



Administrative Policy		1203
Effective April 1, 2018		Expires March 31, 2019
Policy: EMT Recertification	Approval: Medical Director Reza Vaezazizi, MD	Signed
Applies To: EMT, EMS System	Approval: REMSA Director Bruce Barton	Signed

PURPOSE

This policy is part of the system wide EMS Quality Improvement Program (EQIP). Its purpose is multifold:

1. to explain the process of EMT recertification
2. to delineate who is eligible to apply for EMT recertification
3. to define the responsibilities of a certified EMT in the State of California and the jurisdiction of Riverside County EMS Agency (REMSA)

AUTHORITY

[California Health and Safety Code - Division 2.5: Emergency Medical Services \[1797.210.\]](#)
[California Code of Regulations, Title 22, Sections 100056 - 100064, 100080, 100081, & 100083](#)
[California Penal Code, Section 11105](#)

Eligibility and Responsibilities

1. To legally practice as an EMT in the State of California, one must obtain and maintain in good standing a State certification issued by a local EMS agency.
 - 1.1 Persons eligible for recertification include only those persons who hold, or held, an active California EMT certification.
 - 1.1.1 Applicants for recertification whose EMS credentials are expired 24 months or more are not eligible for recertification; in order to regain certification, an EMT basic training class must be successfully completed within two years prior to application.
 - 1.2 Persons holding out-of-state or National Registry certifications, or those holding other California EMS credentials, and who have never held a California EMT certification, must apply for California EMT certification as an initial applicant – refer to policy #1202, EMT Certification.
 - 1.3 Foreign training and/or credentials are not eligible for reciprocity or recertification.

2. Once certified, EMTs are responsible and held accountable for the knowledge and skills delineated in the EMT scope of practice (SOP) as defined by Title 22, Section 100063, of the California Code of Regulations and by local accreditation.
 - 2.1 Local Accreditation
Local EMS Agencies (LEMSAs) may set forth additional knowledge and skills requirements or may restrict the state SOP, as defined by their Medical Director. Local accreditation imparts the responsibility and accountability for these additions/restrictions.
 - 2.2 In addition to competence in knowledge and skills, an EMT is expected to project a professional demeanor in his appearance and attitude. This includes creating complete and appropriate documentation, maintaining composure, being respectful, being cooperative with other agencies, exemplifying high ethical standards, and being a patient advocate in addition to an empathetic listener.

The Application Process

Prior to expiration, applicants for recertification must submit a completed recertification packet. It is strongly urged that applicants for recertification submit all such materials a minimum of 30 days prior to their expiration date.

1. All renewal applications will be submitted through REMSA’s on-line credential application process. However, prior to on-line application, the candidate for recertification will assemble the following documents:

- 1.1 A current California EMT card or one expired less than two years.
- 1.2 A current and valid legal photo I.D. -- i.e., state driver's license, state I.D. card, military I.D. card, or passport.
 - 1.2.1 Temporary driver's licenses without a picture and military IDs where the applicant is not the primary issuer will not be accepted.
- 1.3 A current and valid American Heart Association, American Red Cross, or California-approved BCLS/CPR card ("professional" level).
 - 1.3.1 Information must be typed.
 - 1.3.2 Card must be valid for a minimum of thirty (30) days past the expiration of the current certification or license, or in the instance of an expired certification/license, thirty (30) days past the date of submission of a completed renewal packet and, in all cases, valid at the time of issuance of the new certification.
- 1.4 If the recertification applicant is new to Riverside County or formerly certified with the Riverside County EMS Agency (REMSA) but expired over one year, (s)he must submit proof of completion of fingerprinting for a California Department of Justice (DOJ) and FBI criminal offender record information search with subsequent arrest notification. Use of the preprinted REMSA fingerprint form (available on our website) is mandatory.
- 1.5 Proof of meeting *all* of the criteria in one of the following categories:
 - 1.5.1 Applicant with a current EMT certification or an EMT certification expired less than six months:**
 - 1.5.1.1 Successful completion of 24 hours* of approved EMS continuing education (CE) OR an EMT Refresher from an approved EMT training program.
 - 1.5.1.2 Submission of an original Skills Competency Verification (SCV) form, EMSA-SCV (08/10), completed by an approved verifier in accordance with Policy #1302, Skills Competency Verification.
 - 1.5.2 Applicant with an EMT certification expired six months or more, but less than 12 months:**
 - 1.5.2.1 Successful completion of 36 hours* of approved EMS continuing education (CE).
An EMT Refresher course from an approved EMT training program may substitute for an equivalent amount of CE credits.
 - 1.5.2.2 Submission of an original Skills Competency Verification (SCV) form, EMSA-SCV (08/10), completed by an approved verifier in accordance with Policy #1302, Skills Competency Verification.
 - 1.5.3 Applicant with an EMT certification expired 12 months or more, but less than 24 months:**
 - 1.5.3.1 Successful completion of 48 hours* of approved EMS continuing education (CE). An EMT Refresher course from an approved EMT training program may substitute for an equivalent amount of CE credits. (see 6.3.2.1 below)
 - 1.5.3.2 Certificate from the National Registry of EMTs (NREMT) showing successful completion of the written and skills examinations for EMT after completion of the above course. The written exam must have been passed within the prior 24 months.
 - 1.5.3.2.1 In order to sit their written exam, the NREMT requires successful completion of
 - An approved EMT Refresher course.
 - The NREMT skills examination must have been accomplished less than one year prior to the written test date.
(Note: The NREMT skills exam is not SCV)

*REMSA has defined standards for acceptable EMS CE. Please review our Continuing Education for EMS Personnel policy, # 1301, to determine if your continuing education hours meet these criteria.

