





		<b>Administrative Policy</b>	<b>1206</b>
		<b>Effective</b> <b>April 1, 2017</b>	<b>Expires</b> <b>March 31, 2018</b>
Policy: <b>Paramedic Accreditation</b>	Approval: Medical Director <b>Reza Vaezazizi, MD</b>	Signed 	
Applies To: <b>PM, EMS System</b>	Approval: REMSA Director <b>Bruce Barton</b>	Signed 	

**PURPOSE**

The purpose of this policy is to describe the requirements for paramedic accreditation in the County of Riverside.

**AUTHORITY**

[California Health and Safety Code - Division 2.5: Emergency Medical Services \[1797. - 1799.207.\]](#)

[California Code of Regulations, Title 22. Social Security, Division 9. Prehospital Emergency Medical Services](#)

**Accreditation Defined**

The purpose of accreditation is to provide a licensed paramedic with the authorization to work and perform the paramedic skills as established by the Riverside County EMS Agency (REMSA). The accreditation will include the authorization for any treatment and medication beyond the basic scope of practice as specified in Section 100141, Title 22, California Code of Regulations, if the additional practice (skills and/or medications) has been approved for use by the EMS Agency in accordance with Section 1797.172 and 1797.214 of the Health & Safety Code (HSC). Accreditation means that the licensed paramedic has been oriented to the local EMS system, and has been trained and deemed competent in the use of those additional skills and medications in accordance with Section 1797.214 HSC.

**Eligibility Application Process**

Eligibility requirements for initial paramedic accreditation will include:

- a) Current and valid paramedic licensure in the State of California for the requested accreditation period.
- b) Applicant should have in his/her possession the State-issued licensure card showing appropriate dates.
- c) Current American Heart Association, American Red Cross or state approved BCLS/CPR (“professional” level) card. Information must be typed; card must be valid for a minimum of thirty (30) days past the application date.
- d) Current American Heart Association Advanced Cardiac Life Support (ACLS) provider card. Information must be typed; card must be valid for a minimum of thirty (30) days past the application date.
- e) Completion of a REMSA-approved orientation class, which includes ALS skills competency verification of those expanded scope skills listed on the ALS Skills Competency form.
- f) Applicant should have in his/her possession the ALS Skills Competency form with signatures for those expanded skills, as proof of review/competency.
- g) A valid, legal photo ID (i.e., state driver license, state I.D. card, military I.D., or passport). Photo must clearly show the individual. Temporary IDs without a picture and military IDs where the applicant is not the primary issuer will not be accepted.
- h) Confirmation from an ALS employer via the electronic application system that the applicant is employed in a paramedic capacity.

**Application Process**

1. Any individual applying to REMSA for accreditation as a paramedic will apply using our on-line credentialing system. However, prior to on-line application, the candidate for accreditation should assemble the documents outlined in item 1 above.
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](http://www.rivcoems.org). Once on the website, instructions will guide the applicant through each step. There is also a brief tutorial (FAQ) available. At a specific point in the application process the applicant will be instructed to upload/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 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.
4. 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.
5. For applicants whose employer has a voucher system established with REMSA, the voucher payment method is explained on that same ("Acknowledgment") page.
6. 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.
7. 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.
  - a) 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.

### **Validity and Maintenance of Accreditation**

1. Once received, accreditation to practice in REMSA's jurisdiction is valid only:
  - a) While working in a paramedic capacity for the approved ALS employer(s) of record.
  - b) So long as all eligibility requirements identified in item #1, "Eligibility", are maintained in a current and valid state, and payment of fees is complete.
2. Loss of employment with the approved ALS provider invalidates accreditation.
  - a) Confirmed re-employment with a REMSA-approved ALS provider within 3 months of separation from the original REMSA-approved ALS employer qualifies the paramedic for reinstatement of accreditation. As long as the requirements under "Eligibility", #1, a - c, and e remain current (or proof of renewal of b, c and/or f), the paramedic will only be required to submit a new application and receive verification from the new employer. Payment of an accreditation fee will not be required.
  - b) Confirmed re-employment with a REMSA-approved ALS provider after 3 months of separation from the original REMSA-approved ALS employer, but less than 6 months, also qualifies the paramedic for reinstatement of accreditation. Requirements listed under "Eligibility", #1, a - c, and e, must remain current, or the paramedic must show renewal of b, c, and/or f. The paramedic will be required to submit a new application, and electronic verification from the new employer must be obtained. Payment of a reaccreditation fee is required, and review of REMSA policy and procedure is required from the new employer.
  - c) Re-employment after 6 months of separation is not eligible for reinstatement and must be applied for under the usual terms and conditions of initial accreditation. Attendance at the new employer's formal orientation class on county policies and procedures is required.
  - d) If at any time during the unemployment / between employment period the applicant's state license expires, he will be treated as a routine renewal and not eligible for reinstatement.

3. Temporary assignments

An accredited paramedic may be given or take a “temporary assignment’ by his employer away from his normal paramedic assignment. Provided the assignment is no longer than one year, accreditation will not be deemed interrupted. Any such assignment of 6 months or greater will require the employer to provide a formal reorientation to REMSA policy and procedures.

4. Because accreditation is based on the holding of a valid state paramedic license, a paramedic new to REMSA may not receive a full two year period on his initial accreditation.
5. It is the paramedic’s responsibility to keep his/her contact information updated with both the State EMS Authority (Title 22, §100165(g)) and REMSA. Changes in address and/or mailing address, phone number, email address, employment, and any other contact information must be reported to REMSA within thirty (30) days of occurrence. Failure to maintain updated information with either or both agencies can result in an individual’s failure to receive/respond to notices, practice updates, and formal (licensure/accreditation) actions.

Notification shall be made by

- a. Accessing and updating the personal profile information of the individual in the on-line application system, AND
- b. Notifying REMSA at [emsapps@rivcocha.com](mailto:emsapps@rivcocha.com) that changes/updates have been made.