

	<b>COUNTY OF SACRAMENTO</b> EMERGENCY MEDICAL SERVICES AGENCY	Document #	4100.28
	<u>PROGRAM DOCUMENT:</u> <b>EMT Certification</b>	Initial Date:	12/01/93
		Last Approval Date:	12/08/22
		Effective Date:	08/27/24
		Next Review Date:	12/01/24

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 Signature on File  
 EMS Medical Director

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 Signature on File  
 EMS Administrator

**Purpose:**

- A. To establish the requirements for an individual to be certified 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. No individual shall present themselves as an EMT unless that individual holds a current and valid EMT certification issued by an EMT certifying entity.
- B. An EMT shall only be certified by one (1) certifying entity during a certification period.
- C. Individuals certified as an EMT shall be recognized as an EMT on a statewide basis.
- D. An EMT is responsible for notifying Sacramento County Emergency Medical Services Agency (SCEMSA) of his or her proper and current mailing address and shall notify SCEMSA in writing ([change of address form](#)) within thirty (30) calendar days of any and all changes of the mailing address, giving both the old and new address and EMT certification number.
- E. If there has been a change in the name of the EMT, a new certification card may be requested. The request shall be in writing to SCEMSA ([change of name form](#)) and include a copy of legal documentation of the change in name. The card shall bear the same certification number and date of expiration as the original card.

**Procedure:**

- A. In order to be certified as an EMT in Sacramento County, an individual must meet the following requirements:
  - 1. Be eighteen (18) years of age or older.
  - 2. Pass the National Registry of Emergency Medical Technicians (EMT), cognitive and psychomotor examination within two (2) years from the date of application and have a valid EMT course completion record or other documented proof of successful completion of any initial EMT course approved as outlined in California Code of Regulations, Title 22, Division 9, Chapter 2, **OR**
  - 3. Pass the National Registry of Emergency Medical Technicians EMT cognitive and psychomotor examinations within two (2) years from the date of application, and have documentation of successful completion of an approved out-of-state initial EMT training course that meets the requirements contained in California Code of Regulations, Title 22, Division 9, Chapter 2, issued within two (2) years of the date of application, **OR**

4. Pass the National Registry of Emergency Medical Technicians EMT cognitive and psychomotor examinations within two (2) years from the date of application, and have a current and valid out-of-state EMT certificate, **OR**
5. Possess a current and valid National Registry EMT, Advanced EMT, or Paramedic registration certificate, **OR**
6. Possess a current and valid out-of-state Advanced EMT or Paramedic certificate, **OR**
7. Possess a current and valid California Advanced EMT certificate or a current and valid California Paramedic license.
8. Submit a Department of Justice Live Scan background check and Federal Bureau of Investigations background check according to SCEMSA policy #4055, Criminal Background Checks. 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.
9. Disclose any prior and/or current certification, licensure, or accreditation actions:
  - a. Against an EMT or Advanced EMT certificate or any denial of certification by a local emergency medical services agency (LEMSA), including any active investigations;
  - b. Against a Paramedic license or any denial of licensure by the Authority, including any active investigations;
  - c. Against any EMS-related certification or license of another state or other issuing entity, including denials and any active investigations; or
  - d. Against any health-related license;
  - e. Disclose any pending or current criminal investigations;
  - f. Disclose any pending criminal charges;
  - g. Disclose any prior convictions;
10. Apply online at [Sacramento County EMS eLicensing Application Portal](#) and upload the following:
  - a. Proof of compliance with one of the training/eligibility requirements listed above.
  - b. Present a current government-issued Photo ID for identification purposes.
  - c. Present a current and valid Healthcare Provider Cardiopulmonary Resuscitation certification. (CPR courses must have an instructor-led, hands-on classroom skills component for the certification to be considered valid).
11. Pay the non-refundable/non-transferable certification application fee established by the Authority and SCEMSA.
12. Upon successful completion of 1-11 above, the if the applicant is employed, current Sacramento County employer will receive an automated email notification to log into the [Sacramento County EMS eLicensing Application Portal](#) 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 choose no or Employed Out of County on the application.
13. On the first Monday of every month, SCEMSA sends out a [Separation from Provider/Roster Update reminder](#). 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.

**Application Processing and Certification:**

- A. After approving the application SCEMSA will issue the California State EMT certification card.
- B. SCEMSA is required to receive and review the State and Federal criminal background results before issuing an EMT certification.
- C. Application processing may be delayed and additional information/investigation may be required prior to processing for applicants with a criminal background.
  - 1. SCEMSA will issue the California State EMT certification card.
- 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 initial certification shall be the day the certificate is issued.
- G. The expiration date for an initial EMT certificate shall be the last day of the month two (2) years from the effective date of the initial certification.
- 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# 4150 – EMT Recertification