

	<b>COUNTY OF SACRAMENTO</b> EMERGENCY MEDICAL SERVICES AGENCY	Document #	4160.03
	<u>PROGRAM DOCUMENT:</u>  <b>Emergency Medical Responder (EMR) Initial Certification and Recertification</b>	Initial Date:	01/15/19
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EMS Medical Director

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Signature on File

EMS Administrator

**Purpose:**

- A. To establish the certification/recertification requirements for Emergency Medical Responder (EMR) recognized to practice in Sacramento County, by the Sacramento County Emergency Medical Services Agency (SCEMSA) Medical Director.

**Authority:**

- A. California Health and Safety Code, Division 2.
- B. California Code of Regulations, Title 22, Division 9

**Procedure:**

Candidates and/or their near relatives are not permitted to sign any documentation of proof attesting to the skills, training or education for 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.** All candidates will meet the following certification requirements:

**Initial Certification:**

- A. To be eligible for initial EMR certification in Sacramento County, an individual shall meet/complete the following:
  - 1. Be eighteen (18) years of age or older
  - 2. Affiliated with a SCEMSA authorized EMS Provider
  - 3. Apply online at <https://actonline.saccounty.net>
- B. Meet one of the following training/eligibility requirements:
  - 1. Possess a course completion record (including skills testing) dated within the past twenty-four (24) months, from a SCEMSA approved EMR training program, or
  - 2. Possess an initial course completion record or other documented proof of successful completion, dated within the last twenty-four (24) months, of any initial training program that meets or exceeds the U.S. Department of Transportation Emergency Medical Responder National Emergency Medical Services Educational Standards and Instructional Guidelines, or
  - 3. A current and valid EMR certification card issued by another certifying entity. Acceptance of an EMR certification card issued by another certifying entity shall be at the sole discretion of SCEMSA.

- C. In addition to the above criteria, applications must include the following:
1. A current government issued photo ID.
  2. A valid American Heart Association Healthcare Provider-Cardiopulmonary Resuscitation (CPR) card or equivalent (CPR courses must have an instructor led, hands-on classroom skills component for the certification to be considered valid).
  3. A color passport style photo of applicant.
  4. Disclosure of any certification or licensure action (completed or pending), conviction of misdemeanor/felony
    - Against any EMR/EMT/AEMT/Paramedic related certification or license in California, and/or entity per statutes and/or regulations of that state or other issuing entity, including active investigations, or;
    - Against an EMR certificate, EMT certificate, AEMT certificate or a Paramedic license, or health related license, or;
    - Any denial of certification by a Local Emergency Medical Service Agency (LEMSA) or in the case of paramedic licensure, a denial by the California EMS Authority.
    - In the event of a certification/licensure action, and/or conviction of misdemeanor/felony, complete and upload the Supplemental Application Form located on the EMR Certification page of the SCEMSA website.
- D. Pay the initial certification fee established by SCEMSA, which are non-refundable and non-transferable.
- E. Once the above criteria is met, the applicant's provider agency will receive an email verifying applicant's status. When the provider agency verifies status they are agreeing that:
- Any criminal background history received will be shared with SCEMSA.
- F. Once the above is completed and verified, SCEMSA will process the application, notify applicant if additional information is required, and issue a wallet-sized EMR card. Cards are mailed each Friday (if the Friday falls on a holiday, cards will be mailed the next business day).

**Recertification:**

- A. To apply for EMR re-certification, an individual shall meet/complete the following:
1. Apply online at <https://actonline.saccounty.net>
  2. Possess a current/expired SCEMSA issued EMR certification.
  3. Meet Continuing Education (CE) requirements:
    - Complete a 12 hour refresher course from an approved EMR training program within 24 months prior to applying for renewal, or
    - Obtain at least 12 hours of prehospital CE within 24 months prior to applying for renewal from an approved CE provider.
  4. A completed Skills Competency Verification Form. Verification of skills competency shall be valid for a maximum of two (2) years.
- B. In addition to the above criteria, applications must include the following:
1. A current government issued photo ID.

