



**Department of Public Health  
Emergency Medical Services Agency**

**Tammy Moss**  
*Acting Director of Public Health*

**James Andrew, M.D.**  
*EMS Agency Medical Director*  
260 E. 15th Street  
Merced, CA 95340  
(209) 381-1250  
(209) 381-1259 Fax  
[www.co.merced.ca.us/health/ems](http://www.co.merced.ca.us/health/ems)

Policy #: 220.00  
Effective Date: 07/1993  
Revision Date: 06/2010  
Review Date: 06/2012

This policy supersedes any other existing policy on this subject.

Equal Opportunity Employer

Subject: **EMT CERTIFICATION**

Authority: Health and Safety Code Division 2.5, Section 1797.210, Title 22, California Code of Regulations, Section 100079 and California Penal Code, Section 11105

Definitions: **EMT Certifying Authority** - means an agency or person authorized to certify and recertify, as Emergency Medical Technician, an individual who has complied with the requirements of this policy.

**Certifying Examination** - means the National Registry of EMTs written and skills examination to test an individual applying for certification as an EMT.

**Emergency Medical Technician or EMT** - means a person who has successfully completed a basic EMT course which meets the requirements of the California Code of Regulations, Title 22, Division 9, Chapter 2, has passed all required tests and who has been certified by the EMT Certifying Authority.

**Agency** - means the Merced County Health Department, as the designated Emergency Medical Services Agency for Merced County.

Purpose: The purpose of this policy is to insure that an individual, having met the required standard of training and National Registry certification as set forth in the State of California Code of Regulations will be eligible for certification as an Emergency Medical Technician, or EMT.

Policy: The Agency is the designated EMT Certifying Authority for Merced County.

1. In order to be eligible for certification as an EMT the following criteria must be met:
  - A. Be eighteen (18) years of age or older.
  - B. Complete a criminal record clearance by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

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APPROVED:

ON-FILE

Tammy Moss  
Director of Public Health

James Andrews, MD  
EMS Medical Director

C. Possesses a current and valid National Registry EMT-Basic certificate.

Procedure: The following procedure shall be followed:

1. The Agency walk-in hours for EMT Certification are Monday thru Friday from 08:00 to 12:00 Noon. Requests for certification outside these posted hours will be by appointment only.
2. Submit an application along with documentation establishing eligibility for certification:
  - A. Current government-issued photo identification.
  - B. Proof that the individual is eighteen (18) years or older.
  - C. Proof of current National Registry Certification as an EMT Basic.
  - D. Sign an affidavit denying preclusion from certification and containing the following 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 California." .
  - E. Disclose any certification or licensure actions as specified in the CCR Section 100079 (8) (A – C).
  - F. Cause proof of a background criminal record clearance from the California DOJ and the FBI to be sent to the agency and the state EMS Authority. This one time criminal record clearance shall be completed prior to issuing a certificate. The DOJ and FBI report must be received within 30 days of the date of application, or the candidate may be required to reprocess their background record check or certification application. Applicants shall be responsible for all costs associated with completing the criminal record clearance.
    - 1) Pickup a "Request For Live Scan Service" form from the EMS Agency or download from the Agency website at: [www.co.merced.ca.us/index.asp?NID=588](http://www.co.merced.ca.us/index.asp?NID=588). Contact a live scan agency and request an appointment for fingerprinting. The current Livescan fee and the agency "rolling fee" will be collected by the fingerprinting agency.
    - 2) Submit the second copy of the completed form as proof of service to the EMS Agency when certifying.
  - G. Pay the established State and Agency fees.
3. The individual will be issued a wallet size certificate after the above steps are completed and the applicant has passed the criminal background clearance.

The effective date of certification shall be the date the individual satisfactorily completes all certification requirements. The certification expiration date will be:

- A. Two years from the date of passing the National Registry's written examination,  
or
  - B. Two years from successfully completing the EMT Certification requirements.
4. For those individuals that possess a current and valid Paramedic License, the expiration date shall be the same date as the expiration date on the license.
5. Certification as an EMT shall be valid for a maximum of two (2) years from the date that the individual passes the National Registry EMT-Basic certifying exam, except in the following cases:
- A. A person who possesses a current and valid out-of-state EMT-Intermediate or Paramedic certification, the expiration date shall be the same expiration date as stated on the out-of-state certification but in no case shall exceed two (2) years from the effective date of EMT wallet-sized certificate card issued by a California EMT certifying entity.
  - B. A person who possesses a valid National Registry issued EMT-Basic, EMT-Intermediate or Paramedic certification, the expiration date shall be two (2) years from the date of passing the National Registry examination, but in no case shall the expiration date of certification exceed two (2) years from the effective date.