



EMERGENCY MEDICAL TECHNICIAN (EMT) RECERTIFICATION PROCESS

PURPOSE

The purpose of this policy is to establish a process by which individuals renew their Emergency Medical Technician (EMT) certification from the State of California through the Yolo County Emergency Medical Services Agency (YEMSA).

AUTHORITY

Health & Safety Code, Division 2.5, Chapter 4, Article 1, §§ 1797.204, 1797.210 - 1797.212
California Code of Regulations, Title 22, Division 9, Chapter 2, Article 5, §§ 100080, 100081
California Code of Regulations, Title 22, Division 9, Chapter 2, Article 6, § 100083

POLICY

- I. State certification is required for all prehospital personnel functioning as an EMT in Yolo County.
- II. This policy does not apply to personnel who are certified by another EMT certifying entity (CAL FIRE, California Highway Patrol [CHP], etc.).
- III. No individual shall hold himself or herself out to be an EMT unless that individual is currently certified such by YEMSA or another EMT certifying entity.

PROCEDURE

***Note: Effective July 1st, 2019, recertifying EMTs must, per California Code of Regulations, Title 22, Division 9, Chapter 2, Article 5, § 100080. EMT Certification Renewal, include CE Certificates or EMT Refresher Course certificates that state training on “epi, naloxone and glucometer” on the certificates.**

- **Must be taken during the EMT’s two (2) year Certification period.**
- **This is separate from the State Skills form.**

- I. EMT Recertification Requirements
 - A. In order to recertify, an EMT shall meet the following requirements and provide documentation to YEMSA:
 1. Possess a current and valid EMT certification issued by YEMSA. If your current EMT certification was issued through another County or Emergency Medical Service (EMS) Agency please refer to YEMSA’s EMT Certification Process Policy.
 2. Successfully complete an approved EMT twenty-four (24) hour refresher course within the two (2) year certification period, or
 3. Provide documentation verifying completion of a minimum of twenty-four (24) hours of approved prehospital Continuing Education (CE) within the two (2) year certification period.



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- a. Continuing Education Hours (CEH) must be in accordance with the provisions contained in the California Code of Regulations, Title 22, Division 9, Chapter 11, from one (1) of the following:
 - i. An approved California Prehospital CE Provider.
 - ii. An approved Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS).
 - iii. College courses in physical, social or behavioral sciences (e.g., anatomy, physiology, sociology, psychology) – a copy of the official transcript is required.
4. NOTE: Effective July 1, 2019 - An EMT renewing his or her certification for the first time shall submit documentation of successful completion of the following training by an approved EMT training program or approved CE provider:
 - a. The use and administration of naloxone or other opioid antagonist that meets the standards and requirements of §100075 (c).
 - b. The use and administration of epinephrine by auto-injector that meets the standards and requirements of §100075 (d).
 - c. The use of a glucometer that meets the standards and requirements of §100075 (e).
5. Complete the criminal history background check requirements utilizing our YEMSA DOJ Live Scan Form when changing certifying entities, no longer than sixty (60) days prior to the date the certification application is submitted. Criminal history background (State and Federal) checks must be on file prior to issuing a certification.
6. Complete an application form that contains this statement: "I hereby certify **under penalty of perjury** that all information on this application is true and correct to the best of my knowledge and belief, and I understand that any falsification or omission of material facts may cause forfeiture on my part of all rights to EMT certification in the State of California. I understand all information on this application is subject to verification, and I hereby give my express permission for this certifying entity to contact any person or agency for information related to my role and function as an EMT in the State of California."
7. Submit a completed skills competency verification form, EMSA-SCV (01/17). Form EMSA-SCV (01/17) is herein incorporated by reference. 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 approved by an EMS Service Provider. EMS Service Providers include, but are not limited to, public safety agencies, private ambulance providers and other EMS providers. Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for recertification.
8. Disclose any certification or licensure action:
 - a. Against an EMR, EMT, Advanced EMT, or EMT-II certificate, or any denial of certification by a California Local EMS Agency, including any active investigations;



