



Emergency Medical Technician EMT (FAQ's)

Page

BECOMING AN EMT.....3

EMT TRAINING COURSES.....3

1. Where can I find a list of EMT courses in Alameda County?
2. What is contained in the courses?
3. How long are the courses?
4. How much does an EMT course typically cost
5. Are there prerequisites to taking an EMT course?
6. Is an EMT course taken here accepted statewide?

TAKING THE NATIONAL REGISTRY EMT EXAMS.....4

1. Who needs to take the NREMT written exam?
2. What are prerequisite to taking the exam?
3. When are exams offered?
4. Registering for the exam
5. Arrive prepared
6. Rescheduling an exam
7. Exam information
8. Getting the results
9. Retaking the exam
10. If I have a learning disability, can I get special accommodations?
11. What will the NREMT card do for me?
12. How do I keep my NREMT card current?

THE EMT APPLICATION PROCESS.....6

1. Can I mail my application or do I have to apply in person?
2. How long will it take to get my card?
3. Why did you not process my application?
4. Why did you deny my application?
5. Where is my EMT card accepted?
6. Can Alameda County EMS help me find a job as an EMT?

EMT INITIAL CERTIFICATION.....6

1. When can I apply for my EMT card?
2. Is there an age requirement?
3. What do I need to turn in?
4. How soon after the end of the course can get my EMT card?
5. What kind of EMT card will I receive?
6. What is the Central Registry?
7. How long is my EMT card valid?
8. I lost my EMT card. What can I do?
9. What are the most common reasons for delayed processing of an EMT card?
10. What if I fail to disclose a past incident or conviction?
11. Is there a time limit to apply for county certification?

BACKGROUND / LIVE SCAN CHECKS.....8

1. Why is a background check required?
2. What is the background check process?
3. Where do I find Live Scan forms and the information to put on them?
4. How much does the Live Scan process cost?
5. Who is exempt from doing a Live Scan?
6. How long does the background check process take?
7. What will the Live Scan show?
8. What happens if I have a positive arrest and / or conviction history?
9. What happens if I have an arrest and / or conviction after a negative Live Scan?
10. I've had a Live Scan done for another agency. Can you use that information?
11. Where can I have the Live Scan done in Alameda County?
12. How can I find Live Scan sites outside of Alameda County?
13. Can I do a Live Scan outside of California?

WHAT HAPPENS AFTER I HAVE MY EMT CARD.....10

1. Once I have my EMT Card, where can I work?
2. What do I have to do to maintain certification?
3. What if I move or change my name?
4. What if I lose my EMT card?
5. What if I get in trouble?
6. What If I get a DUI?

EMT RECERTIFICATION.....10

1. What happens if my EMT card expires?
2. What are the basic recertification requirements?
3. What do I need to turn in?
4. Can I certify with Alameda County if I am certified through another EMS agency?
5. When can I submit my recertification application?
6. What kinds of CEUs are acceptable and when should I take a refresher course?
7. My certification has expired. What do I have to do?
8. How long do I have to recertify once my card has expired?
9. My EMT card has expired beyond one year, what do I have to do?

SKILLS VERIFICATION TESTING.....12

1. When do I need to do a skills verification test?
2. Where can I take a skills verification test?

DENIAL OF AN EMT CARD.....12

1. Why did you deny my application?
2. What are my options to gain certification?

DISCIPLINARY ACTION AGAINST AN EMT.....12

CONTINUING EDUCATION & REFRESHER COURSES.....12

1. What's the difference between continuing education and refresher courses?
2. Does it matter if I do 24 hours of CE or take a Refresher course?
3. I am in paramedic school. Does that count?
4. Where can I take continuing education or refresher courses?
5. How can I find continuing education classes?

6. Why would I choose a refresher course over continuing education courses?
7. How much continuing education do I need?
8. What do I do with my CE certificates?
9. Why wouldn't you accept my continuing education paperwork?

OUT-OF-STATE CERTIFICATIONS.....14

1. What if I took an EMT course out-of-state but never received an EMT card?
2. What if I have an EMT certificate from another state?
3. Can I challenge the EMT exam?

CHALLENGE EXAMINATION.....14

BECOMING AN EMT

Becoming an EMT is a three-step process. In step one, you take and pass an EMT course. Step two is taking and passing the National Registry of EMTs (NREMT) computer-based exam. Step three is applying for California EMT certification through a local EMS agency, such as Alameda County EMS.

