



County of Santa Clara  
Emergency Medical Services  
Policies and Procedures

Policy Number:	201
Effective Date:	8/1/2025
Scheduled Review:	6/1/2028

## EMERGENCY MEDICAL TECHNICIAN CERTIFICATION

### I. Purpose:

The purpose of this policy is to establish standardized criteria for the initial certification and certification renewal of EMT personnel consistent with the applicable state statutes and the Santa Clara County Emergency Medical Services Agency as the certifying entity.

### II. Authority:

[California Code of Regulations, Title 22, Section §100079.](#)

### III. Initial Certification:

- A. In addition to the requirements of Santa Clara County Prehospital Care Policy: 200 Eligibility for Prehospital Certificates and Credentials, eligibility requirements include:
1. An applicant who meets one of the following criteria shall be eligible for initial certification upon meeting the requirements listed in Section III B:
    - a. Pass the National Registry of Emergency Medical Technicians- EMT Basic written and skills examination and have one of the following:
      - i. A valid EMT course completion record or other documented proof of successful completion of any initial EMT Course approved by the U.S Department of Transportation (DOT) National EMS Education Standards dated within the last two years.
      - ii. Documentation of successful completion of an approved out-of-state initial EMT training course approved by the DOT National EMS Education Standards within the last two years.
      - iii. A current and valid out-of-state EMT certificate.
      - iv. Possess a non-expired National Registry EMT Basic registration certificate.
      - v. Possess a non-expired out of state or National Registry EMT-Intermediate Certificate.
      - vi. Possess a current and valid California Paramedic License.
    2. Be eighteen (18) years of age or older.
    3. Submit a completed request for "Live Scan Applicant Submission Form" to the California DOJ for a state and federal CORI search in accordance with the provisions of Section 11105 (p) (1) of the California Penal Code; and, the CORI request shall include a subsequent arrest notification report in accordance with the provisions of Section 11105.2 of the California Penal Code; and, the EMT and/or Advanced EMT applicant will designate that both the state and federal CORI search results and the subsequent arrest notification reports shall be reported to the certifying entity and the California Emergency Medical Services Authority.
      - a. Criminal Background check information results will be retained by the EMS Office for a period of six (6) months for an applicant seeking initial certification. If, after six (6) months, the application process is not completed, the results will be placed on the No-Longer-Interested list with the California Department of Justice.
- B. Process:
1. Completed EMT Certification Initial Application including:
    - a. Documented proof of completion of eligibility requirements as noted in Section III, A, 1 of this policy.
    - b. Payment of the established local and State fee.
    - c. Current CPR card, which meets American Heart Association Guidelines at the Healthcare Provider level.
    - d. Two (2) current government-issued photo IDs (see Policy 617 for ID requirements).

#### APPROVAL:

Signature on File

Nick Clay, EMS Director/Chief

Signature on File

Nicole D'Arcy MD, EMS Medical Director

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**IV. Certification Renewal:**

- A. In addition to the requirements of Santa Clara County Prehospital Care Policy: 200 Eligibility for Prehospital Certificates and Credentials, eligibility requirements include:
  - 1. Currently certified as a California EMT or have been certified in the State of California as an EMT within the last two (2) years.
  - 2. Successfully complete an approved EMT refresher course or twenty-four hours of approved continuing education.
  - 3. Successfully complete the EMT skills competency verification.
- B. Process:
  - 1. Completed EMT Certification Application including:
    - a. Proof of continuing education or refresher course completion record(s), including State EMS Authority Skills Verification Form (original form).
    - b. Payment of the established local and State fee.
    - c. Current CPR card, which meets American Heart Association Guidelines at the Healthcare Provider level.
    - d. Applicants for certification renewal whose current certificate was issued by another local EMS Agency or certifying agency must also complete a criminal history background check verification for a state and federal search. Criminal Background check results for certification renewal applicants will be maintained if the applicant is actively renewing certification with Santa Clara County as the certifying entity. A No-Longer-Interested notification will be sent to the California Department of Justice if the applicant does not renew certification within twelve (12) months of the expiration date of the certificate.
- C. A certified EMT is responsible for notifying the EMS Agency of their proper and current mailing address and shall notify the EMS Agency in writing within thirty (30) calendar days of all changes of the mailing address.
- D. An EMT shall be certified by one (1) certifying entity during a certification period. If the EMT is currently certified by multiple certifying entities, upon renewal the EMT shall only be certified by one (1) certifying entity thereafter.

**V. Reinstatement of an Expired EMT Certification:**

- A. If an EMT certification is expired, the following additional requirements must be met.
  - 1. Zero (0) to six (6) months since expiration:
    - a. Twenty-four (24) hours of approved continuing education, within the 24 months prior to applying for reinstatement.
    - b. State of California skills verification form.
  - 2. Six (6) to twelve (12) months since expiration:
    - a. Thirty-six (36) hours of approved continuing education, within the 24 months prior to applying for reinstatement.
    - b. State of California skills verification form.
  - 3. Greater than twelve (12) months since expiration:
    - a. Forty-eight (48) hours of approved continuing education, within the 24 months prior to applying for reinstatement.
    - b. State of California skills verification form.
    - c. Pass the National Registry of Emergency Medical Technicians - EMT Basic written and skills examination within two (2) years of the date of application for reinstatement unless the individual possesses a current and valid EMT, AEMT or paramedic National Registry Certificate or a current and valid AEMT certificate or paramedic license.

