

SUBJECT: **EMERGENCY MEDICAL TECHNICIAN
CERTIFICATION**

REFERENCE NO. 1014

PURPOSE: To define the requirements for Emergency Medical Technician (EMT) initial certification, renewal certification, or reinstatement of certification, and disciplinary action.

AUTHORITY: California Health and Safety Code, Division 2.5
California Code of Regulations, Title 22. Division 9. Chapters 2, 6, 10, 11

DEFINITIONS:

Certification Action: Actions that may be taken by a Local Emergency Medical Services Agency (LEMSA) medical director that include denial, suspension, revocation of an EMT certificate, or placing an EMT certificate holder on probation.

Commission on Accreditation for Pre-hospital Continuing Education (CAPCE): An accrediting body charged with the review and accreditation of EMS continuing education (CE).

Disciplinary Cause: An act that is substantially related to the qualifications, functions, and duties of an EMT and is evidence of a threat to public health and safety, per Health and Safety Code Section 1798.200.

Discipline: Either a disciplinary plan taken by a relevant employer or certification action taken by a LEMSAs Medical Director.

Emergency Medical Technician (EMT): An individual who has successfully completed an approved EMT course which meets California training requirements, has passed all required examinations, and is certified by a California EMT certifying entity.

EMT Certifying Entity: A public safety agency with an approved EMT training program for the purpose of certifying their personnel or the medical director of the LEMSAs.

EMT Certifying Psychomotor Examination: The National Registry of Emergency Medical Technicians (NREMT) EMT psychomotor examination. Examination results shall be valid for application and certification purposes for two (2) years from the date of the examination.


EMT Certifying Cognitive Examination: The National Registry of Emergency Medical Technicians (NREMT) EMT cognitive examination. Examination results shall be valid for application and certification purposes for two (2) years from the date of the examination.

EMT Skills Competency Verification (EMT SCV): The direct observation of the required EMT skills by an approved skills verifier. Verification indicates the skill was competently performed by the EMT.

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APPROVED: 
Director, EMS Agency


Medical Director, EMS Agency

Local Emergency Medical Services Agency (LEMSA): The agency, department, or office having primary responsibility for administration of the EMS system in a county.

Model Disciplinary Orders: Recommended guidelines which were developed by the State EMS Authority to provide consistent and equitable certification action in cases dealing with disciplinary cause.

National Registry of Emergency Medical Technician (NREMT): The national EMS certification agency.

PRINCIPLES:

1. An application for EMT certification or renewal shall be denied when an applicant does not meet the requirements for certification or renewal as outlined in the policy. Additionally, the LEMSAs medical director may deny, place on probation, suspend or revoke a certification for the commission of a crime or act that is considered substantially related to the qualifications, functions, or duties of the certificate holder and is evidence of a threat to the public health and safety.
2. All certified EMTs and applicants shall obtain a criminal history background report with results that do not prohibit them from certification pursuant to Title 22, California Code of Regulations, Section 100214.3, and California Health and Safety Code, Section 1798.200.
3. Incomplete applications will delay processing. The applicant will be notified, in writing, of deficiencies and completion deadline. Failure to provide missing elements by established due date will result in closure of application and forfeiture of the application fee.
4. Renewal application with required documentation shall be submitted no later than thirty (30) days prior to certification expiration.
5. EMTs certified by the EMS Agency shall notify the Agency, in writing, of changes to legal name, address, phone, email, or employer within thirty (30) days of the event.
6. EMTs shall adhere to the current EMS Agency prehospital care policies, procedures, and protocols while functioning in Los Angeles County.
7. A California licensed paramedic may function and perform any activity in the EMT scope of practice without applying for EMT certification and needs no further training and/or testing.

POLICY:

- I. Initial EMT Certification – No prior California EMT certification
 - A. Eligibility by completing initial EMT training
 1. Be eighteen (18) years of age or older.
 2. Complete an EMT basic course and obtain an EMT course completion record from an EMT training program approved by either:

- a. A California LEMSA, or
 - b. the EMS Authority, or
 - c. An out-of-state EMT program which meets current California training requirements.
3. Pass the NREMT EMT cognitive and psychomotor (skills) examination within the preceding two (2) years.
 4. Apply for certification within two (2) years of the date of EMT course completion.
 5. Possess a current CPR card equivalent to American Heart or Red Cross Basic Life Support, which is valid at least three months beyond the date a complete application is submitted. Online CPR courses are not accepted.
 6. Complete a live scan for a criminal history background report using the California Department of Justice Request for Live Scan Service form obtained from the EMS Agency web site. No other form shall be used.
 7. Complete and sign the current EMS Agency EMT Initial Certification Application.
 8. Disclose in a written statement, signed and dated, and include a minute order, docket report, statement of issues, or accusation for any and all:
 - a. Certification, accreditation or licensure action(s) against a healthcare or healing arts certificate.
 - b. Criminal history to include arrests, pending charges, and/or convictions.
 9. Pay the established fee.
 10. Submit all documentation listed above (original application and copies of all other documents) along with:
 - a. Copy of government-issued identification with photograph (Driver License, California I.D. card, or Passport).
 - b. Other health certifications or licenses.
- B. Eligibility with current EMT certification from another State
1. All requirements listed in Section I. A. of this reference.
 2. Two (2) year requirement for course completion and application are waived.
- C. Eligibility with current EMT certification from the NREMT