Beginning July 1, 2010, all newly certified EMTs and EMTs recertifying are issued a plastic laminate certificate card. Each EMT is entered into a California EMS Authority database called the Central Registry. The Registry assigns each individual a Central Registry number. Because EMT certification is valid statewide, an individual can be certified through only one EMS agency.

EMT TRAINING COURSES

1. Where can I find a list of EMT courses in Alameda County?

EMSA's website (www.emsa.ca.gov/Training_Programs) has a list of EMT Courses approved by Alameda County EMS. In addition, there are courses offered by schools that have received EMT Program approval from neighboring counties.

2. Where can I find a list of EMT courses in Alameda County?

The EMT course shall consist of not less than one hundred sixty (160) hours. These training hours shall be divided into:

A minimum of one hundred thirty-six (136) hours of didactic instruction and skills laboratory; and

A minimum of twenty-four (24) hours of supervised clinical experience. The clinical experience shall include a minimum of ten (10) documented patient contacts wherein a patient assessment and other EMT skills are performed and evaluated. All programs must follow regulations established by the Emergency Medical Services Agency (EMSA) in Sacramento. The curriculum must be based on the U.S. Department of Transportation's EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994.

To pass the program, you must successful pass the written and skills final exams to receive a course completion certificate. Successful completion of the course allows you to take the National Registry of EMTs (NREMT) computer-based exam. After passing the NREMT exam you may apply to an EMS Agency for a California EMT card, which is valid statewide.

3. How long are the courses?

The community college courses are a semester in length, meaning from September to December for the Fall semester and January to May for the Spring semester. They may meet one day each week, two evenings per week, or an evening(s) and Saturday. Contact the colleges for information on their courses.

The private schools offer the courses over different times. Some may last for six to nine weeks, others longer, depending on how often they meet. With such a varied selection of dates and time, most students find a class that fits their needs.

4. How much does an EMT course typically cost?

EMT courses taken at a community college will cost about \$400.00 total for unit fees, books, parking fees, etc. The cost at private schools in our county ranges from; around \$1000.00 to over \$3000.00.

5. Are there prerequisites to taking an EMT course?

EMT courses require a CPR class as the only prerequisite. Acceptable CPR classes must be taught to the standard of the American Heart Association's Healthcare Provider class. Online CPR classes without a hands-on demonstration of skills competency are not accepted. It can be beneficial to have taken a first aid class before signing up for the EMT course.

6. Is an EMT course taken here accepted statewide?

All local EMS agencies approved EMT Programs are accepted statewide; however each county may set specific requirements to certify in their county. Once you are certified by an EMS Agency in the state, your certification is accepted statewide.

TAKING THE NATIONAL REGISTRY EMT EXAM

1. Who needs to take the NREMT computer-based exam?

There are four occasions when someone would take the NREMT computer-based exam:

1. When you have completed an EMT course
2. When your EMT card has been expired for more than one year
3. When you are coming into California from another state and have not taken the NREMT exam
4. If you want to have an NREMT card so you can list the certification on job applications and/or resumes

2. What are prerequisite to taking the exam?

In order to take the NREMT computer-based exam, you must have completed an approved EMT Training program in the previous 12 months. If it has been longer than 12 months you must complete a new Skills Verification exam (skills verification testing is valid for one year). If your California EMT certificate has been expired for more than 12 months, you must take a 24-hour Refresher class and complete a Skills Verification exam.

If you are already an EMT and you completed your EMT program more than two years ago, you must take a 24-hour Refresher class and complete the skills verification test.

3. When are exams offered?

NREMT computer-based exams are offered at three Bay Area Pearson-Vue test centers: Oakland, San Jose and San Francisco. Exams are also offered at other locations around the state and in other states. Exams test times vary by test site but are usually weekdays and Saturdays. The fee to take an exam is \$70.00. Pearson-Vue can be reached at www.vue.com or 866-673-6896.

4. Registering for the exam

Registering for the exam involves several steps:

- Go to www.nremt.org Click on *Create a New Account*. Then login and set up your personalized account information. Record your username and password. You **MUST** use your name exactly as it appears on your driver's license.
- After setting up your account, click on *Create a New Application*. Select EMT as the level of testing you need. You can pay your \$70.00 application fee online at the same time. If you do not have a credit card, you can pay by mail by printing a money order tracking slip – but this will delay your taking the exam.

