



Administrative Policy

1203

Effective

April 1, 2021

Expires

March 31, 2022

Policy:

EMT Recertification

Approval: Medical Director
Reza Vaezazizi, MD

Applies To:

EMT, EMS System

Approval: EMS Administrator
Trevor Douville

PURPOSE

This policy is part of the system wide EMS Quality Improvement Program (EQIP). Its purpose is multifold:

4. to explain the process of EMT recertification
5. to delineate who is eligible to apply for EMT recertification
6. 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, 100080, 100081, & 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 Persons eligible for recertification include only those persons who hold an active California EMT certification.
 - 1.1.1 Applicants for recertification whose EMS credentials are expired are not eligible for recertification; See REMSA 1204 Reinstatement.
 - 1.2 Persons holding out-of-state or National Registry certifications, or those holding other California EMS credentials, and who have never held a California EMT certification, must apply for California EMT certification as an initial applicant – refer to REMSA 1202 EMT Certification.
 - 1.3 Foreign training and/or credentials are not eligible for reciprocity or recertification.
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, Sections 100063 through 100064.1, of the California Code of Regulations (CCR) as provided by REMSA policy.
 - 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

Applicants for recertification must submit a completed recertification packet. **It is strongly urged that applicants for recertification submit all such materials a minimum of 30 days prior to their expiration** date to allow for review, the addition or correction of any information, and approval/issuance of certification PRIOR TO the upcoming expiration date. Persons with a current certification (of any sort) who are new to Riverside County need to allow additional processing time, as we will validate their past credentials with the issuing agencies and must also wait for notification of fingerprint results.

3. All renewal applications will be submitted through REMSA's on-line credential application process. However, prior to on-line application, the candidate for recertification will assemble the following documents:
 - 1.1 A current and valid California EMT card.
 - 1.2 A current and valid legal photo I.D. -- i.e., state driver's license, state I.D. card, military I.D. card, or passport.
 - 1.2.1 Temporary driver's licenses without a picture and military IDs where the applicant is not the primary issuer will not be accepted.
 - 1.3 A current and valid American Heart Association, American Red Cross, or California-approved BCLS/CPR card ("professional" level).
 - 1.3.1 Information must be typed.
 - 1.3.2 Card must be valid for a minimum of thirty (30) days past the expiration of the current certification or license.
 - 1.4 If the recertification applicant is new to Riverside County, i.e., the current EMT card is issued by another CA certifying entity, (s)he must submit proof of having completed a Livescan (fingerprinted) for REMSA. Use of the preprinted REMSA fingerprint form (available on our website) is mandatory.
 - 1.5 Proof of meeting the following criteria:
 - 1.5.1 Successful completion of 24 hours of CA approved EMS continuing education (CE)* (see below)
OR
an EMT Refresher from an approved EMT training program.
 - 1.5.2 Submission of an original Skills Competency Verification (SCV) form, EMSA-SCV (01/17), completed by an approved verifier in accordance with Policy #1302, Skills Competency Verification.
 - 1.6 **Beginning July 1, 2019**
For his/her first renewal after this date, an EMT will be required to submit documentation showing successful completion of a course or courses given by *specifically* approved EMT training programs or CE providers in the following topics:
 - use and administration of naloxone (or other approved opioid antagonist) that meets the Standards and requirements as set by §100075(c) CCR and REMSA.
 - use and administration of epinephrine by auto-injector that meets the standards and requirements as set by §100075(d) CCR and REMSA.
 - use of a glucometer that meets the standards and requirements as set by §100075(e) CCR and REMSA.
 - 1.6.1 A renewing EMT who also possesses a current CA paramedic license or Advanced EMT certification is exempt from this requirement.

*REMSA has defined standards for acceptable EMS CE. Please review our Continuing Education for EMS Personnel policy 1301, to determine if your continuing education hours meet these criteria.

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 upload/attach the previously described documents. It is not necessary to complete the entire application process in one sitting. The system can save entered data if the application process gets interrupted, provided the "save" button is hit at the bottom of each page.

It is important that the applicant save all uploaded documents and materials for a period of four (4) years in case of State EMSA or REMSA audit.

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 check 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 completed after 30 days may be considered abandoned, and reapplication (with repayment of fees) will be necessary.
6. Renewal applications need to be received a minimum of 30 days in advance of the expiration date of the current certification period to allow ample time for correction of any deficiencies, resolution of any concerns, processing time, and mailing of the new certification card prior to expiration.
 - 6.1 Persons with a current certification (of any sort) who are new to Riverside County need to allow additional processing time, as we will validate their past credentials with the issuing agencies and must also wait for notification of fingerprint results.

Effective and Expiration Dates of Certification

1. Recertification will be for a period of two years.
2. If recertification requirements are met and an application is filed within six months prior to expiration of the current certification period, the effective date of the new certification will be the day following expiration of the current certification. (Example: Current certification expires 9/30, recertification effective 10/1.)
3. If the recertification requirements are met greater than six months prior to expiration of the current certification period, the effective date of the new certification will be the date the applicant satisfactorily completes all recertification requirements. (Example: Current certification expires 9/30/20, recert application filed 2/12/20, recertification will then be effective 2/12/20, to expire 2/28/22.)
4. Certification expires on the final day of the 24th month.

Extensions for Active Duty Military Service

1. An individual who is a member of the Armed Forces of the United States, whose EMT certification expires while deployed on active duty, or whose EMT certification expires less than six (6) months after returning from active duty deployment, will be given six months past the date of his/her release from active duty deployment to complete the recertification requirements and file a recertification application with a certifying entity.
 - 1.1 To obtain this extension the individual must submit documentation from his/her respective branch of

the Armed Forces of the United States verifying the individual's membership in the Armed Services and dates (starting and ending) of active duty deployment.

2. For an individual returning from active duty, credit may be given for training that meets the requirements of Chapter 11, EMS CE Regulations (Division 9, Title 22, California Code of Regulations), received while the individual was deployed on active duty. The documentation to receive this credit must include copies of the training certificates and verification from the individual's Commanding Officer attesting to the training classes attended.

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; refer to the REMSA Policy for The EMS 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@rivco.org that changes/updates have been made in the system.