



Emergency Medical Dispatcher Certification

EMS ADMINISTRATION 205

PURPOSE

- I. The purpose of this policy is to inform and provide guidance to emergency medical dispatchers of the requirements and the process for EMD certification and recertification.

POLICY

I. INITIAL NAPA COUNTY EMD CERTIFICATION REQUIREMENTS

- A. In order to be eligible for Emergency Medical Dispatcher (EMD) certification, an individual shall meet the requirements of this policy.
- B. Prior to beginning employment as an EMD in Napa County, individuals shall complete and submit the Napa County EMS Agency Application via the [ImageTrend License Management System Portal](#):
 - 1. Application for Emergency Medical Dispatcher Certification.
 - 2. Proof of completion of an approved EMD training program within the preceding two (2) years, or; a current valid certification as an EMD published by the approving authority for the program issuing the course completion record.
 - 3. A current and valid CPR card. (Copy of a current CPR card for Health Care Providers).
 - 4. A valid photo identification verifying the applicant's identity and proof of age as greater than eighteen (18) years.
- C. Certification as an EMD shall be for two (2) years from the effective date of certification.

II. MAINTENANCE OF EMD RECERTIFICATION

- A. In order to be eligible for EMD recertification, an individual shall meet the requirements of this policy.
- B. Individuals shall complete and submit the Napa County EMS Agency Application via the [ImageTrend License Management System Portal](#) no less than thirty (30) days prior to expiration of their accreditation:
 - 1. Application for Emergency Medical Dispatcher Certification.
 - 2. Current valid certification EMD card issued by the Napa County EMS Agency.
 - 3. A current and valid CPR card. (Copy of a current CPR card for Health Care Providers).
 - 4. A valid photo identification verifying the applicant's identity and proof of age as greater than eighteen (18) years.
 - 5. Proof of completion of twenty-four (24) hours of approved continuing education during the preceding two (2) years. Certification as an EMD shall be for two (2) years from the effective date of certification.

III. LAPSED EMD CARD

- A. In order to be eligible for EMD recertification, an individual with a lapsed certification shall meet the requirements in Section I of this policy.

IV. ADDITIONAL REQUIREMENTS

- A. All personnel shall inform EMS Agency of any change in their mailing address within ten (10) working days via the Napa County EMS Agency Application via the [ImageTrend License Management System Portal](#).
- B. All personnel working as an EMD in Napa County will be issued an identification card and shall carry the card with them at all times.

V. CERTIFICATION REQUIREMENTS FOR CENTERS USING MEDICAL PRIORITY DISPATCH

- A. For emergency medical dispatchers functioning inside of an approved Medical Priority Dispatch Center, EMD certification shall follow Napa County EMS Agency approved Medical Priority Dispatch certification requirements.
- B. Approved Medical Priority Dispatch Center Any shall notify Napa County EMS Agency thirty (30) days before any changes to certification policies.