

**CERTIFICATION/ACCREDITATION/AUTHORIZATION
FEE SCHEDULE**

The following fee schedule for the processing of certifications, accreditations, and authorizations was approved by the Marin County Board of Supervisors and became effective January 15, 1991.

EMT-I Certification	\$15.00
EMT-I Recertification	15.00
EMT-Paramedic Accreditation	75.00
MICN Authorization	110.00
MICN Reauthorization	45.00
MICN Reciprocity	50.00
EMD Certification/recertification	15.00
Replacement (duplicate) cards, all categories	10.00

EMT DISCIPLINARY PROCESS

I. PURPOSE

To establish policies and procedures that ensure due process and compliance with state of California regulations regarding the certification process for disciplinary action for Emergency Medical Technician Personnel.

II. AUTHORITY

California Code of Regulations, Title 22, Chapter 6, and California Health and Safety Code, Division 2.5, Section 1797. et, seq. Government Code Sections 3250, 11500, 11507.6, 11507.7, 11513, and 11514, 27727.

III. AFFECTED PERSONNEL

- A. Negative certification action initiated by the EMS Agency Medical Director against any person holding a certificate to provide prehospital emergency medical care pursuant to Division 2.5 must be conducted in accordance with the provisions of this policy.
- B. Classifications of prehospital emergency medical care personnel covered by the provisions and this policy include:
 - 1. Emergency Medical Technician (EMT)
 - 2. Advanced Emergency Medical Technician (AEMT)

IV. POLICY

- A. The Marin County Emergency Medical Services Agency (hereinafter "EMS Agency") shall follow the provisions of the California Code of Regulations, Title 22, Chapter 6, Process for EMT and Advanced EMT disciplinary action. When taking certification action or disciplinary action on an EMT or AEMT.
- B. The EMS Agency has adopted the Model Disciplinary Orders as a guide for disciplinary orders and conditions of probation for EMT and AEMTs.
- C. The EMS Agency Medical Director will develop guidelines for staff regarding settlement options in those cases where certification action is considered.
- D. The EMS Agency has further adopted sections of the Government Code relative to Firefighters and the Administrative Procedures Act as stated in the California Code of Regulations, Title 22, Chapter 6.

CONTINUING EDUCATION

I. PURPOSE

To identify the process under which continuing education will be approved and provided in Marin County for prehospital personnel.

II. DEFINITIONS

- A. A *Continuing Education Provider* is an entity who meets the requirements in “Guidelines for Prehospital Continuing Education” and has been approved to provide continuing education programs for prehospital personnel.
- B. The *approving agency* is either the local EMS Agency (if the CE provider has headquarters in that jurisdictional area) or the EMS Authority (if the CE provider is headquartered out of state or is a statewide public safety agency).
- C. *Continuing education for prehospital personnel* applies to all EMT-I and EMT-P personnel and to that portion of continuing education needed by MICNs to maintain their Marin County authorization.

III. POLICY

- A. Marin County continuing education for prehospital personnel will follow all guidelines and recommendations contained in the EMSA publication “Guidelines for Prehospital Continuing Education” and all regulations specific to categories of prehospital personnel.
- B. Persons interested in providing continuing education for prehospital personnel will contact the EMS Office and request the CE approval packet, which will include a copy of “Guidelines for Prehospital Continuing Education” and an application for provider status (Appendix A).
- C. Approval as a CE provider will be for a period of four (4) years unless otherwise altered according to the provisions in the guidelines.
- D. The approving agency may audit provider records at any time and will monitor a class taught by each provider at least once in each four- year period.

EMT CERTIFICATION / RECERTIFICATION

I. PURPOSE

To delineate the process for EMT-I certification and re-certification. Significant portions of this policy are derived from California Code of Regulations, Title 22, Div. 9, and should be referred to for the complete regulation.

II. RELATED POLICIES

3200 et. seq.

III. INITIAL CERTIFICATION

A. To be eligible for certification by the County of Marin an individual must:

1. Have an EMT course completion record or other documented proof of successful completion of an approved EMT course, within the last two years or,
2. Have documentation of successful completion of an approved out-of-state EMT training course, within the last two years which meets the requirements in Title 22.
3. Apply for certification within two (2) years of the date of course completion.
4. Submit a complete application including:
 - a. County of Marin EMT application form
 - b. Check or money order payable to "County of Marin" in the amount as per the fee schedule
 - c. Copy of valid Healthcare Provider BLS CPR card or equivalent, front and back
 - d. Copy of valid government-issued photo ID
 - e. Copy of valid NREMT certificate (i.e., 8.5 x 11 certificate, not wallet card)

Note: Applicant must present originals of all copies required above.
5. Complete criminal history background check requirements as describe in Title 22, Div.9.
6. Be eighteen years of age or older.
7. Disclose any certification or licensure action:
 - a. Against an EMT, Advanced EMT, EMT-II certification or a Paramedic license, or any denial of certification by a LEMSA including active investigations, or
 - b. In the case of Paramedic, licensure denial by the Authority, including any active investigations.
 - c. Against any EMS-related certification or license of another state or other issuing entity, including active investigations,
 - d. Against any health related license.

