

# EMT Frequently Asked Questions/Directions

## Table of Contents

<b>General Information</b>	<b>Page 2</b>
<b>Other Local EMS Agencies</b>	<b>Page 2</b>
<b>General EMT Certification</b>	<b>Pages 3-4</b>
Training	
National Registry	
Live Scan	
EMS CE	
Skills Verification	
<b>EMT Applicant Information</b>	<b>Page 4</b>
Application Process	
Type of Application	
<b>Initial Certification in California</b>	<b>Page 5</b>
Never certified in California/First Time Applicants	
Lapse greater than two years	
<b>Recertification Fees</b>	<b>Page 5</b>
<b>Recertification: Live Scan</b>	<b>Page 5</b>
<b>Recertification Requirements (CA Certification)</b>	<b>Pages 6-7</b>
Current or lapse of less than six (6) months	
Lapse six (6) months or more and less than 12 months	
Lapse 12 months or more and less than 24 months	
Lapse 24 months or greater	
<b>Application Submission</b>	<b>Page 8</b>
<b>Payment of Fees</b>	<b>Page 8</b>
<b>Lost/Stolen Card</b>	<b>Page 8</b>
<b>Change of Information</b>	<b>Page 8</b>
Name	
Contact Information	
Employer	
<b>Eligibility to Function/Work in Los Angeles County</b>	<b>Page 8</b>
<b>Accreditation in Los Angeles County</b>	<b>Page 8</b>
<b>Additional Questions contact: <a href="mailto:emtinfo@dhs.lacounty.gov">emtinfo@dhs.lacounty.gov</a></b>	

## **General Information**

### **Business Hours**

The EMS Agency is open to the public Monday through Thursday from 7:30 am to 4:30 pm. We are closed every Friday and all County holidays.

### **Location**

Our address is 10100 Pioneer Boulevard, Suite 200, Santa Fe Springs, CA 90670. Driving directions can be found by clicking [here](#).

### **Parking**

Free parking is available in the parking lot located around the building.

### **Types of Payments Accepted**

Fees may be paid by cash, cashier check, money order, or personal check. Cash must be exact amount and submitted in person, do not mail cash. The EMS Agency cannot process debit or credit payments.

### **County Health Department**

The LA County EMS Agency is a division of the Department of Health Services. We are regulatory agency responsible for overseeing the emergency medical services system (fire departments, ambulance companies, hospitals, etc.). We do not provide direct patient care.

**If you are seeking emergency medical care, please call 9-1-1**

### **Emergency Departments and Trauma Hospital listing/maps**

Los Angeles County EMS system maps and directories can be found [here](#).

### **Frequently Requested Numbers:**

For information about Los Angeles County clinics or hospitals, call the Department of Health Services' general information line: 800-427-8700.

For information about public health services such as environmental health and disease reporting, call the Department of Public Health at: 213-240-8144 or visit their [website](#).

For information about free or low cost health care services, visit the Department of Public Social Services' [website](#):

For information about other County departments and services, contact the Los Angeles County Public Information Office at: 213-974-1311 or: [info@ceo.lacounty.gov](mailto:info@ceo.lacounty.gov)

### **Nearby EMS Agencies:**

[Kern County](#): 661-868-5200

[Orange County](#): 714-834-3500

[Riverside County](#): 951-358-5029

[San Bernardino County](#) (ICEMA): 909-388-5823

[San Diego](#): 619-285-6429

[Santa Barbara County](#): 805-681-5274

[Ventura County](#): 805-981-5301

**FOR INFORMATION NOT LISTED ON THE EMS AGENCY WEBSITE, SEND AN EMAIL TO OUR EMT INFORMATION ACCOUNT AT: [emtinfo@dhs.lacounty.gov](mailto:emtinfo@dhs.lacounty.gov). You will receive a response within 3 business days. Do not call the EMS Agency in addition to emailing. The Agency is closed every Friday and all County holidays.**

## **EMT Certification**

### **Process to Become an EMT**

To become an EMT, complete an EMT course from an approved [EMT Training Program](#). Second, pass the National Registry of Emergency Medical Technicians (NREMT) EMT [computer-based exam](#). Third, apply for certification with a California EMT certifying entity. You must apply for certification within two years of being issued an EMT course completion record. For Los Angeles County EMT applicants, all forms and instructions for certification can be found [here](#).

