

	2101	<b>Emergency Medical Responder (EMR) Initial Certification and Recertification</b>
Nor-Cal EMS Policy & Procedure Manual		Certifications
Effective Date: 10/01/2020		Next Revision: 10/01/2023
Approval: Jeffrey Kepple MD – MEDICAL DIRECTOR		SIGNATURE ON FILE

## Authority

Health and Safety Code Division 2.5, California Code of Regulations, Title 22, Division 9.

## Purpose

To define requirements for the certification/recertification of an eligible applicant as an Emergency Medical Responder (EMR) recognized by the Nor-Cal EMS Medical Director.

## Initial Certification

To be eligible for a Nor-Cal EMS issued EMR certification, an individual shall meet/complete the following:

1. Be 18 years of age or older.
2. Meet one of the following training/eligibility requirements:
  - A. Possess a course completion record (including skills testing), dated within the past twelve (12) months from a Nor-Cal EMS approved training program.
  - B. Possess a course completion record or other documented proof of successful completion, dated within the past twelve (12) months of any initial training program that meets or exceeds the U.S. Department of Transportation Emergency Medical Responder National Emergency Medical Services Educational Standards and Instructional Guidelines.
  - C. Possess a current First Responder (FR) or EMR certification card issued by another certifying entity. Acceptance of a FR or EMR certification card issued by another certifying entity shall be at the sole discretion of Nor-Cal EMS.
  - D. Complete a criminal history background check through the process identified by Nor-Cal EMS.
  - E. Complete an EMR Certification Application.
  - F. Note: A completed and signed application and all required supporting documents must be submitted prior to processing. Incomplete applications will not be processed. All applications not completed within 60 (sixty) days of submission will be destroyed. Complete applications will be processed within 10 (ten) business days.
3. 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. Disclosure of any of the following certification or licensure action (completed or pending):
    - a. Against any EMR/EMT/AEMT related certification or license in California, and/or entity per statutes and/or regulations of that state or other issuing entity, including active investigations.
    - b. Against an EMR certificate, EMT certificate, AEMT certificate or a Paramedic license, or health related license.
    - c. Any denial of certification by a LEMSA or in the case of paramedic licensure, a denial by the California EMS Authority.
  - F. Payment of the established fees. Fees are non-refundable and non-transferable.

## Effective Date

1. Nor-Cal EMS shall issue a wallet-sized EMR certificate card to eligible individuals who apply for an initial EMR certificate and meet all the requirements listed in this section of the policy.
2. The effective date of certification shall be the day the certificate is issued.
3. The certification expiration date shall be the last day of the month two (2) years from the effective date.

## Additional Provisions

1. The EMR shall be responsible for notifying Nor-Cal EMS of any and all changes in name, employer, email and/or mailing address within thirty (30) calendar days of change.
2. The EMR shall be responsible for notifying Nor-Cal EMS of any and all arrests and/or convictions, during the certification period.

3. Application processing may be delayed, and additional information / investigation may be required prior to processing for applicants with a criminal background.
4. Nor-Cal EMS follows California Code of Regulations, Title 22, Division 9, Chapter 6, when determining disciplinary cause as it pertains to criminal records.
5. A Nor-Cal EMS issued EMR certification may be denied, suspended, or revoked for any act that is substantially related to the qualifications, functions, and duties of an EMR and is evidence of a threat to the public health and safety (pursuant to California Health and Safety Code, Division 2.5 § 1798.200).

