

	<b>COUNTY OF SACRAMENTO</b> EMERGENCY MEDICAL SERVICES AGENCY	Document #	4150.23
	PROGRAM DOCUMENT:	Draft Date:	12/01/93
	<b>EMT Recertification Certification Renewal</b>	Effective:	11/01/17
		Revised:	06/01/17
		Review:	07/01/19

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 EMS Medical Director

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 EMS Administrator

**Purpose:**

- A. To establish the requirements for an individual to be recertified 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. In order to be eligible for recertification **renew certification**, an individual **EMT** shall possess a current or expired California EMT certificate issued by the Sacramento County Emergency Medical Services Agency (SCEMSA) or by an agency other than SCEMSA and complete the requirements listed under PROCEDURE.
  1. If the ~~recertification~~ **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.
  2. If the **EMT renewal requirements are met** greater than six months prior to the **current certification** expiration date, the effective date the of **certification renewal will be the day the certificate is issued**. ~~will be the date the individual satisfactorily completes all recertification requirements and has applied for recertification.~~ The certification expiration date shall be the ~~final~~ last day of the ~~final~~ month of the two (2) years period. **from the effective date.**
- B. Reinstatement of an Expired California EMT Certificate: If certification has lapsed for more than six (6) months, but less than twelve (12), the following applies:
  1. **Apply online at <https://actonline.saccounty.net>**
  2. **Upload the expired California State EMT certificate.**
  3. **Upload a current and valid government issued photo identification.**
  4. **Upload a current and valid American Heart Association Healthcare Provider or equivalent Cardiopulmonary Resuscitation card.**
  5. **Upload proof of passing, within twenty-four (24) months of the completed application date, a competency based skills exam from an approved training program or approved CE provider by presenting a completed copy of the skills competency verification form, EMSA-SCV (08/10)(01/17), with original signatures, signed by a certified or licensed EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant or Physician who is designated by an EMS approved training program or**

- CE provider or from an approved ALS service provider approved by SCEMSA or other LEMSA within the State of California.
6. Successfully complete a twenty-four (24) hour refresher course from an approved EMT training program, and twelve (12) hours of continuing education, within the 24 months prior to applying for reinstatement, or
  7. Obtain at least thirty-six (36) hours of continuing education (CE), within the 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in Chapter 11 of the State of California Title 22, Division 9: Prehospital Emergency Medical Services Regulations,
- C. If the certification has lapsed for more than twelve (12) months, ~~the following applies: but less than twenty-four (24) months,~~
1. Apply online at <https://actonline.saccounty.net>
  2. Upload the expired California State EMT certificate.
  3. Upload a current and valid government issued photo identification.
  4. Upload a current and valid American Heart Association Healthcare Provider or equivalent Cardiopulmonary Resuscitation card.
  5. Upload proof of successfully completion of a twenty-four (24) refresher course from an approved EMT training program, and twenty-four (24) hours of continuing education, within the 24 months prior to applying for reinstatement or
  6. Obtain at least forty-eight (48) hours of continuing education (CE), within the 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in the California Code of Regulations, Title 22, Division 9, Chapter 2
  7. Submit a Live Scan Department of Justice and Federal Bureau of Investigations background check according to SCEMSA policy #4055 Criminal Background Checks.
  8. Submit a current and valid National Registry of Emergency Medical Technicians EMT card within two (2) years of the date of application for EMT reinstatement unless the individual possesses a current and valid AEMT certificate or paramedic license.
  9. Once the above requirements have been met SCEMSA shall make the effective date of reinstatement 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.
  10. ~~CE hours [for a total of forty-eight (48) CE hours] from an approved CE provider\* are required for recertification.~~
- D. ~~For a lapse of twenty-four (24) months or more, an individual shall complete an entire EMT course and comply with SCEMSA EMT certification requirements, in accordance with SCEMSA PD#4100.~~

**Procedure:**

Eligible candidates will complete/meet the following requirements:

- A. Be eighteen (18) years of age or older.
- B. Apply online at <https://actonline.saccounty.net>

