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Introduction

The Emergency Medical Technician (EMT) Reference Guide assists California Department of Forestry and Fire Protection (CAL FIRE) EMT personnel and Unit/Program Emergency Medical Services (EMS)/Training Officers with the EMT certification process.

Emergency Medical Technician Course Length

The EMT course lengths are based on the recommendations of the National Emergency EMS Educational Standards, which have been adopted by the California Emergency Medical Services Authority (EMSA).

- Initial course 160 hours (CAL FIRE does not have an initial EMT course)
- Refresher course 24 hours in length

Emergency Medical Technician Training Eligibility

It is important to note the difference between eligibility for training versus eligibility for certification. CAL FIRE public safety affiliates may attend all CAL FIRE Emergency Medical EMS training and receive course completions or cards, but may not be certified as an EMT by CAL FIRE.

Students Must:
1. Be employed by or affiliated with CAL FIRE as public safety personnel
   - CAL FIRE public safety personnel:
     - Permanent
     - Limited term
     - Seasonal
   - CAL FIRE public safety affiliates (via contract or agreement):
     - Paid-Call fire personnel
     - Volunteer fire personnel
     - Reserve, auxiliary, explorer, cadet or recruit fire personnel
2. Provide proof of current cardiopulmonary resuscitation (CPR) card
3. Provide proof of current or expired EMS certification card
4. Be 18 years of age or older
Emergency Medical Technician Certification Eligibility

CAL FIRE will not certify volunteer firefighters, paid-call firefighters, explorer scouts, or cadets; those affiliated personnel shall certify/recertify through a Local Emergency Medical Services Agency (LEMSA).

Seasonal and limited term employees may recertify with CAL FIRE when not currently employed as long as there is no cost to CAL FIRE. LEMSA certified EMT personnel refer to Policy 7214 for additional information when certifying/recertifying through a LEMSA.

Emergency Medical Technician Initial Certification

CAL FIRE public safety personnel are required to maintain a minimum level of EMS training. Refer to the 4000 CAL FIRE Training Handbook for the minimum EMS training for each CAL FIRE classification. Due to contractual obligations, some Units/Programs require a higher level of EMS training/certification/licensure than listed in the program guides. Check with Unit/Program for current EMS training requirements.

CAL FIRE public safety employees must meet all of the following California Code of Regulations (CCR), Title 22 requirements for EMT certification:

- Have a valid course completion from an approved California EMT training course (for initial certification and recertification by refresher course), or
- Have documentation of successful completion of an approved out-of-state EMT training course within the last two years, and
- Apply for certification within two years, and
- Pass the approved written examination and skills examination [National Registry of Emergency Medical Technicians (NREMT) exam], and
- Complete a criminal background check (for initial certification and lapses for more than 12 months), and
- Disclose any EMS related certification or licensure action
Application Process

Applicants for EMT certification and recertification must complete the CAL FIRE Emergency Medical Technician Certification/Recertification Application Packet.

The Application Packet includes the following forms:

EMS-701  Emergency Medical Technician Certification/Recertification Application
EMS-702  Emergency Medical Services Continuing Education Log
EMS-703  Live Scan Instructions and Department of Justice BCII 8016 Request for Live Scan (prefilled)
EMSA SCV (08-10)  Skills Competency Verification and Instructions

Application Attachments

Applicants should follow the instructions in the application packet to ensure accurate completion and timely processing. Do not attach the instruction portion of the form to the application when submitting. Incomplete forms will be returned. Unit/Program Training Officers or designee should review all applications.

The CAL FIRE EMS Program may be required to defer applicants to a LEMSA for certification if the applicant has answered yes on any of the EMT application declaration questions and/or has a positive criminal offender record information (CORI) report (background check).

If the applicant has a previous or current background issue that they have disclosed on prior EMS applications with other certifying entities, the applicant should submit copies of all documentation, including, but not limited to, previous EMS applications, proof of prior certification/licensure actions (LEMSA documentation), relevant court documents, and other pertinent information. Supportive documentation may allow CAL FIRE to certify the applicant.

