

	COUNTY OF SACRAMENTO EMERGENCY MEDICAL SERVICES AGENCY	Document #	4150.26
	PROGRAM DOCUMENT: EMT- Certification Renewal	Initial Date:	12/01/93
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Signature on File

EMS Medical Director

Signature on File

EMS Administrator

Purpose:

- A. To establish the requirements for an individual to be recertified as an Emergency Medical Technician (EMT) in Sacramento County.

Authority:

- A. California Health and Safety Code, Division 2.5
- B. California Code of Regulations, Title 22, Division 9

Policy:

- A. In order to renew certification, an EMT shall possess a current or expired California EMT certificate issued by a California certifying entity.
 - 1. If the current EMT certification was issued by another California EMT certifying entity, the individual shall complete a State and Federal criminal history background check (utilizing Sacramento County Emergency Medical Services Agency (SCEMSA) Live Scan form).
 - 2. If the renewal requirements are met within six (6) months prior to the current certification expiration date, the effective date of the renewal will be the date immediately following the expiration date of the current certificate. The certification will expire the last day of the month two (2) years from the day prior to the effective date.
 - 3. If the EMT renewal requirements are met greater than six (6) months prior to the current certification expiration date, the effective date of the renewal will be the day the certificate is issued. The certification expiration date shall be the last day of the month of the two (2) years from the effective date.

Procedure for EMT Certification Renewal:

- A. Meet one of the following continuing education (CE) requirements:
 - 1. Successfully complete a twenty-four (24) hour refresher course from an approved EMT training program within the twenty-four (24) months prior to applying for renewal, or
 - 2. Obtain at least twenty-four (24) hours of continuing education (CE), within the twenty-four (24) months prior to applying for renewal, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
 - 3. Apply online at <https://actonline.saccounty.net> and upload copies of the following:
 - a. Upload a current California State EMT certificate.
 - b. A completed SCEMSA Live Scan form signed by the Live Scan Operator if required (applicants changing certifying entities only).
 - c. Applicants who hold a valid California Paramedic license and have received a background check initiated by the state Emergency Medical Services Authority (Authority) are not exempt from this requirement.

- d. Upload a current and valid government-issued photo identification.
- e. Upload a current and valid Healthcare Provider Level Cardiopulmonary Resuscitation (CPR) certification
- f. Upload proof of passing, within twenty-four (24) months of the completed application date, a competency-based skills exam from an approved training program or approved CE provider by presenting a completed copy of the skills competency verification form, EMSA-SCV (01/17), with the original signatures, signed by a certified or licensed EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant or Physician who is designated by an EMS approved training program or CE provider or from an approved ALS service provider approved by SCEMSA or other LEMSA within the State of California.
 - The EMT and/or their relatives are not permitted to sign any documentation of proof attesting to the skills, training or education of that candidate. It is the responsibility of the candidate to ensure impartiality and avoid potential conflicts of interest in any documentation.
 - Any falsification of documentation is grounds for losing certification for a period of at least twelve (12) months.
- g. Documentation of successful completion of the following training by an approved EMT training program or approved CE provider:
 - The use and administration of naloxone or other opioid antagonists.
 - The use and administration of epinephrine by auto-injector.
 - The use of a glucometer.

Note: If an individual possesses a current California paramedic license or Advanced EMT certificate, then the individual need not comply with this requirement.
- 4. Application for continuous certification is due no less than thirty (30) days prior to the last day of the current certification period. Late submissions are subject to possible late fees and lapse in certification.
- 5. Pay the non-refundable/non-transferable renewal certification fees established by the Authority and SCEMSA.
 - 1. Upon successful completion of 1-5 above, the current Sacramento County employer will receive an automated email for verification of employment. Once verified, SCEMSA shall certify the candidate as an EMT for a period of two (2) years from the last day of the month in which all the certification requirements are met.
NOTE: If the applicant is not employed at the time of renewal, or is employed with a provider outside of Sacramento County, then the applicant shall pick N/A or Out of County on the application.
 - 2. On the first Monday of every month, SCEMSA sends out an Employee to Employer report. The employer appointed liaison, or their designee, is responsible for notifying SCEMSA that the report is accurate and if termination/separation of an EMT has occurred within ten (10) calendar days of the report.