1. All requirements listed in Section I. A. of this reference.
 2. Two (2) year requirement for course completion and application are waived.
 3. Two (2) year requirement for passing the NREMT EMT written and skills examinations are waived.
- D. Eligibility with a current and valid Advanced EMT (AEMT) or Paramedic certification from California, another State, or NREMT in good standing
1. All requirements outlined in Section I.A.5-10 of this reference.
 2. Submit a copy of current certification(s) and/or license(s).
- E. Certification Issuance
1. EMT shall be issued a wallet-sized certificate card with an effective date when all requirements have been met and reviewed by the EMS Agency.
 2. Expiration date shall be two (2) years to the end of the month from the date applicant completes all certification requirements.
- II. Renewal of California EMT Certification
- A. EMT certification is current and issued by the Los Angeles County EMS Agency, the following are required:
1. During the current certification cycle, obtain twenty-four (24) hours of EMS education by one of the following:
 - a. EMT Refresher course from an approved program, or
 - b. EMS approved continuing education from a California approved EMS CE Provider or Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE) approval.
 - i. A maximum of twelve (12) hours of EMS CE completed per day can be used towards the total CE hours required. Any hours over twelve (12) completed on one day will be disallowed.
 - ii. A maximum of 12 hours of teaching or media-based education can be used towards the total CE hours required.
 - iii. All CE hours must be relevant to EMS in the assessment and management of prehospital patient care.
 - iv. Verification from a California approved paramedic training program which meets EMS education certificate

requirements documenting completion of didactic with the dates and hours signed by the program director.

2. EMT SCV (EMSA-SCV 01/17) from an approved California provider within the past two (2) years.
 3. Current CPR card equivalent to American Heart or Red Cross Basic Life Support which is valid at least three months beyond the date an application is submitted. Online CPR courses are not accepted.
 4. Disclose in a written statement, signed and dated, and include the court minute order or docket report, statement of issues or accusation for any and all:
 - a. Certification, accreditation or licensure action(s) against a healthcare or healing arts license.
 - b. Criminal background history including arrests, convictions or pending charges.
 5. Complete and sign the current EMS Agency EMT Certification Renewal Application to include current EMS employer, if applicable.
 6. Pay the established fee.
 7. Submit all documentation listed above (original application and copies of all other documents) along with:
 - a. Copy of government-issued identification with photograph (Driver License, California I.D. card, or Passport)
 - b. Other health certification or licenses.
- B. EMT certification is current but not issued by the Los Angeles County EMS Agency, the following are required:
1. Complete all requirements outlined in Section II. A. 1-4 of this reference.
 2. Submit a copy of current certification(s) and/or license(s).
 3. Complete a live scan for a criminal history background report using the California Department of Justice Request for Live Scan Service form obtained from the EMS Agency web site. No other form shall be used. Submit a copy of the Request for Live Scan Service form after performing live scan fingerprinting.
- C. Renewal Certification Issuance
1. If renewal requirements are met less than six (6) months prior to expiration, EMT shall be issued a wallet-sized certificate card with an effective date immediately following the expiration date of the current

certificate. The expiration date shall be two (2) years from the date of the current certificate. OR

2. If renewal requirements are met more than six (6) months prior to expiration, EMT shall be issued a wallet-sized certificate card EMT with an effective date when all requirements have been met and reviewed by the EMS Agency. The expiration date shall be two (2) years from the final day of the final month which recertification is issued.

III. Reinstatement of an Expired California EMT Certification

- A. EMT certification issued by Los Angeles County EMS Agency with a lapse of less than six (6) months.

1. Complete all requirements in Section II. A. of this reference.
2. EMS education and EMT SCV submitted must be completed within the twenty-four (24) months prior to applying for reinstatement.

- B. EMT certification issued by another California EMT Certifying Entity with a lapse of less than six (6) months.

Complete all requirements outlined in Section II. B. and III. A. of this reference.

- C. EMT certification issued by Los Angeles County EMS Agency with a lapse of six (6) months or more and less than twelve (12) months.

