



<b>Administrative Policy</b>		<b>1207</b>
<b>Effective</b> <b>April 1, 2018</b>		<b>Expires</b> <b>March 31, 2019</b>
Policy: <b>Paramedic Reverification</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**

This policy defines the requirements for continuing accreditation as a paramedic in Riverside County pursuant to Division 9 of Title 22 of the California Code of Regulations. As such, it is part of the system wide EMS Quality Improvement Program (EQIP).

**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](#)

**Reverification Defined**

Reverification is the process of confirming or updating accreditation information in a timely manner every two years. Accreditation remains continuous provided the paramedic submits a reverification/update of information in a timely manner.

**Eligibility**

- 1) The requirements for continuing accreditation for paramedics are:
  - a. Maintenance of current and valid paramedic license in the State of California for the requested accreditation period. Applicant should have in his/her possession the State-issued licensure card showing appropriate dates.
  - b. Proof of an American Heart Association ACLS provider card, current for the new/upcoming licensure period. Information must be typed; card must be valid for a minimum of thirty (30) days past the application date.
  - c. Proof of an American Heart Association, American Red Cross or state approved BCLS/CPR (“professional” level) card, current for the new/upcoming licensure period. Information must be typed; card must be valid for a minimum of thirty (30) days past the application date.
  - d. Continued employment with an approved ALS provider.
  - d. Meet all requirements for updates in REMSA policy, procedure and protocols, including but not limited to:
    - i. Up to eight (8) hours of Riverside County EMS Agency (REMSA)-approved skills labs on Performance Standards, to include all skills modules required by REMSA (ALS Skills Competency verification form).
    - ii. Attendance at all REMSA mandatory training sessions.
  - e. Full compliance with the REMSA EMSQIP, including demonstrated adherence to all REMSA policies and protocols.

\*Continued employment and attendance at mandatory trainings (items d and f above) will be verified electronically by the employer once the paramedic submits the on-line accreditation form.

**Application Process**

- 1) Any paramedic presenting reverification information to REMSA shall do so by using the on-line credentialing system. Prior to entering the on-line system the paramedic will assemble the documents as outlined above in item 1.
- 2) After assembling the above materials, the reverification document 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 re-verifying paramedic through each step. There is also a brief tutorial available. At a specific point in the process the paramedic will be instructed to download/attach the previously described documents. It is not necessary to complete the entire process in one sitting. The system will save entered data if the reverification 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.
  - a. 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.
  - b. For applicants whose employer has a voucher system established with REMSA, the voucher payment method is explained on that same (“Acknowledgment”) page.
    - i. **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.
  - c. If the initial accreditation period of a re-verifying paramedic was less than 6 months, the paramedic is eligible for a reduction in fees pursuant to the current REMSA procedure. Prior to completing his electronic payment, the paramedic should check with the REMSA office for the correct fee amount.
- 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 reverifications (completed form with all supporting materials and fees) will be processed. Incomplete packets remain in the system and a deficiency notice will be sent to the paramedic, explaining the missing or incomplete information/document. Once the deficiencies are corrected, the complete reverification packet will be processed by REMSA personnel. If the paramedic fails to complete the reverification process prior to the current expiration date of his/her State license, an additional \$25 fee will be charged.
  - 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. Paramedics will be permitted one month to submit those additional materials. Reverification packets not complete after 30 days may be considered abandoned, and reapplication (with repayment of fees) will be necessary.
- 6) Reverification applications need to be received a minimum of 30 days in advance of the expiration date of the current accreditation period to allow ample time for correction of any deficiencies, resolution of any concerns, verification from the employer, and processing time.

## Validity and Maintenance of Accreditation

- 1) Accreditation to practice is valid only:
  - a. When the paramedic is working as an agent for the approved employer(s) of record, who has/have confirmed current employment and training.
  - 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.
  - c. A complete and correct reverification packet was submitted to REMSA prior to expiration of the current State paramedic license.
- 2) Loss of employment with an approved ALS provider invalidates accreditation.
  - a. Confirmed re-employment with a REMSA-approved ALS provider within 6 months of separation from the original REMSA-approved ALS employer qualifies the paramedic for reinstatement of accreditation. (See policy 1206, Paramedic Accreditation)
  - b. 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. (See policy 1206, Paramedic Accreditation). Attendance at the new employer’s formal orientation class on county policies and procedures is required.
- 3) It is the paramedic’s responsibility to keep his/her contact information updated with both the State EMS.

- 4) 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 the change. Failure to maintain updated information with either or both agencies can result in an individual's inability to receive and respond to notices, practice updates, and formal (licensure/accreditation) actions.
- 5) 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.