### **EMT Programs**

The EMS Agency does not conduct an EMT program. You will need to attend an approved [EMT Training Program](#).

### **NREMT EMT Exam Process**

Instructions for completing the NREMT computer based exam can be found [here](#). All initial applicants must pass the cognitive exam within the past two years. NREMT cognitive examination is required if you apply for recertification with a lapse in California EMT certification of 12 months or more but less than 24 months.

### **National Registry Emergency Medical Technician (NREMT) EMT Registration Maintenance**

In California, NREMT EMT registration is not required to be maintained to function or recertify as an EMT.

### **Live Scan**

A Live Scan is an electronic submission of your fingerprints to the Department of Justice. The Live Scan fee is approximately \$80.00. The fee is paid at the time the Live Scan Operator obtains your fingerprints. The fee covers the Live Scan fee and the DOJ and FBI report that is sent directly to the EMS Agency. The Criminal History Report is usually received within 7 days. However, it may take several weeks before the EMS Agency receives the report. The report lists all criminal history on file with the Department of Justice and FBI and is reviewed PRIOR to issuing EMT certification. Do not call the Agency to check the status of your DOJ/FBI report for at least 30 days after performing the live scan. In the interim, submit your application with all required documents and fee.

**NOTE: All first time applicants are required to obtain a live scan for the Los Angeles County EMS Agency to receive a Department of Justice and FBI criminal history report prior to clearance for EMT certification. EMTs who are not currently certified by the LA County EMS Agency or have a lapse greater than one year with any certifying entity must complete a new live scan for the LA County EMS Agency.**

### **Live Scan Location and Form**

The EMS Agency cannot perform Live Scans. A complete list of Live Scan Agencies can be found [here](#). Fees may vary. Print [this form](#) which contains the LA County EMS Agency contact information and bring it with you to the Live Scan Agency.

### **Prior Live Scan Completed for another Agency or Company**

You will need to complete a Live Scan specifically for the Los Angeles County EMS Agency using this [form](#) as Department of Justice and FBI information cannot be shared among agencies.

### **Status of Live Scan Report**

You may check on the status of your Live Scan report by calling the California Department of Justice at [916-227-4557](#). DOJ and FBI reports are sent directly to the EMS Agency from the DOJ by a secure electronic e-mail system. **Do not call** the EMS Agency to check on the status for at least 30 days after completion and an application for certification has been submitted.

## **EMS Continuing Education (CE)**

Continuing education must be obtained from an approved EMS CE or CECBEMS provider. Examples of CE include: classes, conferences, organized field care audits, online and media-based productions. A list of California EMS CE programs can be found [here](#). Online courses may be taken, however, content and hours must meet California EMS CE requirements and you may not complete more than 8 hours on any given day. EMS CE must be medically based for the EMS provider and taken during your current certification or in the case of a lapsed certification, within the past 2 years at the time you submit a complete recertification application.

## **Skills Competency Verification**

Every two years (during your current certification cycle), you must complete a Skills Competency Verification Exam. The original proof of successful completion must be submitted with your application. If your EMT Certification has lapsed greater than one year, skills shall only be valid within the past year. This can be done through an EMT Refresher Course by an approved EMT training program or from an approved EMS Skills Verification provider. **The EMS Agency does not conduct Skills Competency Verification.** A list of approved Skills Competency Verification Programs can be found [here](#).

## **Los Angeles County EMT Scope of Practice Program Requirement**

All EMTs must complete the 2011 Los Angeles County EMT Scope of Practice by an approved provider in order to be certified by the EMS Agency or function as an EMT in Los Angeles County. The training requirement covers Los Angeles County only. Applicants who complete an approved EMT Program in 2014 approved by the Los Angeles County EMS Agency receive this training. All others must complete training through an approved provider. A list of private programs open to the public can be found [here](#).

## **EMT Applicants**

### **Submission of EMT Application and Required Documents**

Submit your EMT application by U.S. Mail or drop-off in person to the EMS Agency during regular business hours. It is not necessary to send your application by FedEx or UPS. Ensure your application is complete with a copy/original of all documents and a self-addressed, stamped envelope has been included. The EMS Agency will process and mail your certification/recertification within 21 days of receiving a complete application. If any application elements are incomplete, the EMS Agency will issue a letter detailing further documentation required to submit within 90 days to continue the application process or the application will be closed. During this time frame, additional elements may be required based upon the status and timing of the application and/or certification expiration.

