

ADMINISTRATION: Certification**Policy: 3000****Date: 2/1/04****FEE SCHEDULE**

1. All local fees should be paid via cash, personal check, money order or cashier ' s check payable to "Riverside County EMS Agency".
2. The following fees have been established for personnel certification/recertification, authorization/reauthorization, and accreditation/reaccreditation:
 - 2.1 EMT-I
 - 2.1.1 Application for Certification/Recertification \$25.00
 - 2.1.2 Late Application Fee \$10.00
 - 2.2 EMT-Paramedic
 - 2.2.1 Initial Accreditation \$75.00
 - 2.2.2 Reverification \$50.00
 - 2.2.3 Late Application Fee \$25.00
 - 2.3 Mobile Intensive Care Nurse (MICN)
 - 2.3.1 Initial Authorization \$75.00
 - 2.3.2 Reauthorization \$50.00
 - 2.3.3 Late Application Fee \$25.00
 - 2.4 Emergency Medical Dispatcher (EMD)
 - 2.4.1 Application for Certification/Recertification \$15.00
3. Returned check penalty \$20.00
4. Replacement card fee \$10.00
5. Protocol, Policy, and Procedure Manual
 - 5.1 ALS (complete) manual \$50.00
 - 5.2 BLS (abridged) manual \$25.00
6. EMS fees are non-refundable.
7. Fingerprinting
 - 7.1 Beginning January 1, 2004, additional fees to outside agencies are required of first time Riverside County EMT-I applicants for fingerprint processing (\$32 - \$70)

ADMINISTRATION: Certification**Policy: 3100****Date: 1/1/05**

CONTINUING EDUCATION (CE) FOR EMS PERSONNEL

1. Riverside County EMS Agency recognizes the importance of uniformity on a statewide level for the process of continuing education and will abide by the most recent versions of the Title 22 (California Code of Regulations, CCR) regulations and State EMS Authority documents related to this issue. Riverside County policy is intended to specify and clarify the regulations and in all cases supersedes them.
2. Continuing education (CE) is defined by state regulations as: “. . . a course, activity, or experience designed to be educational in nature, with learning objectives and performance evaluations for the purpose of providing EMS personnel with reinforcement of basic EMS training as well as knowledge to enhance individual and system proficiency in the practice of prehospital emergency medical care.”
3. Riverside County EMS Agency will accept as valid only those CE classes/events sponsored by approved CE providers, including those approved by other California EMS agencies or the State EMS Authority.
 - 3.1 The EMS Agency will not pre-authorize or authorize after-the-fact individual course outlines presented by EMS personnel for consideration as CE. Individuals desiring CE are expected to contact the course sponsor(s) with regards to that organization's status as an approved prehospital CE provider.
 - 3.2 The EMS Agency cannot give approval for courses sponsored by providers based outside of Riverside County. Individuals wishing credit for such activities should contact the EMS agency of jurisdiction for approval information or the State EMS Authority if the provider/location is out-of-state.
4. CE credits will only be issued to a participant upon successful passing of a written and/or skills competency based evaluation specific to the material covered by the course, class, or activity objectives.
5. Activities/courses accepted from approved providers as valid CE must have been taken within two (2) years preceding the individual's certification/authorization/licensure expiration date or the submission date of a completed application, if expired. Acceptable CE must be related to prehospital emergency medical care and can include such didactic and non-traditional experiences as traditional (instructor-based) classroom activities, media-based education (take-home, on line, correspondence, etc), precepting time (for paramedics only), structured clinical or ride-out time, structured teaching time, field care audits, qualified college-level courses, and certain advanced topics outside the individual's scope of practice, but directly relevant to prehospital medical care.
 - 5.1 At least 50% of the required CE hours must be received in an instructor-based format. This includes any additional CE requirements placed on an applicant due to an expired certificate or license.

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CONTINUING EDUCATION (CE) FOR EMS PERSONNEL

- 5.2 Individuals should reference the recertification / reauthorization / (State) relicensure policies for more detailed information on the specific requirements for their practice level.
6. Activities not acceptable as valid CE include:
- research activities
 - committee work
 - the writing of position papers, journal articles, or other published materials
 - any course that is not prehospital-based in its content (except those approved advanced topics)
 - any course not offered by an approved prehospital CE provider
 - workplace orientation programs that deal with the employer's policies and/or procedures
 - personal improvement courses (self-awareness, time mgmt, wt loss, yoga, etc.)
 - courses for the lay public (Lamaze, parenting, etc.)
7. Standard courses which are nationally recognized (e.g. - CPR, ACLS, PHTLS) and offered by an approved CE provider may be repeated once within the same license/certification/authorization period with CE credit being accepted for both programs.
8. Partial credit for a course may be received at the discretion of the CE provider agency provided that
- 8.1 The credit issued is not less than one (1) CE credit (one hour)
- 8.2 credit is not issued in less than one-half (½) hour increments (e.g. - 1, 1 ½, 2, 2 ½ are acceptable partial credits), AND
- 8.3 All evaluations have been completed and returned by the participant.
9. CE credit for structured clinical or ride-out, structured teaching, precepting, and field care audits will be issued on a 1:1 (hours:credit) basis.
- 9.1 Credit can only be issued by an approved CE provider.
- 9.1.1 Teaching credits may only be issued by the provider employing the individual
- 9.1.1.1 Credit may be received only once during a certification/licensure/authorization cycle for instructing a class or topic.
- 9.1.2 Precepting credit may only be issued by the approved training program of the preceptor's student.
- 9.1.3 Structured clinical and ride-out credits can only be issued by the agency which provides and reviews the structure (outline) that the individual must complete as part of his clinical/ride-out time. (In most cases this will be a hospital.)

