

Renewing Paramedic Accreditation Application Checklist

This information is for Renewing Paramedic Accreditation for any licensed Paramedic with in the State of California who wishes to maintain continuous accreditation with Yolo County.

Copies of Required Documentation:

- Background Disclosure statement** if applicable. (A detailed statement of events, court records and/or police reports are requested during the application process.)
- Non-expired Paramedic State License Card.** *You may still submit your application without a copy of your new State Card as long as you have already submitted it to the State for renewal.*
- Government Issued Photo ID** (i.e., State Driver's License, State ID card, Military ID card, Passport)
- ACLS Certification Card.** A copy of the **FRONT & BACK** sides of the **card or a certificate** with bar code and authentication number is required.
- PALS Certification Card.** A copy of the **FRONT & BACK** sides of the **card or a certificate** with bar code and authentication number is required.
- ITLS/PHTLS Certification Card.** A copy of the **FRONT & BACK** sides of the **card or a certificate** with bar code and authentication number is required.
- INFREQUENT SKILLS Verification Form.** *You must request this Infrequent Skills Form from your employer and have it ready to upload prior to starting the application process.*
- INTUBATION Verification Form.** *You must request this Intubation Form from your employer and have it ready to upload prior to starting the application process.*
- YEMSA ALS Update Class CE Certificate.** All paramedics accredited in Yolo County will be required to attend a mandatory YEMSA ALS Update class **once during a two-year accreditation cycle.**
- Pay Application Fee.** There is NO Fee for ON TIME Re-Accreditation application; however, there is a **\$25.00 late fee** for applications turned in the **same month** they expire (between 0-30 days). If applicable you must have your Credit Card information ready to pay the non-refundable application late fee. Online Applications can only be paid for by Credit Card.

Reminder:

- In order to maintain YEMSA accreditation you must keep your certifications current and submit for reaccreditation prior to expiration.
- If you have not yet received your current State License card in the mail, you may turn in your application with a copy of the expired card to avoid a late fee. Your application will be held until the State online system show that your License is current. Once the License shows current your application will then be processed without the needed late fee.

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.*
- **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.**
- 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 has been received and YEMSA has confirmed that the applicant meets all the criteria specified in YEMSA's Paramedic Accreditation Policy, an Accreditation 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, and have a credit card ready = SUCCESS!