

**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, 1797.229, and 1798 et seq.; California Code of Regulations, Title 22, Division 9, Chapter 2, Chapter 6, Chapter 10, and Chapter 11.

**POLICY:**

I. Initial Certification:

- A. In order to be eligible for EMT certification by the San Joaquin County EMS Agency (SJCEMSA) an individual shall:
1. Possess documented proof of passing the National Registry of Emergency Medical Technician EMT Cognitive Examination and Psychomotor Examination within the last two (2) years and have either:
    - a. A valid EMT course completion record dated within the last two (2) years of the date of application; or
    - b. Documentation of successful completion of an approved out-of-state EMT training course within the last two (2) years of the date of application; or,
    - c. A current and valid out-of-state EMT certificate.
  2. Possess a current and valid National Registry EMT, Advanced EMT or Paramedic registration certificate; or
  3. Possess a current and valid out-of-state Advanced EMT or Paramedic certificate; or
  4. Possess a current and valid California Advanced EMT certification or current and valid California Paramedic license.
- B. In addition to meeting one of the criteria listed in subdivision A, to be eligible for initial certification, an individual shall:
1. Be eighteen (18) years of age or older;
  2. Submit a completed EMT certification application that includes this statement: "I hereby certify **under penalty of perjury** that all information on this application is true and correct to the best of my knowledge and belief, and I understand that any falsification or omission of material facts may cause forfeiture on my part of all rights to EMT certification in the state of California. I understand all information on this application is subject to verification, and I hereby give my express permission for this certifying entity to contact any person or agency for information related to my role and

---

Effective: June 1, 2021  
Supersedes: September 1, 2019

Page 1 of 6

Approved: Signature on file  
Medical Director

Signature on file  
EMS Administrator

- function as an EMT in California.”;
3. Disclose any prior and/or current certification, licensure, or accreditation actions:
    - a. Against an EMT, Advanced EMT certificate, or any denial of certification by a Local EMS Agency (LEMSA), including any active investigations;
    - b. Against a Paramedic license, or any denial of licensure by the Authority, including any active investigations;
    - c. Against any EMS-related certification or license of another state or other issuing entity, including denials and any active investigations; or
    - d. Against any health-related license.
  4. Disclose any pending or current criminal investigations;
  5. Disclose any pending criminal charges;
  6. Disclose any prior convictions;
  7. Disclose each certifying entity or LEMSAs to which the applicant has applied for certification in the previous 12 months;
  8. Submit copies of the following:
    - a. A valid state identification card (i.e., driver’s license) or valid federal identification (i.e., military identification).
    - b. A current and valid 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 SJCEMSA.
    - c. National Registry EMT Certification.
    - d. And one of the following:
      - i. A valid EMT course completion certificate within 2 years from the date of the application.
      - ii. A current and valid out-of-state EMT certificate and proof of passing the National Registry EMT cognitive examination and psychomotor examination within 2 years from the date of the application.
      - iii. A current and valid out-of-state National Registry Advanced EMT or Paramedic certificate.
      - iv. A current and valid California Advanced EMT certification or current and valid California Paramedic license.
  9. Complete a live scan criminal background check by the State of California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) for SJCEMSA.
    - a. Live scan results older than twelve (12) months from the date of submission of an application shall not be accepted and the live scan must be repeated at the applicant’s cost.
    - b. SJCEMSA shall send a notice of non-interest to the DOJ for lapse in certification after twelve (12) months.

---

Effective: June 1, 2021  
Supersedes: September 1, 2019

Page 2 of 6

Approved: Signature on file  
Medical Director

Signature on file  
EMS Administrator

10. 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.
- C. Upon receiving and reviewing DOJ and FBI live scan criminal background check results, and validating for non-disciplinary or disqualifying events, and after all certification requirements have been met in Section 1 A-B of this policy:
  1. SJCEMSA will issue an EMT certification.
  2. The effective date of initial certification shall be the day the certificate is issued.
  3. The expiration date for an initial EMT certificate shall be the last day of the month two (2) years from the effective date of the initial certification.
- D. The EMT shall be responsible for notifying SJCEMSA of their proper and current mailing address and shall notify SJCEMSA within thirty (30) calendar days of any and all changes of the mailing address, giving both the old and the new address, and EMT certification number.
- E. An EMT shall only be certified by one (1) certifying entity during a certification period.

**II. EMT Certification Renewal:**

- A. In order to renew 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 (CE) from an approved EMS continuing education provider or successfully complete a twenty-four (24) hour EMT refresher course from an approved EMT training program.
    - a. CE hours may be used to renew multiple licensure/certification types as long as they are earned within the licensure/certification cycle being renewed and were not used in a previous cycle.
  4. Submit the completed EMT skills competency verification form (EMSA-SCV (01/17)). Skills competency shall be verified by direct observation of an actual or simulated patient contact. Skills competency shall be verified by an individual who is currently certified or licensed as an EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant, or Physician and who shall be designated by an EMS approved training program or an EMS service provider (EMS service providers include, but not limited to, public safety agencies, private ambulance providers and other EMS providers). Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for recertification.

