



How to Apply for Your Initial AEMT Certification

A step-by-step guide for current California EMTs applying for Advanced EMT (AEMT) certification

SIERRA-SACRAMENTO VALLEY EMS

Local EMS Agency (LEMSA)
ssvems.com

This guide walks you through all five steps of the AEMT initial application, completed online through Certemy, our licensing portal. This application is for current California EMTs applying for Advanced EMT (AEMT) certification.

GETTING STARTED

Find the application & create your account

START Visit ssvems.com Open our website	FIND EMS Personnel Applications Click the arrow by AEMT Applications	CLICK Initial AEMT Application Opens Certemy	LOG IN Certemy Account Our online licensing software
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Before you begin. This application is for applicants who already hold a current California EMT certificate — from S-SV EMS or any other California certifying entity. AEMT builds on your EMT certification, so apply for EMT first if you don't yet hold one. Once you're in Certemy, your AEMT 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.

Personal Information

- Click **Complete Now** and fill in your legal name, birthdate, sex, race/ethnicity, Social Security number, mailing address, phone number, and current employer. Acknowledge our policies — including the non-refundable, non-transferable fee policy — then Continue, sign, and Confirm.

Background Questions & Live Scan

- Download the S-SV Live Scan form and complete it at any DOJ/FBI Live Scan location within 60 days of your application date. Answer the four background questions honestly — a “yes” to any one requires a short written statement. Upload your completed form and type in the ATI number and ATI date from the bottom.

COMMON REASONS THIS GETS REJECTED

Unreadable image • Wrong form used (not the S-SV form) • Missing or incorrect ATI number/date

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

Unreadable image • Expired ID • Back of ID submitted • Expiration date typed incorrectly

Education Verification & Reciprocity

- Click **Complete Now** and upload one document from each of the three required categories: (A) your current California EMT certificate — issued by S-SV EMS or any other California certifying entity, (B) your AEMT Course Completion Certificate, and (C) your current National Registry (NREMT) AEMT card. For the NREMT card, use the digital card from your NREMT account (Certification Dashboard › Transaction History › Print Card) — the NREMT certificate is not accepted.

COMMON REASONS THIS GETS REJECTED

Missing one of the three required categories • NREMT certificate submitted instead of the digital card • Expired EMT certificate

Certification 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.

Tracking your status: green check = accepted • green circle only = pending review • rejected items arrive by email from Certemy (check spam) — hover “Rejected by verifier” to read the note, correct it, and resubmit.

What to expect: Final review can take up to 10 business days after all steps are verified. Your AEMT card is mailed the next business day and typically arrives within about 3 weeks.

Remember: Everything is done in Certemy — no steps can be completed in person or by email. Clear, current documents and correctly typed dates/numbers are the #1 way to avoid rejections and delays.