- Upon completion of your EMT class, including the written and skills exam, your school's program director will go to the NREMT website and give you Authorization to Test (ATT). This authorization can only be done if you have first set up your personal NREMT account.
- You can check your status by logging back into your account at www.nremt.org (click on *Candidate Services* and then *Check Application Status*). If your program director has given you authorization, the information on your written and practical skills exam and CPR will now show. If authorization has not been granted, you need to check with your program director.
- When authorized, your account will show *Print ATT Letter*. Print the letter, which has information on the next step and your assigned NREMT Candidate Id number.
- You will then go to www.vue.com (or call them at 866-673-6896), and click on *Take a Test*, then scroll down and select *National Registry of EMTs*. Click on *Create a Web Account* to set up your personal account. Record your information. You need your previously issued NREMT Candidate Id number for this step. Once verified, you can select a test center and set up a date and time to test.

5. Arrive prepared

Plan on arriving 30 minutes early for the exam. Persons arriving late will not be allowed to take the exam and will have to reschedule. Be sure to bring a photo id.

6. Rescheduling an exam

If you cannot make your exam date and time, it is your responsibility to reschedule through www.vue.com. Failure to show up for your exam or to reschedule at least 24- hours before the scheduled date and time will require another application and another payment. No refunds are issued.

7. Exam information

The computer-based NREMT exam consists of multiple-choice questions taken from the 1994 National Standard EMT-Basic Curriculum. A passing score is 70 percent.

8. Getting the results

The results of your exam will be available the next day at www.nremt.org. You will be mailed a copy of your results and your NREMT certificate and wallet card in about 10-14 days.

9. Retaking the exam

If you fail the exam, you can reschedule a new test date and time. You have to wait two weeks to retest. You will have to again have to go to www.nremt.org to pay your fee and www.vue.com to schedule another exam.

Candidates failing the exam are allowed six opportunities to complete the examination. If at any time before you pass the exam, it has been longer than one year since completing your EMT program, you must complete a new Skills Verification exam. To take the exam a fourth time, you must complete 24 hours of remedial training.

This allows you to take the exam three more times. If you have not passed the exam after six attempts, the entire EMT program must be repeated.

10. If I have a learning disability, can I get special accommodations?

The NREMT offers reasonable and appropriate accommodations for the written component of the registration examination for those persons with documented learning disabilities.

Those persons requesting accommodations for the computer-based exam must submit documented evidence of a learning disability. Appropriate documentation must be submitted to the NREMT by the applicant and must be received by them three to four weeks prior to the examination. Accommodations

given are typically extended time. To see the NREMT policy and for more information, go to www.nremt.org/rwd/public/document/policy-accommodations

11. What will the NREMT card do for me?

An NREMT card certifies you have passed the state and local EMS agencies mandated certification exam and is required to become certified in California. Whether you maintain the card is up to you. The card is widely accepted across state lines as *THE* card required for local certification.

12. How do I keep my NREMT card current?

Your NREMT card can be kept current by following the NREMT requirements that can be found at www.nremt.org.

THE EMT APPLICATION PROCESS

1. Can I mail my application or do I have to apply in person?

We accept applications by mail or in person. Our front office is staffed between 8:30 am and 4:30 pm, Monday through Friday, holidays excluded.

2. How long will it take to get my card?

Typically an application is processed in about 2 weeks. Occasionally, it may take longer. We process applications as quickly and efficiently as we can. One way to speed up your application is to make sure your application is filled-out completely and all required documentation is attached. We do not issue cards on the same day an application is turned in. We cannot issue a card until the fingerprint background checks are complete.

3. Why did you not process my application?

There are occasions when an application has been filled out wrong, is not signed, has failed to include the fee, etc. In these cases, we send a letter to explain what is wrong with your materials. Your application will be processed when you submit the necessary materials.

4. Why did you deny my application?

If your application is denied upon submission of all materials, you will be sent a letter with an explanation. Typically, final denials are because of incidents, which were revealed in a background checks. See the Denial of an EMT Card section for more information.

5. Where is my EMT card accepted?

An EMT card issued by any local EMS agency in the state is valid statewide. You do not have to apply for a card from any other agency in order to work in their county.

