

Monterey County EMS System Policy



Policy Number: 2070
Effective Date: 7/1/2023
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EMT CERTIFICATION (RENEWAL)

I. PURPOSE

To specify the requirements and procedure for renewing an Emergency Medical Technician (EMT) certification in Monterey County.

II. POLICY

- A. To maintain EMT certification, an applicant must satisfy all relevant state regulations and Monterey County EMS policy requirements. If this policy should be superseded by changes in state regulations, then the EMS Agency practice will be adjusted accordingly, until a revised policy can be developed and disseminated.
- B. The application for EMT certification is considered “received” by the EMS Agency once EMS Agency staff have reviewed the application and supporting documents and determined the application packet is complete.
- C. EMT accreditation and affiliation with a Monterey County EMS service provider organization is required to perform procedures authorized under the Monterey County EMT Scope of Practice while functioning as an EMT for a Monterey County EMS service provider organization as part of the Monterey County EMS system.

III. PROCEDURE

- A. Applicants for EMT certification renewal shall submit the following documents to the Monterey County EMS Agency through the method posted on the EMS Agency website:
 - 1. Monterey County EMS Application for EMT (completed, signed, and dated). A written explanation (with appropriate documentation) of any affirmative affidavit response is required and needs to accompany the application for any affirmative response not previously disclosed to the EMS Agency
 - 2. Course-completion records of successful completion of either:
 - a. At least twenty-four (24) hours of continuing education hours from an approved continuing education provider in accordance with Title 22 CCR Division 9, Chapter 11 (*EMS Continuing Education*); or
 - b. A twenty-four (24) hour refresher course from an approved EMT training program.
 - c. Continuing education (CE) hours may be used to renew both a paramedic license and an EMT certificate. The CE hours must be earned during the certification cycle being renewed.

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3. Completed Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Live Scan Background Investigation application.
 - a. Results of the Live Scan report must be received before the application will be processed.
 - b. Live Scan is only required to be submitted when changing certifying entities (*i.e.*, for an applicant who already has an EMT certificate and is coming to Monterey County to renew). See below for the reinstatement procedure if an EMT certification has been expired for greater than one (1) year.
 4. Copy of applicant's California EMT certification card.
 5. Copy of a current CPR card that is equivalent to the American Heart Association Healthcare Provider or BLS card and must include skills evaluation.
 6. A money order or cashier's check for \$37 issued to the EMS Authority. The cashier's check or money order shall be for \$75 when the application involves a change in certifying entity to Monterey County EMS Agency.
 7. A completed skills competency verification form. Skills competency shall be verified by direct observation of an actual or simulated patient contact. Skills competency shall be verified by an individual who is currently certified or licensed as an EMT, AEMT, Paramedic, RN, PA, or physician and who shall be designated by an EMS-approved training program (EMT training program, paramedic training program, or continuing-education provider) or an EMS service provider. EMS service providers include, but are not limited to, public safety agencies, private ambulance providers, and other EMS providers.
 8. An EMT renewing their certification for the first time after July 1, 2019 shall submit documentation of successful completion of the following training by an approved EMT training program or approved EMS CE provider:
 - a. The use and administration of naloxone that meets the standards and requirements of California Code of Regulations, Title 22, Division 9, Chapter 2, Section 100075(c).
 - b. The use and administration of epinephrine by auto-injector that meets the standards and requirements of California Code of Regulations, Title 22, Division 9, Chapter 2, Section 100075(d).
 - c. The use of a glucometer that meets the standards and requirements of California Code of Regulations, Title 22, Division 9, Chapter 2, Section 100075(e).
 - d. The requirement for training in the use of naloxone, epinephrine, and glucometer does not apply to a person who has an active California-issued paramedic license.
- B. The application and supporting documentation must be received by the EMS Agency prior to the expiration date. An application will not be processed until all necessary documents are received and accepted. Illegible photocopies will not be accepted. The

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EMS Agency may return any incomplete or abandoned application by U.S. Postal Service to the applicant's last known address.

- C. The EMS Agency will perform a medical license or certification check through the National Practitioner Data Bank on all applicants. EMT certification will not be provided until this records check has been completed and any actions reported through the NPDB have been reviewed and addressed.
- D. The EMS Agency will electronically issue a forty-five (45) day temporary wallet-sized certificate to eligible applicants. The certificate will contain the following information:
 - 1. The name of the individual certified.
 - 2. The assigned EMT California Central Registry certification number.
 - 3. The date the certification is effective
 - 4. The date certification expires.
 - 5. The status of the EMT certification (i.e., active, probation, denied, suspended, expire, etc.).
 - 6. The name and location of the EMT certifying authority (Monterey County EMS Agency).
 - 7. The name and signature of the individual (EMS Medical Director) authorized to certify, or facsimile of same.
 - 8. A statement that the individual named on the card has fulfilled the requirements for certification as an EMT in California.
- E. The EMS Agency will issue the regular EMT certificate (card), which will be sent to the applicant's mailing address by USPS.
- F. Under normal circumstances, the certificate will be issued within thirty (30) days after the applicant has satisfied all of the certification requirements, has no issues reported through the National Practitioner Data Bank, and has resolved any outstanding Live Scan issues.
- G. The effective date of EMT certification shall be the date following expiration of the current EMT certificate if the completed application for renewal is received before the expiration date.
- H. The EMT renewal certification period is for two (2) years from the effective date and expires on the last day of the month. When the completed application is received greater than six (6) months prior to the expiration date of the current EMT certificate, the expiration date will be the last day of the month two (2) years from the month the completed application was received.

IV. CONTINUING EDUCATION (CE) REQUIREMENTS

- A. CE certificates submitted for EMT renewal shall be for courses completed during the current period of certification.


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- B. CE certificates submitted for recertification of a lapsed EMT certificate shall only be accepted for courses completed within the two (2) years prior to the date of application for recertification.
- C. The EMT shall maintain their CE course records as specified in California Code of Regulations, Title 22, Division 9, Chapter 11.
- D. An individual may receive credit for taking the same CE course, class, or activity no more than two (2) times during a single certification cycle. The second CE course will not be accepted for EMT certification renewal if it is taken within six (6) months of the first course.

V. REINSTATEMENT OF A LAPSED EMT CERTIFICATE

- A. Upon lapse of an EMT certificate, the individual is not authorized to perform EMT level services until the EMT certificate has been reinstated.
- B. For a lapse of less than six (6) months, the individual shall comply with the requirements above for EMT recertification. The effective date for reinstatement will be the date when the application is received and determined to be complete.
- C. For a lapse of six (6) months or more but less than twelve (12) months, the individual shall comply with the requirements above for EMT renewal and complete an additional twelve (12) hours of continuing education for a total of thirty-six (36) hours of training.
- D. For a lapse of twelve months or more, the individual shall comply with the requirements above for EMT renewal, complete an additional twenty-four (24) hours of continuing education for a total of forty-eight (48) hours of training, pass the written and skills NREMT exam, and complete (resubmit) a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Live Scan Background Investigation.

END OF POLICY


John Beuerle, M.D.
EMS Medical Director


Teresa Rios
EMS Bureau Chief