	Administrative Policy	1202
	Effective **April 1, 2016**	Expires **March 31, 2017**
Policy: **EMT Certification**	Approval: Interim Medical Director **Reza Vaezazizi, MD**	Signed Signature on file
Applies To: **EMT, EMS System**	Approval: REMSA Director **Bruce Barton**	Signed

PURPOSE

The purpose of this policy is multifold:

1. to explain the process of EMT certification
2. to delineate who is eligible to apply for EMT certification
3. to define the responsibilities of a certified EMT in the State of California and the jurisdiction of Riverside County EMS Agency (REMSA)

AUTHORITY

California Health and Safety Code - Division 2.5: Emergency Medical Services [1797.210.]
California Code of Regulations, Title 22, Chapter 2, Sections 100056 – 100064, 100079, & 100083
California Penal Code, Section 11105

Eligibility and Responsibilities

1. To legally practice as an EMT in the State of California, one must obtain and maintain in good standing a State certification issued by a local EMS agency.
   - 1.1 Certification will not be given to anyone under the age of 18 years.
   - 1.2 Persons holding out-of-state or National Registry certifications must apply for California certification.
   - 1.3 Foreign training and/or credentials are not eligible for reciprocity.

2. Once certified, EMTs are responsible and held accountable for the knowledge and skills delineated in the EMT scope of practice (SOP) as defined by Title 22, Section 100063, of the California Code of Regulations and by local accreditation.
   - 2.1 Local Accreditation
     Local EMS Agencies (LEMSAs) may set forth additional knowledge and skills requirements or may restrict the state SOP, as defined by their Medical Director. Local accreditation imparts the responsibility and accountability for these additions/restrictions.
   - 2.2 In addition to competence in knowledge and skills, an EMT is expected to project a professional demeanor in his appearance and attitude. This includes creating complete and appropriate documentation, maintaining composure, being respectful, being cooperative with other agencies, exemplifying high ethical standards, and being a patient advocate in addition to an empathetic listener.

The Application Process

1. All applications will be submitted through REMSA's on-line credential application process. However, prior to on-line application, the candidate for certification will assemble the following documents:
   - 1.1 A current and valid legal photo I.D – i.e., state driver's license, state I.D. card, military I.D. card, passport.
     - 1.1.1 Temporary driver's licenses without a picture and military IDs where the applicant is not the primary issuant will not be accepted.
   - 1.2 A current and valid American Heart Association, American Red Cross, or California-approved BCLS/CPR card ("professional" level).
     - 1.2.1 Information must be typed.
     - 1.2.2 Card must be valid for a minimum of thirty (30) days past the application date.

1.3 Proof of completion of fingerprinting for a California Department of Justice (DOJ) and FBI criminal offender record information search with subsequent arrest notification. Use of the preprinted REMSA fingerprint form in mandatory – keep a copy of this completed form.

1.4 Proof of meeting all of the criteria in one of the following categories:

1.4.1 <u>Applicant with no prior EMS certifications</u>

The applicant must show:

1.4.1.1 A valid course completion record from an approved California EMT training program OR from an out-of-state (OOS) program utilizing the U.S. DOT National EMS Education Standards for EMT and which is approved by that state's EMS approving authority (proof of such must be supplied by the OOS applicant). Course completion must be within two (2) years of the submission of a completed application packet.

1.4.1.2 Certificate from the National Registry of EMTs (NREMT) showing successful completion of the written and skills examinations for EMT after completion of the above course. NOTE: In order to be eligible to sit the NREMT written exam, successful completion of the NREMT skills examination must have been accomplished less than one year prior to the written test date.

1.4.2 <u>Applicant holding a current, valid California AEMT, EMT-II or EMT-P certificate/license</u>

The applicant must possess proof of current California certification/licensure that is in good standing.

