

**BACKGROUND CHECKS AND CALIFORNIA CENTRAL REGISTRY  
REQUIREMENTS FOR ORANGE COUNTY  
EMERGENCY MEDICAL SERVICES EMT CERTIFICATION AND RECERTIFICATION****I. AUTHORITY:**

1797.107, 1797.117, 1797.118, 1797.211 Health and Safety Code, Section 11075, 11105 (p) (1), 11105.2, Penal Code; Section 100340 to 100349 California Code of Regulations, Title 22, Div 9, Chapter 10; Title 22, Div 9 Ch. 6 Section 100214.3 (c) and (d).

**II. APPLICATION:**

This is an interim policy to guide applicants and EMS provider organizations through the process of background checks during the transition to a statewide EMT registry.

**III. DEFINITIONS:**

**EMS Authority:** "EMS Authority" or "EMSA" means the California Emergency Medical Services Authority.

**California Central Registry:** "California Central Registry" means the single registry of EMT and Advanced EMT certification information and Paramedic licensure information. The Registry shall be used by certifying entities as part of the certification process and by the Authority as part of the licensure process for Paramedics.

**Criminal Offender Record Information (CORI):** ""Criminal Offender Record Information" or "CORI" means records and data compiled by criminal justice agencies for purposes of identifying criminal offenders and of maintaining as to each such offender a summary of arrests, pretrial proceedings, the nature and disposition of criminal charges, sentencing, incarceration, rehabilitation, and release.

**Live Scan Applicant Submission Form:** "Live Scan Applicant Submission Form" means the California DOJ "Request for Live Scan Service" application, form "BCII 8016 (06/09)" or a form as approved by the DOJ. This form is used to request a state and federal criminal history report upon an individual as authorized by statute.

**Subsequent Action Notification (SAN) Report:** "Subsequent Arrest Notification Report" means reports issued by the Department of Justice (DOJ) to any agency authorized by Section 11105 of the CA Penal Code to receive state summary criminal history information to assist in fulfilling employment, licensing, certification duties, upon the arrest of any person whose fingerprints are maintained on file at the DOJ as the result of an application for licensing, employment, certification, or approval. The subsequent arrest notification shall consist only of any offense for which an individual is arrested after the individual's original fingerprint date for an authorized applicant agency.

**IV. CRIMINAL OFFENDER RECORD INFORMATION (CORI) AND SUBSEQUENT ACTION NOTIFICATION (SAN) REPORT REQUIREMENTS**

A. As required by the EMS Authority, local EMS agencies issuing EMT certification must receive CORI and SAN notification on all applicants. To satisfy this requirement, applicants for initial or renewal of an EMT certificate shall:

1. Submit a completed Live Scan Submission Form to the California DOJ for a state and federal CORI search. The CORI shall include a subsequent arrest notification.
2. The applicant must designate both the state and federal CORI and SAN search results shall be reported to OCEMS and the EMS Authority.

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The Live Scan Submission Form must list the OCEMS Offender Record Information (ORI) number to ensure proper routing of the information to OCEMS.

**B. Continuation of CORI and SAN reporting**

1. CORI and SAN reporting to OCEMS is continuous until discontinued due to any of the following:
  - a. An individual allows their EMT certification to lapse greater than one (1) year; OR
  - b. An individual is certified by another certifying entity as an EMT and has allowed their OCEMS Ambulance Attendant license or OCEMS EMT Accreditation to lapse greater than one (1) year; OR
  - c. An individual has submitted to a DOJ background check for OCEMS but fails to apply for EMT certification or OCEMS EMT accreditation within one year of date of Live Scan.
2. OCEMS shall notify the California DOJ when CORI and SAN reports are no longer needed due to the situations listed in subsection 1 above.
3. In the event CORI and SAN reporting has been discontinued and the individual wishes to recertify, a new Live Scan / DOJ background check will be required, subject to the requirements listed in subsection A.

**V. EMT CERTIFICATION PROCESS EFFECTIVE JULY 1, 2010:****A. FIRST TIME APPLICANT or RENEWAL of NON-OCEMS ISSUED CERTIFICATION**

1. Submit a completed Live Scan Submission Form to the California DOJ for a state and federal CORI search. See Section IV. above for details.
2. Comply with all OCEMS requirements as listed in OCEMS policy 410.00.
3. Pay the applicable fee.

**B. RENEWAL of OCEMS-ISSUED CERTIFICATION**

1. Comply with all OCEMS requirements as listed in OCEMS policy 410.00.
2. Pay the applicable fee.
3. Background checks are not required providing OCEMS continues to receive CORI and SAN reports on the applicant.

**VI. "GRANDFATHERING" OF EMTs CERTIFIED PRIOR TO JULY 1, 2010:**

- A. EMTs eligible for "grandfathering" are not subject to the additional background check requirements imposed by the Section 100347 of Chapter 10 CCR of the regulations that are effective July 1, 2010.
- B. To qualify for "Grandfathering", the OCEMS Medical Director and/or employer entity must:
  1. Have conducted a previous state level CORI search on the EMT certificate holder prior to July 1, 2010, **and**;
  2. Is actively receiving subsequent arrest notification reports from the California DOJ prior to July 1, 2010 on the EMT, **and**;

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3. Verify that the individual is not precluded from certification for any of the reasons OCEMS Policy 455.00 XIV (B) and (C).
4. The OCEMS Medical Director or employer of EMTs who meet "grandfathering" requirements shall verify in writing to the EMS Authority that a state level CORI search, including subsequent arrest notification report, has been conducted and that nothing in the CORI search precluded the applicant from obtaining EMT certification/recertification pursuant to OCEMS Policy 455.00 XIV (B) and (C).

**VII. PUBLIC ACCESS TO CENTRAL REGISTRY DATA:**

The following EMT certification information is made available to the public by the EMS Authority:

1. First name
2. Last name
3. Middle name, if available
4. EMT certifying entity
5. Registry number
6. Current certification status
  - a. Active
  - b. Expired
  - c. Denied
  - d. Revoked
  - e. Suspension (including effective and expiration dates)
  - f. Placed on probation (including effective and expiration dates of probation)
  - g. Local EMS Agency that took certification action

**VIII. FEES:**

- A. Initial and recertification OCEMS EMT certification fees and Central Registry fees will be collected at the time of application.
- B. Acceptable forms of payment are:
  - a. Credit or debit card in the name of the applicant
  - b. Money order (payable to County of Orange / Emergency Medical Services)
  - c. Cashiers check (payable to County of Orange / Emergency Medical Services)
- C. Central Registry fees (required by the EMS Authority) will be collected by OCEMS and passed to the state.
- D. See OCEMS policy #470.00 for a description of fees.

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