



# COUNTY OF IMPERIAL

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# PUBLIC HEALTH DEPARTMENT

EMERGENCY MEDICAL SERVICES AGENCY

ROBIN HODGKIN, M.P.A.  
*Director*

STEPHEN W. MUNDAY, M.D., M.P.H.  
*Health Officer*

BRUCE HAYNES, M.D.  
*EMS Medical Director*

CHRIS HERRING  
*EMS Manager*

## **INITIAL AEMT CERTIFICATION CHECKLIST**

- PROCESSING** - You must apply in person
- AGE REQUIREMENT** - Must be 18 years of age or older
- APPLICATION** - Completed AEMT certification application form (Signed and Dated)
- AEMT TRAINING** - Original and copy of AEMT course completion (APPLICATION MUST BE MADE WITHIN TWO (2) YEARS OF BEING ISSUED AN AEMT COURSE COMPLETION RECORD)
- NR EMT CARD** - Original and copy (front and back) of current National Registry AEMT Card
- NR EMT CERT** - Original and copy of National Registry AEMT Certificate
- CPR CARD** - Original and copy (front and back) of current cardio-pulmonary resuscitation (CPR) card issued by the American Heart Association (AHA) – Healthcare Provider, American Red Cross – CPR/AED for Professional Rescuers and Health Care Providers, or Imperial County EMS Agency approved equivalent. Online programs are not acceptable
- Proof of Employment** – Completed “Statement of Affiliation With Service Provider” form documenting employment with an approved Imperial County EMS Provider Agency.
- VALID ID** - Original and copy of valid driver’s license, identification, federal issued passport, or other Imperial County EMS Agency approved form of identification
- PAYMENT OF FEES** – Non-refundable AEMT Certification Fee - \$47.00; Cash, cashier’s checks (Make checks payable to Imperial County Public Health Department), money orders, credit and debit Cards are accepted. DO NOT MAIL CASH
- DOJ LIVESCAN** - Must provide proof of request for a California Department of Justice (DOJ) Live Scan and Federal Bureau of Investigations (FBI) criminal background check (separate from any other agency requirement)
- APPOINTMENT DATE** – Report to Window B. Should you arrive 15 minutes (or later) after your scheduled appointment time, your appointment will be cancelled and you will need reschedule.

Upon completion of above requirements and confirmation that the applicant is not precluded from certification for reasons defined in Section 1798.200 of the California Health and Safety Code, the EMS Agency has up to **14 days** to issue your AEMT Card. The expiration date shall be the last day of the month two (2) years from the effective date of the initial certification.

REV. 5/12/14

### **EMS CERTIFICATION DESK**

935 Broadway, El Centro, CA 92243-2349 · (760) 482-4438 & 482-4439 · (760) 482-4517 Fax · [ems@co.imperial.ca.us](mailto:ems@co.imperial.ca.us)  
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