



## Ventura County Emergency Medical Services

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VCEMS website address: [vchca.org/ph/ems](http://vchca.org/ph/ems)

Dear EMT Applicant:

The following instructions indicate the documents that are needed when you submit your application for EMT Certification with this agency. These instructions are split into two categories, examination and certification/recertification.

Initial certification is a two part process, National Registry examination and State Certification. First you need to take and pass an EMT certification exam. The State of California utilizes the National Registry Basic exam for this purpose. Once you have passed the certification exam you are ready for the final process which is State certification. The following is what you will need for each step.

**EXAM PROCESS:** To register for the National Registry exam you would register through their website at [www.NREMT.org](http://www.NREMT.org) or contact them by phone at 614-888-4484. National Registry is using a computer based testing process. All tests are administered through Pearson Vue.

**CERTIFICATION/RECERTIFICATION PROCESS:** To complete the certification/recertification process you will need the following documentation. For those completing the recertification process, you can take your EMT Refresher Course and complete the certification process up to 6 months prior to the expiration of your certification. VCEMS will obtain a computer generated photograph of each applicant at time of application for identification purposes. **Contact the EMS Agency to make an appointment.**

1. **National Registry Card:** Provide a current National Registry Card for initial EMT Certification. Passing score from the National Registry exam (not required for recertification unless your certification has expired > than 2 years. You must complete the entire EMT course if expired > two years. If certification has been expired for 6 months or more, additional education is required). Please review VCEMS Policy 302.
2. **EMS Personnel Application,** it must have an original signature.
3. **Eligibility Statement:** Signed Eligibility Statement, it must have an original signature (this may be on the back of your application).
4. **EMT Course Completion:** Provide an original of your EMT Course Completion Record or Continuing education (approved C.E. providers for Ventura County are listed on our website at [http://www.vchca.org/ph/ems/pdf/Ventura\\_County\\_Training\\_Programs.pdf](http://www.vchca.org/ph/ems/pdf/Ventura_County_Training_Programs.pdf).) All programs on this page have the ability to offer continuing education. Please check with the program for availability, times and fees. If certification has been expired for 6 months or more, additional education is required. For specifics, please see EMS Policy 302.
5. **Recertification only:** Complete the EMT Skills Competency Verification Form (EMSA-SCV (08/10) **(original must be submitted)**).
6. **CPR Card:** Provide a valid CPR Card. Appropriate type of cards are: *American Heart Association – BLS for the Healthcare Provider, American Red Cross – CPR for the Professional Rescuer, ASCHI, or EMS Safety.*
7. **ID:** Provide an original of a government issued Drivers License or Identification Card for identification purposes only.
8. **Certification Fee:** \$128.00 for initial certification \$88.00 for recertification (subject to change without notice). The EMS Agency accepts Visa, MasterCard, money orders, or checks (**Cash will not be accepted**). Checks should be made payable to VCEMS. This fee does not include the fee for Live Scan (background check).
9. **Prior EMT certification:** For EMT recertification, prior certification card must be provided at the time of appointment.
10. **Background investigation (Fingerprints):** Background investigation completed via the "Live Scan" process (not required if prior certification with Ventura County and certification has not expired). A copy of the **"Request for Live Scan Services" form signed off by the Live Scan Agency must be submitted with**

**your application.** Forms are available on the Ventura County EMS Website: [www.vchca.org/ph/ems](http://www.vchca.org/ph/ems) - Education and licensure button, and then click on the EMT certification packet link.

**Regulation Change:** The State of California has changed the requirements for Live Scan Services (background checks). On July 1, 2010, all new applicants for EMT Certification and EMT Recertification applications who VCEMS does not have a current background check or did not include subsequent arrest notification, will be required to complete a background investigation under the new regulations. If you are unsure, please check with the VCEMS Office to see if a background check will be required.

11. **Convictions:** If you have **EVER** been convicted of any felony or misdemeanor offense in California or in any other state or place, including entering a plea of Nolo Contendere (No Contest), or any conviction which has been expunged (set aside) or record sealed under PC 1203.4. You must bring in the following information to your appointment.

- Provide a detailed statement that describes the incident, charges(s) date, location, court, sentence served, and probation or parole (if any).
- Court documents (minute order) and
- Police reports.

**Summary of fees for EMT Certification/Recertification**  
(Subject to change without notice)

| ITEM  | FEE                                   |
|---|---------------------------------------|
| <b>EMT Certification</b> Initial Ventura County Certification<br>This fee includes the \$75.00 State of California Fee as well as VCEMS certification fee.<br>If you completed a Live Scan prior to July 1, 2010, and have not applied or received your EMT Certification, you must complete a Live Scan under the new regulations.   | \$128.00                              |
| <b>EMT Recertification (previously certified through Ventura County)</b><br>The State of California has changed the requirements for Live Scan Services (background checks). On July 1, 2010, all new applicants for EMT Certification and EMT Recertification applications who VCEMS does not have a current background check or did not include subsequent arrest notification, will be required to complete a background investigation under the new regulations. If you are unsure, please check with the VCEMS Office to see if a background check will be required. | \$88.00                               |
| <b>Replacement Cards</b>  | \$25.00                               |
| <b>Background Investigation: Initial EMT background checks</b><br>(All fees for background investigation will be collected by the Live Scan Agency)   | Fee set by state and live scan agency |
| <b>Return check fee</b>   | 49.00                                 |

The EMS Agency accepts personal checks made payable to VCEMS, money orders or MasterCard or Visa.  
VCEMS will no longer accept cash.

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**WHY SHOULD I COMPLETE THE CERTIFICATION PROCESS?**

You must complete the certification process within two years of the EMT course completion date if you plan on any of the following: (The document that the school issues are course completion documents only, and are **not** EMT Certifications.)

1. **Employment:** If you plan on working as an EMT or plan on taking an EMT recertification course, you would need to complete your initial certification. If you do not complete your initial certification and realize 2 years from now that you need your EMT certification, you would be required to complete the whole class over again prior to certification.
2. **Paramedic:** If you plan on becoming a paramedic (EMT certification is required for admittance into paramedic school).
3. **EMT Recertification:** Completing an EMT recertification course (To be eligible for completion and ultimately certification after completing a recertification course, you must have had a valid EMT certification within the last two years in order to be eligible).