



County of Santa Cruz



HEALTH SERVICES AGENCY Public Health Division Emergency Medical Services

1800 Green Hills Road, Suite 240
Scotts Valley, CA 95066
Phone: (831) 454-4120 TDD/ TTY: Call 711
hsaems@santacruzcountyca.gov
santacruzhealth.org

RENEWAL – EMT LICENSE RECERTIFICATION GUIDELINES

Documents Required for EMT Recertification:

- ✓ Completed Application,
- ✓ 24-hour EMT Refresher Course Certificate or 24 EMS CE Hours from an approved in-person or online EMS CE provider. All CE courses must be a minimum of one (1) hour in length. In lieu of individual online course certificates, the summary page from the online CE provider may be submitted, and must include the EMT's name and license number, course title, date, course length and CE Provider Number. All CE hours must be dated within the last two (2) years.
- ✓ Completed Skills Verification Form.
- ✓ Valid CPR Card.
- ✓ EMT Card.
- ✓ Valid Driver's License or other State Issued Photo ID.
- ✓ A written explanation of any misdemeanor or felony convictions must be attached. Documentation of the convictions, such as court and arrest records, must be included.
- ✓ Written explanation of any actions against a healthcare license or certification must be provided.
- ✓ *Live Scan – ONLY if you're transferring your EMT certification from another County for the first time.*

Live Scan Criminal Background Check:

- ✓ *Live Scan – ONLY if you're transferring your EMT certification from another County for the first time.*
- ✓ Obtain a Live Scan criminal background check using the form listing Santa Cruz County EMS Agency as the authorized agency to receive the criminal background information.
- ✓ Use of any other Request for Live Scan Service form will result in the report being sent to another agency. This will require the Live Scan to be redone at an additional cost to the applicant.
- ✓ Cost of the Live Scan is the responsibility of the applicant.

Fees:

- ✓ County Fee - \$150, cash, cashier's check or money order, payable to Santa Cruz County Treasurer. No personal checks, no credit/debit cards.
- ✓ State Fee - \$37 cash, cashier's check or money order, payable to EMT Certification Fund. No personal checks, no credit/debit cards.
- ✓ *If you're transferring your EMT certification from another County for the first time, the State fee is \$75.*

To avoid a possible EMT license lapse, the EMT Application, documents and payments are due, at the latest, one (1) week prior to EMT license expiration date. Applications received less than one (1) week prior to the expiration date are not guaranteed to be processed before the EMT license expiration date.

This is general guidance only for Renewal of EMT certification through Santa Cruz County EMS Agency. If you have any question, please call the EMS office at 831-454-4120.

Regulations related to EMT certification can be found in the California Code of Regulations, Title 22, Division 9, Chapter 2.