



How to Apply for Initial MICN Authorization

A step-by-step guide for registered nurses applying to become a Mobile Intensive Care Nurse

SIERRA-SACRAMENTO VALLEY EMS

Local EMS Agency (LEMSA)

ssvems.com

The initial application has **seven steps**, all completed online in Certemy. Steps can be done in any order, so upload each document as soon as you have it.

GETTING STARTED Find the application & create your account



Before you begin. MICN authorization is for **California RNs working in the ED of an S-SV EMS base hospital** who are recommended by that hospital. You can't give instructions to field personnel until your authorization is issued. Policy 915 and the **MICN Field Ride-Along Log** are on the same page as the application. In Certemy, your application is on your dashboard under **Show Active Only**.

Watch the dates. Most rejections come from timing. Check these before you submit:

S-SV EMS MICN Authorization class	Within the 90 days before you apply (Step 5)
Base hospital MICN course	Within the last 12 months , including the ride-along and base hospital orientation (Step 6)
ED clinical experience	At least 6 months (1,040 hours) in an acute care ED within the last 24 months (Step 6)
RN license, ID, CPR, ACLS, PALS/APLS	Current on the day you submit
The application itself	Finish every step before the Due date shown in Certemy

Base hospital course more than 12 months ago, or trained elsewhere? If your base hospital MICN course was 12 to 24 months ago, you finished another California LEMSAs MICN program in the last 24 months or hold a current MICN authorization from another California LEMSAs, you also need a **new 4-hour ride-along** and a **base hospital orientation**, both within the 90 days before you apply.

1 Personal Information

Click **Complete Now**, enter your full legal name, mailing address, and phone number. Check the box acknowledging the **non-refundable, non-transferable** fee policy, type your name and today's date to sign, and click **Continue**.

2 California RN License

Upload a clear copy of your **current CA RN license** and type in the license number and expiration date. Look yourself up at **search.dca.ca.gov** if you aren't sure.

REJECTED IF: unreadable image · expired license · missing name, number, issue or expiration date · number or date typed wrong

3 Driver's License or Photo ID

Upload the front of your **current U.S. state-issued driver's license or photo ID**, then enter your date of birth, sex, and the ID's expiration date.

REJECTED IF: unreadable image · expired ID · missing name, issue or expiration date · birthdate or expiration typed wrong

4 CPR / ACLS / PALS or APLS

Three upload fields, each with its own expiration date: **Healthcare Provider CPR (BLS), ACLS, and PALS or APLS**. Upload the full card, not a temporary e-card, which often shows an earlier expiration date.

REJECTED IF: unreadable image · temporary e-card · expired card · missing name or dates · card in the wrong field

5 S-SV EMS MICN Authorization Class

Sign up at ssvems.com > Self Service Portal > *Sign Up For MICN Authorization Class*, then attend the class.

Upload your S-SV EMS course completion certificate and the date you attended. It must be within the **90 days** before you apply.

REJECTED IF: unreadable image · not an S-SV EMS MICN certificate · older than 90 days

6 Employment Verification, Orientation & Ride-Along

Select your S-SV EMS base hospital, then upload three documents:

Ride-Along	MICN Field Ride-Along Log. A 4-hour ride-along with an S-SV EMS approved ALS 911 ground ambulance, with at least two ALS contacts or scenarios run by the paramedic. Fill in every field; you and the paramedic both sign.
Letter	Letter of recommendation from your ED manager or supervisor that includes: • Your full name • That you currently work in the ED at an S-SV EMS base hospital • That the hospital recommends you for MICN authorization • That you have at least 6 months (1,040 hours) of acute care ED experience in the last 24 months • The manager's full name, title, phone, and email
Orientation	Proof of your base hospital MICN orientation/course completion from your hospital, not the S-SV class certificate from Step 5. If your letter confirms orientation, upload the letter here too.

⚠ **REJECTED IF:** unreadable image · your name not shown · letter missing a required item · Ride-Along Log missing or incomplete · S-SV certificate uploaded instead of hospital orientation

7 Application Fee

Pay the **\$104** fee (includes a \$4.00 electronic processing fee). It is non-refundable. If your employer is paying, click **3rd Party Payment** and enter the employer's name. Your receipt is in the **Digital Wallet** tab on your Certemy dashboard.

AFTER YOU SUBMIT Tracking your status

✓ **Accepted** Green circle with a checkmark.

○ **Pending review** Green circle, no checkmark.

○ **Rejected** Certemy emails you why (check spam). Hover over "Rejected by verifier," fix it, and resubmit.

To review a submission, click the pencil icon next to "Pending Verification," then reset it or close the review.

What to expect after approval

1. S-SV EMS issues your authorization within **10 business days** after every step is verified.
2. It starts the day it's issued and expires the last day of the month two years later (issued 11/12/2026, expires 11/30/2028).
3. Your MICN number and expiration date appear on your Certemy dashboard and the public registry.
4. You may instruct field personnel only while on duty in an S-SV EMS base hospital ED.

Remember

Everything is done in Certemy. Nothing can be done in person or by email. **Clear, current documents** with correctly typed dates are the #1 way to avoid delays. **Start your reauthorization log now:** you'll need 12 hours of CE, including a ride-along, over your two-year cycle.