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- b. Against a Paramedic license, or any denial of licensure by the California Emergency Medical Services Authority (EMSA), including any active investigations;
 - c. Against any EMS-related certification or license of another state or other issuing entity, including any active investigations; or
 - d. Against any health-related license.
 9. Disclose any pending or current criminal investigations;
 10. Disclose any pending criminal charges;
 11. Disclose any prior convictions;
 12. Disclose each certifying entity or LEMSA to which the applicant has applied for certification in the previous twelve (12) months; and
 13. Pay the established recertification fees, which are non-refundable and non-transferable and provide copies of the following:
 - a. A current and valid State EMT certification card as indicated in § I.A. 1. of this policy.
 - b. A current and valid United States (U.S.) state-issued driver's license or identification card.
 - c. A copy of a current and valid Basic Life Support (BLS) Provider CPR certification.
 - d. A copy of the completed California EMSA EMT-1 Skills Competency Verification Form.
 - e. A copy of completion certificate of either:
 - i. Twenty-four (24) hours of CEs, or
 - ii. Twenty-four (24) hour refresher course.
 - f. NOTE: Effective July 1, 2019 - First time renewing EMT's must include CE Certificates or EMT Refresher Course that state training on "epi, naloxone and glucometer" on the certificates.
 14. There is a late fee for applications turned in the same month they expire (between 0-30 days of expiration). Applications turned in the month before their certification expires are not considered late. The late fee is in addition to the standard application processing fee.
- B. EMT's are responsible for notifying YEMSA in writing, within thirty (30) calendar days, of any changes to their mailing address or contact information.
 - C. EMT's are responsible for keeping current and valid certifications on file with YEMSA at all times. This means if a certification expires during the EMT's certification period it's their responsibility to submit a current copy to YEMSA.
 - D. EMT's are responsible for maintain confidentiality of patient medical information.
 - E. EMT's working in Yolo County are responsible to know and adhere to all YEMSA Policies & Protocols.
 - F. An EMT shall be certified by only one (1) certifying entity during a certification period.
 - G. If the EMT recertification requirements are met within six (6) months prior to the current certification expiration date, YEMSA shall make the effective date of recertification the date immediately following the expiration date of the current



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certificate. The certification will expire two (2) years from the day prior to the effective date.

- H. If the EMT recertification requirements are met greater than (>) six (6) months prior to the expiration date, YEMSA shall make the effective date of recertification the date the individual satisfactorily completes all certification requirements and has applied for recertification. The certification expiration date will be the last day of the month two (2) years from the effective date.
 - I. A YEMSA and/or State of California certified EMT who is a member of the Armed Forces of the United States and whose certification expires while deployed on active duty, or whose certification expires less than (<) six (6) months from the date they return from active duty deployment, with the Armed Forces of the United States shall have six (6) months from the date they return from active duty deployment to complete the EMT recertification requirements. In order to qualify for this exception, the individual shall submit proof of their membership in the Armed Forces of the United States and documentation of their deployment starting and ending dates. CE credit may be given for documented training that meets the requirements contained in California Code of Regulations, Title 22, Division 9, Chapter 11, while the individual was deployed on active duty. The documentation shall include verification from the individual's Commanding Officer attesting to the training attended.
- II. Recertification of an Expired YEMSA EMT Certification
- A. The following requirements apply to individuals who wish to be eligible for recertification after their YEMSA and/or State of California EMT Certificate has expired:
 - 1. For a lapse of < six (6) months, the individual shall:
 - a. complete the requirements specified in items §§ I.A.2 – I.A.8 of this policy.
 - b. Pay a late application fee.
 - 2. For a lapse of six (6) months or more, but < twelve (12) months, the individual shall:
 - a. Complete the requirements specified in items §§ I.A.2 – I.A.8 of this policy, and
 - a. Complete an additional twelve (12) hours of CE.
 - b. Pay a late application fee.
 - 3. For a lapse of > twelve (12) months or more, but < twenty-four (24) months, the individual shall:
 - a. Complete the requirements specified in items §§ I.A.2 – I.A.8 of this policy, and
 - b. Complete an additional twenty-four (24) hours of CE, and
 - c. Pass the written and skills certification exams as specified in the California Code of Regulations, Title 22, Division 9, Chapter 2, §§ 100059, 100059.1.
 - 4. For a lapse of > twenty-four (24) months the individual shall meet the requirements of the California Code of Regulations, Title 22, Division 9, Chapter 2, § 100079, subdivisions (a) and (b).



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- B. For individuals who meet the requirements of §§ II.A.1, II.A.2, or II.A.3 of this policy, YEMSA shall make the effective date of recertification the day the certificate is issued. The certification expiration date will be the last day of the month two (2) years from the effective date. For individuals who meet the requirements of § II.A.4 of this policy, YEMSA shall make the certification effective and expiration dates consistent with California Code of Regulations, Title 22, Division 9, Chapter 2, Article 4, § 100079 Emergency Medical Technician (EMT) Initial Certification requirements subdivisions (c) and (d).

- III. Denial, Suspension or Revocation of a YEMSA EMT and/or State of California Certificate
 - A. YEMSA EMT and/or State of California certification may be denied, suspended, or revoked for any act that is substantially related to the qualifications, functions, and duties of an EMT and is evidence of a threat to the public health and safety, per the Health & Safety Code, Division 2.5, Chapter 7, § 1798.200.

- IV. Application Processing
 - A. Upon completion of the above, and confirmation that the applicant meets all the criteria specified in the California Code of Regulations, Title 22, Division 9, Chapter 2, Article 5, an individual shall be certified as an EMT. YEMSA shall issue a wallet-sized EMT certificate card which is valid throughout the State of California, for the period designated by §§ I.G, I.H, I.I of this policy.
 - B. Only completed applications including signature, fees, and all required supporting documentation will be processed by YEMSA.
 - C. Incomplete applications will not be processed and will be held by YEMSA for sixty (60) days awaiting required supporting documentation. All applications not completed within sixty (60) days will be destroyed.
 - D. YEMSA will normally process completed applications within ten (10) business days.