

	01-0301	EMT Initial and Renewal Certification
Nor-Cal EMS Policy & Procedure Manual	BLS Certifications	
Effective Date: 10/01/2020	Next Revision: 10/01/2023	
Approval: Jeffrey Kepple MD – MEDICAL DIRECTOR	SIGNATURE ON FILE	

Authority

California Health and Safety Code, Division 2.5. California Code of Regulations, Title 22, Division 9, Chapters 2, 10 and 11. California Penal Code, § 11075 and 11105.2.

Purpose

To define the requirements for individuals who are applying for initial and renewal certification as an Emergency Medical Technician (EMT) in the Nor-Cal EMS Region.

Policy

1. An EMT shall only be certified by one (1) certifying entity during a certification period.
2. Individuals certified as an EMT shall be recognized as an EMT on a statewide basis.
3. No individual shall hold themselves out as an EMT unless that individual holds a current and valid EMT certification issued by an EMT certifying entity.
4. An EMT is responsible for notifying Nor-Cal EMS within thirty (30) calendar days of any changes in mailing or e-mail address.
5. If an EMT certification card is lost, destroyed, damaged, or there has been a change in the name of the EMT, a duplicate certification card may be requested.
 - A. The request shall be in writing to the EMT certifying entity and include a statement identifying the reason for the request and, if due to a name change, include a copy of legal documentation of the change in name.
 - B. The duplicate card shall bear the same certification number and date of expiration as the original card.
6. Application Processing:
 - A. A completed application and all required supporting documentation must be submitted to Nor-Cal EMS prior to processing. Incomplete applications will be maintained by Nor-Cal EMS for 60 days awaiting required supporting documentation. All applications not completed within 60 days will be destroyed.
 - B. Nor-Cal EMS will normally process completed applications within 10 business days.
 - C. Nor-Cal EMS is required to receive and review the State and Federal criminal background results before issuing an EMT certification. Application processing may be delayed and additional information / investigation may be required prior to processing for applicants with a criminal background.
7. An individual currently certified as an EMT may voluntarily deactivate his or her EMT certificate as long as the individual is not under investigation or disciplinary action for violations of California Health and Safety Code Section 1798.200. An individual who has voluntarily deactivated his or her EMT certificate shall comply with the following:
 - A. Discontinue all medical practice requiring an active and valid EMT certificate.
 - B. Return the EMT certificate to the certifying entity.
 - C. Notify the LEMSA to whom the individual is accredited as an EMT (if applicable) that his or her certification is no longer valid.

Procedure

EMT Initial Certification:

1. To be eligible for a Nor-Cal EMS issued initial California EMT certification, an individual shall meet/complete the following:
 - A. Be 18 years of age or older.
 - B. Meet one of the following training/eligibility requirements:

- a. Pass the National Registry of Emergency Medical Technicians, EMT cognitive and psychomotor examinations within two (2) years from the date of application, and have a valid EMT course completion record or other documented proof of successful completion of a California LEMSA or EMS Authority approved initial EMT training course issued within two (2) years of the date of application; or,
 - b. Pass the National Registry of Emergency Medical Technicians, EMT cognitive and psychomotor examinations within two (2) years from the date of application, and have documentation of successful completion of an approved out-of-state initial EMT training course that meets the requirements contained in California Code of Regulations (Title 22, Division 9, Chapter 2) issued within two (2) years of the date of application; or,
 - c. Pass the National Registry of Emergency Medical Technicians, EMT cognitive and psychomotor examinations within two (2) years from the date of application, and have a current and valid out-of-state EMT certificate; or,
 - d. Possess a current and valid National Registry EMT, Advanced EMT or Paramedic; or,
 - e. Possess a current and valid out of state Advanced EMT or Paramedic certificate; or,
 - f. Possess a current and valid California Advanced EMT certificate or a current and valid Paramedic license.
- C. Complete a State and Federal criminal history background check within 60 days from the date of application. Use of the Nor-Cal EMS Live Scan Service Form is mandatory.
- D. Complete the EMT Initial Certification Application. Applications are to include the following:
- a. A copy of a valid Government issued photo identification card.
 - b. A copy of a current CPR certification (AHA or equivalent).
 - c. Proof of compliance with one of the training/eligibility requirements listed above.
 - d. Payment of the established fees. Fees are non-refundable and non-transferable.
 - e. A completed Nor-Cal EMS Live Scan Service form signed by the Live Scan Operator.
 - f. Disclosure of any criminal action and/or certification or licensure action (completed or pending).
2. Nor-Cal EMS shall issue a temporary certificate to eligible individuals who apply for an initial EMT certificate and meet all of the requirements listed in the procedures section of the policy. A permanent EMT certification card will be issued by the State of California within sixty (60) days of the temporary card.
- A. The effective date of certification shall be the day the certificate is issued.
 - B. The certification expiration date shall be the last day of the month two (2) years from the effective date.