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- B. In order for an individual, whose California Advanced EMT certificate, EMT-II certificate or Paramedic License has lapsed, to be eligible for certification as an EMT the individual shall:
1. For a lapse of less than six (6) months, the individual shall comply with the requirements contained in Sections Sections III,A,4 and Section IV,A,1,(b) or(c), (d), (e), (f) of this policy.
 2. For a lapse of six (6) months or more, but less than twelve (12) months, the individual shall comply with the requirements of Sections III,A,4 and IV,A,1,(b) or(c), (d), (e), (f); and complete an additional twelve (12) hours of CE for a total of thirty-six (36) hours of training.
 3. For a lapse of twelve (12) months or more, but less than twenty-four (24) months, the individual shall comply with the requirements of Sections III,A,4 and Section IV,A,1,(b) or (c), (d), (e), (f) and complete an additional twenty-four (24) hours of CE for a total of forty-eight (48) hours of training and the individual shall pass the written and skills certification exams as specified in Section III,A,4,(e).
 4. For a lapse of twenty-four (24) months or more the individual shall complete an entire EMT course and comply with the requirements of subsection III,A of this policy.
- C. An individual currently licensed in California as a Paramedic or currently certified in California as an Advanced EMT or EMT-II is deemed to be certified as an EMT with no further testing required, except when the paramedic license or the Advanced EMT or EMT-II certification is under suspension. In the case of a paramedic license, or Advanced EMT or EMT-II certification under suspension, the individual must apply to the Agency for EMT certification.
- D. An individual who meets one of the following criteria shall be eligible for initial certification upon fulfilling the requirements of Sections III,A of this policy:
1. Possess a current and valid National Registry EMT-Basic registration certificate. (Possession of a current and valid National Registry EMT-Basic registration certificate alone, does not meet California EMT certification requirements.)
 2. Possess a current and valid out-of-state or National Registry EMT-Intermediate or Paramedic certificate. (Possession of a current and valid National Registry Intermediate or Paramedic certificate alone, does not meet California EMT certification requirements.)
 3. Possess a current and valid California Advanced EMT or EMT-II certification or a current and valid California Paramedic license.
 4. An individual who possesses a current and valid out-of-state EMT certificate, shall be eligible for certification upon fulfilling the requirements of subsections III,A of this policy.
- E. The Agency shall issue a wallet-sized certificate card to eligible individuals who apply for initial certification pursuant to this section.

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- F. The effective date of certification, as used in this policy, shall be the date the individual applicant has applied for and satisfactorily completes all certification requirements. Certification as an EMT shall be valid for a maximum of two (2) years from the date that the individual passes the National Registry EMT-Basic certifying exam, except in the following cases:
1. A person who possesses a current and valid out-of-state EMT-Intermediate or Paramedic certification, the expiration date shall be the same expiration date as stated on the out-of-state certification but in no case shall exceed two (2) years from the effective date of EMT wallet-sized certificate card issued by a California EMT certifying entity.
 2. A person who possesses a valid National Registry issued EMT-Basic, EMT-Intermediate or Paramedic certification, the expiration date shall be two (2) years from the date of passing the National Registry examination whichever is soonest, but in no case shall the expiration date of certification exceed two (2) years from the effective date.
 3. That an individual currently licensed in California as a Paramedic, shall have an EMT expiration date that is the same as the current Paramedic license.
- G. The EMT is responsible for notifying the Agency of her/his proper and current mailing address and shall notify the certifying entity in writing within thirty (30) calendar days of any and all changes of mailing address, giving both the old and the new address, and EMT registry number.
- H. The Agency shall issue, within forty-five (45) calendar days of receipt of a complete application, a wallet-sized EMT certificate card to eligible individuals who apply for an EMT certificate and successfully complete all certification requirements.
- I. An EMT shall only be certified by one (1) certifying entity during a certification period.

NOTE: Authority cited: Sections 1797.107, 1797.109, 1797.170 and 1797.175, Health and Safety Code. Reference: Sections 1797.61, 1797.62, 1797.63, 1797.109, 1797.118, 1797.175, 1797.177, 1797.185, 1797.210 and 1797.216, Health and Safety Code.

