

APPROVED: SIGNATURE ON FILE IN EMS OFFICE
Executive Director

EFFECTIVE DATE: 11/01/2002
SUPERSEDES: 232.00, 233.00,
234.00

SIGNATURE ON FILE IN EMS OFFICE
Medical Director

REVISED: 01/01/2009
REVIEW DATE: 01/2014
PAGE: 1 of 5

EMT-I CERTIFICATION

I. **AUTHORITIES**

California Code of Regulations, Title 22, Division 9, Chapter 2 and Chapter 6;
Health & Safety Code Division 2.5;
California Government Code Section 11507.6, 11507.7, 11513, 11514
California Government Code Division 4, Chapter 9.6 and 9.7 Section 3230 and 3300

II. **DEFINITIONS**

- A. "Administrative Hearing" is a hearing that takes place outside the judicial process before hearing examiners who have been granted judicial authority specifically for the purpose of conducting such hearings.
- B. "Administrative Law Judge" is an official of a federal or state agency who hears, weighs, and decides on evidence in administrative proceedings, and makes recommendations for any necessary legal action.
- C. "Agency" means the Mountain-Valley Emergency Medical Services Agency.
- D. "Candidate" means an individual who is applying for certification as an EMT-I.
- E. "Certification" means authorization to practice EMT-I skills in the State of California.
- F. "Initial Certification" means certification of a candidate who has never held valid EMT-I certification in the State of California
- G. "Re-Certification" means applying for a re-issuance of Certification issued by the Agency.
- H. "Reciprocity Certification" means certification, by the Agency, of a candidate who currently possesses valid EMT-I certification in the State of California that was issued by another Local EMS Agency; or who possesses valid EMT-I certification from another state (whose training requirements meet the standards set by Title 22, Division 9, Chapter 2 of the California Code of Regulations).
- I. "Lapsed Certification" means an individual whose certification has expired
- J. "Emergency Medical Technician-I or EMT-I" means an individual who has met all applicable certification requirements of this policy.
- K. "Approved Training Program" means an EMT-I Training Program that has met all the requirements of California Code of Regulations Title 22, Division 9, Chapter 2 Article 3 and has been approved by an EMT-I Approving Authority as defined by Title 22 Division 9 Chapter 2 Section 100057 of the California Code of Regulations

III. **PURPOSE**

The purpose of this policy is to provide a mechanism whereby individuals may certify or re-certify as an EMT-I; and to describe the procedures to be followed in cases of certificate revocation, suspension, probation, or denial

IV. POLICY

The Agency shall issue EMT-I certification to those candidates who meet all certification requirements. The Agency shall follow prescribed procedures in cases of certificate denial, suspension, revocation, or probation.

V. PROCEDURE

A. All candidates for certification and re-certification shall:

1. complete an application that includes:
 - a. a copy of a current driver's license or a government issued identification card.
 - b. a signed affidavit that the candidate is at least 18 years of age.
 - c. a signed affidavit that the candidate is not precluded from certification for reasons defined in Health and Safety Code, Section 1798.200.
 - d. Proof of completion of a California Department of Justice (DOJ) Background Check (if not previously on file with the Agency). A Candidate's DOJ report must be received by the Agency within thirty (30) days of the date of application. If a Candidate's DOJ report is not received, the Candidate will be required to comply with any requests made by the Agency to reprocess their DOJ Background Check.
2. For Initial Certification:
 - a. Verification of current certification from the National Registry of Emergency Medical Technicians as an EMT-Basic.
3. For Reciprocity Certification:
 - a. A copy of current certification as an EMT-I, EMT-II, or EMT-P in the State of California, or documentation of successful completion of an approved out-of-state initial EMT-I training course, within the last two years, which meets the requirements of Title 22, Division 9, Chapter 2 of the California Code of Regulations.
4. For Re-Certification:
 - a. Documentation of successful completion of 24 hours of continuing education in accordance with California Code of Regulations Title 22, Division 9, Chapter 2, Section 100080 and Agency Policy 237.00 (Continuing Education for Prehospital Personnel), AND
 - b. A copy of current CPR certification taught to the curriculum guidelines of the American Heart Association or American Red Cross at the Healthcare Provider level, or equivalent.
 - c. A completed Agency approved Verification of Skills Form documenting competency to National Registry standards of the following skills:
 - (1) Patient examination, trauma patient
 - (2) Patient examination, medical patient
 - (3) Airway emergencies (test on one only)
 - (a) Mouth-To-Mask with Supplemental Oxygen
 - (b) Upper Airway Adjuncts and Suction
 - (4) Breathing emergencies (test on one only)
 - (a) Supplemental Oxygen Administration
 - (b) Bag-Valve-Mask Apneic Patient
 - (5) Automated External Defibrillation
 - (6) Circulation Emergency - Bleeding Control - Shock Management
 - (7) Neurological emergencies (test on one only)
 - (a) Spinal Immobilization - Seated patient
 - (b) Spinal Immobilization - Supine patient

