



Santa Cruz County

Emergency Medical Services

1800 Green Hills Rd., Suite 240, Scotts Valley, CA 95066
(831) 454-4120 TDD/TTY: CALL 711 EMAIL: hsaems@santacruzcounty.us

APPLICATION FOR EMT LICENSE

PLEASE SCHEDULE AN APPOINTMENT TO CERTIFY/RECERTIFY

INITIAL EMT CERTIFICATION GUIDELINES

Documents Required for Initial EMT Certification:

- ✓ Completed Application.
- ✓ Course Completion Certificate, dated within the last 2 years.
- ✓ NREMT Certificate and Card, dated within the last 2 years.
- ✓ Valid CPR Card.
- ✓ Valid Driver's License or other State Issued Photo ID.
- ✓ Live Scan Background Check
- ✓ Written explanation of any misdemeanor or felony convictions must be attached. Documentation of the convictions, such as court and arrest records, must be included.
- ✓ Written explanation of any actions against a healthcare license or certification must be provided.

EMT Certification Through Alternate Means:

- ✓ Out-of-State EMT course completion certificate and current NREMT certificate dated within the last 2 years
OR
- ✓ Valid out-of-State EMT license and NREMT certificate dated within the last 2 years.
OR
- ✓ Valid NREMT, AEMT or Paramedic license.
AND
- ✓ Valid CPR Card.
- ✓ Driver's License.
- ✓ Completed Live Scan Background Check.

Live Scan Criminal Background Check:

- ✓ Obtain a Live Scan criminal background check using the form listing Santa Cruz County EMS Agency as the authorized agency to receive the criminal background information.
- ✓ Use of any other Request for Live Scan Service form will result in the report being sent to another agency. This will require the Live Scan to be redone at an additional cost to the applicant.
- ✓ Cost of the Live Scan is the responsibility of the applicant.

Fees:

- ✓ County Fee of \$100, cashier's check or money order, payable to Santa Cruz County Treasurer.
- ✓ State Fee of \$75, cashier's check or money order, payable to EMT Certification Fund.

This is general guidance only for initial EMT certification through Santa Cruz County EMS Agency. If you have any question, please call the EMS office at 831-454-4120.

Regulations related to EMT certification can be found in the California Code of Regulations, Title 22, Division 9, Chapter 2.

RENEWAL CERTIFICATION OF EMT LICENSE GUIDELINES

Documents Required for EMT Recertification:

- ✓ Completed Application.
- ✓ 24-hour Refresher Course Certificate or 24 EMS CE Hours from an approved online CE provider. All online CE courses must be a minimum of one (1) hour in length. In lieu of individual online course certificates, the summary page may be submitted, which must include the EMT's name and license number, course title, date, length and CE Provider Number.
- ✓ Completed Skills Verification Form.
- ✓ Valid CPR Card.
- ✓ EMT Card.
- ✓ Valid Driver's License or other State Issued Photo ID.
- ✓ A written explanation of any misdemeanor or felony convictions must be attached. Documentation of the convictions, such as court and arrest records, must be included.
- ✓ Written explanation of any actions against a healthcare license or certification must be provided.
- ✓ Live Scan – ONLY if changing certifying entities.

Live Scan Criminal Background Check:

- ✓ A Live Scan Criminal Background Check is only required if the EMT is changing certifying entities.
- ✓ Obtain a Live Scan criminal background check using the form listing Santa Cruz County EMS Agency as the authorized agency to receive the criminal background information. Please click on the Live Scan Link to obtain this form.
- ✓ Use of any other Request for Live Scan Service form will result in the report being sent to another agency. This will require the Live Scan to be redone at an additional cost to the applicant.
- ✓ Cost of the Live Scan is the responsibility of the applicant.

Fees:

- ✓ County Fee of \$100, cashier's check or money order, payable to Santa Cruz County Treasurer.
- ✓ State Fee of \$37 cashier's check or money order, payable to EMT Certification Fund.
- ✓ State fee is \$75 if the EMT is changing certifying entities.

REINSTATEMENT OF AN EXPIRED EMT LICENSE GUIDELINES

Documents required for EMT Reinstatement:

- ✓ Completed Application.
- ✓ Completed Skills Verification Form.
- ✓ Valid CPR Card.
- ✓ EMT Card.
- ✓ Valid Driver's License or other State Issued Photo ID.
- ✓ A written explanation of any misdemeanor or felony convictions must be attached. Documentation of the convictions, such as court and arrest records, must be included.
- ✓ Written explanation of any actions against a healthcare license or certification must be provided.
- ✓ Live Scan – ONLY if changing certifying entities.

In addition to the general requirements listed above, the following requirements apply when the EMT seeks to reinstate a lapsed EMT license:

- ✓ Lapse less than 6 months requires 24 CE hours through either a 24-hour Refresher Course Certificate or 24 EMS CE hours from an approved online CE provider.
 - All online CE courses must be a minimum of 1-hour in length.
 - In lieu of individual online course certificates, the summary page may be submitted, which must include the EMT's name and license number, course title, date, length and CE Provider Number.
 - All CE hours must be dated within the last 2 years.

- ✓ Lapse greater than 6 months but less than 12 months requires 36 CE hours through either a 24-hour Refresher Course Certificate plus 12 EMS CE hours from an approved online CE provider or 36 EMS CE hours from an approved online CE provider.
 - All online CE courses must be a minimum of 1-hour in length.
 - In lieu of individual online course certificates, the summary page may be submitted, which must include the EMT's name and license number, course title, date, length and CE Provider Number.
 - All CE hours must be dated within the last 2 years.
- ✓ Lapse greater than 12 months requires 48 EMS CE hours, current NREMT Certificate and a new Live Scan.. The CE hours can be either a 24-hour Refresher Course Certificate plus 24 CE hours through an approved online EMS CE provider or 48 EMS CE hours through an approved online EMS CE provider.
 - All online CE courses must be a minimum of 1-hour in length.
 - In lieu of individual online course certificates, the summary page may be submitted, which must include the EMT's name and license number, course title, date, length and CE Provider Number.
 - All CE hours must be dated with the last 2 years.

Live Scan Criminal Background Check:

- ✓ A Live Scan Criminal Background Check is only required if the EMT is changing certifying entities.
- ✓ Obtain a Live Scan criminal background check using the form listing Santa Cruz County EMS Agency as the authorized agency to receive the criminal background information. Please click on the Live Scan Link to obtain this form.
- ✓ Use of any other Request for Live Scan Service form will result in the report being sent to another agency. This will require the Live Scan to be redone at an additional cost to the applicant.
- ✓ Cost of the Live Scan is the responsibility of the applicant.

Fees:

- ✓ County Fee of \$100, cashier's check or money order payable to Santa Cruz County Treasurer.
- ✓ State Fee for lapse of 12 months or less - \$37 cashier's check or money order payable to EMT Certification Fund
- ✓ State fee for lapse of 12 months or more - \$75 cashier's check or money payable to EMT Certification Fund.
- ✓ State fee is \$75 if the EMT is transferring from another certifying County for the first time.

To avoid possible lapse in EMT license, EMT Application, documents and payments are due, at the latest, one (1) week prior to EMT license expiration date.

Late applications are not guaranteed to be processed prior to EMT license expiration date.

This is general guidance only for Renewal of EMT certification through Santa Cruz County EMS Agency. If you have any question, please call the EMS office at 831-454-4120.

Regulations related to EMT certification can be found in the California Code of Regulations, Title 22, Division 9, Chapter 2.