2. After assembling the above materials, the application can be accessed by going directly to the application portal: <https://ca.emsbridge.com/remsa/> or by accessing it through our website, www.rivcoems.org. Once on the website, instructions will guide the applicant through each step. There is also a brief tutorial available. At a specific point in the application process the applicant will be instructed to download/attach the previously described documents. It is not necessary to complete the entire application process in one sitting. The system will save entered data if the application process gets interrupted.
3. The system will hold, but not process an application until the required non-refundable fees are paid. Fees (including the EMT state fee) are to be paid via credit card (Visa, MasterCard, or Discover) through our on-line credentialing system. The payment process is explained on the final page ("Acknowledgment" page) of the electronic application.
 - 3.1 Cash, personal checks, money orders, or cashier's check are not accepted. Only electronic payment via credit card or credited debit card will be accepted.
 - 3.2 For applicants whose employer has a voucher system established with REMSA, the voucher payment method is explained on that same ("Acknowledgment") page.
NOTE: Employer fee vouchers do NOT cover late fees. Applicants are responsible for paying these fees. Applications will not be processed until all fee payments are received by REMSA.
4. At the conclusion of the application process it will be possible to print an abbreviated version of the completed application, should the applicant wish to retain a copy.
5. Only complete applications (completed form with all supporting materials and fees) will be processed. Incomplete application packets remain in the system and a deficiency notice will be sent to the applicant, explaining the missing or incomplete information/document. Once the deficiencies are corrected, the complete application packet will be processed by REMSA personnel.
 - 5.1 In certain cases, individuals may be required by REMSA to submit information or documents in addition to the standard elements as described in item 1. above. Applicants will be permitted one month to submit those additional materials. Applications not complete after 30 days may be considered abandoned, and reapplication (with repayment of fees) will be necessary.
6. Renewal applications need to be received a minimum of 30 days in advance of the expiration date of the current certification period to allow ample time for correction of any deficiencies, resolution of any concerns, processing time, and mailing of the new certification card prior to expiration.
 - 6.1 Persons with a current certification (of any sort) who are new to Riverside County need to allow additional processing time, as we will validate their past credentials with the issuing agencies, and must also wait for notification of fingerprint results.

Effective and Expiration Dates of Certification

1. Recertification will be for a period of not greater than two years.
2. If recertification requirements are met within six months prior to expiration of the current certification period, the effective date of the new certification will be the day following expiration of the current certification. (Example: Current certification expires 9/30, recertification effective 10/1.)
3. If the recertification requirements are met greater than six months prior to expiration of the current certification period, the effective date of the new certification will be the date the applicant satisfactorily completes all recertification requirements. (Example: Current certification expires 9/3/16, requirements met 2/7/16, recertification effective 2/7/16 to expire 1/31/18.)

4. The effective date of certification for expired applicants applying for recertification will be the date their new certificate is issued.
5. Certification expires on the final day of the final month of the prescribed period.

Extensions for Active Duty Military Service

1. An individual who is a member of the Armed Forces of the United States and is deployed for active duty with a branch of the Armed Forces of the United States will be granted an extension of EMT certification for six months past the date of his/her release from active duty deployment provided the California EMT certificate expires(ed):
 - While on active duty, OR
 - less than six months from the date (s)he returned from active duty deployment.The extension will be granted if the following are provided:
 - 1.1 Documentation from the respective branch of the Armed Forces of the United States verifying the individual's dates of active duty deployment.
2. For an individual returning from active duty, credit may be given for training that meets the requirements of Chapter 11, EMS CE Regulations (Division 9, Title 22, California Code of Regulations) received while the individual was deployed on active duty. The documentation must include copies of training certificates and verification from the individual's Commanding Officer attesting to the training classes attended.

REMSA Practice Requirements and Responsibilities

Duly certified applicants practicing within the REMSA jurisdiction will:

1. Maintain knowledge of and adhere to all Riverside County policies, procedures, and protocols.
2. Project a professional demeanor, exemplifying the mission and values of this Agency; refer to the REMSA Policy for The EMS Agency.
3. Adhere to the requirements and stipulations of the REMSA county-wide Continuous Quality Improvement Program (CQIP).
4. Comply with all requests for information from REMSA in connection with medical CQI, incident review, arrest inquiry, and disciplinary investigation/review.
5. Complete all mandatory in-service/skills training sessions as designated by REMSA, including protocol updates and Performance Improvement Plans.
6. Notify REMSA regarding changes in physical and/or mailing address, email address, telephone contact information, and/or employment within 30 days of the change. Notification shall be made by
 - 6.1 Accessing and updating the personal profile information of the individual in the on-line application system, AND
 - 6.2 Notifying REMSA at emsapps@rivcocha.com that changes/updates have been made.