### ***Recertification***

To be eligible for a Nor-Cal EMS issued renewed EMR certification, an individual shall meet/complete the following:

1. Possess a current Nor-Cal EMS issued EMR certification.
2. Meet one of the following continuing education (CE) requirements:
  - A. Complete a 12-hour refresher course from an approved EMR training program within 24 months prior to applying for renewal.
  - B. Obtain at least 12 hours CE within 24 months prior to applying for renewal from an approved CE provide in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11). CEs to be itemized on policy:[Emergency Medical Responder Continuing Education Log](#).
3. A completed policy Emergency Medical Responder Skills Verification Form. Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for EMR certification renewal.
4. If not previously done, complete a criminal history background check through the process identified by Nor Cal EMS.
5. Complete an EMR Certification Application.
6. Note: A completed and signed application and all required supporting documents must be submitted prior to processing. Incomplete applications will not be processed. All applications not completed within 60 (sixty) days of submission will be destroyed. Complete applications will be processed within 10 (ten) business days.
7. Applications are to include all of the following:
  - A. A copy of a current Nor-Cal EMS issued EMR certification card.
  - B. A copy of a valid Government issued photo identification card.
  - C. Proof of compliance with one of the training/eligibility requirements listed above. Provide course completion certificate if applicable or use policy:
  - D. [Emergency Medical Responder Continuing Education Log](#).
  - E. [Emergency Medical Responder Skills Verification Form](#).
  - F. Payment of the established fees. Fees are non-refundable and non-transferable.
  - G. Disclosure of any of the following certification or licensure actions:
    - a. Against any EMR/EMT/AEMT related certification or license in California, and/or entity per statutes and/or regulations of that state or other issuing entity, including active investigations.
    - b. Against an EMR certificate, EMT certificate, AEMT certificate or a Paramedic license, or health related license.
    - c. Any denial of certification by a LEMSA or in the case of paramedic licensure, a denial by the California EMS Authority.
  - H. Payment of the established fees. Fees are non-refundable and non-transferable.

### **Additional Provisions**

1. The EMR shall be responsible for notifying Nor-Cal EMS of any and all changes in name, employer, email and/or mailing address within thirty (30) calendar days of change.
2. The EMR shall be responsible for notifying Nor-Cal EMS of any and all arrests and/or convictions, during the certification period.
3. Application processing may be delayed, and additional information / investigation may be required prior to processing for applicants with a criminal background.
4. A Nor-Cal EMS issued EMR certification may be denied, suspended, or revoked for any act that is substantially related to the qualifications, functions, and duties of an EMR and is evidence of a threat to the public health and safety (pursuant to California Health and Safety Code, Division 2.5 § 1798.200).

### **Recertification after Lapse in Certification**

The following requirements shall apply to an individual whose Nor-Cal EMS EMR Certification has lapsed to be eligible for recertification:

1. For a lapse of less than six (6) months, the individual shall comply with the requirements listed in items "7.A. - 7.G." of the "Recertification" section of this policy.
2. For a lapse of six (6) months or more, but less than twelve (12) months, the individual shall comply with the requirements listed in items 7.A. - 7.G. of the "Recertification" section of this policy and one of the following:
  - A. Successfully complete a 12-hour refresher course from an approved EMR training program, and an additional 12 hours of CE (24 CE hours total), within 24 months prior to applying for reinstatement.
  - B. Obtain at least 24 hours of CE, within 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).
3. For a lapse of twelve (12) months or more, the individual shall complete an entire EMR course and comply with all of the requirements listed in the sub-section of the "Initial Certification" section of this policy.

### **Expiration While Deployed for Active Duty**

A Nor-Cal EMS certified EMR 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 EMR certification renewal requirements. In order to qualify for this exception, the individual shall:

1. Submit proof of his or her membership in the Armed Forces of the United States and submit documentation of his or her deployment starting and ending dates.
2. 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.

### **Recertification Effective Dates**

Nor-Cal EMS shall issue an EMR certificate to eligible individuals who apply for an EMR recertification and meet all of the requirements listed in the "Recertification" section of the policy.

1. If the 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. The certification will expire the last day of the month two (2) years from the date prior to the effective date.
2. If the EMR 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 issued. The certification expiration date will be the last day of the month two (2) years from the effective date.
3. If the EMR renewal requirements are met after six (6) months or more, but less than 12 months, the effective date of the renewal shall be the day the certificate is issued. The certification expiration date shall be the last day of the month two (2) years from the effective date.