



County of Santa Clara  
Emergency Medical Services  
Policies and Procedures

Policy Number:	203
Effective Date:	08/01/2025
Scheduled Review:	06/01/2028

## EMT OPTIONAL SCOPE OF PRACTICE ACCREDITATION

I. **Purpose:** This policy guides certified EMTs in obtaining local accreditation to perform optional skills with authorized providers in Santa Clara County.

II. **Authority:**

A. California Code of Regulations Title 22, Section §100066.04

III. **Policy:**

A. Eligibility requirements:

1. Possess current California EMT Certificate.
2. Meet the eligibility requirements identified in Prehospital Care Manual, Policy 200.
3. Current CPR card, which meets American Heart Association Standards at the Healthcare Provider level.
4. Affiliation with an approved Santa Clara County EMT Optional Scope of Practice provider agency.
5. No substantial negative clinical or field related incidents within the last two (2) years.
6. The EMT must successfully complete a provider-based Santa Clara County approved, EMT-I Optional Scope of Practice training program. A certificate of completion of optional scope of practice training is valid for no more than six (6) months.
7. The applicant must pass the EMT Optional Scope of Practice Local Accreditation Written Examination.
8. Failure to successfully complete the application process within thirty (30) days of submitting an application to the Agency will result in denial of accreditation.
9. An EMT Optional Scope of Practice applicant may apply for accreditation no more than three (3) times within any twelve (12) month period.

IV. **Procedure:**

A. Application Process:

1. Submit a letter from the EMT's affiliated agency requesting issuance of accreditation from the Agency.
2. Upon receipt of a completed application and the established fee, the Agency will review all documents.
3. Upon satisfying all accreditation requirements, the Agency will notify the provider agency of the applicant's accreditation approval.

B. Issuance of Accreditation:

1. Local accreditation shall be valid to eligible individuals who successfully complete the application requirements.
2. Local accreditation shall be valid concurrent with an individual's EMT certificate but not exceed more than two (2) years from date of issue.

C. Accreditation Renewal

1. To maintain accreditation, the EMT must successfully complete the annual EMS Update and any other required training deemed appropriate by the Agency.
2. An EMT may not practice Optional Scope skills after the due date if the training has not been completed. However, with a departments/company's approval, an EMT may maintain accreditation if the required training is completed no greater than sixty (60) days after the due date if the individual is not working as an EMT (injuries, leave of absence, etc.). Failure to complete within sixty days will result in loss of accreditation.

APPROVAL:

Signature on File

Nick Clay, EMS Director/Chief

Signature on File

Nicole D'Arcy MD, EMS Medical Director

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D. Loss of Accreditation may be discontinued for the following reasons:

1. Failure to complete the annual EMS Update and any other required training deemed appropriate by the Agency in required timelines.
2. Loss of EMT certification.
3. As authorized by the State EMS Authority or Local Emergency Medical Services Agency (i.e., suspension, revocation).
4. Any individual who has had their accreditation discontinued is required to complete the entire EMT Optional Scope of Practice accreditation process again (including training, testing and fees) should they desire to regain Santa Clara County EMT-I Optional Scope of Practice accreditation.

V. **Special Considerations:** None

VI. **References:** None

VII. **Attachments:** None