



## San Luis Obispo County Emergency Medical Services Agency

2180 Johnson Ave, 2<sup>nd</sup> Floor, San Luis Obispo, CA 93401

Phone: 805.788.2511

Fax: 805.788.2517

[www.sloesma.org](http://www.sloesma.org)

Dear EMT Recertification Applicant:

In order to maintain certification an individual must recertify every two years. There are no extensions for lapsed EMT Certifications. Once a certificate has expired, an individual may not work as an EMT or represent him/herself as an EMT. All requirements must be met for recertification.

**RECERTIFICATION PROCESS:** To apply for EMT recertification in San Luis Obispo County, candidates must complete the following requirements and submit by E-mail, fax, mail or in person.

1. **Application:** Submit a completed San Luis Obispo County EMT Application, attached to this packet or available on our website at <http://sloesma.org/forms.html>
2. **Eligibility Statement:** Submit a signed Eligibility Statement, attached to this packet or available on our website at <http://sloesma.org/forms.html>
3. **EMT Certification Card:** Submit copy of current or prior EMT certification card, **copy must be readable.**
4. **CPR Card:** Submit a copy of your current and valid CPR card equivalent to *American Heart Association – BLS for the Healthcare Provider*, or *American Red Cross – CPR for the Professional Rescuer* or other course provider approved by the San Luis Obispo EMS Agency Medical Director. **Online courses are not accepted without hands-on skills competency exams.**
5. **Photo ID:** Submit a copy of your current and valid Government Issued Photo ID. **Photo must be visible.**
6. **Continuing Education Requirement:** Provide a copy of your 24 Hour EMT Refresher Course Completion Certificate or proof of completion of 24 hours of Continuing Education. Approved CE providers for San Luis Obispo County are listed on our website at <http://sloesma.org/educationandtraining.html> All programs on this page have the ability to offer continuing education. Please check with the program for availability, times and fees. If your EMT Certification has been expired for 6 months or more, additional education is required as follows:
  - EMT Certification that has been expired more than 6 months but less than 12 months must complete an additional 12 hours of continuing education.
  - EMT Certification that has been expired more than 12 months but less than 24 months must complete an additional 24 hours of continuing education, take the NREMT exam and redo your background check Live Scan.
  - EMT Certification that has been expired more than 24 months must retake an EMT Basic Course, NREMT and meet the requirements of an initial EMT Certification applicant.
7. **Skills Verification:** The EMT Skills Competency Verification Form (EMSA-SCV (08/10)), form and instructions are attached to this packet or available at <http://sloesma.org/forms.html>. Skills are verified as part of the EMT refresher course. If you do not take a refresher course your skills must be verified by an individual deemed qualified by an EMS provider. Please check instructions carefully and with your EMS employer to determine who can verify your skills. If you did not take an EMT refresher course and do not work for an EMS provider call our office for information on who may verify your skills. We maintain a list of qualified individuals in our office. **If you turn in skills signed off by someone not on the list, you will be required to do them again. Skills verified by spouse or other immediate family member will not be accepted.**

8. **DMV Driving Record:** Submit a certified copy of your DMV driving record dated within 7 days of application or utilize our service at no cost, form attached to this packet or available on our website at <http://sloemsa.org/forms.html>. **Driving record printed from the DMV website will not be accepted.** If you are coming from out of state or you have not been in California more than two years, you will be required to submit a certified copy of your driving record from your state of origin. If your employer participates in the DMV notification system, you may use this Sample Letter in place of the certified copy from the DMV located on our website at [http://sloemsa.org/files/Sample\\_DMVonlyEMT\\_Employer\\_Letter.pdf](http://sloemsa.org/files/Sample_DMVonlyEMT_Employer_Letter.pdf)
9. **Background investigation (Fingerprints):** The State of California changed the requirements for Live Scan Services (background checks). On July 1, 2010, EMT Recertification applications whom San Luis Obispo County 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 our office to see if a background check will be required. A copy of the **“Request for Live Scan Services” form signed off by the Live Scan Agency must be submitted with your application.** Form is available with this packet or on our website at <http://sloemsa.org/forms.html>. A background check information page is also attached to this packet or available on our website at <http://sloemsa.org/files/05-14EMTBackgroundCheckRequirements.pdf>
10. **Recertification Fee:** Pay the **Non-Refundable Application fee**, which includes \$37.00 state fee (subject to change without notice). For current fee schedule see, our website at <http://sloemsa.org/fees.html>. The EMS Agency accepts cash, Visa, MasterCard, money orders, or checks **made payable to San Luis Obispo County.** This fee does not include the fee for Live Scan (background check). Additional fee will be applied to all EMS personnel applications for which we receive notification indicating criminal behavior that requires an investigation of allegation(s). **This fee is non-refundable and can be charged any time during your certification cycle if an administrative investigation is required.**
11. **Prior 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 with your application if this is a new offense:
  - Provide a **signed** detailed statement that describes the incident, charges, date(s), location, court, sentence served, and probation or parole (if any),
  - Court documents (minute order) and
  - Police reports.