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CONTINUING EDUCATION (CE) FOR EMS PERSONNEL

10. EMS personnel are responsible for maintaining CE certificates for a minimum of four (4) years after receipt and must make them available for review at the request of the Riverside County EMS Agency, the State EMS Authority, or other EMS certifying agency.

Administrative Protocols		3200
Effective July 1 , 2010	Expires December 31, 2011	
Administrative Protocols EMT Certification	Approval: REMSA Medical Director Humberto Ochoa, MD	Signature
Applies To EMTs	Approval: REMSA Director Bruce Barton, CCEMT-P	Signature

PURPOSE

The purpose of this policy is multifold:

- 1 - to explain the process of EMT certification
- 2 - to delineate who is eligible to apply for EMT certification
- 3 - to define the responsibilities of a certified EMT in the State of California and the jurisdiction of Riverside County EMS Agency

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

The RESPONSIBILITIES

1. To legally practice as an EMT in the State of California, one must obtain and maintain in good standing a certification from the State.
 - 1.1 Persons holding out-of-state or National Registry certifications must apply for California certification.
 - 1.2 Foreign training and/or credentials are not eligible for reciprocity.
2. Once certified, EMTs are responsible and held accountable for the knowledge and skills delineated in the EMT scope of practice (SOP) as defined by Title 22, Section 100063, of the California Code of Regulations and by local accreditation.
 - 2.1 Local Accreditation
Local EMS Agencies (LEMSAs) may set forth additional knowledge and skills requirements or may restrict the state SOP, as defined by their Medical Director. Local accreditation imparts the responsibility and accountability for these additions/restrictions.
 - 2.2 In addition to competence in knowledge and skills, an EMT employed and practicing in the Riverside County EMS Agency's jurisdiction is expected to project a professional demeanor, exemplifying the mission and values of this Agency (reference policy #1000).
 - 2.3 An EMT employed and practicing in the Riverside County EMS Agency's jurisdiction is expected to comply with the requirements and stipulations set forth in the Agency's Continuous Quality Improvement Plan.

The APPLICATION PROCESS

1. Applicant must be 18 years of age or older at the time of application.
2. Applicant must present a current and valid legal photo I.D. -- i.e., state driver's license, state I.D. card, military I.D. card, passport.
 - 2.1 Temporary driver's licenses without a picture and military IDs where the applicant is not the primary issuant will not be accepted.

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3. Applicant must present a current and valid American Heart Association, American Red Cross, or California-approved BCLS/CPR card (“professional” level).
 - 3.1 Information must be typed.
4. Applicant must submit proof of completion of fingerprinting for a California Department of Justice (DOJ) and FBI criminal offender record information search with subsequent arrest notification. Riverside County EMS Agency must be listed as the recipient of this information.
5. Applicant must present a completed and signed application disclosing ALL disciplinary actions (denial, revocation, suspension, probation) against any EMS certification/license and/or any health-related certification/license from this state, another state, or other issuing entity, including any active investigation(s).
6. Applicant must show proof of meeting all of the criteria in one of the following categories:
 - 6.1 **Applicant with no prior EMS certifications**
 The applicant must possess:
 - 6.1.1 A valid course completion record from an approved California EMT training program OR from an out-of-state (OOS) program utilizing the DOT EMT-B National Standard Curriculum / National Education Standards and which is approved by that state’s EMS approving authority (proof of such must be supplied by the OOS applicant). Course completion must be within two (2) years of the submission of a completed application packet.
 - 6.1.2 Certificate from the National Registry of EMTs (NREMT) showing successful completion of the written and skills examinations for EMT/ EMT-B after completion of the above course.
 - 6.1.2.1 In order to be eligible to sit the NREMT written exam, successful completion of the NREMT skills examination must have been accomplished less than one (1) year prior to the written test date.
 - 6.2 **Applicant holding a current, valid California AEMT, EMT-II or EMT-P certificate/license**
 - 6.2.1 The applicant must possess proof of current California certification/licensure that is in good standing.
 - 6.3 **Applicant holding an expired California AEMT, EMT-II or EMT-P certificate/license**
 The applicant must possess:
 - 6.3.1 Proof of California certification/licensure that was in good standing at expiration. Expiration date must be shown/noted.
 - 6.3.2 Proof of continuing education, dependent upon length of expiration.

Expired less than 6 months
 Submit proof of completion of 24 hours of approved continuing education,
 OR an approved EMT Refresher course.
 Submit an original, completed skills competency verification form, EMSA-SCV.

Expired 6 months or more, but less than 12 months
 Submit proof of completion of 36 hours of approved continuing education (CE),
 OR a combination of EMT Refresher and CE.
 Submit an original, completed skills competency verification form, EMSA-SCV.

