



# INLAND COUNTIES EMERGENCY MEDICAL AGENCY POLICY AND PROTOCOL MANUAL

**Reference No. 1020**  
Effective Date: 11/01/25  
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## EMT CERTIFICATION

### I. PURPOSE

To define requirements for certification/recertification of an eligible applicant as an Emergency Medical Technician (EMT) recognized in the State of California.

### II. ELIGIBILITY

To be eligible for initial certification, an applicant shall meet the following requirements:

- Be 18 years of age or older.
- Complete a criminal record clearance by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Refer to ICEMA Reference #1070 - Criminal History Background Checks (Live Scan) prior to application for certification.
- Meet one of the following criteria:
  - Pass the National Registry of Emergency Medical Technicians (NREMT) - EMT written and skills examination, possess a current and valid NREMT - EMT card and documentation of successful completion of an initial EMT course (California or out-of-state) within two (2) years of the date of application, **or**
  - Pass the NREMT - EMT written and skills examination within two (2) years from the date of application for EMT certification and possess a current and valid out-of-state EMT certificate, **or**
  - Possess a current and valid NREMT - EMT, Advanced EMT (AEMT), or Paramedic (EMT-P) certificate, **or**
  - Possess a valid out-of-state AEMT or EMT-P certificate, **or**
  - Possess a current and valid California AEMT or a current and valid California EMT-P license.

**NOTE:** An EMT shall only be certified by one (1) certifying entity during a certification period.

### III. PROCEDURES

#### Initial Certification

- Submit a completed online application using the ICEMA EMS Credentialing portal found on the ICEMA website at [ICEMA.sbcounty.gov](http://ICEMA.sbcounty.gov), that includes:
  - A copy of a valid government issued photo identification.
  - A copy of a valid American Heart Association BLS Healthcare Provider, American Red Cross BLS Healthcare Provider card or equivalent.
  - A copy of completed Live Scan form.
  - A copy of a valid certification as listed in Section II above.

- Disclose any prior and/or current certification, licensure, or accreditation actions:
  - Against an EMT, or AEMT certificate, or any denial of certification by a local EMS agency (LEMSA), including any active investigations.
  - Against an EMT-P license, or any denial of licensure by the authority, including any active investigation;
  - Against any EMS related certification or license of another state or other issuing entities, including denial and any active investigations, **or**
  - Against any health-related license.
- Disclose any pending or current criminal investigations.
- Disclose any prior convictions.
- Disclose each certifying entity or LEMSAs to which the applicant has applied for certification in the previous 12 months.
- Submit the established ICEMA and State EMSA fee. Fees paid for certification are not refundable or transferable. ICEMA fees are published on the ICEMA website at ICEMA.sbcounty.gov.
- The EMT shall be responsible for notifying the certifying entity of her/his proper and current mailing address and shall notify the certifying entity in writing within 30 calendar days of any changes of the mailing address, giving both the old and the new address, and EMT registry number. This notification/change may be made through the ICEMA EMS Credentialing portal found on the ICEMA website at ICEMA.sbcounty.gov.
- The EMT shall be responsible for notifying ICEMA of any and all subsequent arrests and/or convictions, during the certification period.
- Comply with other requirements as may be set forth herein.

#### Effective Dates

The effective date of initial certification shall be the day the certificate is issued. The expiration date for an initial EMT certificate shall be the last day of the month two (2) years from the effective date of the initial certification.

#### Recertification

To recertify as an EMT, an applicant shall:

- Possess a current EMT certification issued in California.
- Meet one (1) of the following continuing education (CE) requirements:
  - Successfully complete a 24 hour refresher course from an approved EMT training program within the 24 months prior to applying for renewal, or
  - Obtain at least 24 hours of CE, within the 24 months prior to applying for renewal, from an approved CE provider.