EMT Certification Renewal:

1. To be eligible for a Nor-Cal EMS issued renewal California EMT certification, an individual shall meet/complete the following:
 - A. Possess a current EMT certification issued by a California certifying entity.
 - B. If the current EMT certification was issued by another California EMT certifying entity, the individual shall complete a State and Federal criminal history background check within 60 days from the date of application. Use of the Nor-Cal EMS Live Scan Service form is mandatory.
 - C. Meet one of the following continuing education requirements:
 - a. Successfully complete a 24-hour refresher course from an approved EMT training program within the 24 months prior to applying for renewal, or
 - b. Obtain at least 24 hours of continuing education (CE), within the 24 months prior to applying for renewal, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
 - D. Complete the EMT Renewal Certification Application and provide copies of the following:
 - a. A current and valid EMT certification card issued by a California EMT certifying entity.
 - b. A copy of a valid Government issued photo identification card.
 - c. Copy of [01-0303 EMT Continuing Education Log](#) to include 24 hours of CEs or EMT Refresher Course Certificate of Completion.
 - d. A completed [01-0302 Skills Competency Verification Form](#).

Note: Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for EMT certification renewal.
 - e. Payment of the established fees. Fees are non-refundable and non-transferable.

Note: Renewal applicants changing certifying entities are required to pay the initial certification fee.

- f. A completed [Nor-Cal EMS Live Scan Service Form](#) signed by the Live Scan Operator. (Applicants changing certifying entities only.)
 - g. Disclosure of any criminal and/or certification or licensure action (completed or pending).
2. Effective July 1, 2019, an EMT renewing his or her 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.
 - B. The use and administration of epinephrine by auto-injector.
 - C. The use of a glucometer.

Note: If an individual possesses a current California paramedic license or Advanced EMT certificate, then the individual need not comply with this requirement.

3. A California certified EMT who is a member of the Armed Forces of the United States and whose 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 EMT certification renewal requirements. In order to qualify for this exception, the individual shall:
 - A. Submit proof of his or her membership in the Armed Forces of the United States.
 - B. Submit documentation of his or her deployment starting and ending dates.
4. CE credit may be given for documented training that meets the requirements contained in California Code of Regulations (Title 22, Division 9, Chapter 11) while the individual was deployed on active duty. CE documentation shall include verification from the individual's Commanding Officer attesting to the training.
5. Nor-Cal EMS shall issue a temporary wallet-sized EMT certificate card to eligible individuals who apply for an EMT renewal certificate and meet all of the requirements listed in this section of the policy. A permanent EMT certification card will be issued by the State of California within sixty (60) days of the temporary card.
 - A. If the EMT renewal requirements are met within six (6) months prior to the current certification expiration date, the effective date of renewal shall 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 prior to the effective date.
 - B. If the EMT renewal requirements are met greater than six (6) months prior to the expiration date, the effective date of renewal 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.

