



**SAN MATEO COUNTY HEALTH  
EMERGENCY  
MEDICAL SERVICES**

<b>EMS POLICY</b>	<b>301</b>
Effective:	April 2024
Approval: EMS Director <b>Travis Kusman, MPH</b>	Signed:
Approval: EMS Medical Director <b>Greg Gilbert, MD</b>	Signed:

## EMT CERTIFICATION

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### I. PURPOSE

This policy establishes the requirements for initial certification and recertification as a California Emergency Medical Technician (“EMT”) by the San Mateo County EMS Agency and the responsibilities of provider agencies to maintain current and accurate prehospital personnel rosters in the LEMSA approved licensing portal.

### II. AUTHORITY

California Health and Safety Code, Title 22, Division 9, Chapter 4, Article 4 § 100079

### III. DEFINITIONS

Emergency Medical Services Agency (“LEMSA”) [or “Agency”]: The San Mateo County EMS Agency is designated as the Local Emergency Medical Services Agency (LEMSA) and is statutorily charged with primary responsibility for administration and medical control of emergency medical services in San Mateo County.

Emergency Medical Technician (“EMT”): A certified prehospital care provider who operates within the BLS scope of practice.

### IV. REQUIREMENTS FOR EMT CERTIFICATION

- A. The following requirements apply to all applicants who have never been certified as an EMT in the State of California:
  1. Be eighteen (18) years of age or older;
  2. Provide a current government-issued photo ID (e.g., driver license or identification card issued by any State of the United States, United States military ID card, or United States issued passport);
  3. Complete an American Heart Association (“AHA”) Basic Life Support (“BLS”) cardiopulmonary resuscitation (“CPR”) course that has not exceeded the recommended date for renewal;
  4. Provide documentation of meeting one of the following criteria:
    - a. Successful completion of the National Registry of Emergency Medical Technician’s (“NREMT”) EMT cognitive (written) and psychomotor (skills) examination within two (2) years from the date of application for EMT certification

- and have a valid EMT course completion record from an approved U.S. DOT EMT training program issued within two (2) years of the date of application;
- b. Possess a current and valid National Registry EMT, Advanced EMT, or Paramedic registration certificate;
  - c. Possess a current and valid out-of-state Advanced EMT or Paramedic certificate; or
  - d. Possess a current and valid California Advanced EMT certificate or a current and valid California Paramedic license;
5. Complete an electronic application for an initial EMT certificate through LEMSA's online license management system [<https://smchealth.imagetrendlicense.com/>];
  6. Disclose any prior and/ or current certification, licensure, or accreditation actions, including:
    - a. Against an EMT or Advanced EMT certificate, or any denial of certification by a LEMSA, including any active investigations;
    - b. Against a Paramedic license, or any denial of licensure by the EMS Authority, including any active investigations;
    - c. Against any EMS-related certification or license of another state or other issuing entity, including denials and any active investigations; or
    - d. Against any health-related license;
  7. Disclose any pending or current criminal investigations;
  8. Disclose any pending criminal charges;
  9. Disclose whether the applicant has ever been convicted of a felony or misdemeanor in California, or any other state or place, or convicted of any crime punishable under the Uniform Code of Military Justice, including entering a plea of no contest, or any conviction which has been set aside pursuant to Penal Code § 1203.4 or expunged; or whether the applicant has ever had a certification, accreditation, or professional healing arts license suspended or revoked; or whether the applicant is currently under investigation by any law enforcement, health care or regulatory agency. For any disclosure, the applicant must provide the following documents at the time of application, if applicable:
    - a. Misdemeanor Arrests/Convictions
      - i. Police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/ or conviction within the preceding 5 years;
    - b. Felony Arrests/Convictions
      - i. Police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 10 years, unless said felony was a capital offense, in which case the

- applicant shall provide each police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 75 years; and
- c. Administrative/Licensure Actions
    - i. Administrative records including the allegation(s) or accusation(s) and final decisions or orders relating to any prior certification or licensure action;
10. Disclose each certifying entity or LEMSA to which the applicant has applied for certification in the previous 12 months;
  11. Complete a California Department of Justice Criminal Offender Record Information background check (Live Scan) after completing the online EMT certificate application. Live Scans completed prior to submission of an EMT certificate application are not acceptable to the LEMSA;
  12. Provide a copy of the completed Live Scan form; and
  13. Pay the established LEMSA certification application fee and the applicable California EMT Registry fee.

