1207 Paramedic Accreditation

PURPOSE
To describe the process of:
- Receiving initial paramedic accreditation
- Reinstating paramedic accreditation after invalidation
- Reverifying paramedic accreditation

AUTHORITY
California Health and Safety Code - Division 2.5: Emergency Medical Services [1797. - 1799.207.]

DEFINITIONS
Local Accreditation
Local accreditation is the authorization that is given to paramedics by REMSA that permits them to perform the standard, and local optional (LOSOP) skill(s), and administer medications within their scope of practice, in Riverside County.

Initial Accreditation
Paramedics who have never practiced in Riverside County for any reason must become REMSA-accredited in order to operate in a paramedic-capacity for an ALS service provider. Additionally, paramedics who experience a lapse in employment from an ALS service provider for 181 days or more, must reapply for initial accreditation. They are not eligible for reverification, or reinstatement, of their accreditation.

Reinstatement of Accreditation
Paramedics who were previously accredited in Riverside County, but their accreditation was invalidated between one (1) day and 180 days, may follow the steps listed in the “Reinstatement of Accreditation After Separation From Employment” section on page 2.

Verification / Reverification of Eligibility
Verification of eligibility occurs when REMSA Credentialing Staff review a paramedic’s application for any type of accreditation, confirming that all licenses and certifications are valid and current.

Eligibility for Accreditation
To practice as a paramedic in Riverside County, an individual must obtain and maintain in good standing, all licenses and certifications described within this policy.

Conditions of Continued Accreditation
1. Accreditation to practice in Riverside County is valid only while working for a REMSA-approved ALS service provider.
2. 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: https://ca.emsbridge.com/remsa/public/portal#/login AND
   b. Emailing REMSA at emsapps@rivco.org, notifying that changes / updates have been made in the system.
3. The paramedic will also be responsible for notifying the California EMS Authority (EMSA) in writing within thirty (30) calendar days of any and all changes of their mailing address, giving both the old and the new address, and paramedic license number. This information can also be updated using EMSA’s online Licensing portal, found here: https://emsonline.ems.ca.gov/eGov/Login.aspx?ReturnUrl=%2FeGov%2FLlogin
4. Paramedics 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.

5. **Temporary assignments:** Riverside County accredited paramedics may take temporary “out of class” assignments, where they operate in a non-paramedic function. These “out of class” assignments are typically administrative in nature and the paramedic’s primary function excludes the provision of direct patient care. So long as the assignment is 365 days or less, accreditation will not be deemed interrupted.

**Accreditation Reverification**

Eligibility to maintain paramedic accreditation is verified biannually (every two (2) years) and is based on the expiration date of the paramedic’s current local accreditation in Riverside County.

Paramedics are encouraged to submit their completed accreditation reverification application and required documentation (referenced in *The Application Process*, below) as soon as they have received their renewed state paramedic license.

**Effective and Expiration Dates of Accreditation**

1. The effective date of accreditation for all applicants will be the date that the accreditation is issued.
2. The expiration date of accreditation for all applicants will be the date that their state paramedic license expires.
3. Because accreditation is contingent on the paramedic maintaining a valid state paramedic license, paramedics new to Riverside County may not receive a full two (2) year period of accreditation before needing to begin the reverification process.

**Reinstatement of Accreditation After Separation From Employment**

If a paramedic’s employment is terminated for any reason (e.g., involuntarily, or voluntarily), their accreditation is invalidated.

**IF A PARAMEDIC IS RE-EMPLOYED WITHIN ONE (1) DAY AND 90 DAYS OF SEPARATION,** the following must be submitted to REMSA to reinstate accreditation:

1. A Paramedic Employment Change form (submitted by the paramedic)
2. Verification of employment (submitted by the employer)

   A reinstatement fee is NOT required if reinstatement of accreditation occurs less than ninety (90) days from the initial date of separation.

**IF A PARAMEDIC IS RE-EMPLOYED BETWEEN NINETY-ONE (91) DAYS BUT LESS THAN ONE-HUNDRED EIGHTY (180) DAYS OF SEPARATION,** the following must be submitted to REMSA to reinstate accreditation:

1. A Paramedic Reverification application (submitted by the paramedic)
2. Verification of employment (submitted by the employer)
3. A fee of $50 for reinstatement of accreditation is required.

**IF A PARAMEDIC IS RE-EMPLOYED AFTER 181 DAYS OF SEPARATION,** THEY ARE NOT ELIGIBLE FOR REINSTATEMENT OF ACCREDITATION. COMPLETION OF THE “PARAMEDIC INITIAL ACCREDITATION” APPLICATION IS REQUIRED.

**Scope of Practice**

Once accredited, paramedics:

1. Are responsible, and will be held accountable, for knowing and understanding the skills defined and described in Title 22 § 100146 (Scope of Practice of Paramedic) as well as the REMSA Policy and Protocol manual, found here: [http://remsa.us/forums/vb4/forum.php](http://remsa.us/forums/vb4/forum.php) (*Policy Manual tab → 20XX – Current Manual*).

2. Are responsible, and will be held accountable, for successfully completing all required didactic training(s) and/or practical skills examinations related to all paramedic scope of practice medications and procedures, basic and LOSOP, specific to Riverside County (Title 22 § 100166).

3. Must 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: https://ca.emsbridge.com/remsa/public/portal#/login. 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, i.e., state driver’s license, state I.D. card, military I.D. card and/or a passport.
  - Temporary driver’s licenses without a picture and/or military IDs where the applicant is not the primary issuant will not be accepted.
- **Paramedic License**: current and valid in the State of California.
- **CPR Card or REMSA-approved equivalent**: current and valid American Heart Association (AHA), American Red Cross (ARC), or California-approved BCLS/CPR card (“professional” level).
- **ACLS or REMSA-approved equivalent**: current and valid American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) provider card.
- **REMSA ALS SCV form**: proof of successful completion, as evidenced by the ALS SCV form containing names, dates, signatures, etc. in all appropriate fields.

All information on printed cards must be typed. All cards and course completion certificates must be valid for a minimum of thirty (30) days past the accreditation application date.

*REMSA-approved equivalents include, but are not limited to, Riverside County High Performance Resuscitation Training (RheaRT), Advanced Resuscitation Training (ART), Basic Arrhythmia Recognition Training (BART), etc.*

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. 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 EMSA, or REMSA, audit.
Initial Accreditation Fee
The total fee for initial paramedic accreditation in Riverside County is $75:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Funds Paid To</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Accreditation - Initial</td>
<td>REMSA</td>
<td>$75</td>
</tr>
<tr>
<td><strong>Total = $75</strong></td>
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Accreditation Reinstatement Fee
When a lapse in employment occurs and the paramedic is re-employed between 91 days but less than 180 days of separation:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Funds Paid To</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Accreditation - Reinstatement</td>
<td>REMSA</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Total = $50</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Accreditation Reverification Fees

<table>
<thead>
<tr>
<th>When paid</th>
<th>Fee Type</th>
<th>Funds Paid To</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>On time</td>
<td>Local Accreditation - Reverification</td>
<td>REMSA</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Total = $50</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>When paid</th>
<th>Fee Type</th>
<th>Funds Paid To</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>LATE</td>
<td>Local Accreditation - Reverification</td>
<td>REMSA</td>
<td>$50</td>
</tr>
<tr>
<td>Late Fee</td>
<td>REMSA</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td><strong>Total = $75</strong></td>
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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.