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Expired 12 months or more, but less than 24 months

Submit proof of completion of 48 hours of approved continuing education (CE), OR a combination of EMT Refresher and CE.

Submit proof from the National Registry of EMTs (NREMT) of having passed the written and skills examinations for EMT / EMT-B within the preceding 24 months.

Expired 24 months or more

Continuing education is not acceptable. The applicant must successfully complete an approved EMT basic training program and meet the requirements of section 6.1 above.

6.3.3 All CE or Refresher course completion certificates, and skills competency verification/test forms submitted to meet the requirements of certification must be dated within two (2) years of the submission date of the completed application packet.

6.4 **Applicant holding a current but suspended California AEMT, EMT-II, or EMT-P license/certificate**

The applicant must:

6.4.1 Possess proof of current California certification/licensure with current suspension.

6.4.2 Pass a review board and be approved for certification by the EMS Agency Medical Director. The applicant will be required to submit certain documents for review by the Medical Director and the review board.

6.5 **Applicant possessing a current, valid out-of-state EMT certification**

The applicant must possess:

6.5.1 Proof of current out-of-state (OOS) certification.

6.5.2 Proof from their OOS certifying agency that their certification is in good standing.

6.5.3 Certificate from the National Registry of EMTs (NREMT) showing successful completion of the written and skills examinations for EMT/ EMT-B within the preceding 24 months.

6.5.3.1 In order to be eligible to sit the NREMT written exam, successful completion of the NREMT skills examination must have been completed less than one (1) year from the written test date.

6.6 **Applicants new to California possessing a current, valid National Registry (NR) EMT/EMT-Basic, AEMT/EMT-Intermediate, EMT-P OR a current out-of state (OOS) AEMT/EMT-Intermediate or EMT-P**

The applicant must possess:

6.6.1 Certificate from the National Registry of EMTs (NREMT) showing successful completion of that level of written and skills examinations OR proof of current out-of-state (OOS) certification.

6.6.2 Proof from the NR or their OOS certifying agency that their certification is in good standing.

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- 6.7 There may be some instances in which an applicant qualifies for California certification but does not meet the requirements to sit the National Registry examination. In such cases, an approved alternate exam, testing process, and application process will be provided to the applicant.
7. Applicant shall pay the required fee by submitting payment in the following manner:
 - 7.1 A cashier's check or money order made payable to *EMS Authority, EMS Personnel Fund*, for the State's portion of the certification fee, currently \$75, and
 - 7.2 Cash, or a cashier's check or money order made payable to REMSA, for the Agency's portion of the certification fee, currently \$25.
8. All applications must be done **in person**.
 - 8.1 If extenuating circumstances prohibit in-person submission, a notarized statement (use the appropriate EMS Agency form) verifying identification shall be submitted with photocopies -- front and back -- of items 2 and 3 above along with completion of all other steps. Photocopies must be distinct, and legal ID photo must clearly show the individual.
9. Incomplete application packets will be returned to the applicant with a notice describing what is missing. Those persons required by the EMS Agency to submit materials in addition to those outlined above will have not longer than thirty (30) calendar days to deliver them to the EMS office.

EFFECTIVE and EXPIRATION DATES of CERTIFICATION

1. Certification shall be for not greater than two (2) years.
2. The effective date of certification for all applicants shall be that date the individual satisfactorily completes all certification requirements and submits a completed application to the EMS Agency.
3. The certification expiration date for applicants
 - 3.1 Required to take and pass the written and skills certifying exams, shall be the final day of the final month of the two (2) year period following their date of passing of the written exam.
 - 3.2 Holding a current California AEMT, EMT-II, or EMT-P certificate/license, either valid or suspended, shall be the expiration date of that certification or license.
 - 3.3 Holding a California AEMT, EMT-II or EMT-P certificate/license expired less than twelve (12) months, shall be two years from the date of submission of a completed application packet.
 - 3.4 Holding a current out-of state (OOS) AEMT/EMT-Intermediate or EMT-P certificate/license, shall be the expiration date as stated on their OOS certification, but in no case shall it exceed two (2) years from the date of their completed application packet.
 - 3.5 New to California possessing a current, valid National Registry (NR) EMT/EMT-Basic, AEMT/EMT-Intermediate, or EMT-P certificate, shall be two (2) years from the date of their passing of the NR exam or submission of a complete application packet, whichever is soonest.
4. Certification expires on the final day of the final month of the prescribed period.



COMMUNITY HEALTH AGENCY • DEPARTMENT OF PUBLIC HEALTH
EMERGENCY MEDICAL SERVICES AGENCY

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The RESPONSIBILITIES of CERTIFICATION

Duly certified applicants are **required** to/shall:

1. Maintain knowledge of and adhere to all Riverside County policies, procedures, and protocols.
2. Adhere to the requirements of the REMSA County-wide Continuous Quality Improvement Program (QIP).
3. Complete all mandatory in-service/skills training sessions as designated by the EMS Agency, including protocol updates and Performance Improvement Plans.
4. Report, in writing, changes of address, telephone contact information, and/or employment to the EMS Agency within thirty (30) days of the change. Written notification shall include both the old and new information, effective date of the change, and the EMT's certification number.

