

FREQUENTLY ASKED QUESTIONS EMT CERTIFICATION, RECERTIFICATION, & REGISTRATION

Welcome to Solano County Emergency Medical Services (EMS). We have compiled this information to make your application process go more smoothly. Please contact us at **707-553-5048 or 707-784-8155** if you have any questions or require additional information.

GENERAL QUESTIONS (see below for specific information for certification, recertification and registration):

1. **APPOINTMENTS**: Due to staffing constraints, appointments are scheduled on **TUESDAY MORNINGS (0900 – 1130)** and **WEDNESDAY AFTERNOONS (1330 – 1630)**. Please **DO NOT WAIT** until your certification is due to expire to contact us to renew, as there may not be appointment time available. You can recertify up to six months prior to the expiration date stated on your card/letter.
2. **LIVESCANS**:
 - The LiveScan form is on the EMS Website – go to “FORMS”, download the LiveScan form, complete the “applicant” portion. Take to ANY location authorized to do Live Scans. List of authorized locations is on the California Dept of Justice website <http://oag.ca.gov/fingerprints/operators>
 - **NOTE: IF you have any reason to expect that an issue may show up on your Live Scan results, please contact the EMS Office to confirm documentation required.**
3. **APPLICATIONS – How do I complete the initial application for certification in Solano County?** **Initial** applications must be completed on-line prior to making your appointment with EMS; Go to (https://www.solanocounty.com/ems_applicants). Updates will be completed by the EMS Staff.
4. **What forms of payment are accepted by Solano County?** We **ONLY accept Checks or Money Orders**. We **CANNOT** accept cash, debit or credit cards.
 - We recommend **cashier’s check or money order** for fees payable to EMSA due to the delay in processing these fees. (Note that you need to bring two **(2) checks/money orders**. One for EMSA and one for Solano County EMS)
5. **What is the process for volunteer firefighter/EMTs to certify in Solano County?** Volunteer Firefighter/EMTs must register in Solano County and obtain the EMT Card. Fee for volunteers is waived; obtain application from your Fire Chief.
6. **My certification has lapsed; how many CEs do I need to recertify?**
 - 6 – 12 months: 36 hours of CEs
 - 12 – 24 months: 48 hours of CEs; written exam (National Registry Exam)
 - MORE than 24 months: Entire EMT Basic Class must be completed.

**FREQUENTLY ASKED QUESTIONS
EMT CERTIFICATION, RECERTIFICATION, & REGISTRATION**

CONTINUING EDUCATION (CE)

1. How many CE hours do I need to recertify as an EMT?

- You must have twenty four (24) hours of CEs every two (2) years unless certification has lapsed (see #6 above for specific requirements).

2. Where can I obtain CE hours?

- Solano Community College (707-864-7000, ext 491) offers an EMT Refresher class for twenty-four (24) CE hours. The EMT Refresher also includes written and skills testing, if needed.
- There are other CE providers available that offer classes. The number of hours offered varies depending on the type of class. Be sure that the providers have been approved by Solano County EMS prior to attending.

American River College	916-484-8011	Cosumnes River College	916-691-7319
Fast Response	510-849-4009	Los Medanos College	925-439-2181
NCTI	916-960-6284	Napa Valley College	707-253-3120
Mt. Diablo Adult Education	925-685-7340	Solano Community College	707-864-7000, ex491

- CE's can be obtained from Summits and Conferences as long as they are approved by the local EMS Agency

FREQUENTLY ASKED QUESTIONS EMT CERTIFICATION, RECERTIFICATION, & REGISTRATION

INITIAL CERTIFICATION - What must I do for my initial EMT certification?