6. Can Alameda County EMS help me find a job as an EMT?

ALCO EMS does not provide job-matching assistance, however we can provide you with the names of local ambulance providers and/or hospitals that typically hire EMTs.

EMT INITIAL CERTIFICATION

1. When can I apply for my EMT card?

After completing an EMT course and passing the NREMT exam, you have two years (from the date on the course completion certificate) to apply for EMT certification from any local EMS agency in the state.

2. Is there an age requirement?

You must be at least eighteen years of age to certify as an EMT.

3. What do I need to turn in?

Your EMT application package must include:

- A signed EMT Certification application (available online at www.acphd.org/ems or through our office).
- A copy of your course completion certificate from an approved California EMT training program.
- A copy of your NREMT card and NREMT certificate.
- A copy of a photo id: current driver's license, ID card, or valid military ID card.
- A copy of your completed fingerprint Live Scan form for both Department of Justice and FBI background checks.
- The non-refundable fee is \$140.00 payable to Alameda County EMS. The fee covers the Alameda County \$65.00 fee and the \$75.00 state EMS Authority fee. The fee may be paid via money order, cashier's check, municipal purchase order, or by credit/debit card online or at our office. We do not accept personal checks or cash.

4. How soon after the end of the course can get my EMT card?

As part of the verification process, we receive course rosters for classes taught in Alameda County. Your training program has 15 days after the course ends to send these to the EMS office. Generally it will take two weeks to process your application once we receive the roster and your completed application. Remember you also have to take and pass the NREMT exam.

5. What kind of EMT card will I receive?

Your EMT card is a plastic, laminated card. Printed on the card are your name, Central Registry number, the effective and expiration dates, and your status (active, probation, etc.). Sign the card and carry it in with you. If you are asked to produce your card while working, you need to have your card on your person. All EMS agencies in the state issue the same type of cards. The card has a three-dimensional hologram to prevent fraudulent duplication.

6. What is the Central Registry?

The state's Emergency Medical Services Authority manages the Central Registry, a database which tracks all EMTs in California. Your name, card status, expiration date, and the name of the agency that issued your card are viewable by anyone accessing the Central Registry database on the web at www.centralregistry.ca.gov.

7. How long is my EMT card valid?

Your EMT card expiration date will be two years from the date you passed the NREMT exam. If you are coming into California from another state, your new EMT card will carry the same expiration date as your NREMT card.

8. I lost my EMT card. What can I do?

If you lose the card, a duplicate can be requested through the EMS office. After the \$30.00 duplicate card fee is paid, a new card will be issued.

9. What are the most common reasons for delayed processing of an EMT card?

The most common reason is a positive criminal background check of significant cause for us to delay processing or deny your application. See the Denial of an EMT Card section for more on this topic.

10. What if I fail to disclose a past incident or conviction?

Failure to disclose your involvement in a current investigation or any arrest and convicted of an infraction, misdemeanor, or felony in California or in any other state or place, including entering a plea of nolo contendere or no contest, including any conviction which has been expunged (set aside) or sealed records under is considered fraud in the procurement of a certificate. This may result in

disciplinary action and denial of your certificate. If you have such an incident or conviction in your past, it must be disclosed each time you apply for certification.

Failure to disclose and/or failure to notify EMS of a conviction within 15 days of the judgment may result in disciplinary action and denial of a certificate.

11. Is there a time limit to apply for county certification?

You have two years from the date you complete your EMT course to apply for certification as an EMT. Applications submitted after that date will not be accepted and you must take the complete course over again.

BACKGROUND / LIVE SCAN CHECKS

1. Why is a background check required?

Like many agencies, EMS is concerned with the integrity of its prehospital personnel. We require the Live Scan background check for all EMTs just as the EMS Authority at the state level requires of all paramedics. The California Department of Justice (DOJ) and FBI perform the applicant's fingerprint background checks.

2. What is the background check process?

The background check process begins by completing a Live Scan form and then going to a Live Scan Processing center, by appointment, to have your fingerprints taken electronically. Effective July 1, 2010 all California EMT Background checks must include both DOJ and FBI searches. The prints are electronically transmitted to the DOJ and FBI where they are run through their system. The two checks must be done at the same time. If you do a DOJ and the FBI is not done at the same time, you will have to repeat both.

