps can be completed in person or by email.

Keep documents clear & current. Readable images and correctly typed dates and numbers are the #1 way to avoid rejections and delays. Follow the five steps and you'll be well on your way — good luck!