

	2301	<b>Advanced Emergency Medical Technician 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 Advanced Emergency Medical Technician (AEMT) recognized in the State of California by the Nor-Cal EMS Medical Director.

## Policy

1. An AEMT shall only be certified by one (1) certifying entity during a certification period.
2. No individual shall hold themselves out as an AEMT unless that individual holds a current and valid AEMT certification issued by an EMT certifying entity.
3. An AEMT is responsible for notifying Nor-Cal EMS within thirty (30) calendar days of any changes in mailing or e-mail address.
4. If an AEMT 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. 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. The duplicate card shall bear the same certification number and date of expiration as the original card.
5. The AEMT shall be responsible for notifying Nor-Cal EMS of any and all subsequent arrests and/or convictions, during the certification period.
6. An individual currently certified as an AEMT by the provisions of this policy are deemed to be certified as an EMT with no further testing required.
7. An individual currently licensed in California as a Paramedic is deemed to be certified as an AEMT, except when the Paramedic license is under suspension, with no further testing required. In the case of a Paramedic license under suspension, the Paramedic shall apply to Nor-Cal EMS for AEMT certification.
8. 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.

## Procedure

### *Initial Certification*

1. In order to be eligible for initial certification an individual shall:
  - A. Possess a current EMT certificate issued in the State of California.
  - B. Have an AEMT course completion record or other documented proof of successful completion of the topics contained in an approved AEMT training program.
  - C. Pass the National Registry of Emergency Medical Technicians AEMT written and skills examination.
  - D. 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.
  - E. Complete the AEMT 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).

- F. Complete a pre-certification field evaluation.
2. An individual, who possesses a current California AEMT certificate in one or more counties in California, shall be eligible for certification upon fulfilling the requirements listed in sub-section 1, items B - F of the "Initial Certification" section of this policy, and provides satisfactory evidence that his/her training included the required course content contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009): <https://www.ems.gov/pdf/811077a.pdf>
  3. An individual who possess a current and valid out-of-state or National Registry EMT-Intermediate certification or Paramedic license/certification shall be eligible for certification upon fulfilling the requirements listed in sub-section 1, items C - F of this Initial Certification section of the policy.
  4. In order for an individual, whose National Registry EMT-Intermediate or Paramedic or out-of- state EMT-Intermediate certification or Paramedic license/certification has lapsed, to be eligible for certification in California as an AEMT the individual shall:
    - A. 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.
    - B. For a lapse of less than six (6) months, the individual shall comply with the requirements listed in sub-section 1, items B - F of the "Recertification" section of this policy.
    - C. For a lapse of six (6) months or more, but less than twelve (12) months, the individual shall comply with the requirements under item 2 of the "Recertification after Lapse in Certification" section of this policy.
    - D. For a lapse of twelve (12) months or more, but less than twenty-four (24) months, the individual shall comply with the requirements under item 3 of the "Recertification After Lapse in Certification" section of this policy.
    - E. For a lapse of twenty-four (24) months or more, the individual shall complete an entire AEMT course and comply with all of the requirements listed in sub-section 1 of the "Initial Certification" section of this policy
  5. A Physician, Registered Nurse, or a Physician Assistant currently licensed by the State of California shall be eligible for AEMT certification upon:
    - A. Providing documentation that his/her training included the required course content contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January, 2009): <https://www.ems.gov/pdf/811077a.pdf>
    - B. Successfully completing five (5) documented ALS contacts in a pre-hospital field internship.
    - C. Fulfilling the requirements listed in sub-section 1, items C - F of this Initial Certification section of the policy.
  6. Nor-Cal EMS shall issue a temporary wallet-sized AEMT certificate card to eligible individuals who apply for an initial AEMT certificate and meet all of the requirements listed in the procedures section of the policy. A permanent AEMT certification card will be issued by the State of California within forty-five (45) 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.

