

**POLICY #321: EMERGENCY MEDICAL TECHNICIAN
RECERTIFICATION**

I. PURPOSE

- A. To establish criteria as defined by Title 22 of the California Code of Regulations (CCR), for the process of recertify 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 wishing to recertify 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. 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.
- C. 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.
- A. 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.
- B. Any action or active investigation indicated on the application or by notification, 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 revocation.
- C. 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.

- D. The EMS Agency will issue an EMT certificate card to eligible individuals within forty- five (45) days after successful completion of all recertification requirements.
 - 1. If the EMT recertification requirements are met within six (6) months prior to the expiration date, the effective date of certification will be the date immediately following the expiration date of the current certificate. The certification expiration date will be the final day of the final month of the two (2) year period.
 - 2. If EMT recertification requirements are met more than six (6) months prior to the expiration date, the effective date of certification will be the date the individual satisfactorily completes all certification requirements and has applied for recertification. The certification expiration date must not exceed two (2) years and will be the final day of the final month of the two (2) year period.
- E. In order to be eligible for recertification after a lapse in certification, the following criteria must be met:
 - 1. An individual whose certification has a lapse of less than six months must comply with the criteria as listed in the procedure section of this policy.
 - 2. An individual whose certification has a lapse of six months or more, but less than twelve months, must comply with the criteria in the procedure section of this policy and complete an additional twelve (12) hours of continuing education (CEH) for a total of thirty-six (36) CEH.
 - 3. An individual whose certification has a lapse of twelve months or more, but less than 24 months, must comply with the criteria in the procedure section of this policy, complete an additional twenty-four (24) CEH for a total of 48 CEH, and pass the certification examination pursuant to the CCR, Title 22, Section 100079.
 - 4. An individual whose certification has a lapse of greater than twenty-four (24) months must comply with requirements for EMT certification as outlined in EMS Agency Policy #320: EMT Certification.
- F. An application for EMT recertification will be denied if the individual fails to meet the recertification requirements.
- G. A candidate for EMT recertification whose check returns for insufficient funds may be subject to disciplinary action as outlined in EMS Agency policy # 101: Fee Collection.
- H. An EMT must notify the EMS Agency within thirty (30) calendar days, of any change in mailing address.
- I. 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.
- J. 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, the 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.

- K. 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.
- L. The EMS Agency Medical Director must approve any exception to certification requirements.

IV. PROCEDURE

- A. A candidate for EMT recertification must submit a completed application packet 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. Proof of successful completion of an EMT refresher course or 24 hours of CE.
 - 5. A completed skills competency verification form - Attachment E.
 - 6. Proof of current certification as a Cardiopulmonary 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.
 - 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.
- B. If a candidate has not previously completed a criminal record clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI), proof of a criminal record clearance must be submitted to the EMS Agency. Proof may be submitted by requesting that a criminal record clearance from the DOJ and the FBI be sent to the EMS Agency and the California EMS Authority utilizing the Request for Live Scan Service Form - Attachment B.

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 100080-100081 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
- E. EMT Skills Verification Form