



San Mateo County EMS Agency  
 801 Gateway Blvd 2<sup>nd</sup> Floor  
 South San Francisco, CA 94080  
 Ph: (650) 573-2564  
[www.smhealth.org/ems](http://www.smhealth.org/ems)

## Instructions for EMT Certifications and Recertifications

The San Mateo County EMS Agency certifies and recertifies EMTs in accordance with Division 2.5 of the Health and Safety Code and the California Code of Regulations Title 22. EMT certification is recognized statewide.

**The San Mateo County EMS Agency only accepts EMT applications Tuesdays and Thursdays between the hours of 8:00 a.m. – 10:00 a.m. and 2:00 p.m. – 4:00 p.m. No appointment is necessary. The agency is closed on holidays.**

Applications will not be processed until all required materials have been received by the EMS Agency and, for initial certification, the EMS Agency has received a return from the DOJ/FBI Fingerprinting/Background Check (Live Scan). Out of State applicants must call Garrett Fahey at (650) 573-2009.

**CERTIFICATION:** To apply for Initial Certification you must do so in person and bring all of the following materials to the EMS Agency (a checklist can be obtained from our agency website):

<ul style="list-style-type: none"> <li>Completed and signed EMT application (obtained in person or from our website)</li> </ul>	<ul style="list-style-type: none"> <li>Copy of EMT Basic Course Completion Certificate issued during the past 2 years.</li> </ul>
<ul style="list-style-type: none"> <li>Copy of National Registry card and proof of successful exam completion date</li> </ul>	<ul style="list-style-type: none"> <li>Copy of current CPR/AED card.</li> </ul>
<ul style="list-style-type: none"> <li>Copy of California driver's license or I.D. or U.S. passport</li> </ul>	<ul style="list-style-type: none"> <li>\$125 (as of 1/1/11) non-refundable personal check or money order. Cash will <b>NOT</b> be accepted</li> </ul>
<ul style="list-style-type: none"> <li>DOJ/FBI Fingerprinting/Background Checks (Live Scan) must be conducted for first time certifications. The necessary form can be obtained from our agency in person or on our website listed above. A list of agencies that perform live scans (all for a fee that varies by agency) can be found on the State Attorney General's website at <a href="http://ag.ca.gov/fingerprints/publications/contact.php">http://ag.ca.gov/fingerprints/publications/contact.php</a>. A copy of the completed form must be returned to our offices in person or by mail. Results of background checks performed for other purposes (ambulance driver's license, teaching positions, etc.) can not be shared with the San Mateo County EMS Agency.</li> </ul>	

**RECERTIFICATION:** You may not work as an EMT with an expired card. There is no grace period for certification. Apply for Recertification at least four weeks before your card expires either in person or via postal mail. Please include all of the following materials for recertification (a checklist can be obtained from our agency website):

<ul style="list-style-type: none"> <li>Completed and signed EMT application (obtained in person or from our website)</li> </ul>	<ul style="list-style-type: none"> <li>Copy of current EMT card</li> </ul>
<ul style="list-style-type: none"> <li>Completed CA State skills competency form (obtained in person or from our website)</li> </ul>	<ul style="list-style-type: none"> <li>Copy of California driver's license or I.D. or U.S. passport</li> </ul>
<ul style="list-style-type: none"> <li>Copy of 24 hours of Continuing Education certificates (this may be a refresher course) from an approved California provider agency; at least 12 hours must be instructor based.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of current CPR/AED card for the Professional Rescuer from the American Heart Association or American Red Cross.</li> </ul>
<ul style="list-style-type: none"> <li>\$87 (as of 1/1/11) non-refundable personal check or money order for EMTs who have received a background check for the San Mateo County EMS Agency. All other re-certifications will cost \$125 (as of 1/1/11). Cash will <b>NOT</b> be accepted</li> </ul>	
<ul style="list-style-type: none"> <li>DOJ/FBI Fingerprinting/Background Check (Live Scan) – Effective July 2010 <u>all</u> EMTs will have had to go through a background check for certification <u>or</u> recertification as an EMT. Applicants who have already had a background check for the San Mateo County EMS Agency for their EMT certification do not need to obtain a new one. Applicants may contact our agency if unsure whether a background check is needed.</li> </ul>	