## **V. WITHDRAWAL OF APPLICATION/ ABANDONED APPLICATION**

- A. A completed application that has been submitted to LEMSA may not be withdrawn.
- B. An incomplete application that has not been completed within 30 days from the date initiated will be deemed abandoned and any fees paid will be forfeited. An applicant who has had a prior abandoned application will be required to start the application process again, including payment of applicable fees.

## **VI. ISSUANCE OF CERTIFICATION**

- A. Upon completion of items listed in Section IV(A) above, and upon confirmation that the applicant is not precluded from certification for reasons defined in § 1798.200(c)(1) through (11) of the Health & Safety Code or the provisions of § 100214.3(c)(1) through (9) or (d)(1) through (2) of Title 22 of the Code of Regulations, the applicant shall be certified as a California EMT. Applications will be processed within thirty (30) days of receipt. Missing items or incomplete information may delay processing times.
- B. A permanent California EMT card will be issued by the LEMSA and mailed to the applicant within thirty (30) days of approval of the application by the LEMSA. Applicants who disclose criminal history, criminal convictions, pending criminal charges, or administrative or disciplinary actions against a healthcare related license or certificate may be delayed by up to 60 days.
- C. The effective date of the initial EMT certificate will be the date the EMT certificate is issued by the LEMSA.
- D. The expiration date of the EMT certificate shall be the last day of the month two (2) years from the effective date of the initial certification.

## VII. REQUIREMENTS FOR EMT CERTIFICATE RENEWAL

- A. To maintain a California EMT certificate, applicants shall meet the following requirements:
1. Possess a valid and current California EMT certificate;
  2. Provide a current government-issued photo ID (e.g., state driver license, state ID card, military ID card or passport);
  3. Complete an American Heart Association (“AHA”) Basic Life Support (“BLS”) cardiopulmonary resuscitation (“CPR”) course that has not exceeded the recommended date for renewal;
  4. Successfully complete an approved EMT twenty-four (24) hour refresher course within the two (2) year certification period or obtain a minimum of twenty-four (24) hours of approved prehospital continuing education (CE) from an approved CE provider within the two (2) year certification period;
  5. Submit a completed skills competency verification form ([EMSA-SCV 01/17](#)), verifying skills competency has been verified only by a licensed or certified California EMT, AEMT, Paramedic, Registered Nurse, Physician’s Assistant, or Physician who has been designated by an approved EMS training program (e.g., EMT training program, AEMT training program, Paramedic training program, or CE provider) or an EMS service provider. The skills to be verified shall be those skills set forth on form [EMSA-SCV 01/17](#) and shall be demonstrated by performance of the psychomotor skills on a live or simulated patient;
  6. Complete an electronic application for renewal of an EMT certificate through LEMSA’s online license management system [<https://smchealth.imagetrendlicense.com/>];
  7. Disclose whether the applicant has ever been convicted of a felony or misdemeanor in California, or any other state or place, or convicted of any crime punishable under the Uniform Code of Military Justice, including entering a plea of no contest, or any conviction which has been set aside pursuant to Penal Code § 1203.4 or expunged; or whether the applicant has ever had a certification, accreditation, or professional healing arts license suspended or revoked; or whether the applicant is currently under investigation by any law enforcement, health care or regulatory agency. For any disclosure, the applicant must provide the following documents at the time of application, if applicable:
    - a. Misdemeanor Arrests/Convictions
      - i. Police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/ or conviction within the preceding 5 years;
    - b. Felony Arrests/Convictions
      - i. Police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 10 years, unless said felony was a capital offense, in which case the applicant shall provide each police report(s), arrest record(s), and if applicable,

- judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 75 years; and
- c. Administrative/Licensure Actions
    - i. Administrative records including the allegation(s) or accusation(s) and final decisions or orders relating to any prior certification or licensure action;
  8. Applicants for renewal who are not currently certified through the San Mateo County EMS Agency must complete a California Department of Justice background check (Live Scan) after submitting an application for EMT certificate renewal and provide a copy of the completed Live Scan form; and
  9. Pay the established LEMSA recertification application fee and the applicable California EMT Registry fee.
- B. Upon completion of items listed in Section VII(A) above, and confirmation that the applicant is not precluded from certification for reasons defined in § 1798.200 of the Health and Safety Code or the provisions of §§ 100214.3(c)(1)-(9) or (d)(1)-(2) of Title 22 of the Code of Regulations an individual shall be recertified as an EMT.
- C. A permanent California EMT card will be issued by LEMSA and mailed to the applicant within thirty (30) days of approval of the application by the LEMSA.
- D. If the EMT renewal requirements are met within six (6) months prior to the current certification expiration date, LEMSA will make the effective date of renewal the date immediately following the expiration date of the current certificate. The certification will expire the last day of the month two (2) years from the day prior to the effective date.
- E. If the EMT renewal requirements are met greater than six (6) months prior to the expiration date, LEMSA will make the effective date of renewal the day the certificate is issued. The certification expiration date will be the last day of the month two (2) years from the effective date.

## **VIII. EMT CERTIFICATE EXPIRATION WHILE ON ACTIVE DUTY IN MILITARY**

- A. A California certified EMT who is a member of the Armed Forces of the United States and whose certification expires while deployed on active duty, or whose certification expires less than six (6) months from the date they return from active duty deployment, with the Armed Forces of the United States shall have six (6) months from the date they return from active duty deployment to complete the requirements of Section 100080, subdivisions (a)(2)-(a)(5). In order to qualify for this exception, the individual shall:
1. Submit proof of his or her membership in the Armed Forces of the United States, and
  2. Submit documentation of her/ his deployment starting and ending dates.

## **IX. REINSTATEMENT OF AN EXPIRED CALIFORNIA EMT CERTIFICATE**

- A. The following requirements apply to individuals who wish to be eligible for reinstatement after their California EMT certificates have expired:
1. For a lapse of less than six (6) months, the individual shall meet one of the following continuing education requirements:

- a. Successfully complete a twenty-four (24) hour refresher course from an approved EMT training program within the 24 months prior to applying for reinstatement; or
  - b. Obtain at least twenty-four (24) hours of continuing education ("CE"), within the 24 months prior to applying for reinstatement, from an approved CE provider;
2. For a lapse of six (6) months or more, but less than twelve (12) months, the individual shall meet one of the following continuing education requirements:
    - a. Successfully complete a twenty-four (24) hour refresher course from an approved EMT training program, and twelve (12) hours of continuing education, within the 24 months prior to applying for reinstatement; or
    - b. Obtain at least thirty-six (36) hours of continuing education (CE), within the 24 months prior to applying for reinstatement, from an approved CE provider;
  3. For a lapse of twelve (12) months or more, the individual shall meet one of the following continuing education requirements:
    - a. Successfully complete a twenty-four (24) hour refresher course from an approved EMT training program, and twenty-four (24) hours of continuing education, within the 24 months prior to applying for reinstatement; or
    - b. Obtain at least forty-eight (48) hours of continuing education (CE), within the 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in Chapter 11 of this Division;
- B. Complete an American Heart Association ("AHA") Basic Life Support ("BLS") cardiopulmonary resuscitation ("CPR") course that has not exceeded the recommended date for renewal;
- C. Complete an electronic application for renewal of an EMT certificate through LEMSA's online license management system [<https://smchealth.imagetrendlicense.com/>];
- D. Complete a California Department of Justice Criminal Offender Record Information background check (Live Scan) after completing the online EMT certificate application. Live Scans completed prior to submission of an EMT certificate application are not acceptable to the LEMSA;
- E. Provide a copy of the completed Live Scan form;
- F. Submit a completed skills competency verification form ([EMSA-SCV 01/17](#)), verifying skills competency has been verified only by a licensed or certified California EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant, or Physician who has been designated by an approved EMS training program (e.g., EMT training program, AEMT training program, Paramedic training program, or CE provider) or an EMS service provider. The skills to be verified shall be those skills set forth on form [EMSA-SCV 01/17](#) and shall be demonstrated by performance of the psychomotor skills on a live or simulated patient;
- G. Disclose whether the applicant has ever been convicted of a felony or misdemeanor in California, or any other state or place, or convicted of any crime punishable under the

