

POLICY #320: EMERGENCY MEDICAL TECHNICIAN CERTIFICATION

I. PURPOSE

- A. To establish criteria as defined by Title 22 of the California Code of Regulations (CCR), for the process of issuing a State of California emergency medical technicians (EMT) certification through the County of San Luis Obispo (SLO) Emergency Medical Services Agency (SLOEMSA).

II. SCOPE

- A. This policy applies to all individuals seeking initial certification as an EMT in SLO.

III. POLICY

- A. Current CCR will supersede this policy.
- B. To be eligible for certification as an EMT, an individual must be eighteen (18) years of age or older.
- C. All information on the EMT application is subject to verification. A candidate who supplies information found to be fraudulent may be subject to disciplinary action as outlined in SLOEMSA Policy #300: Investigation and Disciplinary Process.
- D. All applicants are required to inform SLOEMSA of the following:
 - 1. If convicted of any crime other than a minor traffic violation.
 - 2. Any certification or licensure action against, or denial of an EMT, Advanced EMT, EMT-II certificate, paramedic license or MICN authorization including active investigations by an EMS Agency in another county or in the case of a paramedic, licensure action by the State EMS Authority.
 - 3. Any action against or denials of any EMS-related certification or license of another state or other issuing entity, including active investigations.
 - 4. Any action against any health-related license.
- E. It is the responsibility of the Certified EMT to notify SLOEMSA within seven (7) days of any arrest or change in their eligibility status. Failure to report such actions may result in disciplinary action.
- F. Any item listed in section D that is indicated on the application, must include a written explanation and copies of verifying documentation from the arresting authority, certifying or licensing entity, and or court. A failure to report may result in an incomplete application and certification denial.

- G. All applications that indicate or are discovered to have circumstances that may preclude issuance of EMT certification will be subject to additional review as outlined in SLOEMSA Policy #300: Investigation and Disciplinary Process.
- H. An application for EMT certification will be denied if the individual fails to meet the application requirements for certification.
- I. A candidate for EMT certification whose check returns for insufficient funds may be subject to disciplinary action as outlined in SLOEMSA policy # 101: Fee Collection.
- J. SLOEMSA will issue an EMT certificate card to eligible applicants within forty-five (45) calendar days after successful completion of all certification requirements. If a request is made to expedite a completed application, including receipt of Live Scan results, within five (5) business days of the request, a rush fee will apply.
- K. The effective date of certification will be the date of issue.
- L. Certification as an EMT will be statewide and for a maximum of two years.
- M. An EMT must notify the SLOEMSA within thirty (30) calendar days of any change in mailing address.
- N. An EMT must notify SLOEMSA within ten (10) calendar days of employment or change in employment, when using their EMT certification for job functions.
- O. Once certified and based on the continuous quality improvement process, the employer or the SLOEMSA Medical Director may determine that an EMT warrants additional training, observation or testing. The employer, the SLOEMSA Medical Director or his/her designee may create a specific and targeted program of remediation based upon the identified need of the EMT. If there is disagreement between the EMT, the employer and/or the SLOEMSA Medical Director, the decision of the SLOEMSA Medical Director will prevail.
- P. If the individual fails to complete this targeted program of remediation the SLOEMSA Medical Director may suspend or revoke the certification for a minimum of one (1) year and up to two (2) years.
- Q. It is the responsibility of the EMT to notify SLOEMSA within seven (7) days of any arrest or change in their eligibility status. Failure to report such actions may result in disciplinary action.
- R. A livescan result submitted without a completed application will be removed from the background database after thirty (30) days. The SLOEMSA Medical Director must approve any exception to certification requirements.

IV. PROCEDURE

- A. A candidate for EMT certification must submit a completed EMT Application for Certification -Attachment A to SLOEMSA that includes the following:
 - 1. Pay the current non-refundable application fee.

2. A current government-issued photo identification proving that the individual is eighteen (18) years of age or older.
3. An individual who meets one of the following criteria is eligible to apply for initial certification:
 - a. Proof of successful passing of the National Registry written and skills examinations and either:
 - (1) Proof of completion of a California EMT training program approved pursuant to the current CCR or approved out-of-state initial EMT training course, within the last two years, or
 - (2) Possess a current and valid out-of-state EMT certificate.
 - b. Current National Registry certification as an EMT- Basic, EMT-Intermediate or Paramedic.
 - c. Current out-of-state EMT-Intermediate or Paramedic certification.
 - d. Current and valid California Advanced EMT or EMT-II certification or current and valid California Paramedic license.
4. Proof of current certification as a Cardiopulmonary Resuscitation (CPR) Provider according to the American Heart Association guidelines for BLS Healthcare Providers or other course provider approved by the SLOEMSA Medical Director.
5. Proof of criminal record clearance from the California Department of Justice and Federal Bureau of Investigation, utilizing the Request for Live Scan Service Form - Attachment B.


V. AUTHORITY

- Health and Safety Code Division 2.5
- California Code of Regulations, Title 22, Division 9

VI. ATTACHMENTS

- A. EMT Application for Certification/Re-certification
- B. Request for Live Scan Service Form

Approvals:

EMS Agency, Administrator	
EMS Agency, Medical Director	