

	<b>COUNTY OF SACRAMENTO</b> <b>EMERGENCY MEDICAL SERVICES AGENCY</b>	Document #	4151.01
	<u>PROGRAM DOCUMENT:</u>  <b>Advanced Emergency Medical Technician (AEMT) – Certification Renewal</b>	Initial Date:	08/10/2023
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EMS Medical Director

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**Purpose:**

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

**Authority:**

- A. California Health and Safety Code, Division 2.5, § 1797.62, 1797.107, 1797.118, 1797.171, 1797.175, 1797.211, 1797.218, and 1797.2.
- B. California Code of Regulations, Title 22, Division 9, Chapters 3, 6, 10 and 11
- C. California Penal Code, Sections 11075 and 11105.2

**Policy:**

- A. In order to renew certification, an AEMT shall possess a current or expired California AEMT certificate issued by a California certifying entity.
  - 1. If the current AEMT certification was issued by another California AEMT certifying entity, the individual shall complete a State and Federal criminal history background check (utilizing the 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 AEMT 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 AEMT Certification Renewal:**

- A. In order to recertify, an AEMT shall:
  - 1. Possess a current AEMT certificate issued in California.
    - a. If the current AEMT certification was issued by another California AEMT certifying entity, the individual shall complete a State and Federal criminal history

- background check (utilizing the SCEMSA Live Scan form) within 60 days from the date of application.
2. Obtain at least thirty-six (36) hours of continuing education hours (CEH) from an approved continuing education (CE) provider in accordance with the provisions contained in California Code of Regulations, Title 22, Division 9, Chapter 11.
  3. Complete the SCEMSA online AEMT Renewal Certification Application and provide copies of the following:
    - a. Proof of compliance with the CE requirements listed above.
    - b. A current and valid AEMT certification card issued by a California AEMT certifying entity.
    - c. If the applicant is changing certifying entities - A completed SCMESA Live Scan form signed by the Live Scan Operator.
    - d. A current and valid U.S. state-issued Driver's License or photo identification.
    - e. A completed skills competency verification form.
      - Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for AEMT certification renewal.
    - f. Pay the non-refundable/non-transferable renewal certification fee.
      - Renewal applicants changing entities are required to pay the initial certification fee.
  4. SCEMSA shall issue a wallet sized AEMT certificate card to eligible individuals who apply for renewal.
    - a. If the AEMT recertification requirements are met within six (6) months prior to the expiration date, the effective date of certification shall be the date immediately following the expiration date of the current certificate. The certification expiration date will be the final day of the final month of the two (2) year period.
    - b. If the AEMT recertification requirements are met greater than six (6) months prior to the expiration date, 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 shall not exceed two (2) years and shall be the final day of the final month of the two (2) year period.

**Procedure for AEMT Recertification After Lapse in Certification:**

- A. The following requirements shall apply to an individual whose AEMT certification has lapsed in order to be eligible for recertification:
  1. For a lapse of less than six (6) months, the individual shall comply with the requirements listed in sub-section A, items 1-3 of the "Recertification" section of this policy.
  2. For a lapse of six (6) months or more but less than twelve (12) months, the individual shall comply with the requirements listed in sub-section A, items 1-3 of the "Recertification" section of this policy, **and** complete an additional twelve (12) hours of continuing education for a total of forty-eight (48) hours of training.

3. For a lapse of twelve (12) months or more but less than twenty-four (24) months, the individual shall:
    - a. Comply with the requirements listed in sub-section A, items 1-3 of the "Recertification" section of this policy, **and** complete an additional twenty-four (24) hours of continuing education for a total of sixty (60) hours of training.
    - b. The individual shall also pass the National Registry of Emergency Medical Technicians AEMT cognitive and psychomotor examinations within two (2) years of the date of application.
    - c. Complete a State and Federal criminal history background check within 60 days from the date of the renewal application. Use of the SCEMSA Live Scan Service Form is mandatory.
  4. For a lapse of greater than twenty-four (24) months, the individual shall complete an entire AEMT course and comply with all requirements listed in SCEMSA's "Initial Certification" Policy PD# 4154.01.
- B. SCEMSA shall issue a wallet sized AEMT certificate card to eligible individuals who qualify for an AEMT recertification and meet all of the requirements listed in this policy.
1. The effective date of certification shall be the day the certificate is issued.
  2. The certification expiration date shall be the last day of the month two (2) years from the effective date.

#### **Expiration While Deployed for Active Duty**

- A. An applicant who is deployed for active duty with a branch of the Armed Forces of the United States, whose AEMT certificate expires during the time the applicant is on active duty or less than six (6) months from the date the applicant is deactivated/released from active duty, may be given an extension of the expiration date of his/her AEMT certificate for up to six (6) months from the date of the applicant's deactivation/release from active duty in order to meet the renewal requirements for his/her AEMT certificate upon compliance with the following provisions:
1. Provide documentation from the respective branch of the Armed Forces of the United States verifying the applicant's dates of activation and deactivation/release from active duty.
  2. If there is no lapse in certification, meet the requirements of the "Recertification" section of this policy. If there is a lapse in certification, meet the requirements listed in the "Recertification After Lapse in Certification" section of this policy.
  3. Provide documentation showing that the CE activities submitted for the certification renewal period were taken no earlier than thirty (30) days prior to the effective date of the applicant's AEMT certificate that was valid when he/she was activated for duty and no later than six (6) months from the date of deactivation/release from active duty.
  4. For an applicant whose active duty required him/her to use his/her AEMT skills, credit may be given for documented training that meets the requirements for SCEMSAs CE requirements while the applicant was on active duty. The documentation shall include verification from the applicant's Commanding Officer attesting to the classes attended.

- B. SCEMSA shall issue a wallet sized AEMT certificate card to eligible individuals who apply for an AEMT recertification if expired while deployed on active duty and meet all of the requirements listed.
  - 1. The effective date of certification shall be the day the certificate is issued.
  - 2. The certification expiration date shall be the last day of the month two (2) years from the effective date.

**Application Processing and Certification:**

- A. After approving the application, SCEMSA will issue the California State AEMT certification card.
- B. SCEMSA is required to receive and review the State and Federal criminal background results before issuing an AEMT certification.
- C. Application processing may be delayed, and additional information/investigation may be required prior to processing for applicants with a criminal background.
- D. Certification applications that are not completed after one (1) year shall be considered abandoned and shall be discarded.
- E. Live scan results older than six (6) months from the date of submission of an application shall not be accepted, and the Live Scan must be repeated at the applicant's cost.
- F. The effective date of renewed certification shall be the first (1<sup>st</sup>) day of the month after the expiration date.
- G. The expiration date for a renewed AEMT certificate shall be the last day of the month prior to the effective date two (2) years from the effective date.
- H. If the certification card is not received in 14 days, the applicant should contact SCEMSA at (916) 875-9753.

**Cross Reference:** PD# 4050 – Certification/Accreditation Review Process  
PD# 4055 – Criminal Background Checks  
PD# 4154 – AEMT Initial Certification