

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. Possess documented proof of passing the National Registry of Emergency Medical Technician EMT (EMT Basic) written examination and skills examination within the last two (2) years and have either:
 - a. A valid EMT course completion record dated within the last two (2) years;
 - b. Documentation of successful completion of an approved out-of-state EMT training course within the last two (2) years; or,
 - c. A current and valid out-of state EMT certificate.
 2. Possess a current and valid National Registry EMT-Basic registration certificate.
 3. Possess a current and valid out-of–state National Registry EMT-Intermediate or Paramedic certificate.
 4. Possess a current and valid California Advanced EMT or EMT-II 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 function as an EMT in California.”;
 3. Disclose any certification or licensure action:
 - a. Against an EMT, Advanced EMT, or EMT-II certificate, or any denial of certification by a Local EMS Agency, 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 any active investigations; or
- d. Against any health-related license.
- 4. 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 the EMS Agency.
 - c. National Registry EMT Card.
 - d. And one of the following:
 - i. A valid EMT course completion certificate.
 - ii. A current and valid out-of state EMT certificate.
 - iii. A current and valid National Registry EMT-Basic registration certificate
 - iv. A current and valid out-of-state National Registry EMT-Intermediate or Paramedic certificate.
 - v. A current and valid California Advanced EMT or EMT-II certification or current and valid California Paramedic license.
- 5. 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.
- 6. 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 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. The California EMS Authority will send the California certification card which will be valid for the certification period.
 - 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 as follows:
 - a. For an individual who meets the criteria listed in subdivisions A.1.a. or A.1.b. of this Section, the expiration date shall be the last day of the

- month two (2) years from the effective date of the initial certification.
- b. For an individual who meets the criteria listed in subdivision A.1.c, of this Section, the expiration date shall be the lesser of the following:
 - i. The last day of the month two (2) years from the effective date of the initial certification; or
 - ii. The expiration date of the certificate or license used to establish eligibility under subdivision A. of this Section.
 - D. The EMT shall be responsible for notifying the San Joaquin County EMS Agency of her/his proper and current mailing address and shall notify the certifying San Joaquin County EMS Agency in writing within thirty (30) calendar days of any and all changes of the mailing address, giving both the old and the new address, and EMT registry number.
 - E. An EMT shall only be certified by one (1) certifying entity during a certification period.

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 (08/10)). 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 EMT 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. 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. The California EMS Authority will send the California certification card which will be valid for the certification period.
 2. If the recertification requirements are met within six (6) months prior to the current certification expiration date, the effective date of recertification will be the date immediately following the expiration date of the current certificate. The certification will expire two (2) years from the day prior to the effective date.
 3. If the EMT recertification requirements are met greater than six (6) months prior to the expiration date, the effective date of recertification will be the date the individual satisfactorily completes all certification requirements and has applied for recertification. 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 submit proof of their membership in the Armed Forces of the United States and

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Approved: Signature on File
Medical Director

Signature on File
EMS Administrator

documentation of their deployment starting and ending dates.

IV. Re-Certification After Lapse in Certification:

- A. Applicants who have allowed their certification to expire less than six (6) months shall complete the requirements of Section III. A.
 - 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 III. A.
 - 2. Complete twelve (12) additional hours of approved EMS continuing education for a total of thirty-six (36) hours of continuing education.
 - C. Applicants who have allowed their certification to expire beyond twelve (12) months, but less than twenty-four (24) months, shall be required to:
 - 1. Complete the requirements of Section III. A.
 - 2. Complete an additional twenty- four (24) hours of EMS continuing education, for a total of forty-eight (48) hours of continuing education; and
 - 3. Shall pass the written and skills examinations required for initial certification.
 - D. For individuals who meet the requirements of Section IV., the effective date of the recertification 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.
 - E. 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 training course.
 - F. The EMS Agency will issue a temporary EMT certification card, which shall be valid for forty-five (45) days. The California EMS Authority will send the California certification card which will be valid for the certification period.
- 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/.htm.
- VII. Falsification of any of the certification/recertification documents may result in the denial of the application.