**Failure to disclose a misdemeanor or felony may result in denial, suspension or revocation of an EMT certificate pursuant to California Health and Safety Code Section 1798.200. For previous convictions already disclosed to our office you must indicate “already on file” on your EMT application. Failure to do so will be considered fraud in the procurement of a professional certificate resulting in an administrative investigation that may lead to disciplinary action against your EMT Certification.**
12. Upon completion of the above requirements and confirmation that the applicant is not precluded from certification for reasons defined in Section 1798.200 of the California Health and Safety Code, the EMS Agency has up to 14 days to issue your EMT Card. Extra time will be required when Live Scan or DMV notifications indicate criminal behavior requiring further administrative investigation. The expiration date shall be two years from the date your current card expires or when all requirements are met unless otherwise noted.
13. You may apply for recertification up to 6 months before your current expiration date without losing anytime on your current EMT Certification. If you apply for recertification sooner than 6 months before your current expiration date, your EMT Certification will be dated from the date that you apply and on requirements are met. Any time remaining on your current EMT Certificate will be lost.

## WHY SHOULD I COMPLETE THE RECERTIFICATION PROCESS EARLY?

You should complete the recertification process before your current certification expires:

1. **Employment:** If you plan to continue working as an EMT. There are no extensions for lapsed EMT Certifications. If your EMT certificate has expired you, may not work as an EMT or represent yourself as an EMT.
2. **Additional CE:** If you do not want to take additional CE, repeat the NREMT or Basis EMT Course.
3. **Paramedic:** EMT certification is required for admittance into paramedic school and throughout the completion of paramedic school.



SAN LUIS OBISPO COUNTY  
EMERGENCY MEDICAL SERVICES

**EMT Certification/Recertification Application**

APPLICATION TYPE	
<input type="checkbox"/> Initial	<input type="checkbox"/> Recertification

**APPLICANT INFORMATION**

Last Name			First Name			Middle Initial			
Mailing Address: PO Box/Street				Residence Address					
City		State	Zip Code	City			State	Zip Code	
Is this a change of address? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>				Is this a change of address? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>					
Cell Phone Number		Home Telephone Number		Home Email			Work Email		
Date of Birth		Driver's License Number		Last 4 digits of Social Security #			Certification Number		

**IF EMPLOYED BY AN EMS PROVIDER(S) PLEASE LIST THE NAME AND ADDRESS**

Primary Employer				Other Employer			
Name		Phone		Name		Phone	
Address				Address			
City		State	Zip Code	City		State	Zip Code

**Employer Must Be Verified By One of The Following:**  
 Apply In Uniform  Employee ID  Employer Signature Below

**To Be Completed By Primary Employer**

As the EMS Coordinator of the agency named above, I verify that the individual named on this application is currently employed by this agency and I agree to notify the San Luis Obispo County EMS Agency immediately of any change in the employment status of the individual named on this application.

**Signature:**

Printed Name	Date
E-mail	Phone

**To Be Completed By Other Employer**

As the EMS Coordinator of the agency named above, I verify that the individual named on this application is currently employed by this agency and I agree to notify the San Luis Obispo County EMS Agency immediately of any change in the employment status of the individual named on this application.

**Signature:**

Printed Name	Date
E-mail	Phone

**DECLARATION**

Have you 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 or no contest and including any conviction, which has been expunged (set aside)?	On File with SLO EMS Agency <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Are there any criminal charges currently pending against you?	On File with SLO EMS Agency <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Have you ever had a certification, accreditation, or professional healing arts license denied, suspended, revoked or placed on probation, or are you under investigation at this time?	On File with SLO EMS Agency <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

**If you answered yes to any of these questions, you must submit with this application** a written explanation that describes the crime(s), date, location, court, sentence served, and parole if any, and/or the action taken against your certification, accreditation or professional license, any corrective action, and/or remediation as a result of the action. You must also attach any applicable court documents and police reports.