Procedure for Reinstatement of an Expired California EMT Certificate:

- A. Meet one of the following continuing education requirements (based on period of lapse):
 - 1. Lapse of less than six (6) months:
 - a. Successfully complete a twenty-four (24) hour refresher course from an approved EMT training program, and twelve (12) hours of continuing education, within the 24 months prior to applying for reinstatement, **or**

- b. Obtain at least twenty-four (24) hours of continuing education (CE), within the 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in Chapter 11 of the California Code of Regulations Title 22, Division 9: Prehospital Emergency Medical Services Regulations,
 - c. A completed SCEMSA Live Scan form signed by the Live Scan Operator if required (applicants changing certifying entities only).
 - d. Apply online at <https://actonline.saccounty.net> and upload copies of the following:
 - Upload the expired California State EMT certificate.
 - A current and valid government issued photo identification.
 - A current and valid Healthcare Provider Level Cardiopulmonary Resuscitation (CPR) certification.
 - Upload proof of passing, within twenty-four (24) months of the completed application date, a competency based skills exam from an approved training program or approved CE provider by presenting a completed copy of the skills competency verification form, EMSA-SCV (01/17), with original signatures, signed by a certified or licensed EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant or Physician who is designated by an EMS approved training program or CE provider or from an approved ALS service provider approved by SCEMSA or other LEMSA within the State of California.
Documentation of successful completion of the following training by an approved EMT training program or approved CE provider:
 - The use and administration of naloxone or other opioid antagonist.
 - The use and administration of epinephrine by auto-injector.
 - The use of a glucometer.

Note: If an individual possesses a current California paramedic license or Advanced EMT certificate, then the individual need not comply with this requirement.
 - e. Pay the non-refundable/non-transferable renewal certification fees established by the Authority and SCEMSA.
 - f. Upon successful completion of 1. a-e above, the current Sacramento County employer will receive an automated email for verification of employment. Once verified, SCEMSA shall certify the candidate as an EMT for a period of two (2) years from the last day of the month in which all the certification requirements are met.
NOTE: If the applicant is not employed at the time of application, , or is employed with a provider outside of Sacramento County, then the applicant shall pick N/A or Out of County on the application.
 - g. On the first Monday of every month, SCEMSA sends out an Employee to Employer report. The employer appointed liaison, or their designee, is responsible for notifying SCEMSA that the report is accurate and if termination/separation of an EMT has occurred within ten (10) calendar days of the report.
2. Lapse of more than six (6), but less than twelve (12) months:
 - a. Successfully complete, and upload, a twenty-four (24) hour refresher course from an approved EMT training program, and twelve (12) hours of continuing education, within the 24 months prior to applying for reinstatement, **or**
 - b. Complete and upload, at least thirty-six (36) hours of continuing education (CE), within the twenty-four (24) months prior to applying for reinstatement, from an

approved CE provider in accordance with the provision contained in California Code of Regulations, Title 22, Division 9, Chapter 11.

- c. A completed SCEMSA Live Scan form signed by the Live Scan Operator if required (applicants changing certifying entities only).
- d. Apply online at <https://actonline.saccounty.net> and upload copies of the following:
 - Upload the expired California State EMT certificate.
 - A current and valid government issued photo identification.
 - A current and valid Healthcare Provider Cardiopulmonary Resuscitation certification.
 - Upload proof of passing, within twenty-four (24) months of the completed application date, a competency based skills exam from an approved training program or approved CE provider by presenting a completed copy of the skills competency verification form, EMSA-SCV (01/17), with original signatures, signed by a certified or licensed EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant or Physician who is designated by an EMS approved training program or CE provider or from an approved ALS service provider approved by SCEMSA or other LEMSA within the State of California.
 - Documentation of successful completion of the following training by an approved EMT training program or approved CE provider:
 - The use and administration of naloxone or other opioid antagonist.
 - The use and administration of epinephrine by auto-injector.
 - The use of a glucometer.