1.4.3 <u>Applicant possessing a current, valid out-of-state EMT certification</u>

The applicant must show:

1.4.3.1 Proof of current and valid out-of-state (OOS) certification.

1.4.3.2 Proof from their OOS certifying agency that their certification is in good standing.

1.4.3.3 Proof of having passed the NREMT written examination within the last 2 years and the NREMT skills examination within the last year. (see 1.4.1.2 above)

1.4.4 <u>Applicants new to California possessing a current, valid National Registry (NR) EMT/EMT-Basic, AEMT/EMT-Intermediate, EMT-P certificate OR a current and valid out-of state (OOS) AEMT/EMT-Intermediate or EMT-P certificate</u>

The applicant must show:

1.4.4.1 Proof of above certification

1.4.4.2 Proof from the NR or their OOS certifying agency that their certification is in good standing.

1.5 There may be some instances in which an applicant qualifies for California certification but does not meet the requirements to sit the National Registry examination. In such cases, an approved alternate exam/testing process and application process will be provided to the applicant by the National Registry. This will be coordinated thru REMSA and the State EMS Authority.

2. After assembling the above materials, the application can be accessed by going directly to the application portal: https://ca.emsbridge.com/remsa or by accessing it through our website, www.rivcoems.org. Once on the website, instructions will guide the applicant through each step. There is also a brief tutorial available. At a specific point in the application process the applicant will be instructed to download/attach the previously described documents. It is not necessary to complete the entire application process in one sitting. The system will save entered data if the application process gets interrupted.

3. The system will hold, but not process, an application until the required non-refundable fees are paid. Fees (including the EMT state fee) are to be paid via credit card (Visa, MasterCard, or Discover) through our on-line credentialing system. The payment process is explained on the final page ("Acknowledgment" page) of the electronic application.
   3.1 Cash, personal checks, money orders, or cashier's checks are not accepted. Only electronic payment via credit card or credited debit card will be accepted.

   3.2 For applicants whose employer has a voucher system established with REMSA, the voucher payment method is explained on that same ("Acknowledgment") page.
   NOTE: Employer fee vouchers do NOT cover late fees. Applicants are responsible for paying these fees. Applications will not be processed until all fee payments are received by REMSA.

4. At the conclusion of the application process it will be possible to print an abbreviated version of the completed application, should the applicant wish to retain a copy.

5. Only complete applications (completed form with all supporting materials and fees) will be processed. Incomplete application packets remain in the system and a deficiency notice will be sent to the applicant, explaining the missing or incomplete information/document. Once the deficiencies are corrected, the complete application packet will be processed by REMSA personnel.
   5.1 In certain cases, individuals may be required by REMSA to submit information or documents in addition to the standard elements as described in item 1 above. Applicants will be permitted one month to submit those additional materials. Applications not complete after 30 days will be considered abandoned, and reapplication (with repayment of fees) will be necessary.

   5.2 Persons with a current certification (of any sort) who are new to Riverside County need to submit their applications a minimum of 30 days in advance of the expiration date of the current credential to allow ample time for correction of deficiencies, processing, and mailing of the new certification card prior to expiration of the current certificate.

Effective and Expiration Dates of Certification

1. Certification will be for not greater than two years.

2. The effective date of certification for all applicants will be that date the certificate is issued.

3. The certification expiration date for applicants qualifying
   3.1 Under category 1.4.1
   Shall be two years from the date the certificate is issued.
   3.2 Under categories 1.4.2, 1.4.3, and 1.4.4
   Shall be the lesser of either:
   The expiration date of the certification or license used to qualify for California EMT certification
   OR
   Two years from the date the certificate is issued

4. Certification expires on the final day of the final month of the prescribed period.

REMSA Practice Requirements and Responsibilities

Duly certified applicants practicing within the REMSA jurisdiction will:

1. Maintain knowledge of and adhere to all Riverside County policies, procedures, and protocols.

2. Project a professional demeanor, exemplifying the mission and values of this Agency.

3. Adhere to the requirements and stipulations of the REMSA county-wide Continuous Quality Improvement Program (CQIP).

4. Comply with all requests for information from REMSA in connection with medical CQI, incident review, arrest inquiry, and disciplinary investigation/review.

5. Complete all mandatory in-service/skills training sessions as designated by REMSA, including protocol updates and Performance Improvement Plans.

6. Notify REMSA regarding changes in physical and/or mailing address, email address, telephone contact information, and/or employment within 30 days of the change. Notification shall be made by
   - 6.1 Accessing and updating the personal profile information of the individual in the on-line application system, AND
   - 6.2 Notifying REMSA at emsapps@rivcocha.com that changes/updates have been made.