*I hereby certify under penalty of perjury that all information on this application is true and correct to the best of my knowledge and belief, and I understand that any falsification or omission of material facts may cause forfeiture on my part of all rights to EMT certification in the state of California. I understand all information on this application is subject to verification, and I hereby give my express permission for this certifying entity to contact any person or agency for information related to my role and function as an EMT in California. Additionally, by signing this application I do authorize the release of all prior EMT application and/or certification action documentation for use of verification by SLO EMS Agency. I also understand that the application fees are non – refundable and that California Regulations require me to notify the EMS Agency in writing within 30 days of any change in my mailing address.*

<b>Signature of Applicant:</b>	<b>Date:</b>
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**SUBMIT THE FOLLOWING ITEMS WITH APPLICATION**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMT INITIAL CERTIFICATION	EMT RE-CERTIFICATION
<input type="checkbox"/> Completed Application	<input type="checkbox"/> Completed Application
<input type="checkbox"/> Eligibility Statement	<input type="checkbox"/> Eligibility Statement
<input type="checkbox"/> CPR Card	<input type="checkbox"/> CPR Card
<input type="checkbox"/> Driver's License or government issue photo ID	<input type="checkbox"/> Current Certification Card
<input type="checkbox"/> EMT Basic Course Completion Certificate	<input type="checkbox"/> Driver's License or government issued photo ID
<input type="checkbox"/> National Registry course certificate or Current NREMT Card	<input type="checkbox"/> Skills Verification Form
<input type="checkbox"/> Request for Live Scan Service	<input type="checkbox"/> 24 hrs. CE or EMT Refresher Course Certificate
<input type="checkbox"/> DMV Printout	<input type="checkbox"/> Request for Live Scan Service if not on file or letter from employer*
<input type="checkbox"/> \$98 <b>Non-refundable</b> application fee	<input type="checkbox"/> DMV Printout or letter from employer**
	<input type="checkbox"/> \$60 <b>Non-refundable</b> application fee
EMT RECIPROCITY	PARAMEDIC/ EMT
<input type="checkbox"/> Completed Application	<input type="checkbox"/> Completed Application
<input type="checkbox"/> Eligibility Statement	<input type="checkbox"/> Eligibility Statement
<input type="checkbox"/> CPR Card	<input type="checkbox"/> CPR Card
<input type="checkbox"/> Current Certification Card	<input type="checkbox"/> Current State Paramedic License
<input type="checkbox"/> Driver's License or government issued photo ID	<input type="checkbox"/> Driver's License or government issued photo ID
<input type="checkbox"/> Current National Registry Card	<input type="checkbox"/> Completion of Live Scan if not previously done or letter from employer *
<input type="checkbox"/> Completion of Live Scan	<input type="checkbox"/> DMV Printout (within 7 days) or letter from employer**
<input type="checkbox"/> DMV Printout (within 7 days) ***	<b>Non-refundable</b> application Fee:
<input type="checkbox"/> \$98 <b>Non-refundable</b> Application fee	<input type="checkbox"/> \$98 new
	<input type="checkbox"/> \$60 recertification

\*Letter from employer is acceptable only if your current employer grandfathered you into the state system with SLO EMS Agency in 2010.

\*\* Letter from employer is acceptable only if the employer participates in DMV notification system.

\*\*\* If you have been in California less than 2 years, you must provide a DMV printout from previous state as well as California.

