I. PURPOSE
This policy establishes the requirements for initial certification and recertification as a California Emergency Medical Technician (EMT) by the Contra Costa County EMS Agency (LEMSA).

II. REQUIREMENTS FOR EMT CERTIFICATION
A. The following requirements apply to all applicants who have never been certified as an EMT in California:
   1. Be eighteen (18) years of age or older.
   2. Provide a current government-issued photo ID (e.g., driver license or identification card issued by any State of the United States, United States military ID card, or United States issued passport).
   3. Provide documentation of successful completion of the National Registry of Emergency Medical Technicians (NREMT) written and skills examination and have either:
      a. A valid EMT course completion record from an approved U.S. DOT EMT training program dated within the last two (2) years; OR,
      b. Documentation of successful completion of an approved out-of-state initial U.S. DOT approved EMT training course within the past two (2) years; OR,
      c. Possess a current and valid out-of-state EMT certificate; OR,
      d. Possess a valid California Advanced EMT (AEMT) certificate or paramedic license.
   4. Complete an electronic application for an initial EMT certificate through Contra Costa County’s online license management system (https://cccems.imagetrendlicense.com/public/contracosta/).
   5. Disclose whether the applicant has ever been convicted of a felony or misdemeanor in California, or any other state or place, or convicted of any crime punishable under the Uniform Code of Military Justice, including entering a plea of no contest, or any conviction which has been set aside pursuant to Penal Code § 1203.4 or expunged; or whether the applicant has ever had a certification, accreditation, or professional healing arts license suspended or revoked; or whether the applicant is currently under investigation by any law enforcement, health care or regulatory agency. For any disclosure, the applicant must provide the following documents at the time of application, if applicable:
      a. Misdemeanor Arrests/Convictions
         i. Police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 5 years.
      b. Felony Arrests/Convictions
         i. Police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 10 years, unless said felony was a capital offense, in which case the applicant shall provide each police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 75 years.
c. Administrative/Licensure Actions
   i. Administrative records including the allegation(s) or accusation(s) and final decisions or orders relating to any prior certification or licensure action.

6. Complete a Department of Justice (DOJ) Criminal Offender Record Information (CORI) background check (Live Scan) after completing your online EMT certificate application. Live Scans completed prior to submission of an EMT certificate application will not be retained by the Agency and will require the applicant to provide a new Live Scan.

7. Pay the established Contra Costa certification application fee and the applicable California EMT Registry fee.

III. WITHDRAWAL OF APPLICATION/ABANDONED APPLICATION
   A. A completed application that has been submitted to the LEMSA may not be withdrawn.
   B. An incomplete application that has not been completed within 30 days will be deemed abandoned and any fees paid will be forfeited. An applicant who has had a prior abandoned application will be required to start the application process again, including payment of applicable fees.

IV. ISSUANCE OF CERTIFICATION
   A. Upon completion of Items 1 through 8 above, and upon confirmation that the applicant is not precluded from certification for reasons defined in § 1798.200(c)(1) through (11) of the Health & Safety Code or the provisions of § 100214.3(c)(1) through (9) or (d)(1) through (2) of Title 22 of the Code of Regulations, the applicant shall be certified as a California EMT. A permanent California EMT card will be issued by the LEMSA and mailed to the applicant within thirty (30) days of approval of the application by the LEMSA. Applicants who disclose criminal history, criminal convictions, pending criminal charges, or administrative or disciplinary actions against a healthcare related license or certificate may be delayed for up to 60 days.
   B. The effective date of the initial EMT certificate will be the date the EMT certificate is issued by the LEMSA.
   C. The expiration date of the EMT certificate shall be the lesser of:
      1. The last day of the month two (2) years from the effective date of the initial certification; or
      2. The expiration date of the certificate or license used to establish eligibility.

V. REQUIREMENTS FOR EMT CERTIFICATE RENEWAL
   A. To maintain a California EMT certificate, applicants shall meet the following requirements:
      1. Possess a valid and current California EMT certificate.
      2. Provide a current government-issued photo ID (e.g., state driver license, state ID card, military ID card or passport).
      3. Successfully complete an approved EMT twenty-four (24) hour refresher course within the two (2) year certification period; OR,
         Obtain a minimum of twenty-four (24) hours of approved prehospital continuing education (CE) from an approved CE provider within the two (2) year certification period.
4. Submit a completed skills competency verification form (EMSA-SCV 01/17), verifying skills competency has been verified only by a licensed or certified California EMT, AEMT, paramedic, Registered Nurse (RN), Physician’s Assistant (PA), or Physician who has been designated by an EMS approved training program (EMT training program, AEMT training program, Paramedic training program or CE provider) or an EMS service provider. The skills to be verified shall be those skills set forth on form EMSA-SCV 01/17 and shall be demonstrated by performance of the psychomotor skills on a live or simulated patient.

