



MONTEREY COUNTY EMERGENCY MEDICAL SERVICES



EMT RECERTIFICATION

General Guidance

- ✓ The application for renewal should be submitted at least thirty (30) days prior to expiration of the current EMT certificate to help prevent lapse due to delay in processing should CE certificates be requested by the EMS Agency.
- ✓ EMT application
 - The application must be complete, signed, and dated.
 - A written explanation of any misdemeanor or felony convictions must be attached. Documentation of the convictions, such as court and arrest records, must be included.
 - A written explanation of any actions against a healthcare license or certification must be provided.
- ✓ Items required for EMT recertification
 - Please provide a copy of:
 - Current EMT certificate
 - CPR card
 - Government issued photo ID such as a driver's license.
- ✓ Continuing Education requirement
 - Continuing Education (CE) of at least 24 hours of approved EMS CE must be documented on the Continuing Education Log form. The completed form is to be submitted along with the application. Submission of the actual EMS continuing education certificates for the EMS CE documented on the Continuing Education Log form may be requested by the EMS Agency. If CE certificates are requested by the EMS Agency, the application will not be processed until the CE certificates are received and verified by the EMS Agency.
 - An EMT Refresher course of at least 24 hour may be used in place of the EMS CE requirement. The course completion certificate may be submitted in place of the EMS Continuing Education log.
- ✓ EMT Skills Verification
 - The EMT Skills Verification form has been revised effective July 1, 2017. Applications received after this date must include the new form.
 - Skills verification may be done only by personnel specifically authorized by an EMS service provider organization, EMS training program, EMS CE provider, or hospital. The EMT recertification applicant is responsible to ensure the person providing the skills verification is authorized to provide this service.
- ✓ Live Scan Criminal Background check
 - A Live Scan criminal background check is not usually required for renewal of an EMT certificate.
 - A Live Scan criminal background check is required if the applicant is transferring from another certifying entity.
 - Submit a completed copy of the Live Scan Request form with the application.
- ✓ Fees
 - Cashier's check or money order are the only forms of payment accepted.
 - The cashier's check or money order are to be made payable to: California EMS Authority-EMS Personnel Fund.
 - The amount is \$37. If transferring certification from another certifying entity, the amount is \$75.



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Reinstatement of an expired EMT certificate

In addition to the general requirements listed above, the following requirements apply when the applicant seeks to reinstate a lapsed EMT certificate.

- ✓ Continuing Education requirement
 - Lapse less than six (6) months requires 24 hours of EMS CE or a 24 hour EMT refresher course.
 - Lapse greater than six (6) months but less than twelve (12) months requires an additional twelve (12) hours of EMS CE for a total of 36 hours.
 - Lapse greater than twelve (12) months but less than two years requires:
 - An additional 24 hours of EMS CE for a total of 48 hours.
 - Taking the National Registry written exam or having a current NREMT certificate.
 - Lapse greater than 2 years requires completion of an EMT course and all requirements for initial EMT certification.
- ✓ Live Scan Criminal Background check
 - A Live Scan criminal background check is not required for EMT recertification except in certain circumstances.
 - Contact the EMS Agency for guidance if the EMT certificate has lapsed greater than one year.
- ✓ Fees
 - Lapse less than six (6) months requires the standard fee of \$37.
 - Lapse less than twelve (12) months requires the standard fee of \$37.
 - Lapse greater than twelve (12) months requires a fee of \$75.
 - Any lapse and transferring certifying entity to Monterey County requires a fee of \$75.
 - Cashier's check or money order are the only forms of payment accepted.
 - The cashier's check or money order are to be made payable to: California EMS Authority-EMS Personnel Fund.