IV. MAINTAINING EMT CERTIFICATION AND RECERTIFICATION

- A. EMT Recertification.
1. In order to recertify, an EMT shall:
 - a. Possess a current EMT Certification issued in California.
 - b. Obtain at least twenty-four (24) hours of continuing education hours (CEH) from an approved CE, or
 - (1) An individual who is currently licensed in California as Paramedic or certified as an Advanced EMT or EMT-II, or who has been certified within six (6) months of the date of application, may be given credit for CEH earned as a

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Paramedic or EMT-II to satisfy the CE requirement for EMT recertification as specified in this section.

- c. Successfully complete a twenty-four (24) hour refresher course from an approved EMT training program.
 - d. Starting July 1, 2010, complete the criminal history background check requirements as specified in regulation.
 - e. Submit a complete application including:
 - (1) County of Marin EMT application form
 - (2) Check or money order payable to "County of Marin" in the amount as per the fee schedule
 - (3) Copy of Healthcare Provider BLS CPR card or equivalent, front and back
 - (4) Copy of valid government-issued photo ID
 - (5) Completed skills competency verification form
 - (6) Proof of completed required CE hours or refresher course
Note: Applicant must present originals of all copies required above.
 - f. Obtain a completed skills competency verification form, *EMSA-SCV (07/03)*, herein incorporated by reference (as detailed in CCR Title 22, Div. 9, §100080).
 - (1) Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for recertification.
2. If the EMT recertification requirements are met within six (6) months prior to the expiration date, the Agency shall make the effective date of certification the date immediately following the expiration date of the current certificate. The certification expiration date will be the final day of the final month of the two (2) year period.
 3. If the EMT recertification requirements are met greater than six (6) months prior to the expiration date, the Agency shall make the effective date of certification the date the individual satisfactorily completes all certification requirements and has applied for certification. The certification expiration date shall not exceed two (2) years and shall be the final day of the final month of the two (2) year period.
 4. The Agency shall issue a wallet-sized certificate card to eligible individuals who apply for recertification pursuant to this Section.
 5. An individual who is a member of the reserves and is deployed for active duty with a branch of the Armed Forces of the United States, whose California EMT certificate expires during the time the individual is on active duty or less than six (6) months from the date the individual is deactivated/released from active duty, may be given an extension of the expiration date of the individual's EMT certificate for up to six (6) months from the date of the individual's deactivation/release from active duty in order to meet the renewal requirements for the individual's EMT certificate upon compliance with the following

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provisions:

- a. Provide documentation from the respective branch of the Armed Forces of the United States verifying the individual's dates of activation and deactivation/release from duty.
- b. If there is no lapse in certification, meet the requirements of sub-sections A.1 through A.8 of this Section (III). If there is a lapse meet the requirements of sub-sections 2.A.1-4 of this Section (III).
- c. Provide documentation showing that the CE activities submitted for the certification renewal period were taken not earlier than thirty (30) calendar days prior to the effective date of the individual's EMT certificate that was valid when the individual was activated for duty and not later than six (6) months from the date of deactivation/release from duty.
- d. For an individual whose active duty required him/her to use his/her EMT skills, credit may be given for documented training that meets the requirements of Title 22, Div.9 while the individual was on active duty. The documentation shall include verification from the individual's Commanding Officer attesting to the classes attended.

NOTE: Authority cited: Sections 1797.107, 1797.109, 1797.170 and 1797.175, Health and Safety Code. Reference: Sections 1797.61, 1797.62, 1797.109, 1797.118, 1797.170, 1797.184, 1797.210 and 1797.216, Health and Safety Code, and United States Code, Title 10, Subtitle A, Chapter 1, Section 101.

B. EMT Recertification After Lapse in Certification.

1. In order to be eligible for recertification, an individual whose California EMT Certification has lapsed shall meet the following requirements:
 - a. For a lapse of less than six (6) months, the individual shall comply with the requirements contained in Sections III,A,4 and Section IV,A,1,(b) or(c), (d), (e), (f).
 - b. For a lapse of six (6) months or more, but less than twelve (12) months, the individual shall comply with the requirements of Sections III,A,4 and Section IV,A,1,(b) or(c), (d), (e), (f) of this policy and complete an additional twelve hours of continuing education for a total of thirty-six (36) hours of training.
 - c. For a lapse of twelve (12) months or more, but less than twenty-four (24) months, the individual shall comply with the requirements of Sections III,A,4 and Section IV,A,1,(b) or(c), (d), (e), (f) of this policy and complete an additional twenty-four (24) hours of continuing education for a total of forty-eight (48) hours of training and the individual shall pass the written and skills certification exams as specified in Title 22, Div.9.
 - d. For a lapse of greater than twenty-four (24) months the individual shall complete an entire EMT course and comply with the

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requirements of Section II of this policy.

