



# Emergency Medical Technician Certification

EMS ADMINISTRATION 202

PURPOSE

- I. The purpose of this policy is to establish procedures and provide guidance for obtaining an Emergency Medical Technician (EMT) certification in the Napa County Emergency Medical Services (EMS) system.

POLICY

## I. INITIAL NAPA COUNTY EMT CERTIFICATION REQUIREMENTS

- A. Fill out and submit the approved Napa County EMS Agency Application via the [ImageTrend License Management System Portal](#).
- B. Provide a current and valid CPR card. (Copy of a current CPR card for Health Care Providers).
- C. Provide photo identification verifying the applicant's identity and proof of age as greater than eighteen (18) years.
- D. Proof of completion of the criminal history background check requirement pursuant to CA Code of Regulations, Title 22, Division 9, Chapter 10, Article 4, Section §100347 or Section §100348 (copy of completed Request for Life Scan Service form).
- E. Pay the non-refundable certification fee to Napa County EMS Agency by cashier's check, money order or credit card.
- F. Provide a copy of EMT Course Completion Certificate dated no more than twenty-four (24) months prior to the application date.
- G. Provide a copy of National Registry EMT-Basic Certificate.
- H. Provide a copy of National Registry EMT-Basic Certification letter and card.

## II. CONCURRENT CERTIFICATION

- A. An individual currently licensed in the State of California as a paramedic or certified as an Advanced EMT is eligible for certification upon submission of their current valid copy of their paramedic license, NREMT paramedic certification or Advanced EMT certification and A – E of the Initial Napa County EMT Certification section of this policy.

## III. NAPA COUNTY EMT RECERTIFICATION

- A. In order to be eligible for EMT recertification, an individual shall meet the requirements of CA Code of Regulations, Title 22, Division 9, Chapter 2, Article 4, Section §100080 including:
  - 1. Fill out and submit the approved Napa County EMS Agency Application via the [ImageTrend License Management System Portal](#).
  - 2. Provide a current and valid CPR card. (Copy of a current CPR card for Health Care Providers).
  - 3. Provide photo identification verifying the applicant's identity and proof of age as greater than eighteen (18) years.
  - 4. Provide original signed copy of EMT Skills Competency Verification Form (SCV).
  - 5. Disclose any related certification or licensure actions.
  - 6. Possess current and valid EMT certification.

7. Provide proof of completion of twenty-four (24) hours of approved continuing education OR proof of completion of EMT refresher training totaling twenty-four (24) hours.
  8. Pay the non-refundable certification fee to Napa County EMS Agency by cashier's check, money order or credit card.
- B. In order to be eligible for EMT recertification of a lapsed EMT Certificate, an applicant shall meet the basic requirements for EMT recertification in addition to the following:
1. For a certification expired for less than six (6) months, meet the basic requirement for certification.
  2. For a certification expired for more than six (6) months but less than twelve (12) months, applicants must meet requirements of CA Code of Regulations, Title 22, Division 9, Chapter 2, Article 5, Section §100081, (a)(2).
  3. For a certification expired for more than twelve (12) months, applicants must meet requirements of CA Code of Regulations, Title 22, Division 9, Chapter 2, Article 5, Section §100081, (a) (3).

#### **IV. PROCEDURES FOR EMT COURSE COMPLETION CHALLENGE EXAMINATION**

- A. An individual may obtain an EMT course completion record from an approved EMT training program by successfully passing an approved course challenge examination if they meet the requirements in CA Code of Regulations, Title 22, Division 9, Chapter 2, Section §100078.

#### **V. ADDITIONAL REQUIREMENTS**

- A. All personnel shall inform EMS Agency via the [ImageTrend License Management System Portal](#) of any change in their mailing address within ten (10) working days.
- B. All personnel working on EMS units shall be issued an identification card and shall carry the card with them at all times.
- C. To avoid a lapse in certification, completed applications must be submitted to the Napa County EMS Agency at least thirty (30) days prior to expiration.