

Sacramento County Emergency Medical Services Agency (SCEMSA) Certification/Accreditation Frequently Asked Questions

What is SCEMSA Certification/Accreditation?

Credentialing allows individuals to work within Sacramento County when they meet the established requirements.

Credentialing is available for:

- *Emergency Medical Responder (EMR) Certification*
- *Emergency Medical Technician (EMT) certification*
- *Paramedic accreditation*
- *Mobile Intensive Care Nurse (MICN) authorization/certification*

Do I need to come to SCEMSA to apply for credentialing?

No, it is not required that you come to the SCEMSA to apply for credentialing. The credentialing process may be completed from any computer through the online application EMS Portal found [HERE](#).

If you would like to apply for credentialing in person, SCEMSA does have public counter hours. Please refer to the website [HERE](#) for current days and hours (You will need to have your documentation printed out prior to visiting the office).

Can mail or drop off my paperwork at the SCEMSA office?

No. Applications must be submitted in person during our public hours (Tue-Thurs, 8AM-12PM) through one of our kiosks in our office (You will need to have your documentation printed out prior to visiting the office). Assistance will be provided if needed to submit your application online. You can also submit your application online through the EMS Portal which is provided on our [Sac County EMS Agency Website](#). Please check the website closely. The instructions and requirements are updated daily. It is strictly up to the applicant to keep apprised of our Policies and Protocols.

How do I apply for credentialing through SCEMSA?

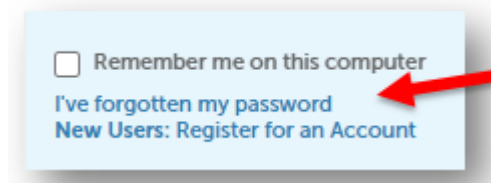
Applications are accepted online. Instructions are available through our [Sacramento County EMS website](#) or click [HERE](#). You can also visit the SCEMSA office during public counter days and hours, and they will assist you with the online process. You will need to have your documentation printed out prior to visiting the office.

How do I determine whether I should register, or look up an account?

The SCEMSA portal has historical data on all EMR, EMTs, Paramedic and MICNs. If you have applied before online, that account can be looked up by using your first and last name once you have logged in click on the example below. Note: This will not work if you have not logged on.



What do I do if I forgot my password?



Use the "I've forgotten my password" link on the home page of the Sacramento County credentialing page.

Who can I call for Technical support if I am having problems?

If you are locked-out of your online application/reapplication account, please call (916) 874-5555. Otherwise, contact SCEMSA at (916) 875-9753, we will assist you with any other technical issues.

Where is SCEMSA located and what are the office hours?

SCEMSA is located at 9616 Micron Avenue, Suite 960, Sacramento. The office has 2 accessible computers with scanners to upload required documents. The current public days and hours are Tuesday-Thursday 8:00am-12:00pm, excluding holidays. Please check the [Sacramento County EMS Agency](#) website for the most current information and holiday schedule.

What forms of payment does SCEMSA accept?

SCEMSA accepts Visa, MasterCard, and Discover. Credit card payments are done online as part of the application process. If you are unable to pay by credit card, you may come into the office during counter hours and pay with **EXACT CASH**. We do not make change.

I need Continuing Education Hours, where can I get them?

SCEMSA has a list of approved Continuing Education Providers listed [HERE](#). The Local Trauma Base Hospitals offer Prehospital CEUs throughout the year. Prehospital Run Reviews are done 3-4 times a year. You can find them [HERE](#). Online CEUs that are accepted in California can be found [HERE](#).

What if I lost my license/certification/accreditation card?

If you need a replacement card, you will need to come in to our office during counter hours and request a new one. There is a \$5.00 replacement card fee. If you are not paying by credit card, payment must be in exact cash (we do not make change). You must also bring a valid government issued photo ID for verification.

How much does EMT certification cost?

- EMT Certification NON-Refundable: [FEES](#)
- Initial Certification NON-Refundable: [FEES](#)
- Recertification NON-Refundable: [FEES](#)
- Late fee (within 30 days of renewal): \$30

NOTE: If you are currently an EMT certified by another agency and want to certify with Sacramento County, you will be required to complete a Live Scan and pay the initial certification [FEES](#) to SCEMSA and the State FEE which is \$75.00.

How much does Paramedic accreditation cost?

- *Initial accreditation: NON-Refundable [FEES](#)*
- *Rush fee (if requested): \$30.00*
- *Continuous accreditation (meaning NO LAPSE in accreditation): No fee*
- *Paramedic renewal (lapse in continuous accreditation or licensure): NON-Refundable [FEES](#)*

How much does MICN authorization/certification cost?

- *Initial certification: NON-Refundable [FEES](#)*
- *Rush fee (if requested): \$30.00*
- *Recertification: NON-Refundable [FEES](#)*
- *Late fee (within 30 days of renewal): \$30.00*

I am an EMT from another County and want to re-certify in Sacramento County, do I apply as a renewal or an initial EMT with Sacramento County?

EMT's from another entity will apply with Sacramento County as an Initial EMT Applicant. All documentation will still remain the same as a renewal EXCEPT – applicants are required to obtain a fingerprint scan using a SCEMSA specific Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) [Live Scan Request Form](#), BCII 8016, and pay the initial application [FEES](#).

How long does the application process take for an EMT?

It varies. All initial applicants and some recertifying applicants require a DOJ/FBI Background Live Scan. The results from DOJ can take up to several weeks or months to be received by EMS.

Do I have to get a Live Scan every time I recertify?

A new Live Scan is required:

- 1. If your EMT certification has lapsed 12 months or more.**
- 2. If your EMT certification was previously from another LEMSA.**

How do I sign up for Paramedic Orientation?

- Visit [Paramedic Accreditation](#) on our [SCEMSA](#) website.
- Follow the instructions for Initial Accreditation
- Upload all required documents and pay all fees
- **Applicants must be affiliated (Working for a guaranteed position upon completion of Paramedic Orientation) with an ALS Provider** - receive confirmation email from SCEMSA: from act@saccounty.net - account notifying applicant has been scheduled for Orientation.
- Applicants will not be scheduled a spot unless all necessary paperwork has been verified, employment verified, and fees have been paid.

Is there a fee for Paramedic Orientation?

Yes.

- Initial accreditation: NON-Refundable [FEES](#)
- Rush fee (if requested): \$30.00

Is there a test at the end of Paramedic Orientation?

Yes. Bring a writing utensil.

What are the dates and times of Paramedic Orientation?

The Paramedic Orientation is the first Friday of every month from 9:00am -1:00pm. Location is: 9616 Micron Ave. Ste. 900 Conference Rm. 1 at the South end of the Building. Do not come to the EMS office. Applications/Documents will NOT be accepted at Orientation. Documents for incomplete applications will NOT be accepted at Orientation. Payments for incomplete applications will not be accepted at orientation.

NOTE: Applicants must submit a complete application, received AND APPROVED by 12NOON, the Thursday prior to the scheduled Orientation.

I don't have my CA State Paramedic License, and my County is expiring, can I still continue my application?

Yes...IF the [State EMS Personnel Registry](#) shows active and has a new expiration date, or if an initial applicant, has assigned a Paramedic number with effective expiration date, you can take a screen shot and upload as a jpg. As your evidence of State license.