3. Where do I find Live Scan forms and the information to put on them?

Live Scan forms are available online (at www.acphd.org/ems then click on EMT Certification) or can be picked up at the EMS Agency Monday through Friday between 8:30 am and 4:45 pm. The form needs to be printed and filled out before going to the Live Scan Agency. You need two copies of the form - one for the Live Scan agency to keep and one to submit with your EMT application.

4. How much does the Live Scan process cost?

There are three fees associated with getting a Live Scan. One is the "rolling fee" charged by the agency that does the Live Scan, about \$20.00, a fee charged by the DOJ to process the prints, about \$37.00 and a fee charged by the FBI to process prints, \$17.00 For a total cost of about \$74.00. Fees are subject to change. Contact the Live Scan agency to get an exact cost and to know what forms of payments they will accept. You should make sure the agency has the approval to perform FBI processing.

5. Who is exempt from doing a Live Scan?

Everyone applying for an EMT certification must have a background check, there are no exemptions. The Live Scan process provides background information to EMS on an ongoing basis, not just at the time of the initial check. The agency will receive information for any subsequent arrests for all of the EMTs certified with Alameda County EMS.

6. How long does the background check process take?

For the individual with a clean background, the prints usually clear in 48 to 72-hours. If you have an arrest and/or conviction(s) in your background, the process will take considerably longer. The time depends on how long it takes the DOJ and FBI to report back on your fingerprints. It may take from several weeks to many months. If you have a positive conviction history, we advise you to do your background check as soon as possible.

7. What will the Live Scan show?

The Live Scan gives us a printout of any convictions in your background including the court outcome. If you have an arrest and/or conviction in your background, you need to provide us with an explanation of the event and copies of the court docket for each case on your record. From that information we will make a determination regarding whether or not to issue you an EMT certificate.

8. What happens if I have a positive arrest and / or conviction history?

Any positive history will be investigated. The applicant must submit a copy of the final court docket of the conviction(s) and a letter of explanation providing us with the details the case. Additional materials that may be submitted include: letters of recommendations from current and past employers or instructors, and / or letters about the applicant's character. Because a positive history typically results in delays in the DOJ and FBI systems, we may submit copies of the materials to the DOJ to help finalize their search. If you have a positive conviction history, we advise you to do your background check as soon as possible.

9. What happens if I have a subsequent arrest and / or conviction after a negative Live Scan?

In addition to certification / recertification actions, an EMT certificate may be suspended or revoked based on subsequent criminal activity. In other words, if your initial Live Scan is negative, and you subsequently get arrested, we are notified by the DOJ. Depending on the problem, you may be asked to provide us with information on the incident.

10. I've had a Live Scan done for another agency. Can you use that information?

Unfortunately, agencies cannot share Live Scan information. Even though you may have done a Live Scan for DMV or for a company as part of their employment process, they cannot share the results with us. You have to do a Live Scan specifically for ALCO EMS.

11. Where can I have the Live Scan done in Alameda County?

There are many Live Scan sites in Alameda County. On our web site, under the EMT Certification button, go to Live Scan Sites to see a complete list and information about their hours and fees.

12. How can I find Live Scan sites outside of Alameda County?

Your electronic Live Scan check can be done anywhere in the state. Go to the DOJ web site at <https://oag.ca.gov/fingerprints> to view a file that shows locations in other counties in California.

13. Can I do a Live Scan outside of California?

The electronic Live Scan process cannot be completed outside of California. The California DOJ allows for the hand-rolling of fingerprints for those outside of California. The Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement form and FBI/U.S. DOJ Fingerprint form FD-258 are to be used to submit your fingerprints. There are several steps to complete the process:

- Complete the applicant section of the Fingerprint form FD-258. For reason, use: EMT certification.
- Take the Fingerprint form FD-258 to an agency/company to have your fingerprints rolled.
- Complete the Request for Exemption form.
- Send the two forms back to the DOJ's address at the top of the form with a money order in the amount of \$51.00, made payable to the California Department of Justice.

An applicant can contact the EMS office (510-618-2050) to request the paper fingerprint form and exemption form. These will have to be completed and returned with payment to the DOJ for processing.

