

Initial EMT Certification Application Checklist

This information is for an Initial Emergency Medical Technician Certification which means a person that is **not** currently certified within the State of California as an EMT through *any* local EMS Agency. The requirements for each item contained in this checklist may be reviewed in the Yolo County EMS Policy: EMT Certification Process.

- For Out of State EMT Certification see: CA Code of Regulations, Title 22, Division 9, Chapter 2, Section 100079.

Please Note: An EMT Certification is valid Statewide and you may apply for EMT Certification in any County/LEMSA. **However, it is strongly recommended to apply for certification in the county of your employment.** This is so you are notified of current policies, protocols, and any pertinent changes that may affect your daily responsibilities as an EMT. EMTs are required to be knowledgeable of and to adhere to the policies and protocols of the county in which they work in.

Copies of Required Documentation:

- YEMSA DOJ Live Scan Form.** As an initial EMT applicant you must be fingerprinted **BEFORE** you start the online application process, the fingerprinting form can be found on our website. You will need to complete a Live Scan form specifically for "YEMSA". State law prohibits background information from being shared among agencies. **NOTE: Fingerprinting locations that are using "Slap Print" fingerprinting method are coming back as REJECTED. We recommend that you use a location that does a "Rolled Print" fingerprinting method. Fingerprints that are Rejected must be redone at your own expense.**
- Government Issued Photo ID** – showing applicant to be at least 18 years of age at the time of application. (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 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.)
- EMT School Course Completion Certificate.** Must be within two (2) years of the date of application. Must be Course Completion "Certificate", transcripts are not accepted.
- National Registry of EMT (NREMT) Certification CARD** showing expiration date.
- Have your **Credit Card** information ready to pay non-refundable application fee of **\$100.00**. 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. 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. Our business days are M-F 8 am-5 pm. We are experiencing delays with DOJ & FBI results. We cannot process any applications until fingerprinting results are received.**

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!