



EMT Certification Frequently Asked Questions *updated 04/24/2013*

This information is provided as a courtesy. While we endeavor to keep this information updated, *EMS Agency Policy #2040 EMT Certification* lists the most current requirements for EMT certification and re-Certification. That policy may be found on our website under the "Policies and Protocols" section. Please also see the California State EMS Authority website, <http://www.emsa.ca.gov/laws/default.asp> for the California Code of Regulations, Title 22, Articles, 4, 5, and 6.

Q. Where can I use an EMT Certificate issued by the San Francisco EMS Agency?

A. You can use it in any county in the State of California. California has 32 local EMS agencies. Each agency is authorized to issue EMT certificates that are valid throughout California.

California EMT Questions

Q. I recently completed my initial EMT course. What must I do to certify as an EMT?

A. You must complete the written (computerized) and skills tests to receive a National Registry EMT card. After you receive that card, complete an EMT application with a local EMS Agency, and submit the following documents: a copy of your EMT course completion certificate (within the past two years), copies of both the current National Registry EMT certification card and NREMT certificate (within the past 2 years), copy of a current American Heart Association Healthcare Provider CPR card or American Red Cross Healthcare Provider CPR card, copy of valid CA driver's license or government-issued picture ID such as passport, copy of completed LiveScan DOJ/FBI fingerprint form for background check, and a check or money order for \$145.00 made out to the City and County of San Francisco.

Q. What must I do to Re-Certify my current California EMT Certificate?

A. You must complete an EMT application 60 days prior to the EMT expiration date, and provide a copy of your: current EMT card; current American Heart Association Healthcare Provider CPR or American Red Cross Healthcare Provider CPR card; valid CA driver's license or government-issued picture ID such as a passport; EMT Refresher Course Completion Certificate (within the past 2 years) or 24 hours of approved CEUs (within the past 2 years) and (no more than 12 hours of on-line CEUs will be accepted); completed State EMSA Skills Verification Form; and a check or money order for \$107.00 made out to the City and County of San Francisco.

If your current EMT certificate was not issued by the San Francisco EMS Agency, you will need to submit a copy of the completed LiveScan fingerprint form for a DOJ/FBI background check.

Q. What must I do to recertify my expired California EMT Certificate?

A. It depends on how long your EMT certificate has been expired:

If your EMT certificate expired within the last 6 months, you have the same Re-Certification requirements listed above as a non-expired EMT.

If your EMT certificate expired within the last 6 to 12 months, submit a completed EMT application and copies of your: EMT card; a current American Heart Association Healthcare Provider CPR card or American Red Cross Healthcare provider CPR card; CA valid driver's license or government-issued picture ID such as a passport; 36 hours of approved CEUs (within the past 2 years) and (no more than 18 hours of on-line CEUs will be accepted); completed State EMSA skills verification form; LiveScan DOJ/FBI fingerprint form for background check; and a check or money order for \$109.00 made payable to the City and County of San Francisco.

If your EMT certificate expired within 12 months to less than 24 months, submit a completed EMT application and copies of your: EMT card; a current American Heart Association Healthcare Provider CPR card or American Red Cross Healthcare Provider CPR card; CA valid driver's license or government - issued picture ID such as a passport; 48 hours of approved CEUs (within the past 2 years) and (no more than 24 hours of on-line CEUs will be accepted); completed State EMSA skills verification form; current National Registry EMT certification card and NREMT certificate (within the past 2 years); LiveScan DOJ/FBI fingerprint form for background check; and submit a check or money order for \$109.00 made payable to the City and County of San Francisco.

If your EMT certificate expired more than 24 months or more you do not meet the recertification guidelines. Retake an EMT basic course and complete the skills and written (computerized) test from the NREMT. Apply as an Initial applicant.

Q. I took an EMT course two or more years ago, but never certified as an EMT. What must I do to certify now?

A. After a two year lapse, you must retake an EMT basic course to certify.

Q. How do I contact the National Registry (National Registry of EMTs)?

The National Registry of EMTs has an intuitive and content-rich website, which contains information about NREMT testing locations and applying for a NREMT EMT-Basic certificate. The website is located at **www.nremt.org**. They may also be contacted by phone at 614-888-4484.