IF AN EMT CERTIFICATION IS:	THEN:
Not yet expired...	24 Hours of Refresher/CE Hours are required
0-6 months expired...	24 Hours of Refresher/CE Hours are required
Greater than 6 months but less than 12 months expired...	36 Hours of CE is required
12 months but less than 24 months expired...	48 Hours of CE is required <u>PLUS</u> Completion of National Registry Exam <u>PLUS</u> new Live Scan
Greater than 24 months expired...	You must repeat the entire EMT-1 Basic Course <u>PLUS</u> take the National Registry exam <u>PLUS</u> new Live Scan

**** EMS Agency Use Only Below This Line ****		
Verified by: _____	County No: _____	Copy of Card in File: _____
Date Verified: _____	State No: _____	Access Updated: _____
Registry Checked: _____	Effective Date: _____	Copy to Employer: _____
Megan's Law: _____	Expiration Date: _____	Date Picked Up: _____
Background Clear _____	Entered in Registry _____	Date Mailed: _____



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## ELIGIBILITY STATEMENT

### Submit with EMS Application

Health and Safety Code Section 1798.200, Division 2.5 states that the Medical Director may place a certificate holder on probation, suspend, or revoke any certificate issued under the following provisions and in accordance with the California Emergency Medical Services Authority, upon the finding of the Medical Director of an imminent threat to the public health and safety as evidenced by the occurrence of any of the following:

- Fraud in the procurement of a professional certificate
- Gross negligence
- Repeated workplace negligent acts.
- Incompetence in workplace performance.
- The commission of any fraudulent, dishonest, or corrupt acts, which is substantially related to the qualifications, functions and/or duties of a prehospital care provider.
- Conviction of any crime, which is substantially related to the qualifications, functions and/or duties of a Prehospital care provider.
- Violating or attempting to violate directly or indirectly, or assisting in, or abetting the violation of, or conspiring to violate, any provision promulgated by the California EMS Authority pertaining to prehospital care.
- Violating or attempting to violate any federal, state, or local statute, or regulation, which regulates narcotics, dangerous drugs or controlled substances.
- Addiction to the excessive use of, or misuse of, alcoholic beverages, narcotics, dangers drugs, or controlled substances.
- Functioning outside the scope of practice of a prehospital care provider as determined by certification, accreditation or licensure
- Demonstration of irrational behavior or occurrence of physical disability reasonable cause to believe that the ability to perform the duties normally expected may be impaired.
- Unprofessional conduct exhibited by any of the following: The mistreatment or physical abuse of any patient resulting from force in excess of what a reasonable and prudent person trained and acting in a similar capacity while engaged in the performance of his or her duties would use if confronted with a similar circumstance. Nothing in this section shall be deemed to prohibit an EMT or EMT-P from assisting a peace officer, or a peace officer that is acting in the dual capacity of peace officer and EMT or EMT-P from using that force that is reasonably necessary to affect a lawful arrest or detention.
- The failure to maintain confidentiality of patient medical information, except, as disclosure is otherwise permitted or required by law in Section 56 to 56.6, inclusive, of the Civil Code.

**It is the responsibility of the Certified EMT, Accredited Paramedic or Authorized MICN to notify the San Luis Obispo County EMS Agency within 7 days of any arrest or change in their eligibility status as listed above.**

I hereby certify under penalty of perjury that I have read and understand the Eligibility Statement. I have truthfully answered all of the information I provided on this application and it is true and correct to the best of my knowledge and belief. I further understand that if I violate any of the items listed in this eligibility statement I must report that to San Luis Obispo County EMS Agency within 7 days of the event or my certification, accreditation or authorization may be revoked, suspended, or placed on probation. I hereby state that I am not precluded from certification, accreditation or authorization for any of the reasons identified above.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETION OF EMT-I SKILLS COMPETENCY VERIFICATION FORM

A completed EMT-I Skills Verification Form is required to accompany an EMT-I recertification application for those individuals who are either maintaining EMT-I certification without a lapse or to renew EMT-I certification with a lapse in certification less than one year.

**1a. Name of Certificate Holder**

Provide the complete name, last name first, of the EMT-I certificate holder who is demonstrating skills competency.

**1b. Certificate Number**

Provide the EMT-I certification number from the current or lapsed EMT-I certificate of the EMT-I certificate holder who is demonstrating competency.

**1c. Signature**

Signature of the EMT-I certificate holder who is demonstrating competency. By signing this section the EMT-I is verifying that the information contained on this form is accurate and that the EMT-I certificate holder has demonstrated competency in the skills listed to a qualified individual.

**1d. Certifying Authority**

Provide the name of the EMT-I certifying authority for which the individual will be certifying through.

