

# EMT Certification

## I. PURPOSE

This policy establishes the requirements and process for initial, renewal and reinstatement of a California Emergency Medical Technician (EMT) certificate to be issued by the Contra Costa County Emergency Medical Services Agency (CCCEMSA).

## II. REQUIREMENTS FOR INITIAL 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. Complete the electronic application for the EMT certificate through Contra Costa County's online license management system

(<https://cccems.imagetrendlicense.com/lms/public/portal#/login>) that requires submission of:

a. 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).

b. Your individual taxpayer identification number or social security number.

c. A Current government issued driver license number.

d. Valid documentation of successful completion of the National Registry of Emergency Medical Technicians cognitive and psychomotor examination within two (2) years of the completed application, and:

i. Valid documentation of successful completion of an approved California EMT training course or approved out-of-state EMT training course dated within two (2) years of the date of the application; OR,

ii. A current and valid out-of-state EMT certificate; OR,

iii. A current and valid registration with the National Registry of Emergency Medical technicians as an EMT, Advanced EMT or Paramedic; OR,

iv. A current and valid out-of-state Advanced EMT or Paramedic certificate; OR,

v. A current and valid California Advanced EMT (AEMT) certificate or paramedic license.

e. Disclosure of:

i. 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.

ii. Whether the applicant has any pending or current criminal investigations.

iii. Whether the applicant has any pending criminal charges.

iv. Whether the applicant has any prior and/or current certification, licensure, or accreditation actions, including denial or any active investigations, against any EMS-related or health related certification or licensure by a Local Emergency Medical Services Agency (LEMSA), the Emergency Medical Services Authority (EMSA) or other issuing entity inside or outside of the state of California.

v. Each certifying entity or LEMSA to which the applicant has applied for certification, accreditation or licensure in the previous twelve (12) months prior to the date of the application.



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- f. Documentation submittals for any disclosure at the time of application shall, include if applicable:
  - i. **Misdemeanor Arrests/Convictions:** 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 five (5) years.
  - ii. **Felony Arrests/Convictions:** 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 ten (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.
  - iii. **Administrative/Licensure Actions:** Administrative records including the allegation(s) or accusation(s) and final decisions or orders relating to any prior certification or licensure action.
3. Complete a Department of Justice (DOJ) Criminal Offender Record Information (CORI) background check (Live Scan) **AFTER** completing the online EMT certificate application.
  - a. 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.
4. Pay the established Contra Costa certification application fee which includes the applicable California EMT Registry fee.

### III. REQUIREMENTS FOR EMT CERTIFICATE RENEWAL THAT IS CURRENT OR EXPIRED LESS THAN SIX MONTHS

- A. To renew a California EMT certificate, applicants shall meet the following requirements:
  1. Possess a valid and current California EMT certificate that is current or expired less than six (6) months.
  2. Complete the electronic application for the EMT certificate through Contra Costa County's online license management system (<https://cccems.imagetrendlicense.com/lms/public/portal#/login>) that requires providing the submission of:
    - a. 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).
    - b. Your individual taxpayer identification number or social security number.
    - c. A Current government issued driver license number.
    - d. Valid documentation of successful completion of an approved EMT twenty-four (24) hour refresher course within the two (2) year certification period; OR,
    - e. Valid documentation of successful completion a minimum of twenty-four (24) hours of approved prehospital continuing education (CE) from an approved CE provider within the previous two (2) year certification period.
    - f. A valid and complete State of California EMT skills competency verification form (EMSA-SCV 01/17).
  3. Disclosures as required in section II. (A)(2)(e) and (f) of this policy.



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4. Applicants for renewal who are not currently certified through CCCEMSA and wish to change their certifying entity to CCCEMSA must also meet the requirements of section II. (A)(3) of this policy.
5. Pay the established CCCEMSA certification application fee that includes the applicable California EMT Registry fee.

