PURPOSE
1. To define who is eligible to apply for initial EMT certification
2. To explain the conditions of continued certification in Riverside County
3. To explain the application process for initial EMT certification in Riverside County

AUTHORITY
California Health and Safety Code - Division 2.5: Emergency Medical Services [1797.210.]
California Code of Regulations, Title 22, Chapter 2, Sections 100056 – 100083
California Penal Code, Section 11105

Eligibility for Initial Certification
To legally practice as an EMT in the State of California, an individual must obtain, and maintain in good standing, a State certification issued by a local EMS agency (LEMSA).

- Certification will not be issued to anyone under the age of 18.
- Persons holding out-of-state or National Registry of EMTs (NREMT) certifications must apply for, and receive approval of, California certification in order to practice as an EMT in California.
- Foreign training and/or credentials are not eligible for reciprocity.

Conditions of Continued Certification
1. REMSA will be notified regarding changes in physical and/or mailing address, email address, telephone contact information, and/or employment within thirty (30) calendar days of the change. Notification shall be made by:
   a. Accessing and updating personal profile information in the on-line license management portal, found here: [link]
   b. Emailing REMSA at emsapps@rivco.org, notifying that changes / updates have been made in the system.
2. EMTs will comply with all REMSA related requests for information that may include, but are not limited to, medical CQI, incident reviews, arrest inquiries, and disciplinary investigations / reviews.
3. Local Accreditation
   LEMSAs may require additional knowledge and/or skill competencies, or may restrict the state Scope of Practice (SoP), as determined by the Medical Director.

Scope of Practice
Once certified, EMTs:
1. Are responsible and held accountable for the knowledge and skills described in the EMT (SoP), as defined by [Title 22, Sections 100063 through 100064.1], of the California Code of Regulations.
2. Complete all mandatory in-service / skills training sessions as designated by REMSA, including protocol updates and employer, or REMSA, initiated Performance Improvement Plans.

The Application Process
All applications will be submitted through REMSA’s on-line license management portal, found here: [link]. To expedite the certification process, REMSA recommends that applicants scan and export the following documents into PDF format before initiating their application:
• **Photo I.D.:** current, valid, and legal (submission of only one (1) of the following is required)
  a. State driver’s license or military I.D. card
    i. Temporary driver’s licenses without a picture and/or military IDs where the applicant is not the primary issuant will not be accepted.
  b. State I.D. card
  c. Passport
    o Unexpired U.S. OR

• **CPR Card:** A current and valid American Heart Association, American Red Cross, or California-approved BCLS/CPR card (“professional” level).
  o All information on the card must be typed.
  o Card must be valid for a minimum of thirty (30) days past the application date.

• **Live Scan Fingerprinting:** Proof of completion of fingerprinting for a California Department of Justice (DOJ) and FBI criminal offender record information search. Use of the preprinted REMSA fingerprint form is mandatory (found here: [http://www.remsa.us/policy/REMSA-EMT-Request-for-Live-Scan.pdf#View=FitV](http://www.remsa.us/policy/REMSA-EMT-Request-for-Live-Scan.pdf#View=FitV)). It is recommended that the applicant keep a copy of this form for their records.
  o REMSA is unable to accept Live Scan forms or results completed for any other agency or organization. Please refer to the Credentialing FAQ (found here: [http://remsa.us/documents/credentialing/CertificationFAQs_220623.pdf](http://remsa.us/documents/credentialing/CertificationFAQs_220623.pdf)) for more information.

In addition to the above requirements, applicants must satisfy at least one (1) criterion below:

Pass the NREMT cognitive and psychomotor examination within two (2) years from the date of application for EMT certification and have a valid EMT course completion record or other documented proof of successful completion of any initial EMT course approved pursuant to § 100066 of Title 22, issued within two (2) years of the date of application, OR

Pass the NREMT cognitive and psychomotor examination within two (2) years from the date of application for EMT certification and have documentation of successful completion of an approved out-of-state initial EMT training course that meets the requirements of this Chapter issued within two (2) years of the date of application, OR

Pass the NREMT cognitive and psychomotor examination within two (2) years from the date of application for EMT certification and have a current and valid out-of-state EMT certificate, OR

Possess a current and valid National Registry EMT, Advanced EMT or Paramedic registration certificate, OR

Possess a current and valid out-of-state Advanced EMT or Paramedic certificate, OR

Possess a current and valid California Advanced EMT certificate or a current and valid California Paramedic license.