**\*\*\*The EMS Agency does not process certification or recertification with same-day or expedited service. Mail your complete application or submit in person during normal business hours and if applying for recertification, at least 30 days prior to expiration.**

### **EMT Certification in California by the Los Angeles County EMS Agency**

You must apply for certification in order for the Agency to notify you of missing or additional information/documentation required to determine eligibility for certification.

### **Application Forms**

The EMS Agency uses two different applications for EMT certification. They are:

1. [EMT Initial Certification Application](#)
  - a. Never been certified as an EMT in California
  - b. California EMT certification lapse of 24 months or greater – requires new basic course
2. [EMT Recertification Application](#)
  - a. Currently certified in California as an EMT
  - b. California EMT certification with a lapse of less than 24 months

**\*\*\*Fees and documents required will vary due to type of application, certification status, and/or current certifying entity. The EMS Agency cannot process debit or credit payments.**

## Initial EMT Certification Requirements

No prior California EMT certification or CA EMT lapse of  $\geq$  24 months

Submit your [LA County EMS Agency EMT Initial Certification Application](#) with the following:

- \$125 fee in cash, cashier check, money order or personal check. No credit or debit.  
**NOTE: Cash must be exact amount and submitted in person, do not mail cash.**
- Self-addressed stamped envelope

Copies of:

- Current NREMT EMT card
- Letter from NREMT documenting passing the NREMT cognitive exam within past two years. (Out-of-State Reciprocity Requirement)
- A course completion record documenting successful completion of an approved EMT course within the past two years (out-of-state certification, timeframe may not be applicable)  
**NOTE: If course completion is greater than one year, a new Skills Competency Verification is required from an approved provider**
- Current CPR card equivalent to *BLS for Healthcare Provider* or *Professional Rescuer*. A copy of the front and back sides of the card (Heart Association) or certificate with bar code and authentication number (Red Cross) is required. Must be valid at least three months beyond the time of a complete application submitted.  
**NOTE: Online CPR courses are not accepted**
- 2011 Los Angeles County EMT Scope of Practice.
- Request for Live Scan [form](#) obtained from LA County EMS Agency web page completed by you and the live scan agency where the live scan is performed for Department of Justice and FBI
- Government Issued Identification with photo (Passport, CA I.D., Driver License)
- Any other current or expired health care certification/accreditation/license (if applicable) - ***includes out of state***. Examples include: EMT, Paramedic, RN, LVN, etc.)

## Reciprocity Requirements

Individuals trained and currently certified as an EMT, AEMT, EMT Intermediate, or Paramedic in another state, complete and submit all documents described for Initial EMT certification requirements. Email [emtinfo@dhs.lacounty.gov](mailto:emtinfo@dhs.lacounty.gov) for questions.

## Recertification Fees

Recertification fees are dependent on the status of your EMT certification and the Agency which issued the EMT certification. The Fees are as follows:

- **\$87**
  - Your California EMT Certification is current or has lapsed less than 12 months with Los Angeles County EMS Agency
- **\$125 – Requires a new Live Scan for Los Angeles County EMS Agency**
  - Your California EMT Certification is current or has lapsed less than 12 months with any other California certifying entity
  - Your California EMT Certification has lapsed 12 months and less than 24 months

## Recertification Live Scan Requirement

All California EMTs applying for recertification who are NOT currently certified by Los Angeles County EMS Agency or have lapsed one year or more with any California certifying entity must perform a new Live Scan for DOJ and FBI using [this form](#) on our web site.