1. Once I have my EMT card, where can I work?

EMTs typically work in ambulances while others work in hospital emergency rooms. An internet search of Ambulance Service or Hospitals will give you information where you can start your job search

2. What do I have to do to maintain EMT certification?

On an on-going basis, you need to

- Keep your EMT card current by renewing it every two years. See the section EMT Recertification for information on the recertification process.
- Take continuing education or refresher classes necessary for renewal. See the Continuing Education section for this information.

3. What if I move or change my name?

Regulations require you to inform the EMS Agency of any address change with 30 days of such action. This can be done via email to info@alcoems.org or by letter to ALCO EMS Certifications, 1000 San Leandro Blvd., #200, San Leandro, CA 94577. This also applies to name changes, which also require copies of court documentation, marriage certificate, etc.

4. What if I lose my EMT card?

If you lose your EMT card, you can call the EMS office at 510-618-2050 and request a duplicate card. After the \$30.00 duplicate card fee is paid, a new card will be issued.

5. What if I get in trouble?

EMS receives subsequent arrest notification within 48 hours of any arrest. Depending on the seriousness of the arrest, EMS may take disciplinary action against an EMT certificate. This action may include probation, probation with conditions, suspension, or revocation of the EMT certificate. If you have a question, please call the EMS office at 510-618-2050.

6. What if I get a DUI?

An EMT is required to notify EMS in writing of a conviction for a violation of a criminal alcohol or drug statute no later than fifteen (15) days after such a conviction. An arrest and conviction for a DUI (in any form), may result in specific action against an EMT certificate.

EMT RECERTIFICATION

1. What happens if my EMT card expires?

You may not work as an EMT or represent yourself as an EMT if your card has expired. One day late is the same as six months late. There are no extensions of your expiration date. You must allow a minimum of two weeks for processing of your recertification application. The EMS office does NOT issue EMT cards the same day you turn in an application.

2. What are the basic recertification requirements?

Every two years you must complete 24-hours of continuing education or a 24-hour Refresher class and complete a skills verification test.

3. What do I need to turn in?

Your EMT recertification application package must include:

- A signed EMT Recertification application (available online at www.acgov.org/ems or through our office).
- A copy of a photo id: current driver's license, ID card, or valid military ID card.
- A copy of your skills verification test form.
- A non-refundable fee of \$102.00 payable to Alameda County EMS. The fee covers the

Alameda County \$65.00 fee and the \$37.00 state EMS Authority fee. The fee may be paid via money order, cashier's check, municipal purchase order, or by credit/debit card online or at our office. We do not accept personal checks or cash.

- Recertification applications submitted within 15 days of your expiration or after your expiration date will be assessed a \$30.00 late fee. This fee must be paid before the application will be processed.

4. Can I certify with Alameda County if I am certified through another EMS agency?

You can only be certified through one EMS agency at a time. If you are certified through another agency and wish to recertify with ALCO EMS, you can follow the steps above. Please note that you will have to complete a Department of Justice and FBI live scan for your background check and the total recertification fees will be \$140.00 instead of \$102.00.

5. When can I submit my recertification application?

It is a good idea to turn your materials in at least a month before your expiration date. You must allow a minimum of two weeks for processing of your recertification application. Your recertification application package can be submitted up to six months in advance of your card expiring. Your new expiration date will be two years from the current expiration date; unless your card has expired in which case it will be two years from the issue date.

Recertification applications submitted within 15 days of your expiration or after your expiration date will be assessed a \$30.00 late fee. This fee must be paid before the application will be processed.

6. What kinds of CEs are acceptable and when should I take a refresher course?

For information on continuing education and refresher courses, go to the Continuing Education & Refresher Courses section.

7. My certification has expired. What do I have to do?

State regulations require that if you turn your recertification materials in after your card has expired, the following continuing education rules apply:

- For a card expired six months or less, complete 24 hours of CE plus the Skills Competency Verification testing.
- For a card expired more than six months but less than one year, complete 36 hours of CE plus the Skills Competency Verification testing.
- For a card expired for more than one year but less than two years, complete 48 hours of CE, pass the computer-based assessment NREMT exam, and complete the Skills Competency Verification testing. NOTE: Please see number 9 below for specific information on how to complete this process.
- For a card expired two years or more, retake an entire EMT course.

Local EMT Training Programs offer the refresher classes and the skills testing. For a list of the EMT Training Programs in Alameda County contact the EMS office at 510-618- 2050.

