

EMT RECERTIFICATION/RENEWAL CHECKLIST (Lapse 6-12 months)

- PROCESSING** – Recertification can be processed in person (by appointment only) or via US Mail. To schedule an appointment call **(442) 265-1444**

 - 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.

 - APPLICATION** - Completed EMT certification application (# ICPHD EMS 2100)

 - EMT REFRESHER** – Successfully completed an approved 24 hour refresher course within the two (2) years prior to application for recertification, PLUS an additional 12 hours of continuing education from an approved continuing education provider.
- OR**
- EMT CEU** – Originals of 36 hours of continuing education from an approved continuing education provider.

 - EXPIRED EMT CARD** - Copy (front and back) of lapsed EMT Card

 - 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.

 - VERIFICATION OF SKILLS** - Required every two years, verification from an EMS approved training program (EMT-I training program, paramedic training program or continuing education provider) or an EMS service provider. EMT renewal candidates wishing to maintain their Optional Scope Certification shall complete the EMT Skills Competency Verification Form and **item #6** of the AEMT Skills Competency Verification Form.

 - 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 EMT 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) if not already on file with Imperial County EMS

ALL DOCUMENTATION MUST BE SUBMITTED 30 DAYS PRIOR TO EXPIRATION DATE TO PREVENT A LAPSE IN CERTIFICATION STATUS. THE EMS CERTIFICATION DESK DOES NOT PROVIDE SAME DAY SERVICES. 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 EMT CARD.**