



SAN BENITO COUNTY

HEALTH & HUMAN SERVICES AGENCY

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SAN BENITO COUNTY EMERGENCY MEDICAL SERVICES AGENCY EMT CERTIFICATION & RECERTIFICATION

Policy No.: 3050

Effective Date: May 1, 2010

Reviewed: May 1, 2010

A handwritten signature in black ink, appearing to read "Kat Mendez".

Approved By: _____
EMS Agency Medical Director

I. Purpose

To establish standardized criteria for the initial certification and recertification of EMT personnel consistent with California Code of Regulations, Title 22, beginning at Section 100056 pertaining to "Emergency Medical Technician -1."

II. Definitions

- A. "EMS Agency" means the San Benito County Emergency Medical Services Agency.
- B. "EMS Authority" means the California Emergency Medical Services Authority.
- C. "Lapsed Certification" means an individual was certified as an EMT-1 by the San Benito County EMS Agency but his/her certification has since expired.

III. Policy

Only those persons working in the capacity of an EMT-1 in San Benito County are eligible for a San Benito County EMS Agency-issued EMT certification. The San Benito County EMS Agency shall issue a 2-year EMT-1 certification and recertification to those individuals that meet the requirements of this policy.

IV. Certification

- A. An EMT applicant will be issued certification upon successful completion of the following:
1. Submit an original application as provided by the EMS Agency or EMS Authority. This includes a signed and dated Health and Safety Code Section 1798.200 affidavit incorporated into the application. Facsimile and electronic submissions will not be accepted.
 2. Submit a clearly legible copy of the front and back of a current government issued photo identification and proof of age 18 or over (Drivers license, state ID card, military ID card or passport).
 3. Complete Live Scan fingerprinting for a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Criminal Offender Record Information (CORI) background check. Results of the background check must be received before certification will be approved.
 4. Submit a copy of your current CPR certification. Clearly visible copies of both the front and back of the card must be submitted. CPR certification must be for a course taught to the curriculum standards of the American Heart Association Healthcare Provider Level or equivalent.
 5. Submit proof of EMT-1 course completion within the last 24 months.
 6. Pass, by pre-established standards, the National Registry of Emergency Medical Technicians – EMT-1 Basic Written Examination.
 - a. Applicants applying for initial certification that are currently certified in another system and are not expired, may petition the EMS Medical Director to waive the National Registry requirement. However, the applicant must submit an original copy of a completed Skills Competency Verification Form.
 7. Payment of established fees, if applicable.

V. Recertification

- A. Applicants should apply for recertification 30 to 60 days prior to the expiration of their current certification to avoid delays. Only those persons working in the capacity of an EMT-1 Basic in San Benito County are eligible for EMT recertification. An EMT recertification will be issued upon successful completion of the following:
1. Submit an original application as provided by the EMS Agency or EMS Authority. This includes a signed and dated Health and Safety Code Section 1798.200 affidavit incorporated into the application. Facsimile and electronic submissions will not be accepted.
 2. Submit a clearly legible copy of the front and back of a current government issued photo identification and proof of age 18 or over (Drivers license, state ID card, military ID card or passport).

3. Complete Live Scan fingerprinting for a DOJ and FBI CORI background check. Results of the background check must be received before certification will be approved. This step is not required if *both* DOJ and FBI background checks were previously completed.
4. Submit a copy of your current CPR certification. Clearly visible copies of both the front and back of the card must be submitted. CPR certification must be for a course taught to the curriculum standards of the American Heart Association Healthcare Provider Level or equivalent.
5. Complete an approved 24 hour EMT refresher course completed within the preceding 24 months, or submit proof of 24 hours of continuing education (CE) completed within the preceding 24 months. At least 4 hours must be instructor based and not online training.
6. Submit a copy of your current EMS Agency-issued EMT certificate. Clearly visible copies of both the front and back of the card must be submitted.
7. Submit a properly completed original EMS Authority *Skills Verification Form* that documents competency to the National Registry standards.
8. Payment of established fees, if applicable.

VI. Lapse of Certification

- A. If the EMT allows the certification to lapse and applies for recertification, the EMS Agency will do the following:
 1. Submit a letter notifying the employing agency that a lapse in certification has occurred.
 2. Require an Improvement Plan containing:
 - a. Circumstances resulting in the lapse of certification.
 - b. An evaluation by the employer of the applicant's performance confirming the applicant was not working outside medical control during the lapse.
 - c. Prohibition against practicing until certification is granted.
 - d. Education Plan focusing on the responsibility to maintain certification and potential liabilities.
 3. An individual with lapsed certification may recertify once the Improvement Plan has met the following conditions:
 - a. Submitted by the employer
 - b. Approved by the EMS Medical Director or their designee
 - c. Successful completion of EMS Agency Policy and Procedures Test

- d. Improvement Plan is successfully completed by the individual
- B. If the EMT certification expires prior to recertification, the following additional requirements must be completed:
1. For a lapse of less than 6 months, the individual shall comply with all requirements listed in Section V.
 2. For a lapse of 6 months or more, but less than 12 months, the individual shall comply with all requirements listed in Section V. In addition, complete an additional 12 hours of continuing education for a total of 36 hours of continuing education. At least 8 of the 36 hours must be instructor based training and not online training.
 3. For a lapse of 12 months or more, but less than 24 months, the individual shall comply with all requirements listed in Section V. In addition, complete an additional 24 hours of continuing education for a total of 48 hours of continuing education. At least 16 of the hours must be instructor based training and not online training. The individual must also pass by pre-established standards the written and skills examination approved by the EMS Authority (National Registry of Emergency Medical Technicians written and skills exam).
 4. For a lapse of greater than 24 months, individuals must complete the entire EMT-1 Basic Course.

VII. Certificate Issuance

- A. For individuals who successfully complete the application process, the EMS Agency shall issue a certificate, in the form of a photo ID badge, valid statewide for two (2) years from date of issuance.
- B. Certificates are the property of the EMS Agency and must be returned upon expiration, recertification or at the request of the EMS Agency.
- C. The effective date of certification shall be the date the individual satisfactorily completes all certification requirements and has applied for certification. The certification expiration date will be the final day of the final month of the two year period.
- D. If recertification requirements are met six (6) months or less prior to the expiration date of the current certificate, the expiration date shall be two (2) years from date of expiration of the current certificate.
- E. If recertification requirements are met greater than six months prior to the expiration date, the EMS Agency shall make the effective date of certification the date the individual satisfactorily completes all certification requirements and has applied for certification. The certification expiration date shall be the final day of the final month of the two year period.