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**VI. Issuance of Certification:**

- A. The EMS Agency shall issue a temporary certificate, valid for forty-five (45) calendar days statewide from date of issue, who successfully complete the application requirements.
- B. A wallet-sized EMT certification card is issued by the California State EMS Authority to individuals who have successfully completed the application requirements.
- C. The effective date of initial certification shall be the day the certificate was issued.
- D. If a criminal arrest or conviction shows up during the background process, the issuance of the certificate may be delayed.
  - 1. If certification action is taken against an applicant, the applicant will be notified within ten (10) working days after making the final determination.
- E. The expiration date for an initial certification shall be the last day of the month two (2) years from the effective date of the initial certification.
- F. If the certification renewal requirements are met in six (6) months or less prior to the expiration date of the current certificate, the expiration date shall be two (2) years from the date of expiration of the current certificate.
- G. If the certification renewal requirements are met six (6) months or greater prior to the expiration date of the current certificate, the expiration date shall be the last day of the month two (2) years from the date that all requirements for certification renewal were met.

**VII. Required Training:**

- A. All EMTs working for a Santa Clara County Prehospital Provider Agency must complete any mandatory training deemed necessary by the EMS Medical Director (EMS Updates, EMS System Orientation, etc.). EMTs that do not complete the EMS Update by the initial deadline date may not function as an EMT within the Santa Clara County EMS System until the training has been completed.

**VIII. Application Submission:**

- A. EMS Agency personnel will discuss certification matters with the applicant only consistent with Title 22 Regulations and privacy and confidentiality laws. Those employed by Santa Clara County EMS System provider agencies may coordinate submissions with their employers EMS Program Manager.
- B. Express or on-site processing of certification is not available. Applicants are encouraged to apply at least six (6) months prior to expiration.

**IX. EMT Registration**

- A. A one-time EMT Registration application is required for all EMTs beginning employment with a Santa Clara County permitted EMS provider. The registration will remain active until their sponsorship ends.
- B. Qualifications - you must meet all three (3) of the following criteria before completing this application:
  - 1. Have a current California EMT Certificate
  - 2. Have all five (5) mandatory training certificates per EMS Policy 214 - EMS Personnel Training Standards.
    - a. Introduction to Incident Command System (ICS-100)
    - b. Introduction to Standard Emergency Management System (SEMS)
    - c. FEMA Independent Study course: National Incident Management System (NIMS) an Introduction (IS-700b)
    - d. Hazardous Materials First Responder Operations (FRO) course
    - e. Weapons of Mass Destruction Awareness (US DHS Course AWR-160) or equivalent
  - 3. Currently be employed by one of the following Santa Clara County EMS System Permitted Providers:
    - a. American Medical Response (AMR)
    - b. CAL FIRE – Santa Clara Unit (SCU)
    - c. Falcon Critical Care Transport (FLC)
    - d. Gilroy Fire Department (GIL)

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- e. Milpitas Fire Department (MLP)
- f. Morgan Hill Fire Department (MRG)
- g. Moffett Fire Department (MOF)
- h. Mountain View Fire Department (MTV)
- i. NASA-Ames Fire Department (MOF)
- j. NorCal Ambulance Service (NOR)
- k. Palo Alto Fire Department (PAF)
- l. ProTransport-1 Ambulance Service (PRO)
- m. Royal Ambulance Service (ROY)
- n. San Jose Fire Department (SJS)
- o. Santa Clara County Ambulance (XSCA)
- p. Santa Clara County Fire Department (CNT)
- q. Santa Clara Fire Department (SNC)
- r. Sunnyvale Department of Public Safety (SNY)
- s. Westmed Ambulance Service (WMA)

**C. Process****1. Create or Access an Account**

- a. Applicants must have an account in the Public Portal (Santa Clara County EMS Public Portal). New users will upload a photo that meet the [US Passport photo standards](#).
- b. Complete EMT Registration application includes the following sections:
  - i. Start Here: Updated instructions (formerly EMT Accreditation)
  - ii. Applicant Demographics: Auto-filled for existing users; editable as needed
  - iii. Documents: Uploads of ID and EMT certification (front only), plus certification details
  - iv. Sponsorship: Select your permitted EMS provider
  - v. Submit: Standard application submission

**D. Review & Approval**

- 1. Applications are routed directly to the sponsoring program manager (not the EMS Agency).
- 2. If approved, the applicant:
- 3. Receives a confirmation and digital badge
- 4. Is registered in the system; the sponsoring agency syncs with Elite if applicable
- 5. If denied, the applicant:
- 6. Receives an automatic denial notification
- 7. Must contact their program manager for details

**E. Employment Termination**

- 1. The sponsoring agency must notify the EMS Agency's Professional Standards Unit when an EMT is no longer employed. A manual removal process will follow.

**X. Special Considerations**

- A. Current EMTs must wait until their accreditation expires before applying under the new EMT Registration system. No other credential process changes are expected currently.
- B. Policy Oversight
  - 1. All EMT Registration procedures will remain subject to Policy 214 and monitored by the EMS Program Managers.

**XI. References**

- A. [EMS Policy 200](#)
- B. [EMS Policy 214](#)
- C. [EMS Policy 617](#)

**XII. Attachments: None**