Note: If an individual possesses a current California paramedic license or Advanced EMT certificate, then the individual need not comply with this requirement.

- e. Pay the non-refundable/non-transferable renewal certification fees established by the Authority and SCEMSA.
- f. Upon successful completion of 2. a-e above, the current Sacramento County employer will receive an automated email for verification of employment. Once verified, SCEMSA shall certify the candidate as an EMT for a period of two (2) years from the last day of the month in which all the certification requirements are met.

NOTE: If the applicant is not employed at the time of application, , or is employed with a provider outside of Sacramento County, then the applicant shall pick N/A or Out of County on the application.

- g. On the first Monday of every month, SCEMSA sends out an Employee to Employer report. The employer appointed liaison, or their designee, is responsible for notifying SCEMSA that the report is accurate and if termination/separation of an EMT has occurred within ten (10) calendar days of the report.
3. Lapse of more than twelve (12) months:
 - a. Upload proof of successfully completion of a twenty-four (24) refresher course from an approved EMT training program, and twenty-four (24) hours of continuing education, within the twenty-four 24 months prior to applying for reinstatement **or**

- b. Obtain and upload at least forty-eight (48) hours of continuing education (CE), within the twenty-four 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in the California Code of Regulations, Title 22, Division 9, Chapter 11.
- c. Pass and upload, the National Registry of Emergency Medical Technicians EMT cognitive and psychomotor examinations within two (2) years of the date of application unless the individual possesses a current and valid EMT, AEMT or paramedic National Registry Certificate or a current and valid AEMT certificate or paramedic license.
- d. Upload the criminal history background check according to SCEMSA policy #4055 Criminal Background Checks. SCEMSA shall receive the State and Federal criminal background check results before issuing a certification.
- e. Apply online at <https://actonline.saccounty.net> and upload copies of the following:
 - Upload the expired California State EMT certificate.
 - A current and valid government issued photo identification.
 - A current and valid American Heart Association Healthcare Provider or equivalent Cardiopulmonary Resuscitation certification.
 - Upload proof of passing, within twenty-four (24) months of the completed application date, a competency based skills exam from an approved training program or approved CE provider by presenting a completed copy of the skills competency verification form, EMSA-SCV (01/17), with original signatures, signed by a certified or licensed EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant or Physician who is designated by an EMS approved training program or CE provider or from an approved ALS service provider approved by SCEMSA or other LEMSA within the State of California.
 - Documentation of successful completion of the following training by an approved EMT training program or approved CE provider:
 1. The use and administration of naloxone or other opioid antagonist.
 2. The use and administration of epinephrine by auto-injector.
 3. The use of a glucometer.

Note: If an individual possesses a current California paramedic license or Advanced EMT certificate, then the individual need not comply with this requirement.

- f. Pay the non-refundable/non-transferable renewal certification fees established by the Authority and SCEMSA.
- g. Upon successful completion of 13. a-f above, the current Sacramento County employer will receive an automated email for verification of employment. Once verified, SCEMSA shall certify the candidate as an EMT for a period of two (2) years from the last day of the month in which all the certification requirements are met.

NOTE: If the applicant is not employed at the time of application, or is employed with a provider outside of Sacramento County, then the applicant shall pick N/A or Out of County on the application.

- h. On the first Monday of every month, SCEMSA sends out an Employee to Employer report. The employer appointed liaison, or their designee, is responsible for notifying SCEMSA that the report is accurate and if termination/separation of an EMT has occurred within ten (10) calendar days of the report.

Allowance for Active Duty Personnel:

- A. A California certified EMT who is a member of the Armed Forces of the United States and whose certification expires while deployed on active duty, or whose certification expires less than six (6) months from the date they return from active duty deployment with the Armed Forces of the United States shall have six (6) months from the date they return from active duty deployment to complete the EMT certification renewal requirements. In order to qualify for this exception, the individual shall:
 - 1. Submit proof of his or her membership in the Armed Forces of the United States.
 - 2. Submit documentation of his or her deployment starting and ending dates.

Cross Reference: PD# 4050 - Certification/Accreditation Review Process
PD# 4055 - Criminal Background Checks
PD# 4100 - EMT Certification