

	COUNTY OF SACRAMENTO EMERGENCY MEDICAL SERVICES AGENCY	Document #	4400.30
	PROGRAM DOCUMENT:  Paramedic Accreditation to Practice	Initial Date:	01/01/92
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Signature on File

EMS Medical Director

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EMS Administrator

**Purpose:**

- A. To establish the requirements for an individual to be accredited as a Sacramento County Paramedic.

**Authority:**

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

**General:**

- A. In order to maintain Sacramento County Emergency Medical Services Agency (SCEMSA) accreditation, paramedics must keep their certifications valid and up to date, follow all SCEMSA policies, maintain employment as a paramedic with a Sacramento County Advanced Life Support (ALS) provider, and submit for continuous accreditation prior to expiration.
- B. A current California licensed Paramedic who has not completed the accreditation process is authorized to function at the Paramedic basic scope of practice while working with a partner who is fully accredited as a Sacramento County Paramedic. This interim status may be maintained for a maximum of thirty calendar (30) days. The individual shall complete a Sacramento County Paramedic Orientation and complete the optional skills/drugs training within this time period.
- C. Accreditation applications that are not completed after sixty (60) days shall be considered abandoned and shall be discarded.
- D. Upon meeting all initial and continuous requirements on the application, the current Sacramento County ALS employer will receive an automated email for verification of employment. Once verified, SCEMSA shall accredit the candidate.
- E. When the Paramedic is no longer employed as a paramedic by or holds affiliation with an approved Sacramento County ALS provider, accreditation ceases. The Paramedic and/or the provider shall notify SCEMSA, using the [Separation from Provider form](#) on the Sacramento County EMS eLicensing Application Portal, no later than ten (10) calendar days after the termination of employment. For transfer of accreditation, see Section D - Transfer of Accreditation.
- F. At the beginning of each month, the online system emails all Sacramento County ALS Providers using the [Separation from Provider/Roster form](#) update reminder. It is the responsibility of the provider to review and confirm that the Paramedics listed on their roster are still working as a paramedic for their agency.
  - 1. If a newly hired paramedic does not appear on the list, please notify SCEMSA at [SCEMSAInfo@saccounty.gov](mailto:SCEMSAInfo@saccounty.gov) or at 916-875-9753.

- G. Application for continuous accreditation may begin five (5) months prior to expiration. Late submission may cause a lapse in continuous accreditation and subject the provider to renewal fees and inability to work.

**Policy:**

- A. To be eligible for Initial Paramedic Accreditation, an applicant must:
1. Apply online at [Sacramento County EMS eLicensing Application Portal](#).
  2. Upload evidence of a current and valid California Paramedic license.
  3. Upload government-issued photo identification (Driver's license, Passport, or Military ID).
  4. Indicate employment as a paramedic with a Sacramento County ALS provider.
  5. Upload (front and back) a valid American Heart Association BLS Healthcare Provider, American Red Cross Professional Rescuer CPR card, or equivalent\*.
  6. Upload (front and back) a valid American Heart Association Advanced Cardiac Life Support (ACLS) card or equivalent\*.
  7. Upload (front and back) a valid American Heart Association Pediatric Advanced Life Support (PALS) card or Pediatric Education for Prehospital Professionals (PEPP) card, or Handtevy Pre-Hospital Pediatric Provider card.
  8. Upload a passport-type (2x2) photo.
    - SCEMSA is available during counter hours to take your photo for the SCEMSA accreditation card.
  9. Pay non-refundable/non-transferable the accreditation fee.
  10. The application and the above requirements must be on file with SCEMSA **prior to** attending the orientation course.
  11. Attend a SCEMSA-approved paramedic orientation of the local emergency medical services system and pass the post-test with 80% or better. If the examination is failed twice, the orientation/accreditation class shall be repeated prior to re-testing.
  12. All initial accrediting paramedics shall complete the ALS provider's field training program thirty (30) days before or after the SCEMSA orientation/accreditation class. If the candidate does not complete the ALS provider's field training successfully, the ALS provider shall notify SCEMSA using the Paramedic Employee Status Report form.
    - a. The ALS provider shall keep a record of the successful completion of the candidate's field training and make it available for SCEMSA audit.
- NOTE:** Once accredited, the paramedic shall possess valid and up to date certifications at all times while on duty and be able to provide immediate proof (physical cards and/or digital) upon request.
- B. To be eligible for Continuous Paramedic Accreditation, an applicant must meet the requirements under Initial Paramedic Accreditation (Sections 1-9), AND:
1. Upload a completed [SCEMSA Paramedic Infrequent or Critical skills Verification form](#) within the two (2) year accreditation cycle.
- C. To reaccredit after a lapse in California Paramedic licensure or Sacramento County accreditation, an applicant must:

1. Complete all requirements under Continuous Paramedic Accreditation.
  2. Pay the non-refundable/non-transferable accreditation fee.
  3. If the lapse in Sacramento County Accreditation is greater than thirty (30) days, regardless of employment status or actively practicing as a paramedic in Sacramento County, the applicant must also attend a SCEMSA-approved paramedic orientation of the local emergency medical services system and pass the post-test with 80% or better. If the examination is failed twice, the orientation/accreditation class shall be repeated prior to re-testing. The application and the above requirements must be on file with SCEMSA **PRIOR** to attending the orientation course.
- D. Transfer of Accreditation
- Transfer of Accreditation is permissible if the Paramedic:
1. Submits a letter of employment as a paramedic, from an approved Sacramento County ALS provider, within ninety (90) calendar days of employment ceased with the previously approved Sacramento County ALS provider.
  2. Meets eligibility for continuous accreditation.

**NOTE:** Accreditation ceases once a Paramedic is no longer working for an ALS provider. If the Paramedic transfers from one (1) approved Sacramento County ALS provider to another, and the transfer is within ninety (90) days of separation, reaccreditation fees will be waived. Anytime a Paramedic begins work with another ALS provider, the Paramedic, and the provider shall notify SCEMSA as noted above under General F.