Administrative Protocols		3210
Effective July 1 , 2010		Expires December 31, 2011
Administrative Protocols EMT Recertification	Approval: REMSA Medical Director Humberto Ochoa, MD	Signature
Applies To EMTs	Approval: REMSA Director Bruce Barton, CCEMT-P	Signature

PURPOSE

The purpose of this policy is multifold:

- 1 - to explain the process of EMT recertification
- 2 - to delineate who is eligible to apply for EMT recertification
- 3 - to define the responsibilities of a certified EMT in the State of California and the jurisdiction of Riverside County EMS Agency

AUTHORITY

Health and Safety Code Division 2.5, Section 1797.210, Title 22, California Code of Regulations, Sections 100080 & 100081 and California Penal Code, Section 11105

The RESPONSIBILITIES

1. To legally practice as an EMT in the State of California, one must obtain and maintain in good standing a certification from the State.
 - 1.1 Persons holding out-of-state or National Registry certifications must apply for California certification.
 - 1.2 Foreign training and/or credentials are not eligible for reciprocity.
2. Once certified, EMTs are responsible and held accountable for the knowledge and skills delineated in the EMT scope of practice (SOP) as defined by Title 22, Section 100063, of the California Code of Regulations and by local accreditation.
 - 2.1 Local Accreditation
Local EMS Agencies (LEMSAs) may set forth additional knowledge and skills requirements or may restrict the state SOP, as defined by their Medical Director. Local accreditation imparts the responsibility and accountability for these additions/restrictions.
 - 2.2 In addition to competence in knowledge and skills, an EMT employed and practicing in the Riverside County EMS Agency’s jurisdiction is expected to project a professional demeanor, exemplifying the mission and values of this Agency (reference policy #1000).
 - 2.3 An EMT employed and practicing in the Riverside County EMS Agency’s jurisdiction is expected to comply with the requirements and stipulations set forth in the Agency’s Continuous Quality Improvement Plan.

Administrative Protocols		3210
Effective July 1 , 2010		Expires December 31, 2011
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The APPLICATION PROCESS

Prior to expiration, applicants for recertification must submit a completed reapplication packet which contains the following documents and materials. It is strongly urged that applicants for recertification submit all such materials a minimum of thirty (30) days prior to their expiration date.

1. A current California EMT card or one expired less than two (2) years, OR a current California AEMT, EMT-II, or EMT-P certification/license.
2. A current and valid legal photo I.D. -- i.e., state driver's license, state I.D. card, military I.D. card, or passport.
 - 2.1 Temporary driver's licenses without a picture and military IDs where the applicant is not the primary issuant will not be accepted.
3. A current and valid American Heart Association, American Red Cross, or California-approved BCLS/CPR card ("professional" level).
 - 3.1 Information must be typed.
4. If the recertification applicant is new to Riverside County, formerly certified with Riverside County but expired over one (1) year, or continuously certified with Riverside County since before 2004, (s)he must submit proof of completion of fingerprinting for a California Department of Justice (DOJ) and FBI criminal offender record information search with subsequent arrest notification. Riverside County EMS Agency must be listed as the recipient of this information.
5. A completed and signed application disclosing ALL disciplinary actions (denial, revocation, suspension, probation) against any EMS certification/license and/or any health-related certification/license from this state, another state, or other issuing entity, including any active investigation(s).
6. Proof of meeting all of the criteria in one of the following categories:
 - 6.1 **Applicant with a current EMT certification, an EMT certification expired less than six (6) months, or a current AEMT, EMT-II, or EMT-P certification/license**
 - 6.1.1 Successful completion of twenty-four (24) hours of approved EMS continuing education (CE) OR an EMT Refresher from an approved EMT training program.
 - 6.1.2 Submission of an original Skills Competency Verification (SCV) form, EMSA-SCV (07/03), completed by an approved verifier in accordance with policy #4130, Skills Competency Verification.
 - 6.2 **Applicant with an EMT certification expired six (6) months or more, but less than twelve (12) months**
 - 6.2.1 Successful completion of thirty-six (36) hours of approved EMS continuing education (CE). An EMT Refresher course from an approved EMT training program may substitute for an equivalent amount of CE credits.
 - 6.2.2 Submission of an original Skills Competency Verification (SCV) form, EMSA-SCV (07/03), completed by an approved verifier in accordance with policy #4130, Skills Competency Verification.

Administrative Protocols		3210
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6.3 **Applicant with an EMT certification expired twelve (12) months or more, but less than twenty-four (24) months**

- 6.3.1 Successful completion of forty-eight (48) hours of approved EMS continuing education (CE). An EMT Refresher course from an approved EMT training program may substitute for an equivalent amount of CE credits.
- 6.3.2 Submission of an original Skills Competency Verification (SCV) form, EMSA-SCV (07/03), completed by an approved verifier in accordance with policy #4130, Skills Competency Verification.

7. Applicant shall pay the required fee by submitting payment in the following manner:

- 7.1 A cashier's check or money order made payable to *EMS Authority, EMS Personnel Fund*, for the State's portion of the certification fee
 - 7.1.1 For those applicants not needing to Livescan, the current State fee is \$37
 - 7.1.2 For those applicants required to Livescan, the State recertification fee is \$75
- 7.2 Cash, or a cashier's check or money order made payable to REMSA, for the Agency's portion of the certification fee, currently \$25.