Live Scan Process

Before beginning the Live Scan process (fingerprinting), check with the Unit/Program Training Officer regarding local procedure(s).

For the purpose of CAL FIRE EMS policy, the Live Scan process consists of obtaining a criminal history background which includes the Live Scan (the act of obtaining fingerprints) and the Criminal Offender Record Information (CORI); this is the final report received from Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) regarding an applicant’s criminal history.
Live Scan Form

EMT applicants are to follow the instructions on the Request for Live Scan Service (DOJ BCII-8016) Instructions and Live Scan Form (prefilled) (EMS-703). Use the live scan form included in the EMS-703. Do not use any other DOJ BCII-8016 forms; the coding provided on the pre-filled Request for Live Scan Service is specific to EMT certification through CAL FIRE.

Live Scan Appointment

- To make a Live Scan appointment with a DOJ approved vendor, go to: http://ag.ca.gov/fingerprints/publications/contact.php, or contact your Unit/Program Training Officer for assistance
- It is suggested the Live Scan process begin eight weeks prior to submittal of an EMT application to avoid delays
- Previously received Live Scans for other CAL FIRE classification (e.g. law enforcement) do not meet the requirements and/or criteria for EMT certification

Processing the Live Scan Results

Once the Live Scan has been completed, the CAL FIRE EMS Program will receive the results of the CORI report and validate the information received from the DOJ and FBI. The validation procedures are as follows:

1. **Negative** criminal background history (no “Hits” on report)
   - The CAL FIRE EMS Program may issue the EMT certification card

2. **Positive** criminal background history (“Hits” on report):
   - The CAL FIRE EMS Program shall verify the CORI results and attempt to resolve previous disclosures and/or discrepancies
   - All information received in the CORI that may negatively affect the applicant’s EMT certification will be shared with the applicant at time of discovery

**IF DISCREPANCIES CANNOT BE RESOLVED:**

- The application shall be returned, and applicant will be referred to a LEMSA for certification
Unit/Program Training Officer Review

Unit/Program EMS Coordinators/Training Officers review all Emergency Medical Technician Certification/Recertification Application Packets to ensure the information for submittal is accurate and complete.

Application Checklist:

- Ensure applicant is a CAL FIRE public safety employee meeting all eligibility requirements of this section
- Confirm application data is complete and signed
- Confirm correct attachments are included
- Review the Emergency Medical Services Continuing Education Log (EMS-702) to ensure continuing education (CE) provider name and number match. For additional information on CE and CE hour requirements, refer to the 7200 CAL FIRE Emergency Medical Services Handbook, Appendices 5 and 7
- Ensure hard copies of the CE certificates are attached for each entry on the Emergency Medical Services Continuing Education Log (EMS-702)

Application Submittal

The Emergency Medical Technician Certification/Recertification Application and attachments are submitted to the EMS Program.

The applicant should keep a copy of the entire application packet for their records indefinitely. The applicant may have to resubmit these documents if they become lost and/or the documents audited.

Application Processing

An EMT certification card may not be issued until the CAL FIRE EMS Program:

- Receives and reviews the Emergency Medical Technician Certification/Recertification Application, and
- Receives and reviews the criminal offender record information (CORI) report (background check)

If the applicant meets all certification requirements for EMT, the CAL FIRE EMS Program enters the applicant’s information into the Central Registry and print the EMT card. The applicant should receive an EMT certification card within 30 days of receipt of application. The EMT card is sent to the mailing address supplied on the EMT application.

It is the responsibility of the EMT card holder to notify the CAL FIRE EMS Program of any change in address information within 30 days.
An EMT is only be certified by one certifying entity during a certification period. Flowcharts outlining the EMT certification process is found in the 7200 CAL FIRE Emergency Medical Services Handbook, Appendix 9.

