



## EMS POLICIES AND PROCEDURES

POLICY #: 1  
EFFECTIVE DATE: 12/1/04  
PAGE: 1 of 4

**SUBJECT: EMT CERTIFICATION**

APPROVED BY:

\_\_\_\_\_  
Art Lathrop, EMS Director

\_\_\_\_\_  
Joseph A. Barger, MD, EMS Medical Director

I. PURPOSE

To identify the Emergency Medical Technician (EMT) certification and recertification process in Contra Costa County.

II. CERTIFICATION

A. The following requirements apply to all applicants who have never been certified as an EMT-I:

1. Be eighteen (18) years of age or older.
2. Provide a current photo ID (CA drivers license, CA ID card or passport).
3. Provide an EMT-I course completion record from an approved EMT-I training program.
4. Provide documentation of successful completion of the National Registry of Emergency Medical Technicians (NREMT) written exam within the past two (2)
5. Provide a valid and current CPR card.
6. Apply for certification within two (2) years of the date of course completion.
7. Complete a Contra Costa County EMT-I certification application.
8. Complete a Department of Justice Criminal Offender Record Information (CORI) background check (contact the Contra Costa EMS Agency for application).
9. Pay the established certification application fee.

Upon completion of #1-9 above, and confirmation that the applicant is not precluded from certification for reasons defined in Section 1798.200 of the California Health and Safety Code, an individual shall be certified as an Emergency Medical Technician for a period of two (2) years from the last day of the month in which the certification process was completed. This certification is valid throughout the State of California.

B. The following requirements apply to all applicants who have a valid and current National Registry EMT-I, EMT-II, Paramedic or out-of-state EMT-I certificate.

1. Be eighteen (18) years of age or older.
2. Provide a current photo ID (CA drivers license, CA ID card or passport).
3. Provide documentation of out-of-state or National Registry certification.
4. Provide documentation of successful completion of the National Registry of Emergency Medical Technicians (NREMT) written exam within the past two (2) years (if not currently certified by the National Registry)
5. Provide a valid and current CPR card.
6. Complete a Contra Costa County EMT-I certification application.

7. Complete a Department of Justice Criminal Offender Record information (CORI) background check (contact the Contra Costa EMS Agency for application).

8. Pay the established certification application fee.

Upon completion of #1-8 above, and confirmation that the applicant is not precluded from certification for reasons defined in Section 1798.200 of the California Health and Safety Code, an individual shall be certified as an Emergency Medical Technician. The expiration date shall be the same date as stated on the out-of-state or National Registry certification. This certification is valid throughout the State of California.

C. An individual currently licensed in California as a Paramedic or currently certified in California as an EMT-II is deemed to be certified as an EMT-I, except when the paramedic license or EMT-II certification is under suspension.

D. Certification cards will be mailed to applicants following verification of documentation submitted with application.

### III. MAINTAINING CERTIFICATION

A. To maintain certification, all candidates shall meet the following requirements and provide documentation to the EMS Agency:

1. Possess a valid and current EMT-I certificate issued in California.
2. Provide a valid and current CPR card.
3. Successfully complete an approved EMT-I twenty four (24) hour refresher course within the two (2) year certification period.

**OR -**

4. Provide documentation verifying completion of a minimum of twenty-four (24) hours of approved BLS continuing education within the two (2) year certification period.
5. Submit a completed skills competency verification form, (EMSA-SCV 07/03).
6. Complete a Contra Costa County EMT-I certification application.
7. Complete a Department of Justice Criminal Offender Record Information (CORI) background check, if not already on file with the Contra Costa EMS Agency (contact the Contra Costa EMS Agency for application, if needed).

8. Pay the established recertification application fee.

Upon completion of #1-8 above, and confirmation that the applicant is not precluded from certification for reasons defined in Section 1798.200 of the California Health and Safety Code, an individual shall be recertified as an Emergency Medical Technician for a maximum of two (2) years from the last day of the month in which the certification requirements were completed. If the recertification requirements were met within six (6) months prior to the expiration date, the effective date of the certification shall be the expiration date of the current certification.

B. Certification cards will be mailed to applicants following verification of documentation submitted with application.

**IV. RECERTIFICATION AFTER LAPSE IN CERTIFICATION**

- A. All candidates for EMT-I recertification whose EMT-I or EMT-II certificate or Paramedic license has lapsed shall meet the following requirements:
1. For a lapse of less than six (6) months:
    - a) Provide a copy of the expired certificate or license
    - b) Successfully complete an approved EMT-I twenty four (24) hour refresher course within the prior two (2) year period.

- **OR** -

    - c) Provide documentation verifying completion of a minimum of twenty-four (24) hours of approved BLS continuing education within the prior two (2) year period.
    - d) Provide a valid and current CPR card.
    - e) Submit a completed skills competency verification form, (EMSA-SCV 07/03).
    - f) Complete a Contra Costa County EMT-I certification application.
    - g) Complete a Department of Justice Criminal Offender Record Information (CORI) background check, if not already on file with the Contra Costa EMS Agency (contact the Contra Costa EMS Agency for application, if needed).
    - h) Pay the established recertification application fee.
  2. For a lapse of six (6) months or more, but less than twelve (12) months:
    - a) Provide a copy of the expired certificate or license
    - b) Successfully complete an approved EMT-I twenty four (24) hour refresher course within the prior two (2) year period.

- **OR** -

    - c) Provide documentation verifying completion of a minimum of twenty-four (24) hours of approved BLS continuing education within the prior two (2) year period.
    - d) Provide documentation of an additional twelve (12) hours of continuing education for a total of thirty six (36) hours.
    - e) Provide a valid and current CPR card.
    - f) Submit a completed skills competency verification form, (EMSA-SCV 07/03).
    - g) Complete a Contra Costa County EMT-I certification application.
    - h) Complete a Department of Justice Criminal Offender Record Information (CORI) background check, if not already on file with the Contra Costa EMS Agency (contact the Contra Costa EMS Agency for application, if needed).
    - i) Pay the established recertification application fee.
  3. For a lapse of twelve (12) months or more, but less than twenty four (24) months:
    - a) Provide a copy of the expired certificate or license
    - b) Successfully complete an approved EMT-I twenty four (24) hour refresher course within the prior two (2) year period.
    - c) Provide documentation of an additional twenty four (24) hours of continuing education for a total forty eight (48) hours.
    - d) Provide documentation of successful completion of the National Registry of Emergency Medical Technicians (NREMT) written exam within the past two (2) years.

- e) Provide a valid and current CPR card.
  - f) Submit a completed skills competency verification form, (EMSA-SCV 07/03).
  - g) Complete a Contra Costa County EMT-I certification application.
  - h) Complete a Department of Justice Criminal Offender Record Information (CORI) background check, if not already on file with the Contra Costa EMS Agency (contact the Contra Costa EMS Agency for application, if needed).
  - i) Pay the established recertification application fee.
4. For a lapse of twenty four (24) months or more, complete an entire EMT-I basic course.
- B. Upon completion #1, 2, 3 or 4 above, and confirmation that the applicant is not precluded from certification for reasons defined in Section 1798.200 of the California Health and Safety Code, an individual shall be recertified as an Emergency Medical Technician for a maximum of two (2) years from the last day of the month in which the certification requirements were completed.
- C. Certification cards will be mailed to applicants following verification of documentation submitted with application.