- (8) Soft tissue injuries - Open Fracture of an Extremity
 - (9) Musculoskeletal injuries (test on one only)
 - (a) Long Bone Injury
 - (b) Joint Injury
 - (c) Traction Splinting
 - (10) Obstetrical Emergency
5. Pay the appropriate certification fee
- B. Upon successful completion of all certification requirements, the candidate shall be issued Certification for a maximum of two (2) years; except that if Certification is issued using criteria for Reciprocity Certification, the expiration date of the Certificate issued by the Agency shall be the same as the expiration date of the certificate used to qualify for Reciprocity Certification.
- C. An individual with lapsed Certification may be recertified as an EMT-I as follows:
1. For a lapse of less than six months, the individual shall comply with all items listed in Section V.A.1 and V.A.4 of this policy.
 2. For a lapse of six months or more, but less than twelve months, the individual shall comply with all items listed in Section V.A.1 and V.A.4 of this policy, AND complete an additional 12 hours of continuing education.
 3. For a lapse of twelve months or more, but less than twenty-four months, the individual shall comply with the requirements of Section V.A.1 and V.A.4 of this policy, AND complete an additional 24 hours of continuing education, AND successfully complete the written National Registry examination.
 4. For a lapse of more than 24 months, the candidate is required to successfully complete an entire EMT-I course and comply with all the requirements for Initial Certification.
- D. EMT-I Certification may be denied, or an EMT-I Certification may be suspended or revoked if the candidate meets any of the following:
1. has committed any sexually related offense specified under Section 290 of the Penal Code
 2. been convicted of murder, attempted murder, or murder for hire
 3. been convicted of two or more felonies
 4. is on parole or probation for any felony
 5. been convicted and released from incarceration during the preceding fifteen years of the crime of manslaughter or involuntary manslaughter
 6. been convicted and released from incarceration during the preceding ten years for any offense punishable as a felony
 7. been convicted of two misdemeanors within the preceding five years for any offense relating to the use, sale, possession, or transportation of narcotics or addictive or dangerous drugs
 8. been convicted of two misdemeanors within the preceding five years for any offense relating to force, violence, threat, or intimidation
 9. been convicted within the preceding five years of any theft related misdemeanor
 10. has committed any act within the preceding seven years involving fraud or intentional dishonesty for personal gain

E. Certification Review Process

1. Inquiry:
 - a. When the Agency receives information alleging that an EMT-I may have committed an act or omission, substantially related to his /her duties as an EMT-I, that may require remediation or disciplinary action, the Agency shall conduct an inquiry into the allegations.
 - b. If, during the course of the inquiry, sufficient evidence is obtained to support the allegations, a formal investigation into the allegations shall be conducted by Agency staff.
 - c. The Agency shall maintain records of the initial allegations, any information collected during the inquiry, and the outcome of the inquiry.
 - d. Based upon the nature and severity of the allegations, the Agency's Medical Director may immediately suspend an EMT-Is certificate, prior to a formal investigation, if in his/her professional judgment, a potential threat to the public health and safety exists. An immediate suspension shall be conducted in accordance with Title 22, Division 9, Chapter 6, Section 100213 of the California Code of Regulations.
 - e. In the event the Medical Director places a certificate holder on immediate suspension based upon the initial inquiry:
 - (1) A formal investigation shall be conducted to ascertain if the suspension should be continued or what other action, if any, may be warranted.
 - (2) The certificate holder may request a Preliminary Investigative Review Panel be convened in accordance with Agency Policy 161.00 (*Appeals Process*), to review the Medical Director's decision and make recommendation to the Medical Director regarding the immediate suspension.
 - (3) A Negative Action Notification shall be made to the EMS Authority on form EMSA-CRI (www.emsa.ca.gov/personnel/files/emt/negative_action_personnel.doc).
2. Investigation:
 - a. Should a formal investigation be warranted, Agency staff shall conduct interviews / interrogations of witnesses and parties, and collect whatever evidence that is necessary that was not collected during the initial inquiry.
 - b. Prior to an investigative interrogation of the certificate holder, the Agency shall notify the certificate holder, in writing, of their right to:
 - (1) Have any investigation interrogation conducted at a reasonable hour.
 - (2) Be informed of the name and job classification of the Agency employee conducting any investigation interrogation.
 - (3) Be informed of the nature of the investigation.
 - (4) Have any investigation interrogation conducted for a reasonable period of time.
 - (5) Be provided reasonable breaks during any investigation interrogation to attend to personal physical necessities.
 - (6) Have an investigation interrogation free from offensive language and that there are no rewards for answering questions, nor punishments for refusing to answer questions. (*The Agency requests that the certificate holder answer any questions that they choose to respond to completely, honestly, and accurately to the best of their recollection.*)
 - (7) Record the investigation interrogation with their own recording device if they choose and that the investigation interrogation may be recorded by Agency personnel. (*If it is recorded by Agency personnel, the certificate holder has the right to request and obtain a complete copy of the recording.*)
 - (8) Obtain a copy of any complaints or reports received in association with this investigation, subject to any laws pertaining to confidentiality of such documents.
 - (9) Have a representative of their choosing present during the entire investigation interrogation, however, this person cannot be a subject of this same investigation.

If the certificate holder is a firefighter who is alleged to have engaged in violation or omissions while on duty, investigation shall be conducted in accordance with the Firefighters Procedural Bill of Rights Act (California Government Code Section 3250 et. Seq.)

If the certificate holder is a public safety officer who is alleged to have engaged in violation or omissions while on duty, investigation shall be conducted in accordance with the Public Safety Officers Procedural Bill of Rights Act (California Government Code Section 3300 et. Seq.)

- c. The Agency shall maintain records of the initial allegations, any information and evidence collected during the investigation, and the outcome of the investigation.
3. At any time during the investigation, the Medical Director may convene a Pre Action Investigative Review Panel (IRP) to assist in establishing the facts of the case in accordance with Agency Policy 161.00 (*Appeals Process*)
4. If the Medical Director denies, suspends, revokes, or places on probation a certificate based upon the findings of an investigation, that certificate holder shall be offered the opportunity to request an investigative review panel (IRP), or if the certificate holder is a fire fighter or public safety officer they shall be offered the opportunity to request an administrative hearing in front of an administrative law judge in accordance with Agency Policy 161.00 (*Appeals Process*)
5. Any change of action against an EMT-I certification shall be submitted as a revised Negative Action Notification to the EMS Authority on form EMSA-CRI (www.emsa.ca.gov/personnel/files/emt/negative_action_personnel.doc).