



## INLAND COUNTIES EMERGENCY MEDICAL AGENCY POLICY AND PROTOCOL MANUAL

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### CRIMINAL HISTORY BACKGROUND CHECKS (LIVE SCAN)

#### I. PURPOSE

To provide information for Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks for applicants applying for certification/recertification as an Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT) recognized in California.

#### II. GENERAL INFORMATION

Effective July 1, 2010, all EMTs/AEMTs must have a criminal history background check (Live Scan) on file with the certifying entity.

##### Live Scan Forms

Live Scan forms can be printed from the ICEMA website at ICEMA.sbccounty.gov. **It is important that the information be entered onto the form exactly as outlined in the instructions. Failure to do so will require Live Scan resubmission and additional fees.**

Forms are also available at the Live Scan agencies. If printing from the ICEMA website, applicant must print three (3) completed copies: one for the Live Scan agency, one for ICEMA, and one for the applicant.

##### Fees

For a list of current fees charged by the DOJ/FBI, go to <http://oag.ca.gov/fingerprints/publications/contact.php>. Fees related to certification are listed under "Certificates/Licenses/Permits". Additionally, each Live Scan agency charges a "rolling fee" that varies. Applicant is required to pay these fees to the Live Scan agency when submitting fingerprints.

##### Live Scan Agencies

A listing is available on the ICEMA website at ICEMA.sbccounty.gov and includes hours of operation, cost, whether an appointment is necessary, and acceptable methods of payment.

##### Conviction History

ICEMA will review all criminal convictions to determine EMT/AEMT certification eligibility. Decisions will be based on applicable State statutes and regulations and a careful review of documentation. If an applicant is denied, he/she has the right to request a hearing. In addition to certification actions, an EMT/AEMT certificate may be suspended or revoked based upon criminal history information. Applicants with a criminal conviction or who are involved in an active prosecution may experience a delay. Applicants should submit a written explanation explaining the case and copies of court documents to facilitate the decision process. For further information, refer to ICEMA Reference #1060 - EMT/AEMT Incident Investigations, Determination of Action, Notification, and Administration Hearing Process.

##### What to Submit with Your Certification Application

Applicants must submit a copy of the Live Scan form with their certification paperwork. For additional certification information, refer to ICEMA Reference #1020 - EMT Certification and #1010 - AEMT Certification.

**III. REFERENCES**

<b><u>Number</u></b>	<b><u>Name</u></b>
1010	AEMT Certification
1020	EMT Certification
1060	EMT/AEMT Incident Investigations, Determination of Action, Notification, and Administration Hearing Process