Reinstatement of an Expired or Voluntarily Deactivated EMT Certification:

1. To be eligible for a Nor-Cal EMS issued EMT renewal certification following expiration or voluntary deactivation of a previously issued California EMT certification, an individual shall meet/complete the following:
 - A. Possess or provide proof of an expired or voluntarily deactivated EMT certification issued by a California certifying entity.
 - B. If the expired/voluntarily deactivated EMT certification was issued by another California EMT certifying entity, or Nor-Cal EMS has submitted a "No Longer Interested (NLI) request to the DOJ due to the time lapse following expiration of the previously issued EMT certification, the individual shall complete a State and Federal criminal history background check (utilizing the Nor-Cal EMS Live Scan Service form) within 60 days from the date of application.
 - C. Complete the EMT Renewal Certification Application and provide copies of the following:
 - a. An expired EMT certification card previously issued by a California EMT certifying entity, or proof of an EMT certification previously issued by a California EMT certifying entity that has been voluntarily deactivated.
 - b. A copy of a valid Government issued photo identification card.
 - c. Proof of compliance with one of the continuing education requirements listed below (based on the period of lapse). Submit copy of [01-0303 EMT Continuing Education Log](#).
 - d. Proof of compliance with the additional testing requirement listed below if required (applicants who have a California EMT certification that has expired or voluntarily deactivated for 12 months or more only).

- e. A completed [01-0302 Skills Competency Verification Form](#).
Note: Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for EMT certification renewal.
 - f. Payment of the established fees. Fees are non-refundable and non-transferable.
Note: Applicants changing certifying entities or if Nor-Cal EMS has submitted a NLI request to the DOJ only are required to pay the initial certification fee).
 - g. A completed [Nor-Cal EMS Live Scan Service Form](#) signed by the Live Scan Operator:
 - If applicant changed certifying entities; or,
 - If Nor-Cal EMS has submitted a NLI request to the DOJ only; or,
 - If certification lapsed greater than 12 months.
 - h. Disclosure of any criminal action and/or certification or licensure action (completed or pending).
2. Meet one of the following continuing education requirements (based on the period of lapse):
 - A. **Lapse of less than six (6) months:**
 - a. Successfully complete a 24-hour refresher course from an approved EMT training program within the 24 months prior to applying for renewal; or,
 - b. Obtain at least 24 hours of continuing education (CE), within the 24 months prior to applying for renewal, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
 - B. **Lapse of six (6) months or more, but less than 12 months:**
 - a. Successfully complete a 24-hour refresher course from an approved EMT training program, and 12 hours of continuing education, within the 24 months prior to applying for reinstatement; or,
 - b. Obtain at least 36 hours of continuing education (CE), within the 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
 - C. **Lapse of 12 months or more:**
 - a. Successfully complete a 24-hour refresher course from an approved EMT training program, and 24 hours of continuing education, within the 24 months prior to applying for reinstatement; or,
 - b. Obtain at least 48 hours of continuing education (CE), within the 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
 - c. Additional testing requirement for a lapse of 12 months or more: Pass the National Registry of Emergency Medical Technicians EMT cognitive and psychomotor examinations within two (2) years of the date of application unless the individual possesses a current and valid EMT, AEMT or paramedic National Registry Certificate or a current and valid AEMT certificate or paramedic license.
 - d. Complete a State and Federal criminal history background check within 60 days from the date of the renewal application. Use of the Nor-Cal EMS Live Scan Service Form is mandatory.
 3. Effective July 1, 2019, an EMT renewing his or her reinstatement 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.
 - B. The use and administration of epinephrine by auto-injector.
 - C. The use of a glucometer.

Note: If an individual possesses a current California paramedic license or Advanced EMT certificate, then the individual need not comply with this requirement.
 4. Nor-Cal EMS shall issue a temporary EMT certificate to eligible individuals who apply for an EMT renewal certificate and meet all of the requirements listed in this section of the policy. A permanent EMT certification card will be issued by the State of California within sixty (60) days of the temporary certificate.
 - A. The effective date of certification shall be the day the certificate is issued.
 - B. The certification expiration date shall be the last day of the month two (2) years from the effective date.