

## Certification Tips

**Certification:** Once you complete an EMT training program and pass the NREMT exam, you can apply for certification by following the steps in this brochure. You must apply for certificate within two years of course completion. EMT cards are valid for two years, and you must recertify every two years.

**Certifying Exams:** The National Registry EMT (NREMT) written certifying examination is the standard for individuals completing an EMT program.

**Recertification:** You are encouraged to begin the recertification process early. Time must be allowed to find and complete the appropriate number of CE hours or a refresher class, and a skills verification exam--these are not typically offered every month. You can apply for recertification up to six months before your current certificate expires. Trying to fit the CE hours and exams into the last month of your certification can jeopardize your status as an EMT.

**Continuing Education/Refresher Course:** Submit documentation of successful completion, every two years, of one of the following:

- ⇒ An approved EMT 24-hour refresher course (by submitting a course completion certificate from an approved training program)
- ⇒ 24 hours of continuing education through an approved CE Provider

**Skills Verification Test:** Submit documentation of successful completion (every two years) of a skills verification test. The test is valid for one year. The skills competency verification form must be submitted with your application. This test can be done by:

- ⇒ Skills testing at the completion of a 24-hour refresher class
- ⇒ Skills testing at an EMT Training Program

## Taking the NREMT Exam

**Exam Prerequisite:** You must have completed an approved EMT Training program in the previous 12 months. If it has been longer than 12 months you must complete a new Skills Verification exam.

**When Exams Are Offered:** NREMT computer based exams are offered at three Bay Area Pearson-Vue test centers: Oakland, San Jose and San Francisco.

**Registering for the Exam:** Registering for the exam involves several steps:

1. Go to [www.nremt.org](http://www.nremt.org). Click on *Login* and then *Set Up a New Account*. You can pay the application fee online. If you do not have a credit card, you can pay by mail – but this will delay your taking the exam.
2. Upon completion of your EMT class, your school's program director will access the NREMT website and grant you "authorization to test." This authorization can only be done if you have set up your personal account.
3. You can check your status by logging back into your account (click on *Candidate Services* and then *Check Application Status*). If your program director has given you authorization, the information on your written and practical skills exam and CPR will now show. If authorization has not been granted check with your program director.
4. When authorized, you will receive an email or letter with information on the next step and your assigned NREMT Candidate ID number.
5. Now go to [www.vue.com](http://www.vue.com) (or call them at 866-673-6896). Click on *Create a Web Account* to set up your personal account. Record your information. You need your previously issued NREMT Candidate ID number for this step. Once verified, you can select a test center and set up a date and time to test.

**Getting the Results:** Your results will be available the next day at [www.nremt.org](http://www.nremt.org). You will be mailed a copy, and your NREMT certificate and wallet card in about 14 days.

**Retaking the Exam:** You have to wait two weeks to retest. Go back to [www.nremt.org](http://www.nremt.org) to pay your fee and [www.vue.com](http://www.vue.com) to schedule another exam. If it has been longer than one year since completing your EMT program, you must complete a new Skills Verification exam. To take the exam a 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> time, you must complete a 24-hour Refresher class.

Santa Cruz County  
Emergency Medical  
Services Agency

## EMT Certification and Recertification Requirements



1080 Emeline Ave.  
Santa Cruz, CA 95060  
Phone: 831-454-4120  
Fax: 831-454-4488

Website: [www.santacruzhealth.org](http://www.santacruzhealth.org)

## EMT Certification

Complete an Santa Cruz County EMT certification application. Attach copies of:

- EMT Course completion certificate
- NREMT Certification
- NREMT certification card
- Photo ID
- Department of Justice Request for *Live Scan* criminal background check application
- Current CPR card that is equivalent to the American Heart Association's Healthcare Provider level - on-line CPR is not acceptable.
- Money order, cashier's check, or CASH only. We **do not accept credit cards or personal checks. County's fee is \$100.00**
- Money order or cashier's check for \$75.00 for the State—made out to EMT Certification Fund**
- Sign and date the application

### Studying for the NREMT Exam

- ✓ *SUCCESS! for the EMT, 2<sup>nd</sup> edition*, ISBN 0132253968 – Brady
- ✓ *EMT-Basic Pearls of Wisdom* – ISBN 9780763742270 – Jones & Bartlett
- ✓ Online practice exams: [www.bradybooks.com](http://www.bradybooks.com).



Processing time for applications is about 2 weeks - based on a "clean" live scan. Certification, Recertification and Live Scan applications can be filled out and printed directly from the EMS website: [www.santacruzhealth.org/phealth/ems](http://www.santacruzhealth.org/phealth/ems)

## EMT Recertification

Complete a Santa Cruz County EMT recertification application. Attach copies of:

- Expiring EMT certificate
- Photo ID
- Refresher course completion certificate or CE certificates
- Skills competency verification form completed in the past 12 months
- Department of Justice Request for *Live Scan* criminal background check application-unless previously submitted to Santa Cruz County EMS
- Current CPR card that is equivalent to the American Heart Association's Healthcare Provider level - on-line CPR is not acceptable.
- Money order, cashier's check, or cash only for \$100.00. We do not accept credit cards or personal checks.**
- Money order or cashier's check for \$37.00 for the State—made out to EMT Certification Fund**
- Sign and date the application

**Note:** You can submit your application up to six months in advance without affecting your expiration date.

### What if my EMT Certificate has expired?

There are no extensions. You may not work as an EMT or represent yourself as an EMT with an expired certificate.

Once your certificate has expired:

- ✓ **For 6 months or less:** 24 hours of CE plus the skills verification test
- ✓ **For more than 6 months but less than 1 year:** complete 36 hours of CE plus the skills verification test
- ✓ **For more than 1 year but less than 2 years:** complete 48 hours of CE plus the written NREMT exam and a skills verification test
- ✓ **For 2 years or more:** retake an entire EMT course and redo Live Scan

## Background Check

Santa Cruz County EMS requires all applicants for EMT certification to submit *Live Scan* fingerprints to the California Department of Justice (DOJ) for a criminal history background check.

Fingerprinting can be done at locations throughout the county. A *Live Scan* application must be obtained from the Santa Cruz County EMS Agency or EMS Agency website. Because of confidentiality laws, agencies may not share information obtained from a *Live Scan* report.

Once fingerprints are submitted, if an applicant:

- ✓ does not have a criminal conviction or currently involved in an active prosecution, the turn-around time is approximately 72 hours.
- ✓ has a criminal conviction or is involved in an active prosecution, expect a delay in the processing of the application. A letter explaining the circumstances of the case and copies of the final court disposition needs to be submitted with your application.
- ✓ All submitted material will be held in strict confidence.

Conviction of a crime does not necessarily mean that an applicant will be denied certification or recertification.

**This pertains to any and all past convictions or active prosecutions. If you have ever been arrested or appeared in court on a criminal matter you must check the "yes" box on the application.**