

## Renewing EMR Certification Application Checklist

This information is for Renewing Emergency Medical Responder Certification which means a person that is currently **certified** in the State of California as an EMR.

### Copies of Required Documentation:

- Government Issued Photo ID** (i.e., State Driver's License, State ID card, Military ID card, Passport)
- Expiring **YEMSA EMR Certification Card**
- BLS Provider CPR card** must be American Heart Association (AHA) or equivalent. A copy of the **FRONT & BACK** sides of the **Card or a Certificate** with bar code and authentication number is required. Online CPR courses are *not* accepted.
- Background Disclosure statement** if applicable. (A detailed statement of events, court records and/or police reports are requested during the application process.)
- EMR Skills Competency Verification Form**
- Have your **Credit Card** information ready to pay non-refundable application fee. Online Applications can only be paid for by Credit Card.

### Online Application Instructions: **Please use Chrome browser to complete online application.**

- You must have copies of the required documentation (listed above) ready electronically PRIOR to starting the online application process. *This means you need to have all your cards/forms copied/scanned electronically and ready to be uploaded.*
- Only complete applications with all required documentation will be accepted.
- All documentation must be current, legible and is subject to verification.
- **If all of your card copies are printed on one page, you may upload the same page multiple times.**
- **It is helpful if you label your documents before uploading, so you do not upload the wrong item.**
- Any items that you are not able to upload can be emailed to YEMSA at [yemsa@yolocounty.org](mailto:yemsa@yolocounty.org). Be sure to include your name, and phone number in the email.
- If you have any issues or questions during the application process, please call YEMSA at 530-666-8615 during business hours.
- **\*\*\*You will receive a submission confirmation from seamless.doc, not YEMSA.\*\*\***

Once an online application with all required documentation copies have been received and YEMSA has confirmed that the applicant meets all the criteria an individual shall be certified as an Emergency Medical Responder and a certification card will be mailed to the applicant. **This process may take up to ten (10) business days.**

**Quick hints to a successful Online Application Submission:** Read it carefully, answer all questions, have cards & documents ready for uploading electronically = SUCCESS!