- Submit a completed online application using the ICEMA EMS Credentialing portal found on the ICEMA website at [ICEMA.sbcounty.gov](http://ICEMA.sbcounty.gov), that includes the requirements listed in Section III above.
- Complete the criminal history background check requirements when changing certifying entities. Refer to ICEMA Reference #1070 - Criminal History Background Checks (Live Scan).
- Submit a completed skills competency verification form, EMSA-SCV (01/17).
- Skills competency shall be verified by direct observation of an actual or simulated patient contact. Skills competence shall be verified by an individual who is currently certified or licensed as an EMT, AEMT, EMT-P, Registered Nurse, Physician's Assistant, or Physician and who shall be designated by an EMS approved training program, or an EMS service provider. Verification of skills competence shall be valid for a maximum of two (2) years for the purpose of applying for recertification.
- Starting July 1, 2019, EMTs renewing their certification for the first time shall submit documentation of successful completion of the following training at an approved EMT training program or approved CE provider:
  - The use and administration of Naloxone or other opioid antagonist.
  - The use and administration of Epinephrine by auto-injector.
  - The use of a glucometer.
- Submit the established ICEMA and State EMSA fee. Fees paid for certification are not refundable or transferable. ICEMA fees are published on the ICEMA website at [ICEMA.sbcounty.gov](http://ICEMA.sbcounty.gov).

**NOTE:** If the applicant is not currently an ICEMA certified EMT, the EMSA will require a new Live Scan for ICEMA and an initial State EMSA fee.

- The EMT shall be responsible for notifying the certifying entity of her/his proper and current mailing address and shall notify the certifying entity in writing within 30 calendar days of all changes of the mailing address, giving both the old and the new address, and EMT registry number. This notification/change may be made through the ICEMA EMS Credentialing portal found on the ICEMA website at [ICEMA.sbcounty.gov](http://ICEMA.sbcounty.gov).

#### **Expiration While Deployed for Active Duty**

A California certified EMT who is a member of the Armed Forces of the United States and whose certification expires while deployed on active duty, or whose certification expires less than six (6) months from the date they return from active duty deployment, with the Armed Forces of the United States, shall have six (6) months from the date they return from active duty deployment to complete requirements for recertification noted above.

In order to qualify for this exception, the applicant shall:

- Submit proof of his or her membership in the Armed Forces of the United States, **and**
- Submit documentation of his or her deployment starting and ending dates.

- CE credit may be given for documented training that meets the requirements of the California Code of Regulations, Title 22, Division 9, Chapter 11.
- The CE documentation shall include verification from the individual's Commanding Officer attesting to the training attended.

#### Effective Dates

- If the EMT renewal requirements are met within six (6) months prior to the expiration date, the effective date of renewal shall be the date immediately following the expiration date of the current certificate. The certification expiration date will be the last day of the month, two (2) years from the effective date.
- If requirements are met more than six (6) months prior to the expiration date, the effective date of renewal shall be the date the applicant satisfactorily completes all renewal requirements and has applied for certification. The certification expiration date will be the last day of the month two (2) years from the effective date.

#### **Reinstatement of an Expired California EMT Certificate**

The following requirements apply to applicants who wish to be eligible for reinstatement after their California EMT certificates have expired:

- Lapse of less than six (6) months the applicant must complete all requirements in Section III, under Recertification above.
- Lapse of six (6) months or more, but less than 12 months:
  - Complete all requirements in Section III, under Recertification above.
  - Complete one (1) of the following CE requirements:
    - Successfully complete a 24 hour refresher course from an approved EMT training program, and 12 hours of CE, within the 24 months prior to applying for reinstatement, **or**
    - Obtain at least 36 hours of CE, within the 24 months prior to applying for reinstatement, from an approved CE provider.
- Lapse of 12 months or more:
  - Complete all requirements in Section III, under Recertification above.
  - Complete one (1) of the following continuing education requirements:
    - Successfully complete a 24 hour refresher course from an approved EMT training program, and 24 hours of CE, within the 24 months prior to applying for reinstatement, **or**
    - Obtain at least 48 hours of CE, within the 24 months prior to applying for reinstatement, from an approved CE provider.

- Pass the National registry cognitive and psychomotor exams, within two (2) years of the date of application for EMT reinstatement unless the individual possess a current and valid EMT, AEMT, or EMT-P National Registry Certificate or a current and valid AEMT certificate or EMT-P license.

**IV. REFERENCES**

<b>Number</b>	<b>Name</b>
1070	Criminal History Background Checks (Live Scan)