



EMERGENCY MEDICAL TECHNICIAN CERTIFICATION

Effective: July 1, 2023
Replaces: July 1, 2019

I. Purpose

The purpose of this policy is to establish standardized criteria for the initial certification and certification 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. In addition to the requirements of Santa Clara County Prehospital Care Policy: 200 Eligibility for Prehospital Certificates and Credentials, eligibility requirements include:

1. An applicant who meets one of the following criteria shall be eligible for initial certification upon meeting the requirements listed in Section II B:
 - a. Possess a non-expired National Registry EMT Basic card. .
 - 1) A valid EMT course completion record or other documented proof of successful completion of any initial EMT Course approved by the U.S Department of Transportation (DOT) National EMS Education Standards dated within the last two years.
 - 2) Documentation of successful completion of an approved out-of-state initial EMT training course approved by the DOT National EMS Education Standards within the last two years.
 - 3) A current and valid out-of-state EMT certificate.

Pass the National Registry of Emergency Medical Technicians- EMT Basic written and skills examination and have one of the following

- b. Possess a non-expired out-of state or National Registry EMT-Intermediate Certificate.
 - c. Possess a current and valid California Paramedic License.
 2. Be eighteen (18) years of age or older.
 3. Submit a completed request for "Live Scan Applicant Submission Form" to the California DOJ for a state and federal CORI search in accordance with the provisions of Section 11105 (p) (1) of the California Penal Code; and, the CORI request shall include a subsequent arrest notification report in accordance with the provisions of Section 11105.2 of the California Penal Code; and, the EMT and/or Advanced EMT applicant will designate that both the state and federal



CORI search results and the subsequent arrest notification reports shall be reported to the certifying entity and the California Emergency Medical Services Authority.

- 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) months, the application process is not completed, the results will be placed on the No-Longer-Interested list with the California Department of Justice.

B. Process:

1. Completed EMT Certification Application including:
 - a. Documented proof of completion of eligibility requirements as noted in *Section II, A, 1* of this policy.
 - b. Payment of the established local and State fee.
 - c. Current CPR card, which meets American Heart Association Guidelines at the Healthcare Provider level.
 - d. Two (2) current government-issued photo IDs (see Policy 617 for ID requirements).

III. Certification Renewal

- A. In addition to the requirements of Santa Clara County Prehospital Care Policy: 200 Eligibility for Prehospital Certificates and Credentials, eligibility requirements include:
 1. Currently certified as a California EMT, or have been certified in the State of California as an EMT within the last two (2) years.
 2. Successfully complete an approved EMT refresher course or twenty-four hours of approved continuing education.
 3. Successfully complete the EMT skills competency verification.
 4. Starting July 1, 2019 an EMT renewing his or her certification for the first time shall submit documentation of successful completion of the following training by an approved EMT training program or approved CE provider:
 - a. The use and administration of naloxone or other opioid antagonist
 - b. The use and administration of epinephrine by auto-injector
 - c. The use of a glucometer



B. Process:

1. Completed EMT Certification Application including:
 - a. Proof of continuing education or refresher course completion record(s), including State EMS Authority Skills Verification Form (original form).
 - b. Payment of the established local and State fee.
 - c. Current CPR card, which meets American Heart Association Guidelines at the Healthcare Provider level.
 - d. Applicants for certification renewal whose current certificate was issued by another local EMS Agency or certifying agency must also complete a criminal history background check verification for a state and federal search. Criminal Background check results for certification renewal applicants will be maintained as long as the applicant is actively renewing certification with Santa Clara County as the certifying entity. A No-Longer-Interested notification will be sent to the California Department of Justice if the applicant does not renew certification within twelve (12) months of the expiration date of the certificate.
- C. A certified EMT is responsible for notifying the EMS Agency of their 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 be certified by one (1) certifying entity during a certification period. 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. Reinstatement of an Expired EMT Certificate

If an EMT certification is expired, the following additional requirements must be met.

- A. Zero (0) to six (6) months since expiration:
 1. Twenty-four (24) hours of approved continuing education, within the 24 months prior to applying for reinstatement.
 2. State of California skills verification form.
- B. Six (6) to twelve (12) months since expiration:
 1. Thirty-six (36) hours of approved continuing education, within the 24 months prior to applying for reinstatement.
 2. State of California skills verification form.
- C. Greater than twelve (12) months since expiration:



1. Forty-eight (48) hours of approved continuing education, within the 24 months prior to applying for reinstatement.
 2. State of California skills verification form.
 3. Pass the National Registry of Emergency Medical Technicians - EMT Basic written and skills examination within two (2) years of the date of application for reinstatement unless the individual possesses a current and valid EMT, AEMT or paramedic National Registry Certificate or a current and valid AEMT certificate or paramedic license.
- D. Starting July 1, 2019 an EMT renewing his or her certification for the first time shall submit documentation of successful completion of the following training by an approved EMT training program or approved CE provider:
1. The use and administration of naloxone or other opioid antagonist
 2. The use and administration of epinephrine by auto-injector
 3. The use of a glucometer

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, who successfully complete the application requirements.
- B. A wallet-sized EMT certification card is issued by the California State EMS Authority to individuals who have successfully completed the application requirements.
- C. The effective date of initial certification shall be the day the certificate was issued.
- D. If a criminal arrest or conviction shows up during the background process, the issuance of the certificate may be delayed.
 1. If certification action is taken against an applicant, the applicant will be notified within ten (10) working days after making the final determination.
- E. The expiration date for an initial certification shall be the last day of the month two (2) years from the effective date of the initial certification.
- F. If the certification renewal requirements are met in six (6) months or less prior to the expiration date of the current certificate, the expiration date shall be two (2) years from the date of expiration of the current certificate.
- G. If the certification renewal requirements are met six (6) months or greater prior to the expiration date of the current certificate, the expiration date shall be the last day of the month two (2) years from the date that all requirements for certification renewal were met.



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 that 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.

VII. Appointment Scheduling and Submission

- A. All first time certification applicants or those that have had certification discontinued for any reason must make an appointment with the EMS Agency in order to confirm their identity and have a current photograph recorded unless a current, validated photograph and identification is on file with the EMS Agency.
- B. EMS Agency personnel will discuss certification matters with the applicant only consistent with Title 22 Regulations and privacy and confidentiality laws. Those employed by Santa Clara County EMS System provider agencies may coordinate submissions with their employers EMS Program Manager.
- C. Express or on-site processing of certification is not available. Applicants are encouraged to apply at least six (6) months prior to expiration.