

	COUNTY OF SACRAMENTO EMERGENCY MEDICAL SERVICES AGENCY	Document #	4400.26
	PROGRAM DOCUMENT: Paramedic Accreditation to Practice	Initial Date:	01/01/92
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Signature on File

EMS Medical Director

Signature on File

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 current, follow all SCEMSA policies, and 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. 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 Paramedic Employee Status Report form, no later than ten (10) calendar days after termination of employment. For transfer of accreditation see Section D - Transfer of Accreditation.
- E. At the beginning of each month the online system emails all Sacramento County ALS Providers the Employee By Employer report containing a list of affiliated Paramedics. It is the responsibility of the provider to review and confirm that the Paramedics listed, 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 SCEMSInfo@saccounty.net or at 916-875-9753 or complete and submit the Paramedic / MICN Employee Status Report and choose the applicable status.
- F. 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 <https://actonline.saccounty.net>.
 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) of 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) or Pediatric Education for Prehospital Professionals (PEPP) card, or Advanced Pediatric Life Support (APLS) or Handtevy.
 8. Upload (front and back) of a current ITLS/PHTLS card, or equivalent*.
 9. Upload a passport type (2x2) photo.
 - SCEMSA is available during counter hours to take your photo for the SCEMSA accreditation card.
 10. Pay the accreditation fee.
 11. The application and the above requirements must be on file with SCEMSA **prior to** attending the orientation course.
 12. 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.
 13. 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.
- 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.
 - a. **The Paramedic and/or their relatives are not permitted to sign any documentation of proof attesting to the skills, training or education for that candidate. It is the responsibility of the candidate to ensure impartiality and avoid potential conflicts of interest in any documentation.**
 - b. **Any falsification of documentation is grounds for losing certification for a period of at least twelve (12) months.**

*All equivalent courses shall be reviewed and approved by SCEMSA prior to implementation.

- 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 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 employment ceased with the previous 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 provider shall notify SCEMSA as noted above under General F.