

<b>Sierra – Sacramento Valley EMS Agency Program Policy</b>			
<b>EMR Initial &amp; Renewal Certification</b>			
	Effective: 12/01/2024	Next Review: 07/2027	<b>904</b>
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**PURPOSE:**

To specify the process for obtaining a S-SV EMS Emergency Medical Responder (EMR) certification.

**AUTHORITY:**

- A. HSC, Div. 2.5, § 1797.204, 1797.212, 1797.220, & 1798
- B. CCR, Title 22, Div. 9, Ch. 2.3.

**POLICY:**

- A. S-SV EMS certification is required to function as an EMR in the S-SV EMS region.
- B. This policy does not apply to personnel who are certified by another EMR certifying entity (CAL FIRE, CHP, etc.).
- C. No individual shall hold themselves out to be an EMR unless that individual is currently certified as such by S-SV EMS or another appropriate EMR certifying entity.
- D. A S-SV EMS certified EMR is responsible for notifying S-SV EMS of their current mailing address and shall notify S-SV EMS in writing within thirty (30) calendar days of any and all changes of the mailing address.

**PROCEDURE:**

- A. S-SV EMS Initial EMR Certification:
  - 1. To be eligible for a S-SV EMS initial EMR certification, an individual shall meet/complete the following:
    - Be 18 years of age or older.
    - Meet one of the following training/eligibility requirements:
      - Possess a course completion record, dated within the past twelve (12) months, from an S-SV EMS approved EMR training program.

- Possess a course completion record or other documented proof of successful completion, dated within the past twelve (12) months of any initial training program that meets or exceeds the U.S. Department of Transportation Emergency Medical Responder National Emergency Medical Services Educational Standards and Instructional Guidelines.
  - Possess a current EMR certification card issued by another certifying entity. Acceptance of an EMR certification card issued by another certifying entity shall be at the sole discretion of the S-SV EMS Agency.
  - Complete a state criminal history background check within 60 days from the date of application.
  - Complete the S-SV EMS Agency EMR Initial Certification Application, and provide copies of the following:
    - Proof of compliance with one of the training/eligibility requirements listed above.
    - A current and valid U.S. state-issued Driver's License or photo identification.
    - A completed S-SV EMS Live Scan form.
  - Pay the non-refundable/non-transferable initial certification fee.
2. S-SV EMS will issue an EMR certificate to eligible individuals who apply for an initial S-SV EMS EMR certificate and meet all of the requirements listed in this section of the policy.
- The certificate effective date shall be the day the certificate is issued.
  - The certificate expiration date shall be the last day of the month two (2) years from the effective date.

**B. S-SV EMS Renewal EMR Certification:**

1. To be eligible for a S-SV EMS renewal EMR certification, an individual shall meet/complete the following:
- Possess a current S-SV EMS issued EMR certification.
  - Meet one of the following continuing education (CE) requirements:
    - Successfully complete a 12-hour refresher course from an approved EMR training program within 24 months prior to applying for renewal, or
    - Obtain at least 12 hours CE, within 24 months prior to applying for renewal, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
  - Complete the S-SV EMS EMR Renewal Certification Application and provide copies of the following:
    - Proof of compliance with one of the continuing education requirements listed above.
    - A current and valid S-SV EMS Issued EMR certification card.
    - A current and valid U.S. state-issued Driver's License or photo identification.
    - A completed skills competency verification form (904-A).

- Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for EMR certification renewal.
  - Pay the non-refundable/non-transferable renewal certification fee.
2. A S-SV EMS certified EMR 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 the EMR certification renewal requirements. In order to qualify for this exception, the individual shall:
- Submit proof of membership in the Armed Forces of the United States.
  - Submit documentation of his or her deployment starting and ending dates.

CE credit may be given for documented training that meets the requirements contained in California Code of Regulations (Title 22, Division 9, Chapter 11) while the individual was deployed on active duty. CE documentation shall include verification from the individual's Commanding Officer attesting to the training.

3. S-SV EMS will issue an EMR certificate to eligible individuals who apply for a S-SV EMS renewal EMR certificate and meet all of the requirements listed in this section of the policy.
- If the EMR renewal requirements are met within six (6) months prior to the current certificate expiration date, the effective date of the renewal certificate shall be the date immediately following the expiration date of the current certificate. The certificate will expire the last day of the month two (2) years from the day prior to the effective date.
  - If the EMR renewal requirements are met more than six (6) months prior to the expiration date, the effective date of the renewal certificate shall be the day the certificate is issued. The certificate expiration date will be the last day of the month two (2) years from the effective date.

C. Reinstatement of an Expired S-SV EMS EMR Certification:

1. To be eligible for a S-SV EMS renewal EMR certification following expiration of a previously issued S-SV EMS EMR certification, an individual shall meet/complete the following:
- Possess an expired S-SV EMS issued EMR certification.
    - If S-SV EMS has submitted a 'No Longer Interested' (NLI) request to the DOJ due to the time lapse following expiration of the previously issued EMR certification, the individual shall complete a state criminal history background check within 60 days from the date of application.

- Complete the EMR Renewal Certification Application and provide copies of the following:
    - Proof of compliance with one of the continuing education requirements listed below (based on the period of lapse).
    - An expired S-SV EMS issued EMR certification.
    - A completed S-SV EMS Live Scan form (if required).
    - A current and valid U.S. state-issued Driver's License or photo identification.
    - A completed skills competency verification form (904-A).
      - Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for EMT certification renewal.
  - Pay the non-refundable/non-transferable renewal certification fee.
  - Meet the following CE requirements:
    - Lapse of less than six (6) months:
      - Successfully complete a 12-hour refresher course from an approved EMR training program within 24 months prior to applying for renewal, or
      - Obtain at least 12 hours of CE, within 24 months prior to applying for renewal, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
    - Lapse of six (6) months or more, but less than 12 months:
      - Successfully complete a 12-hour refresher course from an approved EMR training program, and an additional 12 hours of CE, within 24 months prior to applying for reinstatement, or
      - Obtain at least 24 hours of CE, within 24 months prior to applying for reinstatement, from an approved CE provider in accordance with the provisions contained in California Code of Regulations (Title 22, Division 9, Chapter 11).
2. S-SV EMS will issue an EMR certificate to eligible individuals who apply for reinstatement of a S-SV EMS EMR certificate and meet all of the requirements listed in this section of the policy.
- The effective date of the certificate shall be the day the certificate is issued.
  - The certificate expiration date shall be the last day of the month two (2) years from the effective date.
- D. Denial, Suspension, or Revocation of an S-SV EMS Issued EMR Certification:

A S-SV EMS issued EMR certification may be denied, suspended, or revoked for any act that is substantially related to the qualifications, functions, and duties of an EMR and is evidence of a threat to the public health and safety (pursuant to California Health and Safety Code, Division 2.5 § 1798.200).

E. Application Processing:

1. A completed EMR application and all required supporting documentation must be submitted to S-SV EMS prior to processing.
2. S-SV EMS will normally process completed applications within 10 business days.
  - S-SV EMS is required to receive and review an EMR applicant's criminal background results before issuing an EMR certification.
  - Application processing may be delayed, and additional information/investigation may be required prior to processing for applicants with a criminal background.