

Subject: Certification  
**Emergency Medical Technician (EMT) Certification Process**

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- I. Authority and Reference (incorporated herein by references)
  - A. Division 2.5 of Health and Safety Code
  - B. California Code of Regulations, Title 22
  - C. North Coast EMS Policies and Procedures
  
- II. Purpose

To establish EMT certification policy and procedure, including initial certification, maintaining certification, and recertification after lapse in certification within the North Coast EMS region, consistent with California state regulations.
  
- III. Procedure
  - A. Initial Certification
    1. To be eligible for certification, an individual shall:
      - a. Have a valid EMT course completion record or other documented proof of successful completion of an approved EMT course and apply for certification within two years of the date of the course completion, or
      - b. Have documentation of successful completion of an approved out-of-state EMT training course, within the last two years.
      - c. Submit proof of passing the EMT certifying written and skills exams by submitting a NREMT certificate and current NREMT card.
      - d. Be eighteen years of age or older.
      - e. Complete the criminal history background check requirement. <http://www.northcoastems.com/wp-content/uploads/DOJ-Livescan-Privacy-Notices.pdf> (Form is available on North Coast EMS website.
      - f. North Coast EMS will receive the State and Federal criminal background check results before issuing an initial certification.
      - g. Submit a copy of a current CPR for the Healthcare Provider card. North Coast EMS does not accept online CPR courses.
      - h. Complete an application form.
      - i. Pay the North Coast EMS and EMS Authority established fee.
    2. An individual who meets one of the following criteria shall be eligible for certification upon fulfilling the requirements of Sections A.1.e. through i. above.

Subject: Certification  
**Emergency Medical Technician (EMT) Certification Process**

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- a. Possesses a current and valid National Registry EMT-Basic certificate.
  - b. Possesses a current and valid out-of-state or National Registry Advanced EMT (AEMT) or Paramedic certificate.
  3. An individual who possesses a current and valid out-of-state EMT-certificate shall be eligible for certification upon fulfilling the requirements of Sections A.1.d. through i. above.
  4. An individual currently licensed in California as a Paramedic or currently certified in California as an AEMT is deemed to be certified as an EMT except when the paramedic license or AEMT certification is under suspension with no further testing required. In the case of a paramedic license under suspension, the paramedic shall apply to North Coast EMS for EMT certification.
  5. In order for an individual, whose California AEMT certification or paramedic license has lapsed, to be eligible for certification as an EMT the same requirements shall apply as described below in Section C. Recertification After Lapse in Certification.
  6. Certification as an EMT shall be for a maximum of two (2) years except in the following cases:
    - a. That for an individual who possesses a current and valid out-of-state EMT, AEMT, or Paramedic certification or a current and valid National Registry EMT-Basic, AEMT or Paramedic certification, the expiration date shall be the same expiration date as stated on the out-of-state or National Registry certification.
    - b. That an individual currently licensed as a Paramedic or certified as an AEMT, pursuant to Section A.4. above shall have an EMT expiration date that is the same as the current Paramedic or AEMT license or certificate.
    - c. The effective date of certification shall be the date the individual satisfactorily completes all certification requirements and has applied for certification. The certification expiration date will be the final day of the final month of the two-year period.
- B. Maintaining EMT-I Certification  
To maintain certification, an EMT-I shall:
1. Possess a current EMT-I certification issued in California.
  2. Obtain at least twenty-four hours of continuing education hours from an approved continuing education provider in accordance with the provisions contained in the Prehospital Continuing Education Chapter, Chapter 11 of Division 9, or

Subject: Certification  
**Emergency Medical Technician (EMT) Certification Process**

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3. Successfully complete a twenty-four-hour refresher course from an approved EMT-I training program.
  4. An individual who is currently licensed in California as a Paramedic or certified as an AEMT, or who has been certified within six (6) months of the date of application, may be given credit for continuing education hours earned as a Paramedic or AEMT to satisfy the continuing education requirement for EMT-I recertification as specified in this policy.
  5. Submit a copy of a current CPR for the Healthcare Provider card. North Coast EMS does not accept online CPR courses.
  6. Complete an application form.
  7. Pay the North Coast EMS and EMS Authority established fee.
  8. Submit a completed Skills Competency Verification Form, EMSA-SCV (07/03). Form EMSA-SCV (07/03) or the most recent version found on the Emergency Medical Service Agency (EMSA) website.
  9. Skills competency shall be verified by direct observation of an actual or simulated patient contact. Skills competency shall be verified by an individual who is currently certified or licensed as an EMT, AEMT, Paramedic, RN, PA, or physician and who shall be designated by an EMS approved training program (EMT training program, Paramedic training program, or continuing education provider) or an EMS service provider; EMS service providers include, but are not limited to public safety agencies, private ambulance providers, and other EMS providers. North Coast EMS shall be notified of the approved evaluators. If the maintenance of certification requirements are met within six months prior to the expiration date, North Coast EMS shall make the effective date of certification the expiration date of the current certificate. The certification expiration date will be the final day of the final month of the two-year period.
  10. If the maintenance of certification requirements is met greater than six months prior to the expiration date, North Coast EMS shall make the effective date of certification the date the individual satisfactorily completes all certification requirements and has applied for certification. The certification expiration date shall be the final day of the final months of the two-year period.
- C. Recertification After Lapse in Certification
1. To be eligible for recertification for an individual whose EMT certification has lapsed; the following requirements shall apply:

Subject: Certification  
**Emergency Medical Technician (EMT) Certification Process**

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- a. For a lapse of less than six months, the individual shall comply with the requirements contained in Sections B.2. or 3. and B.5. through 8. above.
  - b. For a lapse of six months or more, but less than twelve months, the individual shall comply with the requirements of Sections B.2. or 3. and B.5. through 8. above and complete an additional twelve hours of continuing education for a total of 36 hours of training.
  - c. For a lapse of twelve months or more, but less than 24 months, the individual shall completion with the requirements of Section B.2. or 3. and B.5. through 7. above and complete an additional twenty-four hours on continuing education for a total of 48 hours of training and the individual shall pass the written and skills certification exam as specified in Section A.1.d. above.
  - d. For a lapse of greater than twenty-four months the individual shall complete an entire EMT course and comply with the requirements of Section A.1. above.
2. The effective date of certification as used in this policy shall be the date the individual satisfactorily completes all certification requirements and has applied for certification. The certification expiration date shall be the final day of the final month of the two-year period.
- D. Changes in Certification Information:
1. The EMT shall be responsible for notifying North Coast EMS of their proper and current mailing address and shall notify North Coast EMS in writing within thirty (30) calendar days of any and all changes of the mailing address, giving both the old and new address and the CA EMT certification registry number.

PLEASE NOTE: AN INDIVIDUAL IS NOT ALLOWED TO FUNCTION AS AN EMT-I IN THE NORTH COAST EMS REGION UNLESS (S)HE HOLDS A CURRENT AND VALID EMT-I OR AEMT CERTIFICATION OR IS LICENSED AS A CALIFORNIA PARAMEDIC. AN EXPIRED CERTIFICATE IS NEITHER CURRENT NOR VALID. FUNCTIONING WITHOUT A CURRENT AND VALID CERTIFICATE IS GROUNDS FOR DISCIPLINARY ACTION AND IS A VIOLATION OF 1797.177 OF THE CALIFORNIA HEALTH AND SAFETY CODE.