8. How long do I have to recertify once my card has expired?

You have two years to recertify. After that, you have to take the complete EMT course over again and then apply for certification.

9. My EMT card has expired beyond one year, what do I have to do?

In addition to 48 hours of CE and the skills verification, the process is a bit complex. You need to take the NREMT computer-based assessment exam. This will not give you an NREMT card but will suffice for purposes of CA state regulations. Here is the process:

- Complete 48 hours of CE, or 24 hours of CE and 24 hours of a refresher class – including the

skills verification exam. No CE can be older than two years.

- You can then contact the NREMT office (www.NREMT.org) for information on scheduling your computer-based exam (refer to the section Taking the National Registry EMT Exam).
- When you have passed the exam, provide all recertification documentation to Alameda County EMS and we will issue your new EMT card.
- In addition, you will need to do another California DOJ and FBI fingerprint Live Scan background checks.

SKILLS VERIFICATION TESTING

1. When do I need to do a skills verification test?

Skills exams are done at the end of your EMT course. Following your EMT certification, you will need to complete another skills verification test with each two-year certification. The skills verification submitted with your recertification application must be less than two years old. It is your responsibility to take the test when it is due and provide documentation with your next recertification application.

2. Where can I take a skills verification test?

EMT Training programs typically offer refresher courses with skills exams. The refresher courses are often done near the end of the regular EMT courses. Contact training programs for upcoming dates of their skills exams and refresher courses. The EMS office can also assist in finding skills verification test sites (510-618-2050).

DENIAL OF AN EMT CARD

1. Why did you deny my application?

We may deny EMT certification for many reasons. It may be as simple as missing paperwork, which can be easily corrected. It may, however, be because of an arrest and conviction in your past. You will receive a letter explaining what happened.

2. What are my options to regain certification?

If the denial reason is simple, you will be called or sent a letter telling you the reason and what needs to be done to clear up the problem. If you are unclear on the reason, you can call EMS at 510-618-2050.

If the reason has to do with your background check, you will be sent a letter informing you of our decision and give your options.

DISCIPLINARY ACTION AGAINST AN EMT

EMS has the regulatory responsibility to take action against an EMT certificate holder when that person conducts themselves in an unprofessional manner. An EMT certificate can be denied, put on probation, suspended, or revoked. When this action is taken by EMS, the person has the option of asking for an Administrative Law Judge hearing. When we take any of these actions, the certificate holder is sent a certified letter with an explanation and complete details.

CONTINUING EDUCATION & REFRESHER COURSES

1. What's the difference between continuing education and refresher courses?

Continuing education (CE) courses are typically one to two hour courses on a variety of topics. Multiple courses are taken to obtain the needed number of hours. Often conferences offer one or more days of continuing education credits. Refresher courses are typically 24 hours in length (spread over multiple days or evenings) and are focused on teaching commonly used skills and learning experiences.

2. Does it matter if I do 24 hours of CE or take a Refresher course?

In order to recertify, you may either complete 24 hours of CE or take a refresher course. Remember though, refresher courses include your skills verification test whereas if you do CE, you will have to find a school to complete your skills.

3. I am in paramedic school. Does that count?

If you are a student in a paramedic class, or have been in the past two years, the school may give you a letter that can be used for CE. The letter typically identifies you as a paramedic student, and tells how far along in the course you are and what curriculum has been completed. If you are in paramedic school, ask your school for such a letter. You still have to complete the skills verification testing.

4. Where can I take continuing education or refresher courses?

Continuing education and refresher courses for recertification can be taken anywhere; they do not have to be done in Alameda County. They must however be offered from an approved prehospital EMT program. If CE classes are taken from an out-of-state provider, the provider must be CECBEMS approved – see the next paragraph.

5. How can I find continuing education classes?

Continuing education courses are offered by different organizations. Call a few of the organizations and ask if they have any upcoming classes. EMT Training Programs often allow individuals to sit in on lectures for CEs. Many of the agencies offer CE classes to their employees but not to the general public. EMSA's website lists CE Providers.

www2.emsa.ca.gov/ShowTraining/ContinuingEducation/GroupByContinuingEducationTable.aspx

On-line CE providers offer classes that can be taken by EMTs and paramedics. If you take on-line or out-of-state classes, they must be CECBEMS accredited. CECBEMS stands for Continuing Education Coordinating Board for Emergency Medical Services. Most are but you will want to verify this before paying for classes.

