



San Benito County Emergency Medical Services Agency

FIRST RESPONDER CERTIFICATION & RECERTIFICATION PROCEDURES

Policy : Policy 3000
Effective : May 1, 2010
Reviewed : May 1, 2010

I. Purpose

To identify the mechanism by which individuals may be certified and recertified as a First Responder in San Benito County.

II. Authority

EMS System Standards and Guidelines, Section 2.03 and California Code of Regulations Title 22, Section 100025, California Code of Regulations, Title 13, Section 1101, Health and Safety Code, Section 1798.200.

III. Definitions

- A. "EMS Agency" means the San Benito County Emergency Medical Services Agency.
- B. "EMS Authority" means the California Emergency Medical Services Authority.
- C. "First Responder Applicant" means an individual who has completed a First Responder Training Program as approved by the Agency and is applying for certification.
- D. "First Responder" means an individual that is currently certified by the San Benito County EMS Agency.
- E. "First Responder Training Program" means a training program that follows the National Standard Curriculum for First Responder and is approved by San Benito County EMS Agency.
- F. "Lapsed Certification" means an individual was certified as a First Responder by the San Benito County EMS Agency but his/her certification has since expired.

IV. Policy

Only those persons working in the capacity of a First Responder in San Benito County are eligible for EMS Agency-issued First Responder certification. The EMS Agency shall issue a 2-year First Responder certification and recertification to those individuals that meet the requirements of this policy.

V. Certification

- A. A First Responder applicant will be issued certification upon successful completion of the following:
1. Submit an original application as provided by the EMS Agency or EMS Authority. This includes a signed and dated Health and Safety Code Section 1798.200 affidavit incorporated into the application. Facsimile and electronic submissions will not be accepted.
 2. Submit a clearly legible copy of the front and back of a current government issued photo identification and proof of age 18 or over (Driver's license, state ID card, military ID card or passport).
 3. Complete Live Scan fingerprinting for a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Criminal Offender Record Information (CORI) background check. Results of the background check must be received before certification will be approved.
 4. Submit a copy of your current CPR certification. Clearly visible copies of both the front and back of the card must be submitted. CPR certification must be for a course taught to the curriculum standards of the American Heart Association Healthcare Provider Level or equivalent.
 5. Proof of successful completion, within the past 12 months, of a 40 hour First Responder Training Program.
 6. Submit a properly completed original EMS Authority Skills Verification Form (EMSA – SCV (07/03)) that documents competency to the National Registry standards of the following skills:
 - a. Patient assessment, Trauma
 - b. Patient Assessment – Medical
 - c. Airway Emergencies – Upper Airway Adjuncts and Suction
 - d. Breathing Emergencies –
Bag-Valve-Mask Apneic Patient
–or–
Mouth-to-Mask with Supplemental Oxygen

- e. Cardiac Arrest Management/AED
- f. Circulation Emergencies – Bleeding Control/Shock Management
- g. Neurological Emergencies –
 - Spinal Immobilization Supine Patient
 - or-
 - Seated Patient
- h. Soft Tissue Injury
- i. Musculoskeletal Injury
 - Long Bone Injury
 - or-
 - Joint Injury
 - or-
 - Traction Splint
- j. Obstetrical Emergency – Emergency Childbirth

7. Payment of established fees, if applicable.

VI. Recertification

- A. It is highly recommended First Responders apply for recertification 30 to 60 days prior to the expiration of their current certification to avoid delays. A First Responder recertification will be issued upon successful completion of the following:
 - 1. Submit an original application as provided by the EMS Agency or EMS Authority. This includes a signed and dated Health and Safety Code Section 1798.200 affidavit incorporated into the application. Facsimile and electronic submissions will not be accepted.
 - 2. Submit a clearly legible copy of the front and back of a current government issued photo identification and proof of age 18 or over (Driver's license, state ID card, military ID card or passport).
 - 3. Complete Live Scan fingerprinting for a DOJ and FBI CORI background check. Results of the background check must be received before certification will be approved. This step is not required if **both** DOJ and FBI background checks were previously completed.
 - 4. Submit a copy of your current CPR certification. Clearly visible copies of both the front and back of the card must be submitted. CPR certification must be for a course taught to the curriculum standards of the American Heart Association Healthcare Provider Level or equivalent.
 - 5. Obtain 12 hours of continuing education (CE) in accordance with California Code of Regulations Title 22, Section 100025 and Section 100390 through 100395. At least 2 hours must be instructor based training and not online training.

