



# County of Santa Clara Emergency Medical Services System

## EMT Certification

### EMERGENCY MEDICAL TECHNICIAN CERTIFICATION (RENEWAL)

This checklist is for EMT Certification (Renewal) for any individual that is certified with the County of Santa Clara. For an online application to be accepted and processed, the following items must be submitted by the applicant via the online Credentialing Portal.

The requirements for each item contained in this checklist may be reviewed in *Santa Clara County Prehospital Care Policy # 201: EMT Certification*.

An EMT Certification application must be completed and digitally signed via the online Credentialing Portal by the Applicant. All documents contained below must be attached digitally:

- Attach a digital copy (front and back) of two (2) government issued photo identifications:
- Attach a digital copy (front and back) of current EMT state card.

LIST A	LIST B
Driver's license or ID card issued by a State or outlying possession of the United States	Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
U.S. Military identification card or Military dependent's identification card	Certification of Birth Abroad issued by the Department of State
U.S. Passport or U.S. Passport Card	Certification of Report of Birth issued by the Department of State
Permanent Resident (Alien) Card	Social Security Account Number card

- Attach a digital copy (front and back) of current CPR card, which meets the American Heart Association Guidelines at the Healthcare Provider Level:
  - American Heart Association
  - American Red Cross
  - American Health and Safety Institute
- Upload twenty-four (24) hours of Prehospital Care Continuing Education Course Verification Records (CEs) into the EMT Certification (Renewal) application.

Was there a lapse in certification?

- No – skip to EMT Skills Verification below.
- Yes – complete the following:
  - Less than six (6) months – No additional CEs are required.
  - Six (6) to twelve (12) months
    - Photocopy of twelve (12) additional CEs are required.

- Twelve (12) to (24) months
  - Photocopy of twenty-four (24) additional CEs are required.
  - Complete the National Registry of Emergency Medical Technicians written and skills examination. Photocopy of document required.
- Greater than twenty-four (24) months
  - Complete an entire EMT Basic course and apply as Initial EMT Certification
- State of California EMT Skills Verification Form
  - All skills must be completed and signed by an approved EMT Training Center or Authorized Santa Clara County Prehospital Care Provider Agency Representative
  - Original document required for submission.
- The EMT Certification processing fee of \$112.00 must be paid through the online payment system.

Applications will be processed when all required information is complete, including receipt of background clearance from the Department of Justice and Federal Bureau of Investigation. Temporary certificates will be issued via email to the applicant within 14 days of determination that all requirements have been met. On-site pick up of credential is not available.