8. Applicants new to Riverside County must apply **in person**.

- 8.1 If extenuating circumstances prohibit in-person submission, a notarized statement (use the appropriate EMS Agency form) verifying identification shall be submitted with photocopies -- **front and back** -- of items 2 and 3 above along with completion of all other steps. Photocopies must be distinct, and legal ID photo must clearly show the individual.

9. Incomplete application packets will be returned to the applicant with a notice describing what is missing. Those persons required by the EMS Agency to submit materials in addition to those outlined above will have not longer than thirty (30) calendar days to deliver them to the EMS office.

EFFECTIVE and EXPIRATION DATES of CERTIFICATION

- 1. Recertification will be for a period of two (2) years.
- 2. If recertification requirements are met within six (6) months prior to expiration of the current certification period, the effective date of the new certification will be the day following expiration of the current certification. (Example: Current certification expires 9/30, recertification effective 10/1.)
- 3. If the recertification requirements are met greater than six months prior to expiration of the current certification period, the effective date of the new certification will be the date the applicant satisfactorily completes all recertification requirements. (Example: Current certification expires 9/3/10, requirements met 2/7/10, recertification effective 2/7/10 to expire 1/31/12.)
- 4. The effective date of certification for expired applicants applying for recertification shall be the submission date of a completed application packet.

Administrative Protocols		3210
Effective July 1 , 2010		Expires December 31, 2011
Administrative Protocols EMT Recertification	Approval: REMSA Medical Director Humberto Ochoa, MD	Signature
Applies To EMTs	Approval: REMSA Director Bruce Barton, CCEMT-P	Signature

- Certification expires on the final day of the final month of the prescribed period.

EXTENSIONS for ACTIVE DUTY MILITARY SERVICE

- Upon written request, an individual who is a member of the reserves and is deployed for active duty with a branch of the Armed Forces of the United States may be granted an extension of EMT certification for up to six (6) months past the date of the individual's deactivation/release from active duty if the individual's California EMT certificate expires(ed):

while on active duty, OR

less than six (6) months from the date (s)he is deactivated/released from active duty.

The extension will be granted if the following are provided:

- Documentation from the respective branch of the Armed Forces of the United States verifying the individual's dates of activation and deactivation/release from duty.
 - A recertification application packet meeting the requirements of items 1 - 5, 7, 8, of the Application Process section (above) and
 - If certification is current, documentation of meeting the requirements of 6.1.
 - If certification has lapsed, documentation of meeting the requirements of 6.2 or 6.3, whichever would have applied prior to the extension.
 - Provide documentation showing that the CE activities submitted for the certification renewal period were taken not earlier than thirty (30) calendar days prior to the effective date of the individual's EMT certificate that was valid when the individual was activated for duty and not later than six (6) months from the date of deactivation/release from duty.
- For an individual whose active duty required him/her to use his/her EMT skills, credit may be given for documented training that meets the requirements of Chapter 11, EMS CE Regulations (Division 9, Title 22, California Code of Regulations) while the individual was on active duty. The documentation shall include verification from the individual's Commanding Officer attesting to the classes attended.

The RESPONSIBILITIES of CERTIFICATION

Duly certified applicants are **required** to/shall:

- Maintain knowledge of and adhere to all Riverside County policies, procedures, and protocols.
- Adhere to the requirements of the REMSA County-wide Continuous Quality Improvement Program (QIP).
- Complete all mandatory in-service/skills training sessions as designated by the EMS Agency, including protocol updates and Performance Improvement Plans
- Report, in writing, changes of address, telephone contact information, and/or employment to the EMS Agency within thirty (30) days of the change. Written notification shall include both the old and new information, effective date of the change, and the EMT's certification number.

ADMINISTRATION: Certification**Policy: 3220****Date: 2/1/10**

EMT-I CERTIFICATION BY CHALLENGE

1. To challenge the Emergency Medical Technician-I (EMT-I) certification process an individual must:
 - 1.1 Possess a current American Heart Association, American Red Cross or California approved BCLS/CPR (“professional” level) card.
 - 1.2 Hold a current license as a physician, registered nurse, physician’s assistant, or vocational/practical nurse in the United States; OR have successfully completed within the preceding two (2) years an emergency medical service training program of the Armed Forces of the United States, including the Coast Guard, which meets the Department of Transportation EMT-I course guidelines; OR have functioned in a full-time capacity for the last two (2) years in a prehospital medical classification of the Armed Forces of the United States, including the Coast Guard, AND have completed an approved EMT-I refresher course within six months of application.
 - 1.3 Obtain an EMT-I course completion certificate by successfully passing a Riverside County approved course challenge examination (written and skills).
 - 1.3.1 An eligible person may take the examination only once; failure to achieve a passing score shall necessitate the completion of an EMT-I training course prior to retaking the exam. (See policy #3100, EMT-I Certification.)
2. Upon completion of the above items, the applicant must pass the written competency-based examination which has been designated by the State EMS Authority and the EMT-I certifying authority as a measure of competency for certification as an EMT-I through the challenge process. Applicants should contact the EMS Agency for the appropriate examination and test registration information.
3. Certification shall be for two (2) years from the submission date of a completed application packet.
4. Those individuals possessing or having possessed within the last two (2) years an EMT-II, EMT-Intermediate, or EMT-P certificate/license can certify as an EMT-I without this challenge process. Refer to Policy #3100 (EMT-I Certification).
5. An individual applying for EMT-I certification through the challenge process shall submit the following:
 - 5.1 A completed and signed application.
 - 5.2 Documentation of criteria fulfillment as specified in sections 1.2, 1.3, and 2 above.
 - 5.3 A completed Riverside County challenge form.
 - 5.4 A current legal photo ID (i.e., state driver’s license, state I.D. card, military I.D. card, passport) for photocopy.
 - 5.5 A current American Heart Association, American Red Cross, or California approved BCLS/CPR (“professional” level) card for photocopy. Information must be typed.
 - 5.6 The established non-refundable fee to the Riverside County EMS Agency.
 - 5.7 Submit Livescan fingerprints and pass a background check.