Remember with online classes, you are responsible for taking the appropriate amount of time for each class. Recertification can be delayed or denied for someone who claims to have completed too many hours in one day!

Some college classes, like anatomy and physiology, and phlebotomy, can be used as CE. You must submit a college transcript that shows the class and as passing grade. These usually count for 16-20 hours.

6. Why would I choose a refresher course over continuing education courses?

If you work as an EMT, continuing education classes are a good way to learn about different topics. If you are not working in the field, a refresher course is a good way to review the subjects and skills you are expected to know. A refresher course also offers the skills verification testing needed for recertification.

7. How much continuing education do I need?

You need 24 hours from an approved CE Provider every two years in order to recertify. The classes must have been taken during the two years prior to your recertifying. Classes older than two years will not be accepted.

8. What do I do with my CE certificates?

Your certificates must be kept for four years.

9. Why wouldn't you accept my listed continuing education?

An approved Prehospital CE Provider must have a CE provider number issued to them by a local EMS Agency or the state EMS Authority. The number is shown on the class certificate (it's a 6-digit number

xx-xxxx). CE classes may be taken from any provider with a prehospital CE number or from a CECBEMS approved provider and do not have to be taken in Alameda County. Your CE certificate must also show a course/class name, date taken, hours awarded, provider name and address, etc.

Some nursing classes and college classes are acceptable. Call the Alameda County EMS office if unsure. (510-618-2050)

OUT-OF-STATE CERTIFICATIONS

1. What if I took an EMT course out-of-state but never received an EMT card?

If you have never received an EMT card after completing an out-of-state course, you must submit a copy of your NREMT card. If you do not have an NREMT card, you will have to take and pass the NREMT exam.

2. What if I have an EMT certificate from another state?

Even if you have an out-of-state EMT card, you must have a valid NREMT card. You must submit an EMT Certification application, the fee, a copy of your NREMT card, and, if you have one, your out-of-state card. You will be issued an EMT card with the same expiration date as is on your NREMT card. If you have an out-of-state card but do not have an NREMT card, you will have to take and pass the NREMT written exam.

3. Can I challenge the EMT exam?

Individuals from out-of-state can challenge the EMT exam only if they are a currently licensed physician, registered nurse, physician assistant, vocational nurse, an EMT-P, or have documented evidence of successfully completing an EMT training program of the Armed Forces.

CHALLENGE EXAMINATION

Only a currently licensed physician, registered nurse, physician assistant, vocational nurse, currently licensed EMT-P, or an individual with documented evidence of successfully completing an EMT training program of the Armed Forces as defined in Title 22, Division 9, Chapter 2, section 100078 is eligible to take a challenge exam. The EMS office can help you arrange an examination.

Here are the steps:

1. You contact one of the EMT programs in Alameda County or one of the surrounding counties. The private schools are your best option as they are better able to allow someone in than community colleges. Here is a link showing the schools. Schools charge whatever the going rate is for the exam and skills.
www2.emsa.ca.gov/ShowTraining/ContinuingEducation/GroupByContinuingEducationTable.aspx
2. You take and pass the school's EMT skills verification testing, which covers typical skills (c-spine, airway, patient assessment, etc.) of an EMT – not at the skill level of an RN.
3. If you pass the skills testing, you take and must pass the school's EMT written exam. This is typically a 150 question exam scored on a scantron.
4. You have one chance to pass these two components. If you fail either of the two, you cannot retest and must take an entire EMT course.
5. If you pass the two, you then register for the NREMT computer based exam (www.nremt.org) by creating an account and paying the \$70.00 fee, after which you are approved by the school's program director.
6. Once approved, you can contact Pierson Vue to schedule your exam.
7. You take the NREMT exam at one of their locations (SF, San Jose or Oakland).
8. If you pass the exam, you are sent an NREMT certificate and card.
9. These allow you to apply for state EMT certification through our agency or any other EMS agency.

10. The application process requires passing a California DOJ and FBI background check (\$72.00), completing an application with supporting documents, and paying the \$140.00 certification fee.
11. This gets you an EMT card good for two years and valid anywhere in the state.
12. Recertification is required every two years with 24 hours of CE and another skills verification test.