**Emergency Medical Technician Application Return**

EMT application packets may be returned for the following reasons:

- Incomplete, conflicting, or out of date information
- CORI report that may require denial or probation
- CORI report information that was not disclosed on the EMT application

If the application was returned because of incomplete, conflicting or out of date information, the application may be completed and resubmitted to the CAL FIRE EMS Program for certification.

**Emergency Medical Technician Application Deferral**

The CAL FIRE EMS Program reviews all EMT applications. EMT applicants requiring denial, revocation, suspension, or probation (certification action) of an EMT certificate are deferred to a LEMSA.

Applicants that cannot be certified by CAL FIRE because of CORI issues will have their application returned and receive an informational letter deferring the applicant to a LEMSA for EMT certification. The applicant will be given a copy of the CORI if the information may negatively affect the applicant’s certification status.

Deferred applicants must re-initiate the application process through a LEMSA of their choice. Applicants should follow the LEMSA’s EMT certification/recertification policy and procedures. A link to the LEMSA websites is found the 7200 CAL FIRE Emergency Medical Services Handbook, Appendix 1.

**Guidelines for Emergency Medical Technician Certificate Denial or Revocation**

The guidelines for EMT certificate denial or revocation can be found in the California Code of Regulations (CCR), Title 22, Division 9, Chapter 6. A link to these regulations is found in the 7200 CAL FIRE Emergency Medical Services Handbook, Appendix 1.
Expiration of Certification

The EMT certification expiration date shall be the industry standard, two years. The EMT certification expires the last day of the month two years after the certificate was issued. A certificate holder may renew their card up to six months before their expiration date and still maintain their current recertification month. Those who recertify prior to six months will receive a new expiration date 24 months from the date of recertification.

Emergency Medical Technician Recertification

EMTs must recertify every two years. There are two options for EMT recertification:

1. The EMT must successfully complete a 24 hour EMT refresher training course from an approved EMT training program, or
2. The EMT may obtain at least 24 hours of EMS CE from an approved CE provider

The EMT will follow the application process, page 3, for recertification. The Live Scan process will need completed if:

   a. You are certifying with CAL FIRE for the first time
   b. If you have not yet received a Live Scan for certification

Paramedic to Emergency Medical Technician Certification Reciprocity

An individual with a valid Paramedic license is considered to have met the training requirements for EMT and apply for an EMT certification. The EMT certification shall be issued with the same expiration date as the valid license. Paramedics wishing to also certify as an EMT must follow the application process, including the live scan, all other EMT certification requirements listed in this guide.

An individual with an expired Paramedic license may apply for an EMT certification by following the EMT certification process. EMS CE credits earned during the licensure cycle may be used for the EMT certification CE requirements as long as the individual’s license has been expired less than six months and the CE credits were issued within the previous 24 months.
Lapse in Emergency Medical Technician Certification

Once an EMT certificate expires, the employee cannot function as an EMT. Should an EMT certification lapse, in addition to the certification/recertification application process, the following additional CE requirements apply to regain EMT certification:

Should an EMT certification lapse, the following additional CE requirements apply to recertify:

- Lapses more than six months, but less than 12 months, an additional 12 CE hours (for a total of 36 CE hours) from an approved EMS CE provider are required for recertification
- Lapses more than 12 months, but less than 24 months, an additional 24 CE hours (for a total of 48 CE hours) from an approved EMS CE provider, and the individual shall pass the written and skills certification exams for recertification

Lapses less than six months require no additional CE for recertification, and lapses of 24 months or more require the applicant to complete a full EMT training course. For additional information regarding CE requirements, refer to the 7200 CAL FIRE Emergency Medical Services Handbook, Appendix 5.

Allowances for active military personnel that function as EMTs in California are found in the CCR, Title 22, Division 9, Chapter 2.

CAL FIRE public safety personnel are required to maintain a minimum EMS level of training in accordance with the California Health and Safety Code. Refer to the 4000 CAL FIRE Training Handbook for the minimum EMS training for each CAL FIRE classification. Due to contractual obligations, some Units/Programs may require a higher level of EMS certification. Check with the Unit/Program for EMS training level requirements.