

POLICY #103: FEE COLLECTION

I. PURPOSE

The purpose of this policy is to establish a procedure for the collection of the County of San Luis Obispo Emergency Medical Services Agency (EMS Agency) fees.

II. SCOPE

- A.** This policy applies to the following:
 - 1.** All individuals or organizations approved by the EMS Agency to conduct continuing education, emergency medical technician (EMT) or paramedic courses, classes, activities or experiences to EMS personnel for the purposes of obtaining or maintaining certification or licensure.
 - 2.** All prehospital personnel, including EMTs, Paramedics and MICNs.

III. POLICY

- A.** All fees are payable by cash, check, credit card, cashier's check or money order.
- B.** All fees for EMT certification, Paramedic accreditation and MICN authorization are non-refundable.
- C.** No EMT, Paramedic or MICN will exercise his/her skills unless they are currently certified, accredited or authorized. The certification, accreditation or authorization requirements include the submittal of the appropriate paperwork and fee.
- D.** If a check returns for insufficient funds, the EMS Agency will notify the employer. The individual's EMT certification, Paramedic accreditation or MICN authorization will be immediately suspended, until fees are paid. The individual may be subject to the review process for fraudulent procurement of a certificate as outlined in the EMS Agency Policy #300: Investigation and Disciplinary Process.
- E.** All course fees are non-refundable unless the student gives a one-week notice for cancellation of attendance or course cancellation by the EMS Agency.
- F.** All program fees are non-refundable. If a check is returned for insufficient funds, the program in question will be immediately suspended until fees are paid.
- G.** Other fees, penalties and/or legal action may be taken as outlined in the current County of San Luis Obispo District Attorney's Bad Check Program.
- H.** The repayment of all fees, returned check fees and any other associated costs must be paid in cash or by cashier's check. The EMS Agency will not accept a check from the individual or program for any future fees.
- I.** Any exception to fee requirements must be submitted in writing and approved by the EMS Agency.

IV. AUTHORITY

- California Health and Safety Code, Division 2.5.
- County of San Luis Obispo Emergency Medical Service Policies and Procedures.
- [County of San Luis Obispo District Attorney's Bad Check Program](#)