ADMINISTRATION: Certification

Policy: 3220

Date: 2/1/10

EMT-I CERTIFICATION BY CHALLENGE

6. All applications must be **in person**.
 - 6.1 If extenuating circumstances prohibit in-person submission, a notarized statement (use the appropriate EMS Agency form) verifying identification shall be submitted in addition to the other required documents. Photocopies (front and back) of professional licenses and course/service completion documents used in 5.2, and items for 5.4 and 5.5 are permitted. Photocopies must be distinct, and legal ID photo must clearly show the individual. All other documents must be originals.

7. Only complete applications (completed form and all supporting materials) will be accepted. Incomplete application packets will be returned with a written deficiency notice. Once the deficiencies are corrected, the complete application packet may then be resubmitted.
 - 7.1 Individuals required by the EMS Agency to submit information / documentation in addition to the standard elements will be permitted one (1) month to submit those additional materials.

ADMINISTRATION: Certification**Policy: 3400****Date: 2/1/10**

EMT-PARAMEDIC ACCREDITATION

1. The purpose of accreditation is to provide a licensed EMT-Paramedic (EMT-P) with the authorization to work and perform the EMT-P skills as established by the Riverside County EMS Agency. The accreditation shall include the authorization for any treatment and medication beyond the basic scope of practice as specified in Section 100141, Title 22, California Code of Regulations, if the additional practice (skills and/or medications) has been approved for use by the EMS Agency in accordance with Section 1797.172 and 1797.214 of the Health & Safety Code (HSC). Accreditation means that the licensed EMT-P has been oriented to the local EMS system, and has been trained and deemed competent in the use of those additional skills and medications in accordance with Section 1797.214 HSC.
2. Eligibility requirements for initial EMT-P accreditation shall include:
 - 2.1 Current and valid Emergency Medical Technician-Paramedic licensure in the State of California for the requested accreditation period;
 - 2.2 Current American Heart Association, American Red Cross or state approved BCLS/CPR (“professional” level) card. Information must be typed;
 - 2.3 Current American Heart Association Advanced Cardiac Life Support (ACLS) provider card. Information must be typed;
 - 2.4 Documentation (in letter form) of employment or letter of intent to hire from an approved Riverside County ALS provider.
 - 2.5 Completion of an orientation class approved by the local EMS Agency.
3. Any individual applying for accreditation as an EMT-P in Riverside County shall submit the following:
 - 3.1 A completed and signed application.
 - 3.2 Original documentation of criteria fulfillment as specified in Section 2 (Riverside County EMS Agency will not accept photocopies).
 - 3.3 A current, legal photo ID (i.e., state driver license, state I.D. card, military I.D., or passport). Photo must clearly show the individual.
 - 3.4 Pay the established non-refundable fee to the Riverside County EMS Agency.
4. All applications must be done **in person**.
 - 4.1 If extenuating circumstances prohibit in-person submission, a notarized statement (use the appropriate EMS Agency form) verifying identification may be submitted with photocopies (front and back) of 2.1 - 2.3 and completion of all other steps.
5. Only complete applications (completed form and all supporting materials) will be accepted. Incomplete application packets will be returned with a written deficiency notice. Once the deficiencies are corrected, the complete application packet may then be resubmitted.
 - 5.1 Individuals required by the EMS Agency to submit information / documentation in addition to the standard elements will be permitted one (1) month to submit those additional materials.

ADMINISTRATION: Certification

Policy: 3410

Date: 2/1/10

EMT-PARAMEDIC CONTINUING ACCREDITATION (REVERIFICATION)

