



County of Santa Clara Emergency Medical Services System

Policy #201: Emergency Medical Technician Certification

EMT CERTIFICATION

Effective Date: July 1, 2010
Replaces: October 1, 2008

Resources

EMS 901: Personnel Application
Criminal Background Check Verification Form
Skills Verification Form

I. Purpose

To establish standardized criteria for the initial certification and renewal of EMT personnel consistent with the applicable state statutes and the Santa Clara County Emergency Medical Services Agency as the certifying entity.

II. Initial Certification

A. Eligibility Requirements

1. Successfully complete an approved EMT Basic Course.
2. Pass, by pre-established standards, the National Registry of Emergency Medical Technicians – EMT Basic written and skills examination.
3. Apply for certification within two (2) years of course completion date.
4. Be eighteen (18) years of age or older.
5. Meet the eligibility requirements identified in Prehospital Care Manual, Policy 200 (Eligibility for Prehospital Certificates and Credentials).

6. Complete criminal history background check verification.
 - a) Criminal Background check information results will be retained by the EMS Office for a period of six (6) months for an applicant seeking initial certification. If after six (6) month the application process is not completed the results with be placed on the No-Longer-Interested list with the California Department of Justice.

B. Documentation Required

1. Completed EMS Personnel Application.
2. Course completion record or other documented proof of successful completion of an approved EMT Basic Course within two (2) years of course completion.
3. Payment of the established local and State fee.
4. Current CPR card, which meets American Heart Association Guidelines at the Healthcare Provider level.
5. Two (2) current government issued photo IDs (state driver's license, state ID card, or passport).

III. Certification Renewal

A. Eligibility Requirements:

1. Possess current California EMT certificate or possess a California EMT certificate that was valid within two (2) years of application for EMT recertification.
2. Successfully complete an approved EMT refresher course or twenty-four hours of approved continuing education.
3. Successfully complete the skills competency verification.

4. Meet the eligibility requirements identified in Prehospital Care Manual, Policy 200 (Eligibility for Prehospital Certificates and Credentials).

B. Documentation Required

1. Completed EMS Personnel Application.
2. Continuing education or refresher course completion record(s), including State EMSA Skills Verification Form (original form).
3. Payment of the established local and State fee.
4. Current CPR card, which meets American Heart Association Guidelines at the Healthcare Provider level.
5. Two (2) current government issued photo IDs (state driver's license, state ID card, or passport).
6. Applicants for recertification whose current certificate was issued by another local EMS Agency or certifying agency must also complete a criminal history background check.
 - a) Criminal Background check results for recertification applicants will be maintained as long as the applicant is actively recertifying with Santa Clara County as the certifying entity. A No-Longer-Interest notification will be sent to the California Department of Justice if the applicant does not recertify within twelve (12) months of the expiration date of the certificate.

- C. The EMT shall be responsible for notifying the EMS Agency of his/her proper and current mailing address and shall notify the EMS Agency in writing within thirty (30) calendar days of any and all changes of the mailing address.

- D. An EMT shall only be certified by one (1) certifying entity during a certification period.
1. If the EMT is currently certified by multiple certifying entities, upon renewal the EMT shall only be certified by one (1) certifying entity thereafter.

IV. Lapse

- A. If the EMT certification expires prior to recertification, the following additional requirements must be completed.

0 to 6 months since lapse:

- 24 hours of training
- Skills verification form

6 to 12 months since lapse:

- 36 hours of training (12 additional hours of training)
- Skills verification form

12 to 24 months since lapse:

- 48 hours of training (24 additional hours of training).
- Achieve a passing score on written and skills certifying exam

Greater than 24 months or more since lapse:

- Complete entire EMT-I Basic course

V. Issuance of Certification

- A. The EMS Agency shall issue a temporary certificate, valid for forty-five (45) calendar days statewide from date of issue, to eligible individuals who successfully complete the application requirements.
- B. A wallet size EMT card shall be issued by the California State EMS Authority, valid statewide for two (2) years from the date of issue, to eligible individuals who successfully complete the application requirements.

- C. If the recertification requirements are met six (6) months or less prior to the expiration date of the current certificate, expiration date shall be two (2) years from the date of expiration of the current certificate.

VI. Required Training

All EMTs working for a Santa Clara County Prehospital Provider Agency must complete any mandatory training deemed necessary by the EMS Medical Director (EMS Updates, EMS System Orientation etc.). EMTs who do not complete the EMS Update by the initial deadline date, may not function as an EMT within the Santa Clara County EMS System until the training has been completed.