



Emergency Medical Technician Course Completion Roster Instructions

The Los Angeles County Emergency Medical Technician Course Completion Roster has recently been revised. This was done to aid EMT training programs in completing their rosters with the required data elements and submitting them within the required time frame. The roster as a policy has been deleted and is now available in Microsoft Word format. Alternate formats may be used as long as the formatting and data elements are maintained.

Reminder, all rosters must be typed with the participants names in alphabetical order by last name.

Program Information Fields

- Training Program:** Type the name of the training program on file with the EMS Agency
- NREMT Code:** Type the site code assigned by the NREMT.
- Initial Number of Registered Students:** Type in the total number of students initially registered.
- Date of Course Completion:** Type in the date when course was completed. The date must have a two digit month, day, and year with a forward slash or dash between.
- Hours:** Type in the number of course hours not including testing.
- Course Number:** Type in the course number assigned by the training program.
- Type of Course:** Check one of the boxes for the type of course given.
Note: The CE box is for certifying authorities only performing recertification. This is for certification purposes only and not a roster for issuance of continuing education credit.
- Program Director:** Type in the name of the program director and must be signed by the program director.
- Course Included:** Check the box labeled yes or no indicating whether or not AED and 2011 LA County EMT Scope Practice were included in the course.

<u>Student Section Fields</u>	<u>CERTIFYING AUTHORITIES ONLY</u>
<p>Last Click or tab into the last name field. Type in the last name of the participant.</p> <p>First Click or tab into the first name field. Type in the first name of the participant.</p> <p>MI Click or tab into the MI field. Type in the middle initial of the participant.</p> <p>SS# Click or tab into the SS# field. Type in the social security number of the participant.</p>	<p>Cert. Issued Check the box if EMT certification was issued.</p> <p>Certification Number Click or tab into the certification number field. Type in the certification number issued to the candidate/EMT.</p> <p>Issue Date Click or tab into the issue date field. Type in date when certification was issued. The date must have a two digit month, day, and year with a forward slash/dash between.</p> <p>Expiration Date Type in date certification expiration. The date must have a two digit month, day, and year with a forward slash or dash between. Note: Per State regulations, certification/recertification as an EMT shall be for a maximum of two (2) years. Due to multiple factors in determining dates, contact the EMS Agency with any questions regarding expiration dates of certification/recertification.</p>