2. A valid American Heart Association Healthcare Provider-Cardiopulmonary Resuscitation (CPR) care or equivalent (CPR courses must have an instructor led, hands-on classroom skills component for the certification to be considered valid).
3. A color passport style photo of applicant.
4. Disclosure of an certification or licensure action (completed or pending), conviction of misdemeanor/felony:
  - Against any EMR/EMT/AEMT/Paramedic related certification or license in California, and/or entity per statutes and/or regulation of that state or other issuing entity, including active investigations, or;
  - Against an EMR certificate, EMT certificate, AEMT certificate or a Paramedic license, or health related license, or;
  - Any denial of certification by a Local Emergency Medical Service Agency (LEMSA) or in the case of paramedic licensure, a denial by the California EMS Authority.
  - In the event of a certification/licensure action, and/or conviction of misdemeanor/felony, complete and upload the Supplemental Application Form located on the EMR Certification page of the SCEMSA website.
- C. Pay the **initial re-**certification fee established by SCEMSA, which are non-refundable and non-transferable.
- D. Once the above criteria is met, the applicant's provider agency will receive an email verifying applicant's status. When the provider agency verifies status they are agreeing that:
  - Any criminal background history received will be shared with SCEMSA.
- E. Once the above is completed and verified, SCEMSA will process the application, notify applicant if additional information is required, and issue a wallet-sized EMR card.

**Recertification after a Lapse in Certification:**

- A. The following recertification requirements shall apply to an individual whose SCEMSA EMR certification has lapsed:
  1. For a lapse of less than six (6) months, the individual shall comply with the recertification requirements listed in the "Recertification" section of this policy.
- B. For a lapse of six (6) months or more, but less than twelve (12) months, the individual shall comply with the requirements listed in the Recertification section of the policy and:
  1. Successfully complete a twelve (12) hour refresher course from an approved EMR training program, AND an additional 12 hours of CE (24 CE hours total), within 24 months prior to applying for reinstatement, OR
  2. Obtain at least 24 hours of CE, within 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
  3. For a lapse of twelve (12) months or more, the individual shall complete an entire EMR course and comply with all of the requirements listed in the sub-section of the "Initial Certification" section of this policy.

Expiration While Deployed for Active Duty, Cal Fire, Urban Search and Rescue (USAR), or other State/Federal deployed teams:

- A. A SCEMSA certified EMR who is a member of the United States Armed Forces, Cal Fire, USAR, or other State/Federal deployed teams 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 United States Armed Forces, Cal Fire, USAR, or other State/Federal deployed teams shall have six (6) months from the date they return from active duty deployment to complete the EMR certification renewal requirements. In order to qualify for this exception, the individual shall:
  1. Submit proof of his/her membership in the United States Armed Forces, Cal Fire, USAR, or other State/Federal deployed teams and submit documentation of his or her deployment starting and ending dates.
  2. For United States Armed Forces, CE credit may be given for documented training that meets the requirements contained in California Code of Regulations (Title 22, Division 9, Chapter 11) while the individual was deployed on active duty. CE documentation shall include verification from the individual's Commanding Officer attesting to the training.

**Additional Provisions:**

- A. The EMR shall be responsible for notifying SCEMSA of all changes in name, employer, email, and/or mailing address within thirty (30) calendar days of change.
- B. The EMR and the provider agency shall be responsible for notifying the SCEMSA Medical Director and the SCEMSA Administrator within three (3) working days of becoming aware of a reportable incident, during the certification period.
- C. Application processing may be delayed and additional information /investigation may be required prior to processing for applicants with criminal background.
- D. A SCEMSA issued EMR certification may be denied, suspended, or revoked by the SCEMSA Medical Director for any act that is substantially related to the qualifications, functions, and duties of an EMR and is evidence of a threat to the public health and safety (pursuant to California Health and Safety Code, Division 2.5 Section 1798.200).

**Recertification Effective Dates:**

- A. SCEMSA shall issue a wallet-sized EMR certificate card to eligible individuals who apply for an EMR recertification and meet all of the requirements listed in the "Recertification" section of the policy.
- B. If the renewal requirements are met within six (6) months prior to the current certification expiration date, the effective date of renewal shall be the date immediately following the expiration date. The certification will expire the last day of the month two (2) years from the date prior to the effective date.
- C. If the EMR renewal requirements are met greater than six (6) months prior to the expiration date, the effective date of renewal shall be the day the certificate is issued. The certification expiration date will be the last day of the month two (2) years from the effective date.

- D. If the EMR renewal requirements are met after six (6) months or more, but less than 12 months, the effective date of the renewal shall be the day the certificate is issued. The certification expiration date shall be the last day of the month two (2) years from the effective date.

**Cross Reference:** PD# 2210- Emergency Medical Responders (EMR) Scope of Practice  
EMR Skills Competency Verification Form  
PD# 7600- Quality Improvement Program  
PD# 7602- Quality Assurance Program

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