



How to Apply for MICN Reauthorization

A step-by-step guide for current S-SV EMS Mobile Intensive Care Nurses

SIERRA-SACRAMENTO VALLEY EMS

Local EMS Agency (LEMSA)

ssvems.com

The reauthorization application has **seven steps**, all completed online in Certemy. Meet every requirement **before your current authorization expires**. Steps can be done in any order, so upload each document as soon as you have it.

GETTING STARTED Find the application & sign in



Before you begin. Sign in with your existing Certemy account. Don't create a second one; use *Reset Certemy Email/Password* in the Self Service Portal if you're locked out. Download the **MICN Reauthorization CE Documentation Form** from the MICN Authorization Applications section. In Certemy, your application is on your dashboard under **Show Active Only**.

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 Employment Verification

Select your S-SV EMS base hospital, then upload a **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 reauthorization
- The manager's full name, title, phone, and email

REJECTED IF: unreadable image · your name not shown · letter missing a required item

6 Continuing Education (12 hours)

Earned **during your current authorization cycle**:

- | | |
|-------|--|
| 4 hrs | Field care audits. Review base hospital audio recordings and/or written PCR's. |
| 4 hrs | Field experience. Ride-along with an S-SV EMS approved ALS 911 ground ambulance, with at least two ALS contacts or scenarios run by the paramedic. |
| 4 hrs | EMS CE topics: S-SV EMS MICN Authorization course (1/year), REMAC meetings (2/year), Regional Training Modules, formal field care case reviews, or EMS CE from an S-SV EMS approved provider. |

ACLS, PALS, and CPR classes don't count. Complete the **CE Documentation Form**, upload it, and type in your total ride-along and CE hours.

REJECTED IF: form not uploaded or not fully filled out · hours earned before your current cycle

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.

! Authorization lapsed?

Along with Steps 1–7:

Under 12 months	S-SV EMS MICN Authorization course within the last 90 days.
12 to 24 months	The above, plus a base hospital MICN re-orientation in the last 90 days, plus an extra 4-hour ride-along with two more ALS contacts or scenarios (8 hours total, at least 4 in the last 90 days).
Over 24 months	Meet all initial requirements. Use the Initial Application .

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 reauthorization within **10 business days** after every step is verified.
2. Your new expiration date appears on your Certemy dashboard and the S-SV EMS public registry.
3. Your next CE cycle starts on your new effective date. Old hours don't carry over.

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. **Don't wait until the last month:** applying within the 6-month window leaves time to fix a rejected step.