1. The purpose of this policy is to define the requirements for continuing accreditation as a paramedic (EMT-P) in Riverside County pursuant to Division 9 of Title 22 of the California Code of Regulations. Accreditation remains continuous provided the EMT-P submits a reverification/update of information every two years.
2. The requirements for continuing accreditation for paramedics are:
 - 2.1 Maintenance of current and valid EMT-P license in the State of California for the requested accreditation period;
 - 2.2 Proof of an American Heart Association ACLS provider card, current for the new/upcoming licensure period. Information must be typed;
 - 2.3 Proof of an American Heart Association, American Red Cross or state approved BCLS/CPR (“professional” level) card, current for the new/upcoming licensure period. Information must be typed;
 - 2.4 Continued employment with an approved ALS provider. Documentation of this criteria must be shown on company letterhead (paycheck stubs or photo I.D. cards are not acceptable);
 - 2.5 Attendance at any Riverside County EMS Agency mandatory training.
3. Any EMT-P presenting reverification information to Riverside County must submit the following:
 - 3.1 A completed and signed application.
 - 3.2 Documentation of criteria fulfillment as outlined above in Section 2. If photocopies are submitted for 2.1 - 2.3, they must include front and back of the license and completion cards.
 - 3.3 A current legal photo I.D. (i.e., state driver license, state I.D. card, military I.D. card or passport). A photocopy must include front and back, and the photo must clearly show the individual.
 - 3.4 Pay the established non-refundable processing fee to the Riverside County EMS Agency.
4. Completed reverification documentation as outlined in 3 above must be received by the EMS Agency prior to expiration of the current State EMT-P license.
5. Only complete reverification packets (completed form and all supporting materials) will be accepted. Incomplete packets will be returned with a written deficiency notice. The complete packet must then be resubmitted prior to the expiration date of the current license.
 - 5.1 Individuals required by the EMS Agency to submit information / documentation in addition to the standard elements will be permitted one (1) month to submit those additional materials.

ADMINISTRATION: Certification**Policy: 3500****Date: 2/1/10**

MOBILE INTENSIVE CARE NURSE (MICN) AUTHORIZATION

1. In order to be eligible to apply for authorization as an Mobile Intensive Care Nurse (MICN), an individual must:
 - 1.1 Be currently licensed by the State of California as a Registered Nurse (RN).
 - 1.2 Have successfully completed within the last one (1) year, a Riverside County approved MICN course.
 - 1.3 Possess a current American Heart Association Advanced Cardiac Life Support (ACLS) provider card. Information must be typed.
 - 1.4 Possess a current American Heart Association or American Red Cross Basic Life Support (BLS/ CPR) provider card at the “professional” level. Information must be typed.
 - 1.5 Be employed at a Base Hospital within Riverside County (proof of employment must be shown on facility letterhead. Paycheck stubs or photo I.D. cards are not acceptable).
2. MICN Authorization will be valid for up to two (2) years from the date of completion of the approved MICN course, provided the criteria outlined in Section 1 are maintained.
3. Authorization expires on the final day of the final month of the two year period or the expiration date of the State Registered Nursing license, whichever comes first.
4. Any individual applying for authorization as a MICN in Riverside County shall submit the following:
 - 4.1 A completed and signed application.
 - 4.2 Original documentation of criteria fulfillment as specified in Section 1. (Photocopies will not be accepted.)
 - 4.3 A current legal photo I.D. (i.e., state driver license, state I.D. card, military I.D. or passport). Photo must clearly show the individual.
 - 4.4 The established non-refundable fee to Riverside County EMS Agency.
5. All applications must be done **in person**.
 - 5.1 If extenuating circumstances prohibit in-person submission, a notarized statement (using the appropriate EMS Agency form) validating identification may be submitted with original items listed in 1.5 and 4.1, photocopies (front and back) of documents verifying items 1.1 - 1.4 and item 4.3, in addition to the appropriate non-refundable fee.
6. Only complete applications (completed form and all supporting materials) will be accepted. Incomplete application packets will be returned with a written deficiency notice. Once the deficiencies are corrected, the complete application packet may then be resubmitted.
 - 6.1 Individuals required by the EMS Agency to submit information / documentation in addition to the standard elements will be permitted one (1) month to submit those additional materials.

ADMINISTRATION: Certification**Policy: 3510****Date: 2/1/10****MOBILE INTENSIVE CARE NURSE (MICN) REAUTHORIZATION**

1. To be eligible to apply for reauthorization as an Mobile Intensive Care Nurse (MICN), an individual must:
 - 1.1 Possess or have possessed a valid Riverside County MICN authorization.
 - 1.1.1 MICNs possessing a current authorization and those expired less than six (6) months will incur no reauthorization requirements beyond 1.6 below.
 - 1.1.2 MICNs that have been expired six (6) months up to one (1) year **must** complete eleven (11) hours of approved EMS Continuing Education (CE) credit and four (4) hours of ALS ride-along within the last two (2) years **in addition to** those hours required under Section 1.6.1 below (for a total of 33 hours of CE and 12 hours of ALS ride-along).
 - 1.1.3 MICNs expired one year or greater cannot reauthorize but may challenge the MICN authorization process (Refer to Policy #3520, Mobile Intensive Care Nurse (MICN) Authorization by Challenge).
 - 1.1.4 No individual may function as an MICN without a current, valid Riverside County authorization.
 - 1.2 Be licensed by the State of California as a Registered Nurse (RN) for the reauthorization period.
 - 1.3 Possess an American Heart Association ACLS provider card current for the reauthorization period. Information must be typed.
 - 1.4 Possess an American Heart Association or American Red Cross Basic Life Support (BLS/CPR) provider card at the “professional” level. Information must be typed.
 - 1.5 Demonstrate continued employment at a Riverside County Base Hospital. Documentation of this criteria must be shown on facility letterhead (paycheck stubs or photo I.D. cards are not acceptable).
 - 1.6 Fulfill the Continuing Education (CE) requirements as noted below: (Documentation of this criteria fulfillment should be submitted in a letter from the Base Hospital PLN. Riverside County EMS Agency will not accept individual CE rosters).
 - 1.6.1 Have successfully completed within the current authorization period, or within the last two (2) years if expired, 30 CE hours as follows:
 - 1.6.1.1 8 - 12 hours of ALS ride-along
 - 1.6.1.2 18 - 22 hours of EMS approved CE credit. These credits may be obtained through EMT-P approved courses and national certification courses.
 - 1.6.2 Any national course not having an EMS CE provider number must be pre-approved by the Riverside County EMS Agency to be accepted for CE credit.
2. MICN reauthorization will be valid for up to two (2) years from the expiration date of the current authorization period provided the criteria outlined in Sections 1.2 through 1.4 are maintained.