## IV. REQUIREMENTS FOR EMT CERTIFICATE REINSTATEMENT

- A. For a lapse of six (6) months or more, but less than twelve (12) months:
  1. Possess a California EMT certificate that is lapsed six (6) months or more, but less than twelve (12) months.
  2. Meet the requirements for renewal in section III. (A) of this policy and:
    - a. Complete an additional twelve (12) hours of approved CE for a total of thirty-six (36) hours.
- B. For a lapse of twelve (12) months or more:
  1. Possess a California EMT certificate that is lapsed twelve (12) months or more.
  2. Meet the requirements for renewal in section III. (A) of this policy, and:
    - a. Complete an additional twenty-four (24) hours of approved CE for a total of forty-eight (48) hours of CE; AND,
    - b. Provide documentation of:
      - i. Successful completion of the NREMT cognitive and psycho-motor examinations within two (2) years from the date of the application OR,
      - ii. A current and valid EMT, AEMT or paramedic NREMT registration OR,
      - iii. A current and valid AMET certificate or paramedic license.
    - c. Meet the requirements of section II. (A)(3) of this policy.

## V. 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, documentation of their deployment starting and ending dates and if utilizing training complaint with CCR. Title 22, Division 9, Chapter 11 while deployed on active-duty to meet CE requirements for renewal, shall include verification from the applicants Commanding Officer attesting to the training attended.



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## VI. ISSUANCE OF CERTIFICATION

- A. Upon completion of the requirements and processes within this policy, and upon confirmation that the applicant is not precluded from certification for reasons defined in § 1798.200 the California Health & Safety Code or the provisions of § 100214.3(c)(1) through (9) or (d)(1) through (2) of Title 22 of the California Code of Regulations, the applicant shall be certified as a California EMT. A permanent California EMT wallet card will be issued by CCCEMSA and mailed to the applicant within forty-five (45) days of approval of the application by CCCEMSA. Review of applications that 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 sixty (60) days prior to communication from CCCEMSA.
- B. Initial EMT Certification
  - 1. The effective date of the initial EMT certificate will be the date the EMT certificate is issued by CCCEMSA.
  - 2. The expiration date of the initial EMT certificate shall be the last day of the month two (2) years from the effective date.
- C. EMT Certificate Renewal That is Current
  - 1. If the application is completed and all requirements are met greater than six (6) months prior to the expiration date of the current EMT certificate, CCCEMSA will make the effective date of the renewal 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.
  - 2. If the application is completed and all requirements are met within six (6) months prior to the expiration date of the current EMT certificate, CCCEMSA will make the effective date of the renewal the date immediately following the expiration date of the current certificate. The certification expiration date will be the last day of the month two (2) years from the effective date.
- D. EMT Certificate Expired Less Than Six Months or Reinstatement of the EMT Certificate
  - 1. CCCEMSA will make the effective date of the EMT certificate the date the certificate is issued. The certification expiration date will be the last day of the month two (2) years from the effective date.

## VII. WITHDRAWAL OF APPLICATION/ABANDONED APPLICATION

- A. A completed application that has been submitted to CCCEMSA may not be withdrawn.
- B. An incomplete application that has not been completed within thirty (30) days may be deemed abandoned and reported to the EMSA Central Registry as withdrawn. 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.



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## VIII. CONTINUING EDUCATION (CE)

- A. CCCEMSA requires an applicant to submit CE certificates and or, verification or substitution documentation of CE as allowed under CCR. Title 22, Division 9, Chapter 11 that is used as the basis for eligibility for the EMT certificate renewal or reinstatement. The application for the EMT certificate will not be processed until the documents requested have been received and verified by CCCEMSA.
- B. CE certificates for courses used for eligibility for EMT certificate renewal or reinstatement must meet the criteria set forth in 22 CCR section 100395(m). The certificate or proof of successful completion be tamper resistant and include the following:
  - 1. The name of the participant.
  - 2. The participant's certification or license number.
  - 3. The course or class or activity title.
  - 4. The CE provider name and address.
  - 5. Date of course, class or activity.
  - 6. Signature of the CE provider Program Director or approved Class Instructor.
  - 7. Written statements to include:
    - a. "This course has been approved for (number) hours of continuing education by an approved California EMS CE Provider and was (check one) \_\_\_ instructor-based, \_\_\_ non-instructor based".
    - b. "This document must be retained for a period of four years"
    - c. "California EMS CE Provider # \_\_\_ - \_\_\_\_\_"
- C. The LEMSA may randomly audit 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.

## IX. AUTHORITY AND REFERENCE

Note: CCR Reference: Title 22, Division 9, Chapter 2, Section 100079, 100080, 100081, Chapter 6 and Chapter 11. HSC Reference: Division 2.5, Chapter 3, Section 1797.170, 1797.210, 1797.212, 1797.215, 1797.229