1. Complete all requirements outlined in Section II. A. of this reference.
2. Complete an additional 12 hours of EMS education for a total of thirty-six (36) hours.
3. EMS education and EMT SCV submitted must be completed within the twenty-four (24) months prior to applying for reinstatement.

- D. EMT certification issued by another California EMT Certifying Entity with a lapse of six (6) months or more and less than twelve (12) months.

Complete all requirements outlined in Section II. B. and III. C. of this reference.

- E. EMT certification with a lapse of twelve (12) months or more.

1. Complete all requirements outlined in Section II. B. of this reference.
2. Complete an additional 24 hours of EMS education for a total of forty-eight (48) hours.
3. EMS education and EMT SCV submitted must be completed within the twenty-four (24) months prior to applying for reinstatement.
4. Pass the NREMT EMT cognitive and psychomotor examination within the preceding two (2) years or possess a current NREMT EMT certificate.

F. Renewal Certification Issuance

1. EMT shall be issued a wallet-sized certificate card with an effective date when all requirements have been met and reviewed by the EMS Agency.
2. The expiration date shall be two (2) years on the final day of the month which certification is issued.

IV. California EMT certification renewal for members of the Armed Forces of the United States while deployed on active duty

EMTs who are a member of the Armed Forces of the United States whose California EMT certificate expires during the time the individual is deployed on active duty or less than six (6) months from the date the individual is deactivated/released from active duty, shall receive six (6) months from the date of the individual's release from active duty to complete the reinstatement requirements outlined in Section III. A. or III. B. of this reference, with the following provisions:

A. Individual's EMT certification expiration date applies.

1. Certification expiration which occurs prior to deployment for active duty must meet reinstatement requirements according to the date of expiration.
2. If certification expiration occurs while on active duty or within 6 months of release, the certificate shall be deemed expired.
3. EMT with an expired certification shall not function as an EMT.
4. Live Scan is required if certification expiration is twelve (12) months or greater.
5. If the individual does not complete reinstatement requirements within six (6) months from active duty release, certification renewal requirements shall apply from the time of certification expiration.

B. Provision to complete reinstatement requirements begins at the time of release from active duty.

C. EMT shall submit documentation from their respective branch of the Armed Forces of the United States verifying membership and the individual's dates of activation and release from active duty.

D. Reinstatement of certification shall be issued as outlined in Section III. F. of this reference upon completing reinstatement requirements.

V. EMT Disciplinary Action

- A. The EMS Agency medical director may deny, place on probation, suspend or revoke an EMT certification for the commission of a crime or act that is

considered substantially related to the qualifications, functions or duties of the certificate holder and is evidence of a threat to the public health and safety.

- B. The following actions shall be considered evidence of a threat to the public health and safety:
1. Fraud in the procurement of an EMT certificate or paramedic license.
 2. Gross negligence.
 3. Repeated negligent acts.
 4. Incompetence.
 5. The commission of any fraudulent, dishonest, or corrupt act that is substantially related to the qualifications, functions, and duties of prehospital personnel.
 6. Conviction of any crime, which is substantially related to the qualifications, functions, and duties of prehospital personnel.
 7. Violating or attempting to violate directly or indirectly, or assisting in or abetting the violation of or conspiring to violate, any provision of Health and Safety Code Division 2.5 or regulations adopted by the EMS Authority pertaining to prehospital personnel.
 8. Violating or attempting to violate any federal or state statute or regulation that regulates narcotics, dangerous drugs or controlled substances.
 9. Addiction to, the excessive use of, or the misuse of, alcoholic beverages, narcotics, dangerous drugs, or controlled substances.
 10. Functioning outside the supervision of medical control in the field care system operating at the local level.
 11. Demonstration of irrational behavior or occurrence of a physical disability to the extent that a reasonable and prudent person would have reasonable cause to believe that the ability to perform the duties normally expected may be impaired.
 12. Unprofessional conduct exhibited by any of the following:
 - a. The mistreatment or physical abuse of any patient.
 - b. The failure to maintain confidentiality or patient medical information.
 - c. The commission of any sexually related offense specified under Section 290 of the Penal Code.
- C. For any of the above actions the EMS Agency will evaluate and investigate the incidence and make a determination of certification action based on the

provisions of Title 22, Division 9: Prehospital Emergency Services, Chapter 6.
Process for EMT Disciplinary Action.

CROSS REFERENCES:

Prehospital Care Manual:

Ref. No. 214, **Base Hospital and Provider Agency Reporting Responsibilities**
Ref. No. 802, **Emergency Medical Technician (EMT) Scope of Practice**
Ref. No. 802.1, **EMT Scope of Practice (Table Format)**