5. After July 1, 2019, an EMT renewing their certification for the first time shall submit documentation of successful completion of the following training by an approved EMT training program or approved CE provider:
    - a. The use and administration of naloxone or other opioid antagonist that meets the standards and requirements of the CCR, Title 22, Division 9, Chapter 2, §100075, subsection (c).
    - b. The use and administration of epinephrine by auto-injector that meets the standards and requirements of the CCR, Title 22, Division 9, Chapter 2, §100075, subsection (d).
    - c. The use of a glucometer that meets the standards and requirements of the CCR, Title 22, Division 9, Chapter 2, §100075, subsection (e)
    - d. If an individual possesses a current California-issued paramedic license or California Advanced EMT certificate, then the individual need not comply with subsections (a)-(c), above.
  6. 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 SJCEMSA.
  7. 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 SJCEMSA.
    - a. Live scan results older than twelve (12) months from the date of submission of an application shall not be accepted and the live scan must be repeated at the applicant's cost.
    - b. SJCEMSA shall send a notice of non-interest to the DOJ for lapse in certification after twelve (12) months.
    - c. EMT renewals that require a live scan have to pay the fee as required by CCR, Title 22, Division 9, Chapter 10, § 100345, subsection (a)(1).
  8. 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 live scan criminal background results and after all certification requirements have been met:
1. SJCEMSA will issue an EMT certification.
  2. If the renewal requirements are met within six (6) months prior to the current certification expiration date, the effective date of the renewal will be the date immediately following the expiration date of the current certificate. The certification will expire the last day of the month, two (2) years from the day

---

Effective: June 1, 2021  
Supersedes: September 1, 2019

Page 4 of 6

Approved: Signature on file  
Medical Director

Signature on file  
EMS Administrator

- prior to the effective date.
3. If the EMT renewal requirements are met greater than six (6) months prior to the expiration date, the effective date of the renewal will be the day the certificate is issued. The certification expiration date will be the last day of the month two (2) years from the effective date.
  4. A California certified EMT who is a member of the Armed Forces of the United States and whose EMT certification expires while deployed on active duty, or whose certification expires less than six (6) months from the date they return from active duty deployment with the Armed Forces of the United States, shall have six (6) months from the date they return from active duty deployment to complete the requirements of subsections A.1-7 of this section. In order to qualify for this exception, the individual shall:
    - a. Submit proof of their membership in the Armed Forces of the United States, and
    - b. Submit documentation of their deployment start and end dates.
    - c. Continuing education credit may be given for documented training that meets the requirements while the individual was deployed on active duty.
    - d. The continuing education documentation shall include verification from the individual's Commanding Officer attesting to the training attended.

**III. Reinstatement of an Expired California EMT Certificate:**

- A. Applicants who have allowed their certification to expire less than six (6) months shall complete the requirements of Section II. A-B. The CE shall be completed within the 24 months prior to applying for reinstatement.
- B. Applicants who have allowed their certification to expire beyond six (6) months but less than twelve (12) months shall be required to:
  1. Complete the requirements of Section II. A-B.
  2. Complete twelve (12) additional hours of approved EMS continuing education for a total of thirty-six (36) hours of continuing education within the 24 months prior to applying for reinstatement.
- C. Applicants who have allowed their certification to expire beyond twelve (12) months, shall be required to:
  1. Complete the requirements of Section II. A-B.
  2. Complete an additional twenty-four (24) hours of EMS continuing education, for a total of forty-eight (48) hours of continuing education within the 24 months prior to applying for reinstatement; and
  3. Shall pass the cognitive and psychomotor skills examinations required for initial certification within two (2) years of the date of application for EMT reinstatement unless the individual possesses a current and valid EMT,

---

Effective: June 1, 2021  
Supersedes: September 1, 2019

Page 5 of 6

Approved: Signature on file  
Medical Director

Signature on file  
EMS Administrator

AEMT or paramedic National Registry Certificate or a current and valid AEMT certificate or paramedic license.

- D. For individuals who meet the requirements of Section III., the effective date of reinstatement shall be the day the certificate is issued. The certification expiration date will be the last day of the month two (2) years from the effective date.
- IV. SJCEMSA 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 (LEMSA) that took such action.
- V. EMT's shall be responsible for notifying SJCEMSA of their proper and current mailing address and shall notify the SJCEMSA within thirty (30) calendar days.
- VI. Falsification of any of the certification/recertification documents may result in the denial/revocation of the application.
- VII. In accordance with the requirements of H&SC § 1797.229 (AB2293/Reyes), SJCEMSA shall collect and report to the EMS Authority ethnicity and other demographic data for all applicants.

---

Effective: June 1, 2021  
Supersedes: September 1, 2019

Page 6 of 6

Approved: Signature on file  
Medical Director

Signature on file  
EMS Administrator