**The EMS Agency does not issue recertification with same day or expedited service. In order to prevent a lapse in certification, submit your application at least 30 days prior to expiration. The EMS Agency will process and mail your certification within 21 days of receiving a complete application.**

## Recertification Requirements

California EMT certification has NOT expired:

Submit your [LA County EMS Agency EMT Recertification Application](#) with the following:

- Appropriate fee as listed above in cash, cashier check, money order, or personal check. Credit and Debit payments cannot be processed.  
**NOTE: Cash must be exact amount and submitted in person, do not mail cash.**
- ORIGINAL Skills Competency Verification form signed by an [approved California provider](#) completed during current certification cycle.
- Self-addressed stamped envelope

Copies of:

- Current California EMT certification. \*\*\*Lapse in California certification requires completion of additional requirements according to length of lapse.
- Current CPR card equivalent to *BLS for Healthcare Provider* or *Professional Rescuer*. A copy of the front and back sides of the card (Heart Association) or certificate with bar code and authentication number (Red Cross) is required. Must be valid at least three months beyond current EMT certification expiration.  
**NOTE: Online CPR courses are not accepted**
- Proof of 2011 LA County EMT Scope of Practice
- Proof of completion of a 24 hour EMT Refresher Course **OR** 24 hours of EMS CE (no more than 8 hours per day). Must be completed during current certification cycle.
- Government Identification with photo (Passport, CA I.D., Driver License).
- Request for Live Scan [form](#) obtained from the LA County EMS Agency web page completed by you and the live scan agency where the live scan is performed for Department of Justice and FBI (A new Live Scan must be completed for all personnel not currently certified with LA County EMS Agency).
- Any other current or expired health care certification/accreditation/license (if applicable) - **includes out of state**. Examples include: EMT, Paramedic, RN, LVN, etc.)

California EMT certification has expired for LESS than six (6) months:

Submit your [LA County EMS Agency EMT Recertification Application](#) with the following:

- Appropriate fee as listed above in cash, cashier check, money order, or personal check. Credit and Debit payments cannot be processed.  
**NOTE: Cash must be exact amount and submitted in person, do not mail cash.**
- ORIGINAL Skills Competency Verification form signed by an [approved California provider](#) completed with the past year at the time of a complete application submitted.
- Self-addressed stamped envelope

Copies of:

- Most recent California EMT certification
- Current CPR card equivalent to *BLS for Healthcare Provider* or *Professional Rescuer*. A copy of the front and back sides of the card (Heart Association) or certificate with bar code and authentication number (Red Cross) is required. Must be valid at least three months beyond the time of a complete application submitted.  
**NOTE: Online courses are not accepted**
- Proof of 2011 LA County EMT Scope of Practice
- Proof of completion of a 24 hour EMT Refresher Course **OR** 24 hours of EMS CE (no more than 8 hours per day) within the past two years at time of a complete application submitted.
- Government Identification with photo (Passport, CA I.D., Driver License).
- Request for Live Scan [form](#) obtained from the LA County EMS Agency web page completed by you and the live scan agency where the live scan is performed for Department of Justice and FBI (A new Live Scan must be completed for all renewal applicants whose EMT certificate has expired less than 6 months and was not issued by the LA County EMS Agency)



California EMT certification expired for 6 months or MORE but LESS than 12 months:

Submit your [LA County EMS Agency EMT Recertification Application](#) with the following:

- Appropriate fee as listed above in cash, cashier check, money order, or personal check. Credit and Debit payments cannot be processed.

**NOTE: Cash must be exact amount and submitted in person, do not mail cash.**

- ORIGINAL Skills Competency Verification form signed by an [approved California provider](#) completed with the past year at the time of a complete application submitted.
- Self-addressed stamped envelope

Copies of:

- Most recent California EMT certification
- Current CPR card equivalent to *BLS for Healthcare Provider* or *Professional Rescuer*. A copy of the front and back sides of the card (Heart Association) or certificate with bar code and authentication number (Red Cross) is required. Must be valid at least three months beyond the time of a complete application submitted.

**NOTE: Online CPR courses are not accepted**

- Proof of 2011 LA County EMT Scope of Practice
- Proof of completion of a 24 Hour EMT Refresher Course **AND** 12 hours of EMS CE **OR** a total of 36 hours of EMS CE (no more than 8 hours per day) within the past two years at time of a complete application submitted.
- Government Identification with photo (Passport, CA I.D., Driver License)
- Request for Live Scan [form](#) obtained from the LA County EMS Agency web page completed by you and the live scan agency where the live scan is performed for Department of Justice and FBI (A new Live Scan must be completed for all renewal applicants whose EMT certification has expired less than 12 months and was not issued by the LA County EMS Agency)

California EMT certification has expired for 12 months or MORE but LESS than 24months:

Submit your [LA County EMS Agency EMT Recertification Application](#) with the following:

- Appropriate fee as listed above in cash, cashier check, money order, or personal check. Credit and Debit payments cannot be processed.

