

SAN LUIS OBISPO COUNTY EMERGENCY MEDICAL SERVICES AGENCY  
PREHOSPITAL POLICY

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SUBJECT: EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATION

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PURPOSE

To establish the process whereby an individual is eligible for certification as an Emergency Medical Technician (EMT) in San Luis Obispo County.

AUTHORITY

- A. Health and Safety Code Division 2.5, Section 1797.210 and 1798.200.
- B. California Code of Regulations, Title 22, Division 9, Section 100079.
- C. California Penal Code, Section 11105.

DEFINITIONS

- A. Certificate: The document issued to an individual denoting competence in the named area of prehospital service.
- B. Emergency Medical Technician (EMT): An individual trained in prehospital and Basic Life Support (BLS) skills who possesses a valid Emergency Medical Technician (EMT) Certificate as prescribed by local and state regulations.
- C. Emergency Medical Services Agency (EMS Agency): The agency having primary responsibility for administration of emergency medical services in San Luis Obispo County.

POLICY

- A. In order to be eligible for certification as an EMT by the EMS Agency, an individual must:
  - 1. Be eighteen (18) years of age or older.
  - 2. Possess valid government- issued photo identification.

3. Successfully complete an approved EMT training program (Basic Course or Challenge Examination).
  4. Possess a current and valid National Registry EMT-Basic, EMT-Intermediate or Paramedic certificate; or a current and valid out-of-state EMT-Intermediate or Paramedic certificate; or a current and valid California Advanced EMT or EMT-II certificate; or a current and valid California Paramedic License.
  5. Possess current certification as a Cardiopulmonary Resuscitation (CPR) Provider.
  6. Complete a criminal record clearance.
  7. Sign an affidavit denying preclusion from certification.
  8. Disclose any certification or licensure actions as specified in the California Code of Regulations, Title 22, Division 9, Section 100079 (8) (A – D).
  9. Pay the established state certification fee.
  10. Pay the established local application fee; this fee is not refundable.
- B. The EMS Agency shall issue an EMT certificate to eligible individuals who apply and successfully complete all certification requirements.
1. The effective date of certification shall be the date the individual satisfactorily completes all certification requirements.
  2. For an individual who possesses a valid National Registry issued EMT-Basic, EMT-Intermediate or Paramedic certification, the expiration date shall be two (2) years from the date of passing the National Registry examination, but in no case shall the expiration date of certification exceed two (2) years from the effective date.
  3. For an individual who possesses a current and valid out-of-state EMT-Intermediate or Paramedic certification, the expiration date shall be the same expiration date as stated on the out-of-state certification but in no case shall exceed two (2) years from the effective date of the EMT certification card issued by the EMS Agency.
  4. For an individual who possesses a current and valid California EMT Advanced, EMT-II or Paramedic License, the expiration date shall be the same date as the expiration date on the license.
- C. Certification as an EMT shall be statewide and for a maximum of two years or such other time period as specified in current state regulations.
- D. A candidate for EMT certification whose check is returned for insufficient funds may be subject to disciplinary action as outlined in EMS Agency policy #129 *Fee Collection*.
- E. All information on the EMS Agency 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 policies #306 *Determination of Eligibility for EMT Certification, Paramedic Accreditation and MICN Authorization* and #309 *EMS Personnel Investigation and Disciplinary Process*.

- F. An EMT shall notify the EMS Agency in writing within thirty (30) calendar days of any change in mailing address.
- G. If at any time during the certification period, through the CQI process the employer or EMS Agency Medical Director determines that an EMT needs additional training, observation or testing, the employer, the EMS Agency Medical Director or his or her designee<sup>1</sup>, may create a specific and targeted program of remediation based upon the identified need of the EMT as outlined in EMS Agency policy #309 *EMS Personnel Investigation and Disciplinary Process*. If there is disagreement between the EMT, the employer and/or the EMS Agency Medical Director, the decision of the EMS Agency Medical Director shall prevail.
- H. Any exception to certification requirements must be approved by the EMS Agency Medical Director.
- I. Changes in state regulations shall supersede information in this policy upon codification.

## PROCEDURE

- A. A candidate for EMT certification must request that a criminal record clearance from the California Department of Justice and FBI be sent to the EMS Agency and the California EMS Authority, pay established fees, and submit a completed EMS Agency application in person to the EMS Agency along with documentation establishing eligibility for certification as follows:
  - 1. Current government-issued photo identification proving that the individual is eighteen (18) years of age or older.
  - 2. Proof of completion of an EMT training program that is approved pursuant to Title 22, Chapter 2, Section 100066, within two years prior to applying for certification.
  - 3. Proof of a current and valid certificate or license as follows:
    - a) National Registry certification as an EMT-Basic, EMT-Intermediate or Paramedic, or
    - b) Out-of-state EMT-Intermediate or Paramedic certification, or

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<sup>1</sup> California Health & Safety Code, Section 1797.202(c) provides that the Medical Director of the local EMS Agency "may assign to administrative staff of the local EMS agency for completion under the supervision of the medical director, any administrative functions of his or her duties which do not require his or her professional judgment as medical director." Therefore, the Medical Director of the EMS Agency may assign his or her duties and authorities under this *EMS Personnel Investigation and Discipline Process Policy* to administrative staff of the EMS Agency

- c) California Advanced EMT or EMT-II certification or California Paramedic license.
- 4. Proof of current certification as a Cardio Pulmonary Resuscitation (CPR) Provider according to the professional rescuers standards of the American Heart Association, American Red Cross or other course provider approved by the EMS Agency Medical Director.
- 5. Proof of criminal record clearance from the California Department of Motor Vehicles by presenting either a
  - a) driving record printout from the DMV dated not more than seven days from the date of application, or
  - b) Photo identification card from an employer and a letter from the employer stating that the applicant has no misdemeanor moving violations on record.