Out of State EMT-Basic (EMT) Questions

Q. I am a currently certified/licensed EMT-B from out of state or I have a current NREMT EMT-B card. What must I do to certify in California?

A. You must complete an EMT application and provide a current copies of your: out-of-state EMT certificate; NREMT certificate and card; American Heart Association Healthcare Provider CPR Card or American Red Cross CPR/AED for the Professional Rescuer and HealthCare Provider CPR card; valid driver's license or state-issued picture ID card; LiveScan DOJ/FBI fingerprint form for background check; and submit a check or money order for \$145.00 made payable to the City and County of San Francisco.

Q. I am an expired EMT from out of state. Can I certify in California?

A. You need to provide a copy of your out-of-state EMT certificate within the state it was issued, then see the answer above **OR** you can start over by taking an initial California EMT course. **We cannot grant any sort of reciprocity to expired out-of-state EMTs.**

Approved Continuing Education (CE)

Q. What qualifies as appropriate continuing education (CE) for EMT Recertification?

A. Continuing education offered by a local approved CE provider is approved for EMT Re-Certification use. This CE can be recognized by “California EMS CE Provider # ____ - ____” on the CE certificate and course brochures. Additionally, courses and CE providers approved by the Continuing Education Coordinating Board (CECBEMS) or approved by EMS offices of other states are approved for use in California and need no further approval. Courses in physical, social, or behavior science offered by accredited colleges and universities need to be reviewed by the EMS Agency Medical Director.

In lieu of completing the required CEU hours, EMTs may recertify by completing an approved 24-hour EMT refresher course.

50 percent of all CEUs must be instructor-based, which means that the instructor must be readily available to answer questions. Additional information about additional qualifying CE and CE restrictions are available in the California Code of Regulations, Chapter 11.

Q. Can I use Board of Registered Nursing (BRN), physical therapist, chiropractic, physician, or other health professional continuing education to recertify my EMT certificate?

A. No, unless the CE provider is an approved California EMS CE Provider, and the course is approved as Prehospital CE.

Q. Where can I find approved continuing education providers and courses?

A. Approved continuing education providers and courses are located throughout the state of California, and some approved courses are available on the Internet. A list of approved CE providers within San Francisco is available in the EMS System Providers area of this website. Before taking a course, verify whether the CE is approved for use within California—see the question “What qualifies an appropriate continuing education (CE) for EMT recertification?” which is located above.

Q. How many CE hours does a CPR class provide?

A. The only CPR classes that may be used for EMT certification and recertification are CPR Healthcare Provider (American Heart Association) or CPR/AED for the Professional Rescuer and Healthcare Provider courses (American Red Cross). Initial CPR Healthcare Provider courses typically provide 8 hours of continuing education, while recertification CPR Healthcare Provider typically provides 4 hours of continuing education. However, CE hours may not exceed the time actually spent in class.

Q. Can I fax my EMT application to you or give you a copy of the application?

A. No, you must submit the original signed copy of the EMT application and applicable documents in person or by mail. The application must be completed in pen.

Q. I have previously been fingerprinted for another job, an ambulance driver's license, another professional license, etc. Can I use those fingerprints for the fingerprint-based background check?

A. No. Agencies are not allowed to share fingerprint-based Department of Justice (DOJ) records. Additionally, the DOJ notifies this agency of any subsequent convictions, which requires that you submit your fingerprints to the DOJ using our forms.

Q. Who can sign off the Skills Competency Verification Form (EMSA-SCV 8/10)?

A. The skills competency verification form can be verified by an individual who is currently certified or licensed as an EMT, EMT-II, Paramedic, RN, PA or Physician and who is designated by an EMS-approved training program (EMT training program, paramedic training program or continuing education provider) or an EMS service provider. EMS service providers include public safety agencies that provide EMS service, private ambulance providers and other EMS providers. *The San Francisco EMS Agency will verify that the individual authorizing the skills competency verification form is qualified for this function.*