

## **POLICY #321: EMERGENCY MEDICAL TECHNICIAN RECERTIFICATION**

### **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) re-certification through the County of San Luis Obispo (SLO) Emergency Medical Services Agency (SLOEMSA).

### **II. SCOPE**

- A.** This policy applies to all individuals wishing to recertify as an EMT in SLO.

### **III. POLICY**

- A.** Current CCR will supersede this policy.
- B.** 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.
- C.** 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.
- D.** 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.
- E.** Any item listed in section C 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 revocation.
- F.** 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.

- G. An application for EMT recertification will be denied if the individual fails to meet the recertification requirements.
- H. A candidate for EMT recertification whose check returns for insufficient funds may be subject to disciplinary action as outlined in EMS Agency policy # 101: Fee Collection.
- I. SLOEMSA will issue an EMT certificate card to eligible applicants within forty- five (45) calendar days after successful completion of all recertification requirements. If a request is made to expedite an application within five (5) business days of the request, a rush fee will apply.
  - 1. If the EMT recertification requirements are met within six (6) months prior to the expiration date, the effective date of certification will be the date immediately following the expiration date of the current certificate. The certification expiration date will be the final day of the final month of the two (2) year period.
  - 2. If EMT recertification requirements are met more than six (6) months prior to the expiration date, the effective date of certification will be the date the individual satisfactorily completes all certification requirements and has applied for recertification. The certification expiration date must not exceed two (2) years and will be the final day of the final month of the two (2) year period.
- J. In order to be eligible for recertification after a lapse in certification, the following criteria must be met:
  - 1. An individual whose certification has a lapse of less than six (6) months must comply with the criteria as listed in the procedure section of this policy.
  - 2. An individual whose certification has a lapse of six (6) months or more, but less than twelve (12) months, must comply with the criteria in the procedure section of this policy and complete an additional twelve (12) hours of continuing education (CEH) for a total of thirty-six (36) CEH.
  - 3. An individual whose certification has a lapse of twelve (12) months or more must comply with the criteria in the procedure section, parts A and B of the procedure in this policy, complete an additional twenty-four (24) CEH for a total of forty-eight (48) CEH, and pass the National Registry Emergency Medical Technician (NREMT) certification examination. All CEs must be dated within the twenty-four (24) months prior to applying for reinstatement.
- K. An EMT must notify SLOEMSA within thirty (30) calendar days of any change in mailing address.
- L. An EMT must notify SLOEMSA within ten (10) calendar days of employment or change in employment, when using their EMT certification for job functions.
- M. Certification as an EMT will be statewide and for a maximum of two years.
- N. 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.

- O. 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.
- P. The SLOEMSA Medical Director must approve any exception to recertification requirements.

#### IV. PROCEDURE

- A. A candidate for EMT recertification must submit a completed EMT Application for Certification/Re-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. Proof of successful completion of an EMT refresher course or twenty-four (24) hours of CE.
  4. A completed EMT Skills Competency Verification Form - Attachment C.
  5. 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.
- B. If a candidate has not previously completed a criminal record clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI), proof of a criminal record clearance must be submitted to SLOEMSA . Proof may be submitted by requesting that a criminal record clearance from the DOJ and the FBI be sent to SLOEMSA and the California EMS Authority utilizing the Request for Live Scan Service Form - Attachment B.

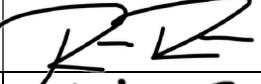
#### V. AUTHORITY

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

#### VI. ATTACHMENTS

- A. EMT Application for Certification/Recertification
- B. Request for Live Scan Service Form
- C. EMT Skills Competency Verification Form

Approvals:

EMS Agency, Administrator	
EMS Agency, Medical Director	