



# County of Santa Clara Emergency Medical Services System

## EMT Certification

### EMERGENCY MEDICAL TECHNICIAN CERTIFICATION (INITIAL)

This checklist is for EMT Certification (Initial) for any individual that is not currently certified within the State of California as an EMT with a local EMS Agency. 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*.

An EMT Certification 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

- Attach a digital copy of EMT Course Completion Record (course completion must be within two (2) years of application for initial certification) (Not required if using valid California State Paramedic License to obtain Initial EMT Certification)
- Attach a digital copy of National Registry of Emergency Medical Technicians (NREMT) course completion certificate (Not required if using valid California State Paramedic License to obtain Initial EMT Certification)
- Attach a digital copy (front and back) of current NREMT card.
- Attach a digital copy (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 Livescan form.

Email correspondence will be sent to schedule the following appointments:

- In-Person Government Identification Verification.
- Personnel photograph taken by Agency Staff, if not on file.

- The EMT Certification processing fee of \$150.00 must be paid through the online payment system.
- If you are employed by an EMS System Provider, see (EMT Accreditation 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. On-site pick up of certification is not available.

Livescans should ONLY be completed AFTER you have applied for a certification, or accreditation. If a livescan is needed, the EMS Agency will send you the form for completion.