**NOTE: Cash must be exact amount and submitted in person, do not mail cash.**

- ORIGINAL Skills Competency Verification form signed by an [approved California provider](#) completed with the past year at the time of a complete application submitted.
- Self-addressed stamped envelope

Copies of:

- Most recent California EMT certification
- Letter from NREMT documenting successful completion of NREMT cognitive exam within the past year.
- Current CPR card equivalent to *BLS for Healthcare Provider* or *Professional Rescuer*. A copy of the front and back sides of the card (Heart Association) or certificate with bar code and authentication number (Red Cross) is required. Must be valid at least three months beyond the time of a complete application submitted.

**NOTE: Online CPR courses are not accepted**

- Proof of 2011 LA County EMT Scope of Practice
- Proof of completion of a 24 hour EMT Refresher Course **AND** 24 hours of EMS CE **OR** a total of 48 hours of EMS CE (no more than 8 hours per day) within the past two years at time of a complete application submitted.
- Government Issued Identification with photo (Passport, CA I.D., Driver License).
- Request for Live Scan [form](#) obtained from the LA County EMS Agency web page completed by you and the live scan agency where the live scan is performed for Department of Justice and FBI (A new Live Scan must be completed for all renewal applicants expired 12 months or more)

If your California EMT certification has expired twenty-four (24) months or more, you must complete in order: a new EMT course, pass the NREMT EMT exam and meet all initial certification requirements.

### **Submission of EMT Application**

You may submit your EMT application to the address listed on the application by U.S. Mail or drop-off in person to the EMS Agency during regular business hours. It is not necessary to send your application by FedEx or UPS. Ensure sure that your application is complete with copies of all documents and a self-addressed, stamped envelope have been included. The EMS Agency does not perform certification/recertification with same-day or expedited service. Mail your complete application or submit in person during normal business hours at least 30 days prior to expiration. The EMS Agency will process and mail your certification within 21 days of receiving a complete application.

### **Payments accepted**

Fees may be paid by cash, cashier check, money order, or personal check. Cash must be exact amount and submitted in person, do not mail cash. The EMS Agency cannot process debit or credit payments.

### **Lost/Stolen EMT Certification Card Replacement Procedure**

Submit a memo/note requesting a duplicate/replacement card with a copy of approved government I.D. along with a \$12.00 fee and a self-addressed, stamped envelope by U.S. Mail or drop-off in person to the EMS Agency.

### **Change in Name, Address, Phone Number, E-Mail or Employer**

All EMTs are required to submit changes in name, address, phone, and employer to the EMS Agency which they are certified within 30 days of change. Click [here](#) for a link to the form required to be completed.

### **Function/Work as an EMT in Los Angeles County**

A California EMT certification is valid throughout the entire State of California. Each County may have variable requirements to function as an EMT within their County. To function as an EMT in Los Angeles County you need:

1. A current, valid California EMT certification
2. 2011 Los Angeles County EMT Scope of Practice by an approved provider
3. Current CPR card equivalent to *BLS for Healthcare Provider* or *Professional Rescuer (AHA/Red Cross)*. Must maintain continuous verification

*\*\*\*All documents must be maintained by you and provided to your employer.*

### **Accreditation as an EMT in Los Angeles County**

At this time, Los Angeles County EMS Agency does not have EMT Accreditation. Meet the requirements in the previous question to function as an EMT in Los Angeles County and provide the documents to your current/prospective employer. Do NOT apply for EMT certification with the EMS Agency if you have a current California EMT certification for the purposes of accreditation. You may apply for recertification of your California EMT certification by the EMS Agency provided you meet the requirements for renewal as stated in this document.

**FOR FURTHER QUESTIONS REGARDING EMT CERTIFICATION, email [emtinfo@dhs.lacounty.gov](mailto:emtinfo@dhs.lacounty.gov) and a staff member will respond within three (3) business days. The Agency is closed every Friday and all County holidays.**