



Emergency Medical Services Agency Prehospital Care Manual **Policy 201**

EMT CERTIFICATION

Effective Date October 1, 2008
Replaces January 22, 2007

Resources

[EMS Personnel Application](#)
[Live Scan Instructions](#)
[Skills Verification Form](#)

I. Purpose

To establish standardized criteria for the initial certification and renewal of EMT personnel consistent with the applicable state statutes.

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 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)

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.
3. Payment of the established 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. Completed background check (DOJ Live-Scan) (Public Safety personnel exempt, ***if*** their affiliated employing agency provides the EMS Agency with subsequent arrest and conviction notifications).

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 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 LEMSA must also complete a background check (DOJ Live-Scan).

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 Agency shall issue a wallet size certificate, valid statewide for two (2) years from date of issue, to eligible individuals who successfully complete the application requirements.
- B. 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, 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.