ADMINISTRATION: Certification

Policy: 3510

Date: 2/1/10

MOBILE INTENSIVE CARE NURSE (MICN) REAUTHORIZATION

3. Reauthorization expires on the final day of the final month of the authorization period.
4. An individual applying for reauthorization as an MICN in Riverside County shall submit the following:
 - 4.1 A completed and signed application.
 - 4.2 Documentation of criteria fulfillment as specified in 1.1 through 1.6 (items 1.2 - 1.4 may be fulfilled by photocopies, front and back, of appropriate cards);
 - 4.3 A copy of a current legal photo I.D. (i.e., state driver license, state I.D. card, military I.D. or passport). Copies of photo IDs must clearly show the individual.
 - 4.4 The established non-refundable fee to Riverside County EMS Agency.
5. Completed documentation of the reauthorization process (as described in 4 above) must be received by the EMS Agency prior to the expiration date / cut off date and in all cases, **must** be received prior to one (1) year after expiration.
6. Only complete applications (completed form and all supporting materials) will be accepted. Incomplete application packets will be returned with a written deficiency notice. The complete application packet must then be resubmitted prior to the expiration date of the current authorization.
 - 6.1 Individuals required by the EMS Agency to submit information / documentation in addition to the standard elements will be permitted one (1) month to submit those additional materials.

ADMINISTRATION: Certification**Policy: 3520****Date: 2/1/10****MOBILE INTENSIVE CARE NURSE (MICN) AUTHORIZATION BY CHALLENGE**

1. In order to be eligible to challenge the Mobile Intensive Care Nurse (MICN) authorization process, an individual must:
 - 1.1 Be currently licensed by the State of California as a Registered Nurse (RN).
 - 1.2 Possess a current American Heart Association Advanced Cardiac Life Support (ACLS) provider card.
 - 1.3 Possess a current American Heart Association or American Red Cross Basic Life Support (BLS/CPR) provider card at the “professional” level.
 - 1.4 Possess or have possessed a valid MICN authorization from a California EMS Agency **OR** has possessed an MICN authorization within Riverside County,
 - 1.5 Be currently employed at a Base Hospital within Riverside County **AND** have completed any length of employment requirements of that hospital.
 - 1.6 Have successfully completed an MICN orientation process to include a minimum of:
 - 1.6.1 Four (4) hours of protocol review and successful completion of an approved MICN written examination.
 - 1.6.2 24 hours of precepted Coronary Observation Radio (COR)/EMS radio time.
 - 1.6.3 8 hours of ride-along time and four (4) hours of field care audits, with at least 3 of the audited cases being runs that the individual participated in as a MICN challenge candidate.
 - 1.6.4 Three (3) months of probationary COR/EMS radio experience.
 - 1.7 The MICN orientation process will be completed within a five (5) month period.
2. MICN authorization will be valid for a period of two (2) years from the month of completion of the probationary period or the expiration of the State Registered Nurse license , whichever comes first.
3. Authorization expires on the final day of the final month of the authorization period.
4. An individual applying for MICN authorization by challenge shall submit the following:
 - 4.1 A completed and signed application.
 - 4.2 A valid RN license from the State of California.
 - 4.3 Current legal photo I.D. (i.e., state driver license, state I.D. card, military I.D. or passport). Photo must clearly show the individual.
 - 4.4 A current, valid American Heart Association ACLS card. Information must be typed.
 - 4.5 A current, valid American Heart Association or American Red Cross CPR card at the “professional” level. Information must be typed.
 - 4.6 Original documentation of criteria fulfillment as specified in Section 1. Verification of 1.5 and 1.6 should be submitted (in letter form) by the PLN at the Base Hospital.
 - 4.7 The established non-refundable fee payable to Riverside County EMS Agency.

ADMINISTRATION: Certification

Policy: 3520

Date: 2/1/10

MOBILE INTENSIVE CARE NURSE (MICN) AUTHORIZATION BY CHALLENGE

5. All applications must be done **in person**.
 - 5.1 If extenuating circumstances prohibit in-person submission, a notarized statement (using the appropriate EMS Agency form) validating identification may be submitted with photocopies (front and back) of items listed in Steps 4.2 through 4.5 and completion of all other steps.

6. Only complete applications (completed form and all supporting materials) will be accepted. Incomplete application packets will be returned with a written deficiency notice. Once the deficiencies are corrected, the complete application packet may then be resubmitted.
 - 6.1 Individuals required by the EMS Agency to submit information / documentation in addition to the standard elements will be permitted one (1) month to submit those additional materials.