



ALAMEDA COUNTY EMERGENCY MEDICAL SERVICES AGENCY

EMT Recertification Application

Name: _____
 Last _____ First _____ MI _____

Address: _____
 Street _____ City _____ State _____ Zip _____ County _____

Home Phone: _____ **Cell Phone:** _____ **Email:** _____

D.O.B.: _____ **SSN:** _____ **CA Driver's License #:** _____
 (MM/DD/YYYY)

Agency that issued your expiring certificate: _____ **Cert #:** _____

Expiration Date: _____ (If your card has expired, read the 'Expired EMT Certificate' section)
 (MM/DD/YYYY)

Employer: _____

Yes	No	ELIGIBILITY REQUIREMENTS
		Are you at least 18 years old?
		Have you ever had a certification, license, accreditation, or professional healing arts license denied, suspended, revoked or placed on probation, or are you under investigation at this time? If yes, you must enclose with this application a written explanation that describes the action, and any corrective action and/or remediation as a result of the action.
		Are you currently under investigation or have you ever been arrested 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, and including any conviction which has been expunged (set aside) or sealed. If you checked "Yes", refer to the <i>Background Check Information</i> section on the back of this form. If you have previously submitted this information, and nothing has changed, please indicate the year: _____
		Have you completed a ONE TIME Department of Justice Live Scan background check for ALCO EMS?
		Have you taken the Skills Competency Verification test? See the <i>Skills Testing</i> section on the back of this form.
		Will your application be postmarked or submitted 15 days or less before your expiration date or past your expiration date? If so, you must add a \$30.00 late fee to your payment. Your application will not be processed until this additional fee is paid.
		Has your EMT Certificate expired? If Yes, read the <i>Expired EMT Certificate</i> on the back of this form.

RECERTIFICATION BY REFRESHER COURSE

Training Program: _____ **Course completion date:** _____
 (MM/DD/YYYY)

STATEMENT OF CONTINUING EDUCATION				
MINIMUM OF 24 HOURS REQUIRED				
<small>RANDOM AUDITS WILL BE CONDUCTED BY ALAMEDA COUNTY EMS. FAILURE TO PROVIDE REQUESTED DOCUMENTS MAY RESULT IN DENIAL OR DELAY</small>				
Course Title (24 hours minimum required)	Hours	Date	CE Provider Name	CE Provider #

Use additional form below if more space is needed

I hereby certify under penalty of perjury that all information on this application is true and correct to the best of my knowledge and belief, and I understand that any falsification or omission of material facts may cause forfeiture on my part of all rights to EMT certification in the state of California. I understand all information on this application is subject to verification, and I hereby give my express permission for this certifying agency to contact and person or agency for information related to my role and function as an EMT in California.

Signature: _____ **Date:** _____
 (MM/DD/YYYY)

Did you...

- ✓ **Complete, sign, and date the application?**
- ✓ **Attach a copy of a photo ID: current driver's license, ID card, or valid military ID card?**
- ✓ **Attach a copy of your current EMT certificate?**
- ✓ **Attach a copy of your Skills Competency Verification test?** See the *Skills Testing* section below.
- ✓ **If applicable, complete a Department of Justice and FBI Live Scan background check and attach a copy of the form?**
- ✓ **Enclose the \$102.00 non-refundable application fee?** Payment may be made by credit card online; or with a money order, cashier's check, or municipal purchase order payable to: Alameda County EMS Agency. We do not except personal checks or cash.

If you are changing from another certifying agency to ALCO EMS, see below.

- ✓ **Mail or take the complete package to Alameda County EMS, 1000 San Leandro Blvd, Suite 200, San Leandro, CA 94577**

Processing Time: Allow a minimum of two weeks to receive your new card. Incomplete applications will be considered abandoned after 90 days.

Late Fee: Applications postmarked or submitted **15 days or less**, or after the card expiration date, must pay a **\$30.00 late fee** before the application will be processed.

Failure to Disclose: Failure to disclose your involvement in a past or current investigation or certificate action by any local EMS agency; 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) is considered fraud in the procurement of a certificate and will result in disciplinary action and/or denial.

Changing to ALCO EMS from Another Certifying Agency: If you have been certified through another certifying agency and are now choosing to certify through ALCO EMS, you need to complete a Department of Justice and FBI Live Scan background check for ALCO EMS – and the total recertification fee is \$140.00 instead of \$102.00.

Background Check Information: If you are currently under investigation or have ever been arrested 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, and including any conviction which has been expunged (set aside) or records sealed, you must disclose this action(s). Because this is for certification, even convictions which have been expunged or sealed must be disclosed. **Please attach copies of the final court disposition, and a detailed statement describing the crime(s), date, location, court, sentence served, and parole if any. For records sealed, please provide only the date and court name and name of the granting judge.** These documents will help us determine whether you can be certified as an EMT under Alameda County EMS Policy #3203, Health and Safety Code section 1798.200, and the state's Emergency Medical Services Authority. Failure to include this documentation will delay the processing of your application. Your Live Scan also provides the EMS office with ongoing information of any subsequent arrests.

Skills Testing: Every two years, you must take the **State of California EMSA Skills Competency Verification** test. The test is valid for two years from the issue date. A copy of the form must be submitted with your application. You can take the skills test in one of two ways:

- Complete a skills competency verification test as part of a refresher course from an EMT training program.
- Complete a skills competency verification test from an EMT training program.

Refresher Courses and Continuing Education: Recertification can be done with a 24-hour Refresher class or 24 hours of Continuing Education (CE). CE certificates are valid for two years from date issued. Acceptable Refresher courses and CE hours must be taken from an approved Prehospital CE Provider and show their provider number. Examples of CE include: classes and conferences, organized field care audits, and online and media-based productions.

Expired EMT Certificate: There are no extensions. You may not work as an EMT or represent yourself as an EMT with an expired certificate. If your certificate has expired you need to complete the following:

- For a card expired six months or less, complete 24 hours of CE plus the skills test.
- For a card expired more than six months but less than a year, complete 36 total hours of CE plus the skills test.
- For a card expired for more than one year but less than two years, complete 48 hours of CE plus the skills test and the NREMT written exam, AND complete a new California Department of Justice and FBI background check.
- For a card expired two years or more, you must retake an entire EMT course.

For Further Information: Go to <http://ems.acgov.org> then click on the *Certification* button. Information includes:

- A link to view our *EMT Certification Policy*.
- A link to view instructions to complete your Live Scan Application and a list of locations where you can get your Live Scan done.
- A link to view our *Background Check Policy*.
- A link to view a list of *Frequently Asked Questions* about recertification, CEs, Refresher classes, skills testing, and more.
- A link to view a listing of EMT Training programs, CE Providers, Refresher classes, CPR classes, and NREMT test sites and dates.

FOR ALCO EMS AGENCY USE	
Application received: _____	ATI Number: _____
Application approved date: _____	Application approved by: _____
Date mailed: _____	Payment received: _____
Central Registry Number: _____	Effective date: _____ Expiration date: _____