## ***Recertification***

1. In order to recertify, an AEMT shall:
  - A. Possess a current AEMT Certification issued in California.
  - B. Obtain at least thirty-six (36) hours of continuing education hours (CEH) from an approved continuing education (CE) provider from an approved CE provider in accordance with the provisions contained in California Code of Regulations, Title 22, Division 9, Chapter 11.
  - C. Submit a completed [Nor-Cal EMS Live Scan Service Form](#) signed by the Live Scan Operator. (Applicants changing certifying entities only).
  - D. Complete item 1.E. of the "Initial Certification" section of this policy.
  - E. Submit a completed [AEMT Skills Competency Verification Form](#) (EMSA - AEMT SCVF).
2. Nor-Cal EMS shall issue a temporary wallet-sized AEMT certificate card to eligible individuals who apply for an initial AEMT certificate and meet all of the requirements listed in the procedures section of the policy. A permanent AEMT certification card will be issued by the State of California within forty-five (45) days of the temporary card.
  - A. If the AEMT recertification requirements are met within six (6) months prior to the expiration date:

- a. The effective date of certification shall be the date immediately following the expiration date of the current certificate.
  - b. The certification expiration date will be the final day of the final month of the two (2) year period.
- B. If the AEMT recertification requirements are met greater than six (6) months prior to the expiration date:
- a. The effective date of certification shall be the date the individual satisfactorily completes all certification requirements and has applied for certification.
  - b. The certification expiration date shall not exceed two (2) years and shall be the final day of the final month of the two (2) year period.

### ***Recertification After Lapse in Certification***

1. The following requirements shall apply to an individual whose AEMT Certification has lapsed in order to be eligible recertification:
  - A. For a lapse of less than six (6) months, the individual shall comply with the requirements listed in sub-section 1, items A - F of the "Recertification" section of this policy.
  - B. For a lapse of six (6) months or more, but less than twelve (12) months, the individual shall comply with the requirements listed in sub-section 1, items A - F of the "Recertification" section of this policy and complete an additional twelve (12) hours of continuing education for a total of forty-eight (48) hours of training.
  - C. For a lapse of twelve (12) months or more, but less than twenty-four (24) months, the individual shall:
    - a. Comply with the requirements listed in sub-section 1, items A - F of the "Recertification" section of this policy, and complete an additional twenty-four (24) hours of continuing education for a total of sixty (60) hours of training.
    - b. The individual shall also pass the written and skills certification exam as specified in sub-section 1, item C of the "Initial Certification" section of this policy.
    - c. 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.
  - D. For a lapse of greater than twenty-four (24) months, the individual shall complete an entire AEMT course and comply with all of the requirements listed in sub-section 1 of the "Initial Certification" section of this policy.
2. Nor-Cal EMS shall issue a temporary wallet-sized AEMT certificate card to eligible individuals who apply for a AEMT recertification and meet all of the requirements listed in the recertification procedures section of the policy. A permanent AEMT certification card will be issued by the State of California within forty-five (45) 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.

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

1. An applicant who is deployed for active duty with a branch of the Armed Forces of the United States, whose AEMT certificate expires during the time the applicant is on active duty or less than six (6) months from the date the applicant is deactivated/released from active duty, may be given an extension of the expiration date of his/her AEMT certificate for up to six (6) months from the date of the applicant's deactivation/release from active duty in order to meet the renewal requirements for his/her AEMT certificate upon compliance with the following provisions:
  - A. Provide documentation from the respective branch of the Armed Forces of the United States verifying the applicant's dates of activation and deactivation/release from active duty.
  - B. If there is no lapse in certification, meet the requirements of "Recertification" section of this policy. If there is a lapse in certification, meet the requirements listed in the "Recertification After Lapse in Certification" section of this policy.
  - C. Provide documentation showing that the CE activities submitted for the certification renewal period were taken not earlier than thirty (30) days prior to the effective date of the applicant's AEMT certificate that was valid when he/she was activated for duty and not later than six (6) months from the date of deactivation/release from active duty.

- D. For an applicant whose active duty required him/her to use his/her AEMT skills, credit may be given for documented training that meets the requirements for the Nor-Cal EMS Continuing Education Requirements while the applicant was on active duty. The documentation shall include verification from the applicant's Commanding Officer attesting to the classes attended.
2. Nor-Cal EMS shall issue a temporary wallet-sized AEMT certificate card to eligible individuals who apply for an AEMT recertification if expired while deployed on active duty and meet all of the requirements listed. A permanent AEMT certification card will be issued by the State of California within forty-five (45) 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.