- Complete an on-line EMT Application.
- Complete a LiveScan has been done and received by EMS.
 - The Solano County EMS Livescan form is located at:
<http://www.solanocounty.com/depts/ems/forms/default.asp> . NOTE: This form MUST be used for Solano County EMT certification/recertification.
- **YOU MUST CALL THE EMS OFFICE (707-553-5048 or 707-784-8155) approximately one week AFTER completing your LiveScan to ensure the results have been received & schedule your appointment (we CANNOT process your application until we have the results from the FBI/DOJ).**

You MUST bring the following documentation to your EMS appointment:

- National Registry LETTER & CARD.
 - Course Completion Record/Certificate.
 - Driver's License.
 - Current BCLS (Basic Cardiac Life Support) Card; (We cannot accept cards for any on-line CPR Courses).
 - Personal Check/Cashiers Check/Money Order for **\$50.00** payable to Solano County EMS.
 - Personal Check/Cashiers Check/Money Order for **\$75.00** payable to EMSA.
-

RECERTIFICATION – What documents do I need to bring for my EMT recertification?

- Ensure a Live Scan has been done and received by EMS. Please advise staff if “grandfathered” or if LiveScan completed for a previous Solano County certification or recertification.
 - NOTE: You do NOT need to do another Live Scan if you have PREVIOUSLY completed a Live Scan or were GRANDFATHERED through your department.
- **RECERTIFICATION TIME LINE:** Per TITLE 22, DIV 9, ARTICLE 5, Para 100080 (h); an EMT may RECERTIFY up to 6 months PRIOR to his/her expiration date and maintain the same date.
- **If RECERTIFYING during the SAME MONTH as your card EXPIRATION DATE, you will be assessed **\$25.00** late fee (per Policy 3200).**
- Call EMS Agency for appointment (707-784-8155).

You MUST bring the following documentation to your EMS appointment:

- Continuing Education Certificate (24 hours) UNLESS you have expired (see #6 above).
- Skills Verification Sheet (original) (signed by organization training officer or appointed staff). This form is available on the Solano County EMS Web Site under “FORMS” or on the EMSA Web site).
- Drivers License.
- Current BCLS (Basic Cardiac Life Support) Card.
- Copy of CURRENT STATE EMT Card.
- Personal Check/Cashiers Check/Money Order for **\$50.00** (payable to Solano County EMS) or **FEE WAIVER FORM** (Policy 3000) if applicable. **NOTE: The Fee Waiver Form does NOT cover the LATE FEE.**
- Personal Check/Cashiers Check/Money Order for **\$75.00** (for initial live scan with Solano County EMS), or **\$37.00** (“grandfathered” or previous county certification), payable to EMSA.

**FREQUENTLY ASKED QUESTIONS
EMT CERTIFICATION, RECERTIFICATION, & REGISTRATION**

REGISTRATION

1. I am currently certified in another county – What do I need to do to register as an EMT in Solano County?

- Complete an on-line application.
- Call EMS Agency for appointment (707-553-5048 or 784-8155).

You MUST bring the following documentation to your EMS appointment:

- Current State EMT Card from the county you are currently certified with. NOTE: The effective dates on the Solano County EMT Card will run concurrently with the date on your current EMT Card.
- Current CPR Card.
- Driver's license.
- FEE: **\$50.00** (Personal Check, Cashier's Check, or Money Order) OR Fee Waiver Form if your department has provided that form for your use.

2. I am currently registered in another state:

- You MUST COMPLETE LIVESCAN (at "FORMS" section of EMS Web site).
- You Complete an ON-LINE Application.
- Call EMS Agency for Appointment (707-784-8155).

You MUST bring the following documentation to your EMS appointment:

- CURRENT EMT Card (We must verify validity with state EMS Office) (NOTE: the effective dates on your Solano County card will run concurrently with the date on your current EMT Card).
- CURRENT CPR Card.
- CURRENT Drivers License
- **FEES:**
 - **\$75.00** Personal Check, Cashier's Check, or Money Order to EMSA;
 - **\$50.00** Personal Check, Cashier's Check, or Money Order to Solano County EMS.

//////////