



County of Santa Clara Emergency Medical Services System

EMT Certification (Renewal)

EMERGENCY MEDICAL TECHNICIAN CERTIFICATION (RENEWAL/REINSTATEMENT)

This checklist is for EMT Certification (Renewal/Reinstatement) for any individual that is currently certified in the State of California as an EMT. In order for an online application to be accepted and processed, the following items must be submitted by the applicant via the online Credentialing Portal.

The requirements for each item contained in this checklist may be reviewed in *Santa Clara County Prehospital Care Policy # 201: EMT Certification*.

EMS Personnel Application – must be completed and digitally signed via the online Credentialing Portal by the Applicant. All documents contained below must be attached digitally:

- Attach a digital copy (front and back) of two (2) government issued photo identifications:
First time applicants must present two (2) non-expired forms of identification from List A, or one (1) from List A and one (1) from List B. Documentation of these forms of identification must be presented to the EMS Agency.

LIST A	LIST B
Driver's license or ID card issued by a State or outlying possession of the United States	Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
U.S. Military identification card or Military dependent's identification card	Certification of Birth Abroad issued by the Department of State
U.S. Passport or U.S. Passport Card	Certification of Report of Birth issued by the Department of State
Permanent Resident (Alien) Card	Social Security Account Number card

- Renewal - Attach a digital copy (both front and back) of current State of California EMT Certification Card
- Submit documentation of successful completion of the following training by an approved EMT training program or approved CE provider:
 - a. The use and administration of naloxone or other opioid antagonist
 - b. The use and administration of epinephrine by auto-injector
 - c. The use of a glucometer
- Attach a digital copy (both front and back) of current CPR card, which meets the American Heart Association Guidelines at the Healthcare Provider Level:
 - American Heart Association
 - American Red Cross
 - American Health and Safety Institute

- Attach a digital copy of completed California Department of Justice (DOJ) /Federal Bureau of Investigations (FBI) Request for Live Scan Service Receipt Form, reportable to Santa Clara County EMS Agency and EMS Authority – **Only required if:**
 - Live Scan is **not** on file with Santa Clara County EMS agency, **or** if
 - Transferring from another EMS Agency, **or** if
 - A lapse in certification of greater than one (1) year
- Attach a digital copy (front and back) of twenty-four (24) hours of Prehospital Care Continuing Education Course Verification Records (CEs)

Was there a lapse in certification?

 - No – skip to EMT Skills Verification Form below
 - Yes – complete the following:
 - Zero (0) to six (6) months lapse – No additional CEs are required.
 - Six (6) to twelve (12) months lapse
 - Attach a digital copy of twelve (12) additional CEs (total of 36 hours)
 - Twelve (12) months or more
 - Attach a digital copy of twenty-four (24) additional CEs (48 hours total)
 - Must complete the National Registry of Emergency Medical Technicians written and skills examination, unless currently licensed as a State of California Paramedic. Digital copy of documents required.
- State of California EMT Skills Verification Form
 - All skills must be completed and signed by an approved State of California EMT Training Center or Authorized Santa Clara County Prehospital Care Provider Agency Representative
- Contact the EMS Agency for completion of the following:
 - Payment of State EMT Certification Fee of \$37.00 which must be paid by credit card only. May be accepted via phone transaction or in-person
 - Payment of County EMT Certification Fee of \$50.00 which must be paid by credit card only. May be accepted via phone transaction or in-person
 - Personnel photograph taken by Agency Staff if not on file
 - If you are employed by an EMS System Provider see (System ID Badge Checklist)

Online applications will be processed when all required information is complete, including receipt of background clearance from the Department of Justice and Federal Bureau of Investigation. Temporary certificates will be issued via email to the applicant upon determination that all requirements have been met. State certification cards are mailed to the address on file. On-site pick up of credential is not available.