Uniform Code of Military Justice, including entering a plea of no contest, or any conviction which has been set aside pursuant to Penal Code § 1203.4 or expunged; or whether the applicant has ever had a certification, accreditation, or professional healing arts license suspended or revoked; or whether the applicant is currently under investigation by any law enforcement, health care or regulatory agency. For any disclosure, the applicant must provide the following documents at the time of application, if applicable:

1. Misdemeanor Arrests/Convictions
    - a. Police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/ or conviction within the preceding 5 years;
  2. Felony Arrests/Convictions
    - a. Police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 10 years, unless said felony was a capital offense, in which case the applicant shall provide each police report(s), arrest record(s), and if applicable, judgment of conviction, probation or restitution orders for each arrest and/or conviction within the preceding 75 years; and
  3. Administrative/Licensure Actions
    - a. Administrative records including the allegation(s) or accusation(s) and final decisions or orders relating to any prior certification or licensure action;
- H. Pay the established LEMSA recertification application fee and the applicable California EMT Registry fee.
- I. Upon completion of items listed in Section IX(A-F) above, and confirmation that the applicant is not precluded from certification for reasons defined in § 1798.200 of the Health and Safety Code or the provisions of §§ 100214.3(c)(1)-(9) or (d)(1)-(2) of Title 22 of the Code of Regulations an individual shall be recertified as an EMT.
- J. A permanent California EMT card will be issued by LEMSA and mailed to the applicant within thirty (30) days of approval of the application by the LEMSA.

## X. CONTINUING EDUCATION HOURS

- A. LEMSA randomly audits continuing education ("CE") submitted for EMT certificate renewal. Failure to respond to an audit request may result in disciplinary action against the EMT certificate, up to and including suspension or revocation. In the event LEMSA requires an applicant to provide verification of CE submitted as basis for eligibility for EMT certificate renewal, the renewal application will not be processed until the documents requested have been received and verified by LEMSA.
- B. When requested by LEMSA, photocopies of CE certificates for those courses submitted to meet the CE requirement must be provided and shall comply with the criteria set forth in 22 CCR § 100395(m).

## XI. CHANGE OF ADDRESS



The EMT shall be responsible for notifying LEMSA of her/ his proper and current mailing address and shall notify LEMSA in writing within thirty (30) calendar days of any and all changes of the mailing address utilizing the Demographic Change Form through the LEMSA's online license management system [<https://smchealth.imagetrendlicense.com/>].

## XII. PREHOSPITAL PERSONNEL ROSTERS

- A. Provider agencies are required to maintain accurate prehospital personnel rosters within the county approved licensing portal ("licensing portal"). This standard applies to all EMTs employed by the provider agency regardless of their certifying entity.
- B. Provider agencies are required to maintain accurate management-level personnel rosters within the licensing portal. This standard applies to all credentialed and non-credentialed management-level personnel that have administrative access to the licensing portal. It shall be the responsibility of each provider agency to identify appropriate staff to manage the agency's personnel roster within the licensing portal. This includes ensuring identified staff have appropriate administrative access to the licensing portal. Requests for administrative access shall be submitted to LEMSA.
- C. Provider agencies shall report all new prehospital personnel added to the provider agency's roster to LEMSA within seven (7) calendar days of hire via the online licensing portal.
- D. Provider agencies shall report all separations of employment of prehospital personnel to LEMSA within seven (7) calendar days of termination via the online licensing portal using the Update Roster – Service Form. Reasons for termination include:
  1. Voluntary resignation: Prehospital personnel who voluntarily resign or have retired. No additional documentation is required in accordance with this status change.
  2. Resigned during the course of an investigation: Prehospital personnel who have resigned during the course of investigation where an investigational outcome was not determined prior to the employee terminating their employment with the provider agency. The provider agency is required to submit a copy of its investigation summary, including findings with the Update Roster – Service Form.
  3. Resigned in lieu of termination: Prehospital personnel who have resigned in lieu of termination where an investigational outcome may or may not have been determined, but the provider agency permitted the prehospital personnel to resign in lieu of termination. The provider agency is required to submit a copy of its investigation summary, including findings with the Update Roster – Service Form.
  4. Involuntarily terminated: Includes all involuntary terminations. The provider agency is required to submit a copy of its investigation summary, including findings with the Update Roster – Service Form.