6. Submit a properly completed original EMS Authority *Skills Verification Form* that documents competency to the National Registry standards of the following skills:
 - a. Patient assessment, Trauma
 - b. Patient Assessment – Medical
 - c. Airway Emergencies – Upper Airway Adjuncts and Suction
 - d. Breathing Emergencies –
Bag-Valve-Mask Apneic Patient
–or–
Mouth-to-Mask with Supplemental Oxygen
 - e. Cardiac Arrest Management/AED
 - f. Circulation Emergencies – Bleeding Control/Shock Management
 - g. Neurological Emergencies –
Spinal Immobilization Supine Patient
-or-
Seated Patient
 - h. Soft Tissue Injury
 - i. Musculoskeletal Injury
Long Bone Injury
-or-
Joint Injury
-or-
Traction Splint
 - j. Obstetrical Emergency – Emergency Childbirth
7. Payment of established fees, if applicable.

VII. Lapse in Certification

- A. If the First Responder allows the certification to lapse and applies for recertification, the EMS Agency will do the following:
 1. Submit a letter notifying the employing agency that a lapse in certification has occurred.
 2. Require an Improvement Plan containing:
 - a. Circumstances resulting in the lapse of certification.
 - b. An evaluation by the employer of the applicant's performance confirming the applicant was not working outside medical control during the lapse.
 - c. Prohibition against practicing until certification is granted.

- d. Education Plan focusing on the responsibility to maintain certification and potential liabilities.
 3. An individual with lapsed certification may recertify once the Improvement Plan has met the following conditions:
 - a. Submitted by the employer
 - b. Approved by the EMS Medical Director or their designee
 - c. Successful completion of EMS Agency Policy and Procedures Test
 - d. Improvement Plan is successfully completed by the individual
- B. If the EMT certification expires prior to recertification, the following additional requirements must be completed:
1. For a lapse of less than 6 months, the individual shall comply with all requirements listed in Section VI.
 2. For a lapse of 6 months or more, but less than 12 months, the individual shall comply with all requirements listed in Section VI. In addition, complete an additional 6 hours of continuing education for a total of 18 hours of continuing education. At least 4 of the 18 hours must be instructor based training and not online training.
 3. For a lapse of 12 months or more, but less than 24 months, the individual shall comply with all requirements listed in Section VI. In addition, complete an additional 12 hours of continuing education for a total of 30 hours of continuing education. At least 8 of the hours must be instructor based training and not online training.
 4. For a lapse of greater than 24 months, individuals must retake the First Responder Training Program.
 5. The effective date of certification for individuals with lapsed certification shall be the date the applicant satisfactorily completes all of the certification requirements and has applied for certification. The certification expiration date will be the final day of the final month of the two year period.

VIII. Certificate Issuance

- A. For individuals who successfully complete the application process, the EMS Agency shall issue a certificate, in the form of a photo ID badge, valid only in San Benito County for two (2) years from date of issuance. Other EMS systems may elect to recognize a First Responder certificate issued by San Benito County.

- B. Certificates are the property of the EMS Agency and must be returned upon expiration, recertification or at the request of the EMS Agency.
- C. The effective date of certification shall be the date the individual satisfactorily completes all certification requirements and has applied for certification. The certification expiration date will be the final day of the final month of the two year period.
- D. If recertification requirements are met six (6) months or less prior to the expiration date of the current certificate, the expiration date shall be two (2) years from date of expiration of the current certificate.
- E. If recertification requirements are met greater than six months prior to the expiration date, the EMS Agency shall make the effective date of certification the date the individual satisfactorily completes all certification requirements and has applied for certification. The certification expiration date shall be the final day of the final month of the two year period.