2. Individuals who are a member of the reserves and are deployed for active duty with a branch of the Armed Forces of the United States, whose EMT certificate expired during the time the individuals are on active duty may be given an extension of the expiration date of the individual's EMT certificate for up to six (6) months from the date of the individual's deactivation/release from duty in order to meet the renewal requirements for the individual's EMT certificate upon compliance with the provisions of Section 100080 (j) of the regulations and the requirements of sub-section (a) of this section (Title 22, Div.9).
3. The effective date of certification as used in this policy shall be the date the individual satisfactorily completes all certification requirements and has applied for certification. The certification expiration date shall be the final day of the final month of the two (2) year period, except for those individuals who are required to pass the written and skills certifying examinations, the expiration date shall be the last day of the final month of the two (2) year period following the date of passing the certifying written examination.
4. The Agency shall issue a wallet-sized certificate card to eligible individuals who apply for recertification pursuant to this Section.

NOTE: Authority cited: Sections 1797.107, 1797.109, 1797.170 and 1797.175, Health and Safety Code. Reference: Sections 1797.61, 1797.62, 1797.109, 1797.118, 1797.170, 1797.175, 1797.184, 1797.210 and 1797.216, Health and Safety Code, and United States Code, Title 10, Subtitle A, Chapter 1, Section 101.

PARAMEDIC ACCREDITATION/CONTINUOUS ACCREDITATION

INITIAL ACCREDITATION

A. To be eligible for accreditation in Marin County an individual must:

1. Provide evidence of possession of a valid California paramedic license .
2. Provide proof of employment with an approved Marin paramedic service provider.
3. Apply to Marin County EMS Agency. Application includes the following:
 - a. Completion of application form which includes a statement that the individual is not precluded from accreditation for reasons defined in Section 1798.200 of the Health and Safety Code.
 - b. Payment as per fee schedule.
4. Provide proof of completing an approved Marin County EMS System orientation not to exceed eight (8) hours.
5. Permit verification of status with other certifying or accrediting agencies.
6. Complete a written Protocol Test with 80% accuracy.

B. Accreditation procedure

1. The Marin County EMS Agency shall accredit the individual to practice in Marin County. Accreditation to practice shall be continuous as long as State of California paramedic licensure is maintained and local requirements are met. The paramedic may practice immediately in the basic scope of practice up to 30 days when working as a second paramedic during the accreditation process.
2. The paramedic will be issued a sticker which will be attached to the upper front right corner of the state-issued paramedic license. Additionally the paramedic accreditation number will match the state-issued paramedic number and shall start with the letter "M", i.e., M00000. The new sticker will be issued at the completion of initial or continuous accreditation application for each paramedic. -
3. Marin County EMS Agency shall notify individuals applying for accreditation of the decision to accredit within thirty (30) days of application. If requested by the applicant accreditation may be extended at the discretion of the EMS Agency.

MAINTAINING CONTINUOUS ACCREDITATION

A. Accreditation is continuous when the following requirements are met:

1. The paramedic shall submit:
 - a. An application form
 - b. Proof of licensure renewal
 - c. Proof of completion of the most recent annual Policy and Procedure Update
2. Employment with a approved paramedic service provider within the local jurisdiction. Employer shall notify Marin County EMS Agency within ten (10) days of paramedic leaving employment.

B. Inactive Accreditation

1. Accreditation becomes inactive if one or more of the following occur:

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- a. Paramedic is not currently employed by an approved Marin County paramedic service provider, OR
 - b. Paramedic has not met the local requirements for continued accreditation as listed above and is less than one year into the new licensure period, OR
 - c. Paramedic license has expired OR
 - d. Application for continuous accreditation has not been submitted to Marin County EMS Agency.
2. Accreditation will be continued if, prior to 180 days into the new licensure period:
 - a. Paramedic presents a copy of the new/current license.
 - b. Paramedic presents proof of completion of the most recent annual Policy and Procedure Update Training.
 - c. A letter confirming employment is received by Marin County EMS Agency, if applicable.
- C. Lapsed accreditation
1. If accreditation becomes inactive for any reason and is not continued prior to 180 days into the new licensure period, the paramedic must provide proof of completion of most recent annual Policy and Procedure update.
 2. If accreditation becomes inactive for greater than one year the paramedic must complete the initial accreditation process.