





Administrative Policy		1204
Effective April 1, 2017	Expires March 31, 2018	
Policy: EMT Certification by Challenge	Approval: Medical Director Reza Vaezazizi, MD	Signed 
Applies To: EMT, EMS System	Approval: REMSA Director Bruce Barton	Signed 

PURPOSE

The purpose of this policy is multifold:

1. to explain the Challenge process for obtaining EMT certification
2. to delineate who is eligible to apply for EMT certification via the Challenge process
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, Sections 100056 – 100064, 100078 & 100083](#)
[California Penal Code, Section 11105](#)

Eligibility

To challenge the Emergency Medical Technician (EMT) certification process an individual must:

1. Possess a current American Heart Association, American Red Cross or California approved BCLS/CPR (“professional” level) card.
2. Hold a current license as a physician, registered nurse, physician’s assistant, or vocational/practical nurse in the United States; OR, have successfully completed within the preceding two years an emergency medical service training program of the Armed Forces of the United States which meets the Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009); OR, have functioned in a full-time capacity for the last two years in a prehospital medical classification of the Armed Forces of the United States. The completion of an approved EMT refresher course may be required.
 - 2.1 Individuals attempting to qualify through the Armed Forces pathways should contact REMSA for a review of their eligibility and documentation prior to entering the challenge process.

The Challenge Process

1. Obtain an EMT course completion certificate by successfully passing a challenge examination (written and skills) from a Riverside County EMS Agency (REMSA)-approved training program.
 - 1.1 The applicant will complete the Verification of Eligibility for EMT Challenge Examination form and present it to the testing agency when scheduling the examination(s).
 - 1.2 An eligible person may take each examination **only once**; failure to achieve a passing score will necessitate the completion of an entire EMT training course prior to retaking the exam. (See Policy #1202, EMT Certification.)
2. Upon completion and verification of the above items, the applicant will be eligible to sit the National Registry EMT examination. Proof of successful completion of this examination will make the applicant eligible for EMT certification in California. Applicants should contact REMSA for the appropriate examination and test registration information.

The Responsibilities of Certification

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.
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 A current and valid healing arts license or qualifying military documents as described in "Eligibility" paragraph 2 above.
 - 1.4 A certificate from an approved California EMT training program showing successful completion/passing of the challenge examination (both written and skills)
 - 1.5 A certificate from the National Registry of EMTs (NREMT) showing successful completion of their written and skills examinations.
 - 1.6 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 after it is signed by the person performing the fingerprinting.
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 an applicant whose employer has a voucher system established with REMSA, the voucher payment method is explained on that same (“Acknowledgment”) page.
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.

Effective and Expiration Dates of Certification

1. The effective date of certification will be the date that the certification is issued by REMSA.
2. Certification will expire on the final day of the month two (2) years from the effective date of certification.

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 have been made.