



## Policy 203: EMT Certification, Recertification and Accreditation Procedures

Revision 4/23/19  
Effective 4/23/19

### I. Purpose

- A. To establish standardized criteria for the initial certification, recertification and accreditation of EMT personnel consistent with California Code of Regulations, Title 22, beginning at Section 100056 pertaining to “Emergency Medical Technician” and the Santa Cruz County Emergency Medical Services Agency as the certifying entity.

### II. Initial Certification

#### A. Eligibility

- 1. An applicant, of eighteen (18) years of age or older, who meets one or more the following criteria shall be eligible for initial certification:
  - a) Valid initial EMT training course completion record AND proof of passing the National Registry of Emergency Medical Technicians basic written and skills exams all with-in the past two years of application date.
  - b) Valid Out-of-State initial EMT training course completion record AND proof of passing the National Registry of Emergency Medical Technicians basic written and skills exams all with-in the past two years of application date.
  - c) Current and valid out-of-state EMT certificate AND proof of passing the National Registry of Emergency Medical Technicians basic written and skills exams with-in the past two years of application date.
  - d) A current and valid National Registry EMT, AEMT or Paramedic registration certificate/license.
  - e) A current and valid out-of-state AEMT or Paramedic certificate/license.

#### B. Application Process

- 1. Submit a completed request for “Live Scan Applicant Submission Form” to the California DOJ for a state and federal CORI search in accordance with provisions of Section 11105 (p) (1) of the California Penal Code;
  - a) the CORI request shall include a subsequent arrest notification report in accordance with the provisions of Section 11105.2 of the California Penal Code;
  - b) the EMT applicant will designate that both the state and federal CORI search results and the subsequent arrest notification reports shall be reported to the certifying entity and the California Emergency Medical Services Authority.
  - c) Criminal Background check information results will be retained by the EMS Office



for a period of one (1) year for an applicant seeking initial certification. If, after one (1) year, the application process is not completed, the results will be placed on the No-Longer-Interested list with the California Department of Justice.

- d) The FBI/DOJ report will be received and reviewed prior to the final approval of EMT certification.

2. Complete the EMT Certification Application including:

- a) Documented proof of completion of eligibility requirements as noted above.
- b) Payment of the established fees.
- c) A current AHA or CPR/AED or BLS card, which meets American Heart Association Guidelines at the Healthcare Provider level.
- d) A current government-issued photo ID (Driver's License, U.S. Military identification card, U.S. Passport).

III. Certification Renewal

A. Eligibility requirements include:

- 1. Currently certified as a California EMT or have been certified in the State of California as an EMT within the last two (2) years.
- 2. Successfully complete an approved EMT refresher course OR twenty-four (24) hours of approved continuing education.
- 3. Successfully complete the EMT Skills Verification Form.

B. Process:

- 1. Completed EMT Certification Application (this includes a signed and dated Health and Safety Code Section 1798.200 affidavit incorporated into the application. Facsimile and electronic submissions will not be accepted) including:
  - a) Proof of continuing education or refresher course completion records, including State EMS Authority Skills Verification Form (original form).
  - b) Payment of the established fees.
  - c) Current CPR card, which meets American Heart Association Guidelines at the Healthcare provider level.
  - d) Applicants for certification renewal whose current certificate was issued by another local EMS Agency or certifying Agency must also complete a criminal background check verification for a state and federal search.
    - (1) Criminal Background check results for certification renewal applicants will be maintained if the applicant is actively renewing certification with



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Santa Cruz County as the certifying entity. A No-Longer-Interested notification will be sent to the California Department of Justice if the applicant does not renew certification within twelve (12) months of the expiration date of the certificate.

- e) A certified EMT is responsible for notifying the EMS Agency of their proper and current mailing address and shall notify the EMS Agency in writing within thirty (30) calendar days of all changes of the mailing address.
- f) An EMT shall be certified by one (1) certifying entity during a certification period. If the EMT is currently certified by multiple certifying entities, upon renewal the EMT shall only be certified by one (1) certifying entity thereafter.

#### IV. Reinstatement of an Expired EMT Certificate

A. If an EMT certification is expired, the following additional requirements must be met.

- 1. Zero (0) to six (6) months since expiration:
  - a) Twenty-four (24) hours of approved continuing education, within the 24 months prior to applying for reinstatement.
  - b) State of California Skills Verification Form.
- 2. Six (6) to twelve (12) months since expiration:
  - a) Thirty-six (36) hours of approved continuing education, within the 24 months prior to applying for reinstatement.
  - b) State of California Skills Verification Form.
- 3. Greater than twelve (12) months since expiration:
  - a) Forty-eight (48) hours of approved continuing education, within the 24 months prior to applying for reinstatement.
  - b) State of California Skills Verification Form.
  - c) Pass the National Registry of Emergency Medical Technicians – EMT Basic written and skills examination within two (2) years of the date of application for reinstatement unless the individual possesses a current and valid EMT, AEMT, or Paramedic National Registry Certificate or a current and valid AEMT certificate or Paramedic license.

#### V. Issuance of Certification

- A. The EMS Agency shall issue a wallet-sized EMT certification card authorized by the California State EMS Authority to individuals who have successfully completed the application requirements.



1. The expiration date for an initial certification shall be the last day of the month two (2) years from the effective date of the initial certification.
2. If the certification renewal requirements are met in six (6) months or less prior to the expiration date of the current certificate, the expiration date shall be two (2) years from the date of the current certificate.
3. If the certification renewal requirements are met six (6) months or greater prior to the expiration date of the current certificate, the expiration date shall be the last day of the month two (2) years from the date that all requirements for certification renewal were met.

VI. EMT Accreditation

- A. EMTs who perform optional skills as defined in Policy 208: *EMS Responder Scope of Practice* must be accredited by the LEMSA Medical Director in accordance with Policy 305: *Agency Approval for EMT Optional Skills*.

VII. Required Training

- A. All EMTs working for a Santa Cruz County Pre-Hospital Provider Agency must complete any mandatory training deemed necessary by the EMS Medical Director (EMS Updates, EMS System Orientation, Annual Skills, etc.).

VIII. Appointment Scheduling and Submission

- A. All first-time certification applicants or those that have had certification discontinued for any reason must make an appointment with the EMS Agency to confirm their identity and have a current photograph recorded.
- B. EMS Agency personnel will discuss certification matters with the applicant only consistent with Title 22 Regulation and privacy and confidentiality laws. Those employed by Santa Cruz County EMS System provider agencies may coordinate submissions with their employers.