

POLICY #320: EMERGENCY MEDICAL TECHNICIAN CERTIFICATION

I. PURPOSE

- A. To establish criteria as defined by Title 22 of the California Code of Regulations (CCR), for the process of certifying emergency medical technicians (EMT) by the County of San Luis Obispo Emergency Medical Services Agency (EMS Agency).

II. SCOPE

- A. This policy applies to all individuals seeking initial certification as an EMT in the County of San Luis Obispo (SLO).

III. POLICY

- A. Changes in state regulations will supersede information in this policy upon codification.
- B. To be eligible for certification as an EMT, an individual must be eighteen (18) years of age or older.
- C. All information on the EMT application is subject to verification. A candidate who supplies information found to be fraudulent may be subject to disciplinary action as outlined in EMS Agency Policy #300: Investigation and Disciplinary Process.
- D. All applicants are required to inform the EMS Agency of the following:
1. If convicted of any crime other than a minor traffic violation.
 2. Any certification or licensure action against an EMT, Advanced EMT, EMT-II certificate, paramedic license or MICN authorization including active investigations by an EMS Agency in another county or in the case of a paramedic, licensure action by the state EMS Authority.
 3. Any action against any EMS-related certification or license of another state or other issuing entity, including active investigations.
 4. Any action against any health related license.
- E. It is the responsibility of the Certified EMT to notify the EMS Agency within 7 days of any arrest or change in their eligibility status. Failure to report such actions may result in disciplinary action.
- F. Any action or active investigation indicated on the application, must include an explanation letter regarding the investigation and/or conviction(s) in detail, and must include copies of verifying documentation from the arresting authority and court. A Failure to report such actions may result in certification denial.
- G. All applications that indicate, or are discovered to have circumstances that may preclude issuance of EMT certification will be subject to additional review as outlined in EMS Agency Policy #300: Investigation and Disciplinary Process.
- H. An application for EMT certification will be denied if the individual fails to meet the application requirements for certification.

- I. A candidate for EMT certification whose check returns for insufficient funds may be subject to disciplinary action as outlined in EMS Agency policy # 101: Fee Collection.
- J. The EMS Agency will issue an EMT certificate card to eligible applicants within forty-five (45) days after successful completion of all certification requirements.
- K. The effective date of certification will be the date of issue.
- L. Certification as an EMT will be statewide and for a maximum of two years or such other time period as specified in the current CCR.
- M. An EMT must notify the EMS Agency within thirty (30) calendar days, of any change in mailing address.
- N. Once certified and based on the continuous quality improvement process, the employer or EMS Agency Medical Director may determine that an EMT warrants additional training, observation or testing. The employer, EMS Agency Medical Director or his/her designee may create a specific and targeted program of remediation based upon the identified need of the EMT. If there is disagreement between the EMT, the employer and/or the EMS Agency Medical Director, the decision of the EMS Agency Medical Director will prevail.
- O. If the individual fails to complete this targeted program of remediation the EMS Agency Medical Director may suspend or revoke the certification for a minimum of one (1) year and up to two (2) years.
- P. It is the responsibility of the EMT to notify the EMS Agency within 7 days of any arrest or change in their eligibility status. Failure to report such actions may result in disciplinary action.
- Q. The EMS Agency Medical Director must approve any exception to certification requirements.

IV. PROCEDURE

- A. A candidate for EMT certification must submit a completed application packet in person to the EMS Agency that includes the following:
 - 1. Complete and signed application form – Attachment A
 - 2. Pay the current non-refundable application fee.
 - 3. A Current government-issued photo identification proving that the individual is eighteen (18) years of age or older.
 - 4. An individual who meets one of the following criteria is eligible to apply for initial certification:
 - a. Proof of successful passing of the National Registry written and skills examinations and either:
 - (1) Proof of completion of a California EMT training program approved pursuant to the current CCR or approved out-of-state initial EMT training course, within the last two years, or
 - (2) Possess a current and valid out-of-state EMT certificate.

- b. Current National Registry certification as an EMT- Basic, EMT-Intermediate or Paramedic.
 - c. Current out-of-state EMT-Intermediate or Paramedic certification.
 - d. Current and valid California Advanced EMT or EMT-II certification or current and valid California Paramedic license.
5. Proof of current certification as a Cardio Pulmonary Resuscitation (CPR) Provider according to the professional rescuers standards of the American Heart Association or other course provider approved by the EMS Agency Medical Director.
 6. Proof of criminal record clearance from the California Department of Justice and Federal Bureau of Investigation, utilizing the Request for Live Scan Service Form - Attachment B.
 7. Proof of criminal record clearance from the California Department of Motor Vehicles by presenting one of the following:
 - a. Driving record printout from the DMV dated not more than seven days from the date of application.
 - b. Driving record through the service we provide using our DMV Pull Authorization Form - Attachment C.
 - c. A letter from the employer stating that the applicant has no misdemeanor moving violations on record and that the employer participates in the DMV pull notice program, using the sample Employer Letter - Attachment D.

V. AUTHORITY

- Health and Safety Code Division 2.5, Section 1797.210 and 1798.200
- California Code of Regulations, Title 22, Division 9, Chapter 2, Section 100079 and Chapter 6
- California Penal Code, Section 11105

VI. ATTACHMENTS

- A. EMT Certification/Recertification Application
- B. Request for Live Scan Service Form
- C. DMV Pull Authorization Form
- D. Sample DMV Employer Letter