5. Complete an electronic application for renewal of an EMT certificate through Contra Costa County’s online license management system (https://cccems.imagetrendlicense.com/public/contracosta/).

6. Disclose whether the applicant has ever been convicted of a felony or misdemeanor in California, or any other state or place, or convicted of any crime punishable under the Uniform Code of Military Justice, including entering a plea of no contest, or any conviction which has been set aside pursuant to Penal Code § 1203.4 or expunged; or whether the applicant has ever had a certification, accreditation, or professional healing arts license suspended or revoked; or whether the applicant is currently under investigation by any law enforcement, health care or regulatory agency. For any disclosure, the applicant must provide the following documents at the time of application, if applicable:
   a. Misdemeanor Arrests/Convictions
      i. Police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 5 years.
   b. Felony Arrests/Convictions
      i. Police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 10 years, unless said felony was a capital offense, in which case the applicant shall provide each police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 75 years.
   c. Administrative/Licensure Actions
      i. Administrative records including the allegation(s) or accusation(s) and final decisions or orders relating to any certification or licensure action.

7. Applicants for renewal who are not currently certified through Contra Costa EMS must complete a Department of Justice background check (Live Scan) after submitting an application for EMT certificate renewal.

8. Pay the established Contra Costa certification application fee and the California EMT Registry fee.

B. Upon completion of Items one (1) – nine (9) above, and confirmation that the applicant is not precluded from certification for reasons defined in § 1798.200 of the Health and Safety Code or the provisions of §§ 100214.3(c)(1)-(9) or (d)(1)-(2) of Title 22 of the Code of Regulations an individual shall be recertified as an EMT.

C. A permanent California EMT card will be issued by the LEMSA and mailed to the applicant within
thirty (30) days of approval of the EMT certificate renewal application by the LEMSA.

D. If the renewal requirements are met within six (6) months prior to the current expiration date, the effective date of the EMT certification shall be the first day after the expiration date of the current certification and the expiration date shall be the final day of the final month of the two (2) year period.

E. If the renewal requirements are met greater than six (6) months prior to the current expiration date, the effective date of the EMT certificate shall be the date all certification requirements are completed and the expiration date shall be the final day of the final month of the two (2) year period.

VI. EXPIRATION WHILE ON ACTIVE DUTY IN MILITARY
A. A California EMT certificate that expires while an applicant is deployed on active duty or within six (6) months from the date they return from active duty shall have six (6) months from the date they return from active duty deployment to complete the recertification requirements.

B. An applicant who claims exemption under this provision shall submit proof of their membership in the Armed Forces of the United States and documentation of their deployment starting and ending dates.

VII. EMT CERTIFICATE RENEWAL AFTER LAPSE IN CERTIFICATION
A. For a lapse of less than six (6) months:
   1. Meet the requirements for California EMT renewal set forth in Section IV above.

B. For a lapse of six (6) months or more, but less than twelve (12) months:
   1. Meet the requirements for EMT renewal set forth in Section IV above and complete an additional twelve (12) hours of approved prehospital CE from an approved CE provider for a total of thirty-six (36) hours.

C. For a lapse of twelve (12) months or more, but less than twenty-four (24) months:
   1. Meet the requirements for EMT renewal set forth in Section IV and:
      a. Complete an additional twenty-four (24) hours of approved prehospital CE from an approved CE provider for a total of forty-eight (48) hours; AND,
      b. Provide documentation of successful completion of the NREMT written and skills exams within the past two (2) years.

D. For a lapse of twenty-four (24) months or more, applicants must meet the criteria in Section II for initial certification.

VIII. CONTINUING EDUCATION (CE) HOURS
A. The LEMSA randomly audits CE used for EMT certificate renewal. Failure to respond to an audit request may result in disciplinary action against the EMT certificate, up to and including suspension or revocation. In the event the LEMSA requires an applicant to submit verification of CE used for as basis for eligibility for EMT certificate renewal, the renewal application will not be processed until the documents requested have been received and verified by the LEMSA.
B. When requested by the LEMSA, photocopies of CE certificates for those courses used for completing the required CE must be submitted and must meet the criteria set forth in 22 CCR § 100395(m).