- C. Present a current or expired California EMT certificate. If the California EMT certification has lapsed twelve (12) or more months, also present a current and valid National Registry of Emergency Medical Technicians EMT card and certificate.
- D. Present a current and valid government issued photo identification.
- E. Present a current and valid American Heart Association Healthcare Provider or equivalent Cardiopulmonary Resuscitation card.
- F. Present a copy of proof of successful completion of an approved twenty-four (24) hour EMT refresher course or obtain twenty-four (24) hours of CE during the certification period from an approved CE provider\*. The refresher course or CE hours must be completed every two (2) years. Course completion records and CE hours expire two (2) years from the date of issue. All CE hours are subject to random audit. Fraudulent CE submission may result in disciplinary action in accordance with SCEMSA Policy #4050 and the California Health & Safety Code §1798.200. If certification has lapsed, present proof of successful completion of additional required CE hours.
- G. Present proof of passing, within twenty-four (24) months of the completed application date, a competency based skills exam from an approved training program or approved CE provider by presenting a completed copy of the skills competency verification form, EMSA-SCV (~~08/10~~)(01/17), with original signatures, signed by a certified or licensed EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant or Physician who is designated by an EMS approved training program or CE provider or from an approved ALS service provider approved by SCEMSA or other LEMSA within the State of California.
- H. Submit a Live Scan Department of Justice and Federal Bureau of Investigations background check according to SCEMSA policy #4055 Criminal Background Checks.
  - 1. A certified SCEMSA EMT who previously submitted a Live Scan DOJ background check for certification or ~~recertification~~ **renewal** purposes with SCEMSA is not required to submit a Live Scan background check.
  - 2. 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.
- I. Application for continuous certification is due no less than thirty (30) days prior to the last day of the current certification period. Late submissions are subject to possible late fees and lapse in certification.
- J. Pay application fees established by the Authority and SCEMSA.

**Allowance for Active Duty Personnel:**

- A. Members of the reserves deployed for active duty during the time when their EMT certification expires may be given an extension of the expiration date for up to six (6) months from the date of their deactivation or release from active duty.
- B. Documentation shall be provided to verify the individual's date of activation and deactivation or release from active duty.
- C. CE activities shall be taken no earlier than thirty (30) days prior to the effective dates of the EMT certification and no later than six (6) months after the date of deactivation or release from active duty.

- D. Credit for training while on active duty that meets the requirements for Title 22, Division 9, Chapter 11, EMS Continuing Education will be given with documentation from the Commanding Officer attesting to the classes attended.

**Certification:**

- A. Upon receiving and reviewing DOJ and FBI results and after all certification requirements have been met:
  - 1. SCEMSA will issue a California State EMT Certification card.
  - 2. If the certification card is not received in fourteen (14) days the certification applicant should contact SCEMSA at (916) 875-9753.
- B. An EMT shall only be certified by one (1) certifying entity during a certification period.
- C. Certification applications that are not completed after ~~one (1) year~~ **six (6) months** shall be considered abandoned and shall be discarded.
- D. Live scan results older than ~~twelve (12)~~ **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.

\*CE units from CE providers headquartered out-of-state require approval from either:

- 1. The State EMS Agency where the provider is headquartered, or
- 2. ~~The Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS).~~ **Commission On Accreditation for Pre-Hospital Continuing Education (CAPCE)**

**NOTE:**

Starting July 1, 2019, an EMT applying for renewal or reinstatement of his or her certification for the first time shall submit documentation of successful completion of the following training by an approved EMT training program or approved CE provider:

- A. The use and administration of naloxone or other opioid antagonist that meets the standards and requirements under California Code of Regulations, Title 22, Division 9, Chapter 2.
- B. The use and administration of epinephrine by auto-injector that meets the standards and requirements under California Code of Regulations, Title 22, Division 9, Chapter 2.
- C. The use of a glucometer that meets the standards and requirements of California Code of Regulations, Title 22, Division 9, Chapter 2.

**Cross Reference:**

Certification/Accreditation Review Process, PD# 4050  
Criminal Background Checks, PD# 4055  
EMT Certification, PD# 4100