There may be some instances in which an applicant qualifies for California EMT certification but does not meet the requirements to sit for NREMT examination. In such cases, an approved alternate exam / testing / application process will be provided to the applicant by the NREMT. This will be coordinated through REMSA and the State EMS Authority.

After assembling the above materials, the application can be accessed by going directly to the online license management portal, found here: [https://ca.emsbridge.com/remsa/public/portal#/login](https://ca.emsbridge.com/remsa/public/portal#/login). Once the applicant has logged in, step-by-step instructions will be provided. A brief tutorial will also be available. The system will instruct the applicant to upload / attach required documents to their application when appropriate.

It is not necessary to complete the entire application process in one sitting. The system will save entered data if the application process gets interrupted.
At the conclusion of the application process, the option to download an abbreviated version of the completed application will be provided.

Only complete applications will be processed (completed form with all supporting materials and fees).

- Deficiency notices will be emailed to the applicant, explaining the missing or incomplete documents or information. Once the deficiencies have been corrected, the complete application will be processed by REMSA.

In certain cases, applicants may be required to submit information or documentation in addition to the standard elements described in the “Eligibility” section (above). Applicants will be permitted an extra thirty (30) calendar days to submit the additional materials.

Applications that have been started but remain incomplete will be saved in the license management system in an “Initiated” status until completed, or for a maximum of thirty (30) days, whichever is shorter. After thirty (30) days, the application will be considered abandoned, and the license management system will automatically withdraw it from the active queue. Once the status of an application is changed to “Withdrawn,” the applicant will need to initiate a new application, and pay all related fees again, if they wish to continue the certification process.

It is important that the applicant save all uploaded documents and materials for a period of four (4) years in case of State EMS Authority or REMSA audit.

**Initial Certification Fees**

The total fees for initial EMT Certification in Riverside County range from $169 - 189. Approximate costs are itemized below:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Funds Paid To</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Scan Fingerprinting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Rolling” Fee</td>
<td>3rd Party Servicer</td>
<td>$20 - $40</td>
</tr>
<tr>
<td>CA DOJ Analysis Fee</td>
<td>3rd Party Servicer on behalf of the CA DOJ</td>
<td>$32</td>
</tr>
<tr>
<td>FBI Analysis Fee</td>
<td>3rd Party Servicer on behalf of the FBI</td>
<td>$17</td>
</tr>
<tr>
<td>LEMSA certification fee</td>
<td>REMSA</td>
<td>$25</td>
</tr>
<tr>
<td>EMSA Personnel Registry</td>
<td>REMSA (collected on behalf of Cal EMSA)</td>
<td>$75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total due to REMSA = $100</td>
</tr>
</tbody>
</table>

1 All fees associated with Live Scan Fingerprinting in this table are estimated based on historical pricing. They are assessed and collected by 3rd party servicers and are subject to change without notice or update of this policy. REMSA makes no guarantee of Live Scan Fingerprinting costs; these are simply approximations for financial planning purposes only.

The system will hold, but not process, an application until the required non-refundable fee is paid.

- **All fees paid to REMSA are non-refundable.**

Fees may be paid via debit card (so long as it bears a Visa, MasterCard, or Discover logo) or credit card (all issuers except for AMEX) through the on-line license management system. The payment process is explained on the final (“Acknowledgment”) page of the electronic application.

- Cash, personal checks, money orders, and cashier’s check are not accepted
- REMSA recommends using Chrome or Firefox to process applications.

For applicants whose employer has a voucher system established with REMSA, the voucher payment method is explained on the final (“Acknowledgment”) page.

- **Employer vouchers do NOT cover late fees; applicants are ultimately responsible for timely payment to REMSA.**
- **Applications will not be processed until all fees are received.**
Effective and Expiration Dates of Certification

1. The effective date of certification for all applicants will be the date that the certificate is issued.
2. Certification will be valid for two (2) years and will expire on the final day of the same calendar month in which the certification was issued.