# Renewing EMT Certification Application Checklist

This information is for Renewing Emergency Medical Technician Certification, which means a person that **is** currently **certified** in the State of California as an EMT.  This is also the checklist you would use if you are **switching** certifying entities or if your current EMT certification has **expired**.

## Copies of Required Documentation:

❑ **Government Issued Photo ID.** (i.e., State Driver's License, State ID card, Military ID card, Passport)

❑ **BLS Provider CPR card** must be American Heart Association (AHA) or equivalent. A copy of the **FRONT & BACK** sides of **Card or a Certificate** with bar code and authentication number is required. Online CPR courses are *not* accepted.

❑ Expiring **State EMT Certification Card.**

❑ **Background Disclosure statement** if applicable.  (A detailed statement of events, court records and/or police reports are requested during the application process.)  You must supply this information each time you recertify.

❑ **CA EMT Skills Competency Verification Form** (Version SCV 01/17).  This form must be signed off by authorized EMS personnel from an EMS Agency.  (i.e., Local Fire Dept.) Signatories are verified.

❑ **24-hours of approved CA EMS Continuing Education Certificates** or a 24-hour Refresher Course Certificate.  Continuing Education Certificates must show an EMS CE Provider or CECBEMS number and **be taken within the current certification period**.  College courses can count as CEs for recertifying.  You must send official transcripts for verification.  See EMT CE Requirements for further details.
  - Effective July 1, 2019, recertifying EMTs must include CE Certificate or EMT Refresher Course that states training on **"epi, naloxone and glucometer" on the certificates**.  Training must be taken during the EMT's two (2) year Certification period. Note this is separate from the State Skills form.

❑ Have your **Credit Card** information ready to pay a non-refundable application fee of **$60.00.** Applications turned in the **same month** they expire are considered **LATE,** and a late fee of **$25.00** must be paid in addition to the application fee. ($60 + $25 = $85.00)

❑ **EXPIRED** EMT Certifications have additional requirements.

  If your EMT Certification is EXPIRED:
  - ❍ Less than 6 months of expiration = 24-hours of CEs
  - ❍ 6 months or more but less than 12 months = 36-hours of CEs
  - ❍ 12 months or more but less than 24 months = 48-hours of CEs, have current NREMT Certification, and must be fingerprinted using "Yolo County EMS" Live Scan form.
  - ❍ 24 months or more = meet the requirements for Initial Certification

❑ **SWITCHING** Certifying Entities, you must include YEMSA DOJ Live Scan form.  The Live Scan form must be completed BEFORE an application is submitted and can be found on our website.  *(If you are NOT switching to YEMSA and there has not been a 12-month lapse in certification, then you do NOT need to get fingerprinted again.)*

## 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 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. 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 Technician and a certification card will be mailed to the applicant. Issued EMT Certifications are valid throughout the State of California.  **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, and have a credit card ready = SUCCESS!