



Administrative Policy

1204

Effective April 1, 2021	Expires March 31, 2022
Approval: Medical Director Reza Vaezazizi, MD	
Approval: EMS Administrator Trevor Douville	

Policy: EMT Reinstatement
Applies To: EMT, EMS System

PURPOSE

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

1. to explain the process of certification reinstatement after expiration of a California EMT certification
2. to delineate who is eligible to apply for EMT reinstatement
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, 100080, 100081, & 100083](#)
- [California Penal Code, Section 11105](#)

Eligibility and Responsibilities

3. To legally practice as an EMT in the State of California, one must obtain and maintain in good standing a State EMT certification issued by a local EMS agency. An individual with an expired California EMT certification cannot recertify but is permitted to reinstate his/her EMT certification. Reinstatement is **only** for those individuals who once held a valid California EMT certification.
4. Once reinstated, 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.
 - 2.3 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.
 - 2.4 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 reinstatement must submit a completed application packet.

4. All reinstatement applications will be submitted through REMSA’s on-line credential application process. However, prior to on-line application, the candidate for reinstatement will assemble the following documents:
 - 1.1 Expired California EMT card, or some information about the former certification (cert #, dates, certifying agency or the like).
 - 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 reinstatement applicant is new to Riverside County, i.e., the previous EMT card was issued by another CA certifying entity, or if the applicant is expired over one (1) year, 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 education/testing criteria:

1.5.1 Applicant with an EMT certification expired less than six months:

- 1.5.1.1 Successful completion of 24 hours* of approved EMS continuing education (CE) OR an EMT Refresher from an approved EMT training program within the previous 24 months.
- 1.5.1.2 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, within the previous 24 months.

1.5.2 Applicant with an EMT certification expired six months or more, but less than 12 months:

- 1.5.2.1 Successful completion of 36 hours* of approved EMS continuing education (CE). An EMT Refresher course (24 hours) from an approved EMT training program may substitute for an equivalent amount of CE credits. All hours must be obtained within the previous 24 months.
- 1.5.2.2 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, within the previous 24 months.

1.5.3 Applicant with an EMT certification expired 12 months or more:

- 1.5.3.1 Successful completion of 48 hours* of approved EMS continuing education (CE). An EMT Refresher course (24 hours) from an approved EMT training program may substitute for an equivalent amount of CE credits. All hours must be obtained within the previous 24 months.
- 1.5.3.2 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, within the previous 24 months.
- 1.5.3.3 Certificate from the National Registry of EMTs (NREMT) showing successful completion of the written and skills examinations for EMT within the previous 24 months.
(Note: The NREMT skills exam is not SCV)
If the applicant for reinstatement possesses a current and valid California Advanced EMT or paramedic credential, or a current and valid NREMT EMT, AEMT or paramedic credential, this requirement can be waived.

*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.

1.6 Beginning July 1, 2019

An EMT applying for reinstatement 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 Education hours obtained to meet this requirement can be used toward the overall total hours needed for reinstatement

1.6.2 A reinstating EMT who also possesses a current CA paramedic license or Advanced EMT certification is exempt from this requirement.

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.

Effective and Expiration Dates of Certification

1. The effective date of certification will be that date the certificate is issued.
2. Certification will be for two years and will end on the final day of the same calendar month in which the certification was issued.

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.