

PURPOSE: The purpose of this policy is to establish procedures for issuing Emergency Medical Technician (EMT) certification in the San Joaquin County Emergency Medical Services (EMS) system.

AUTHORITY: Health and Safety Code, Division 2.5, Section 1797.220, 1798 et seq.

POLICY:

I. Initial Certification:

- A. In order to be eligible for EMT certification by the San Joaquin County EMS Agency an individual shall:
1. Submit a completed EMT certification application.
 2. Possess a valid EMT course completion record or have documentation of successful completion of an approved out-of-state EMT training course.
 3. Apply for certification within two (2) years of the date of course completion.
 4. Be eighteen years of age or older.
 5. Submit copies of the following:
 - a. Valid state identification card (i.e., driver's license) or valid federal identification (i.e., military identification).
 - b. Current certification in cardiopulmonary resuscitation (CPR) for the Professional Rescuer or Healthcare Provider, issued from the American Heart Association, American Red Cross, or programs approved by the EMS Agency.
 - c. National Registry EMT-B Card. **Note:** Possession of a current and valid National Registry EMT-Basic or Paramedic registration certificate alone, does not meet California EMT certification requirements.
 - d. National Registry Certificate.
 6. Complete a live scan criminal background check by the State of California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) for San Joaquin County EMS Agency.
 - a. Live scan results older than ninety (90) days of the date of submission of an application shall not be accepted and the live scan must be repeated at the applicant's cost.
 - b. The EMS Agency shall send a notice of non-interest to the DOJ for lapse in certification for ninety (90) days or longer.
 7. Pay the application fees established by the Board of Supervisors and the State of California EMS Authority. All fees are non-refundable and non-transferable.
- B. In order for an individual whose California Advanced EMT, EMT-II, certification or paramedic license has lapsed to be eligible for certification as an EMT the individual shall complete the requirements of subsections 1, 4 – 8 of paragraph

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- A. above, as well as:
 - 1. For lapses of six (6) months or more, but less than twelve (12) months, complete thirty-six (36) hours of approved EMS continuing education.
 - 2. For lapses of twelve months or more, but less than twenty-four months, complete 48 hours of approved continuing educations and pass the written and skill examinations required for initial EMT certification.
 - 3. For lapses greater than twenty-four (24) months, the individual shall complete an entire EMT course and all requirements for initial certification.
- C. An individual who possesses a current and valid out-of-state EMT or EMT Basic certificate shall be eligible for certification upon fulfilling the requirements of subsections 1, 6, – 9 of paragraph A. above.
- D. Upon receiving and reviewing DOJ and FBI results and after all certification requirements have been meet:
 - 1. The EMS Agency will issue a temporary EMT certification card, which shall be valid for forty-five (45) days.
 - 2. The EMS Agency will notify the EMS Authority to issue a two (2) year California EMT certification card to the applicant individual.
 - a. If the certification card is not received in forty-five (45) days, the certification applicant should contact the EMS Authority at (916) 322-4336.

II. Concurrent Certification:

- A. An individual currently licensed in the State of California as a paramedic or certified as an Advanced EMT or EMT-II is deemed to be certified as an EMT except when the individual's paramedic license or Advanced EMT or EMT-II certification is under suspension or revocation.

III. EMT Recertification:

- A. In order to maintain certification, an EMT shall:
 - 1. Submit a completed EMT application, no later than thirty (30) days prior to expiration of their certification.
 - 2. Possess current EMT certification in the State of California.
 - 3. Submit proof of obtaining at least twenty-four (24) hours of EMS continuing education from an approved EMS continuing education provider or successfully complete a twenty-four hour EMT refresher course from an approved training program.
 - 4. Submit the original completed EMS Authority EMT Skills Competency Verification Form (EMSA- SCV (07/03)).
 - 5. Submit copies of the following:
 - a. Valid state identification card (i.e., driver's license) or valid federal

- identification (i.e., military identification).
- b. Current certification in cardiopulmonary resuscitation (CPR) for the Professional Rescuer or Healthcare Provider, from the American Heart Association, American Red Cross, or programs approved by the EMS Agency.
- 6. If not previously on file, complete a live scan criminal background check by the State of California Department of Justice and the Federal Bureau of Investigation (FBI) for San Joaquin County EMS Agency.
 - a. Live scan results older than ninety (90) days of the date of submission of an application shall not be accepted and the live scan must be repeated at the applicant's cost.
 - b. The EMS Agency shall send a notice of non-interest to the DOJ for lapse in certification for ninety (90) days or longer.
- 7. Pay the application fees established by the Board of Supervisors and the State of California EMS Authority. All fees are non-refundable and non-transferable.
- B. Upon receiving and reviewing DOJ and FBI results and after all certification requirements have been met:
 - 1. The EMS Agency will issue a temporary EMT certification card, which shall be valid for forty-five (45) days.
 - 2. The EMS Agency will notify the EMS Authority to issue a two (2) year California EMT certification card to the applicant individual.
 - a. If the certification card is not received in forty-five (45) days, the certification applicant should contact the EMS Authority at (916) 322-4336.

IV. Re-Certification After Lapse in Certification:

- A. Applicants who have allowed their certification to expire beyond six (6) months but less than twelve (12) months shall be required to complete an additional twelve (12) hours of EMS continuing education for a total of thirty-six (36) hours of continuing education.
- B. Applicants who have allowed their certification to expire beyond twelve months, but less than twenty-four months, shall be required to complete an additional twenty-four (24) hours of EMS continuing education, for a total of forty-eight (48) hours of continuing education and shall pass the written and skills examinations required for initial certification.
- C. Applicants, who have allowed their certification to expire beyond twenty-four (24) months, shall complete all of the requirements of initial certification including successful completion of an approved EMT-4 training course.

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- V. The EMS Agency will not accept applications from individuals with current negative certification action against their EMT certificate (e.g. revocation, suspension, denial, probation) until the negative certification action has been cleared by the local EMS Agency that took such action.

- VI. EMT's shall be responsible for notifying the EMS Agency of her/his proper and current mailing address and shall notify the EMS Agency entity in writing within thirty (30) calendar days. Change of addresses shall be submitted online at the EMS Agency website: www.sjgov.org/ems/documents.htm.

- VII. Falsification of any of the certification/recertification documents may result in the denial of the application.

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