NOR-CAL EMS	2301	Advanced EMT (AEMT)Initial and Renewal Certification
Nor-Cal EMS Policy & Procedure Manual		Certifications
Effective Date: 10/01/2025		Next Revision: 10/2028
Approval: Jeffrey Kepple MD – MEDICAL DIRECTOR		SIGNATURE ON FILE

Purpose:

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

Policy:

1) An AEMT shall only be certified by one (1) certifying entity during a certification period.
2) Individuals certified as an AEMT shall be recognized as an AEMT on a statewide basis.
3) 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.
4) An AEMT is responsible for notifying Nor-Cal EMS within thirty (30) calendar days of any changes in mailing or e-mail address.
5) If an AEMT certification card is lost, destroyed, damaged, or there has been a change in the name of the AEMT, a duplicate certification card may be requested.
   a) The request shall be in writing to Nor-Cal EMS and include a statement identifying the reason for the request and, if it is 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.
   b) Nor-Cal EMS will 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 AEMT 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 AEMT may voluntarily deactivate his or her AEMT certificate if 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 AEMT certificate shall comply with the following:
   a) Discontinue all medical practice requiring an active and valid AEMT certificate.
   b) Return the AEMT certificate to the certifying entity.
   c) Notify the LEMSA to whom the individual is accredited as an AEMT (if applicable) that his or her certification is no longer valid.

Procedure:

AEMT Initial Certification:

1) To be eligible for a Nor-Cal EMS issued initial California AEMT 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:

i) Pass the National Registry of Emergency Medical Technicians for AEMT certification, AEMT cognitive and psychomotor examinations within two (2) years from the date of application, and have a valid AEMT course completion record or other documented proof of successful completion of a California LEMSA or EMS Authority approved initial AEMT training course (*or an approved out-of-state AEMT training course*) issued within two (2) years of the date of application; or,
ii) Pass the National Registry of Advanced Emergency Medical Technicians, AEMT cognitive and psychomotor examinations within two (2) years from the date of application, and have a current and valid out- of-state AEMT certificate; or,
iii) Possess a current and valid National Registry Advanced EMT or Paramedic; or,
iv) Possess a current and valid out of state Advanced EMT or Paramedic certificate; or,
v) Possess a current and valid California Advanced EMT certificate or Paramedic license.

c) **If the AEMT is new to Nor-Cal EMS**, they must 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 AEMT Initial Certification Application. Applications are to include the following:
i) A copy of a valid government issued photo identification card.
ii) A copy of a current CPR certification (AHA or equivalent).
iii) Proof of compliance with one of the training/eligibility requirements listed above.
iv) Payment of the established fees. Fees are non-refundable and non-transferable.
v) A completed Nor-Cal EMS Live Scan Service Form signed by the Live Scan Operator.
vi) Disclosure of any criminal action and/or certification or licensure action (completed or pending).

2) Nor-Cal EMS shall issue an AEMT certificate, made available in the Certemy online platform of the individuals account, to eligible individuals who apply for an initial AEMT certificate and meet all the requirements listed in the procedures section of the policy. A permanent AEMT 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.

AEMT Certification Renewal*:*

1) To be eligible for a Nor-Cal EMS issued renewal California AEMT certification, an individual shall meet/complete the following:
a) Possess a current AEMT certification issued by a California certifying entity.
b) If the current AEMT certification was issued by another California AEMT 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 the following continuing education requirements:

i) Obtain at least 36 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.

d) Complete the AEMT Renewal Certification Application and provide copies of the following:

i) A current and valid EMT certification card issued by a California AEMT certifying entity.
ii) A copy of a valid Government issued photo identification card.
iii) Copy of AEMT Continuing Education Log to include 36 hours of CEs or AEMT Refresher Course Certificate of Completion.
iv) A completed Skills Competency Verification Form.
    (a) Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for AEMT certification renewal.
v) Payment of the established fees. Fees are non-refundable and non-transferable.
    (a) Renewal applicants changing certifying entities are required to pay the initial certification fee.

2) Disclosure of any criminal and/or certification or licensure action (completed or pending)

4) A California certified AEMT 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 AEMT certification renewal requirements. 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.

5) CE credit may be given for documented training that meets the requirements contained in California Code of Regulations while the individual was deployed on active duty. CE documentation shall include verification from the individual's Commanding Officer attesting to the training.

6) Nor-Cal EMS shall issue an AEMT certificate, made available in the Certemy online platform of the individuals account made available in the Certemy online platform of the individuals account, to eligible individuals who apply for an AEMT renewal certificate and meet all the requirements listed in this section of the policy. A permanent AEMT certification card will be issued by the State of California within sixty (60) days of the temporary card.

A. If the AEMT 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 on the last day of the month two (2) years from the day prior to the effective date.
B. If the AEMT 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 AEMT Certification*:*

1) To be eligible for a Nor-Cal EMS issued AEMT renewal certification following expiration or voluntary deactivation of a previously issued California AEMT certification, an individual

shall meet/complete the following:

a) Possess or provide proof of an expired or voluntarily deactivated AEMT certification issued by a California certifying entity.
b) If the expired/voluntarily deactivated AEMT certification was issued by another California AEMT 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 AEMT 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 AEMT Renewal Certification Application and provide copies of the following:
    i) An expired AEMT certification card previously issued by a California AEMT certifying entity, or proof of an AEMT certification previously issued by a California AEMT certifying entity that has been voluntarily deactivated.
    ii) A copy of a valid government issued photo identification card.
    iii) Proof of compliance with one of the continuing education requirements listed below (based on the period of lapse). Submit copy of AEMT Continuing Education Log.
    iv) Proof of compliance with the additional testing requirement listed below if required (applicants who have a California AEMT certification that has expired or voluntarily deactivated for 12 months or more only).
    v) A completed Skills Competency Verification Form.
        (a) Note: Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for AEMT certification renewal.
    vi) Payment of the established fees. Fees are non-refundable and non-transferable.
        (a) 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.
    vii) A completed Nor-Cal EMS Live Scan Service Form signed by the Live Scan Operator:
        (1) If applicant changed certifying entities; or,
        (2) If Nor-Cal EMS has submitted a NLI request to the DOJ only; or,
        (3) If certification lapsed greater than 12 months.
    viii) 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***:
        i) Obtain at least 36 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.
    b) ***Lapses of six (6) months or more, but less than 12 months***:
        i) 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.
    c) ***Lapse of 12 months or more***:
        i) Obtain at least 60 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.

ii) Additional testing requirement for a lapse of 12 months or more: Pass the National Registry of Emergency Medical Technicians AEMT cognitive and psychomotor examinations within two (2) years of the date of application unless the individual possesses a current and valid paramedic National Registry Certificate or paramedic license.

iii) 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) Nor-Cal EMS shall issue a local AEMT certificate, made available on the Certemy online platform of the individuals account, to eligible individuals who apply for an AEMT renewal certificate and meet all the requirements listed in this section of the policy. A permanent AEMT 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.