**Verification of Competency**

1. Affiliation - Provide the name of the training program or EMS service provider that the qualified individual who is verifying competency is affiliated with.
2. Once competency has been demonstrated by direct observation of an actual or simulated patient contact, i.e. skills station, the individual verifying competency shall sign the EMT-I Skills Competency Verification Form (EMSA-SCV 07/03) for that skill.
3. Qualified individuals who verify skills competency shall be currently licensed or certified as: An EMT-I, EMT-II, Paramedic, Registered Nurse, Physician Assistant, or Physician and shall be either a qualified instructor designated by an EMS approved training program (EMT-I training program, paramedic training program or continuing education training program) or by a qualified individual designated by an EMS service provider. EMS service providers include, but are not be limited to, public safety agencies, private ambulance providers, and other EMS providers.
4. Certification or License Number – Provide the certification or license number for the individual verifying competency.
5. Date- Enter the date that the individual demonstrates competency in each skill.
6. Print Name – Print the name of the individual verifying competency in the skill.

Verification of skills competency shall be valid to apply for EMT-I recertification for a maximum of two years from the date of verification.

## INSTRUCTIONS FOR COMPLETION OF EMT-I SKILLS COMPETENCY VERIFICATION FORM

This Chapter of Regulations was supported by the Preventive Health and Health Services Block Grant from the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of CDC.





See back of form for instructions for completion

1a. Name as shown on EMT-I Certificate		1b. Certificate Number	
1c. Certifying Authority			
Skill		Verification of Competency	
<b>1. Patient examination, trauma patient;</b>	Affiliation	Date	
	Signature of Person Verifying Competency	Print Name	Certification / License Number
<b>2. Patient examination, medical patient</b>	Affiliation	Date	
	Signature of Person Verifying Competency	Print Name	Certification / License Number
<b>3. Airway emergencies</b>	Affiliation	Date	
	Signature of Person Verifying Competency	Print Name	Certification / License Number
<b>4. Breathing emergencies</b>	Affiliation	Date	
	Signature of Person Verifying Competency	Print Name	Certification / License Number
<b>5. AED and CPR</b>	Affiliation	Date	
	Signature of Person Verifying Competency	Print Name	Certification / License Number
<b>6. Circulation emergencies</b>	Affiliation	Date	
	Signature of Person Verifying Competency	Print Name	Certification / License Number
<b>7. Neurological emergencies</b>	Affiliation	Date	
	Signature of Person Verifying Competency	Print Name	Certification / License Number
<b>8. Soft tissue injury</b>	Affiliation	Date	
	Signature of Person Verifying Competency	Print Name	Certification / License Number
<b>9. Musculoskeletal injury</b>	Affiliation	Date	
	Signature of Person Verifying Competency	Print Name	Certification / License Number
<b>10. Obstetrical emergencies</b>	Affiliation	Date	
	Signature of Person Verifying Competency	Print Name	Certification / License Number



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## Background Check Requirements for EMT Certification In San Luis Obispo County

**Criminal History Background Checks (fingerprinting)** with the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) utilizing our Live Scan form is a requirement for all applicants for EMT certification in San Luis Obispo County. As authorized by Health & Safety Code Section 1797.118 every EMT-I and EMT-II certificate candidate or holder shall have their fingerprint images and related information submitted to the authority for submission to the Department of Justice pursuant to the regulations adopted pursuant to Section 1797.117 for a state and federal level criminal offender record information search, including subsequent arrest information. The Applicant Live Scan process for the submission of fingerprints and the automated criminal history check and response replaces the blue and white fingerprint card previously used.

If you do not currently have a Live Scan on file with us, you must have a new one done. If your EMT Certification has lapsed more than 12 months, you are recertifying from a different county or in some cases if you have changed employers, you will be required to do a new Live Scan. If applicant was grand fathered into the state system by current San Luis Obispo County employer before July 1, 2010, a letter from the employer will be accepted stating that the applicant has no criminal violations and that the employer participates in California DOJ criminal record clearance with subsequent arrest notifications. A sample letter can be found on our website here: [http://sloemsa.org/files/Sample\\_grandfatheredEMT\\_Employer\\_Letter.pdf](http://sloemsa.org/files/Sample_grandfatheredEMT_Employer_Letter.pdf). If you are unsure of your status, please call our office.

**Live Scan terminals** where you can go to be fingerprinted are located in sheriffs' offices and police departments throughout the state as well as public applicant Live Scan sites. A list of Live Scan terminal locations can be found on the Internet at the DOJ Live Scan web site at <http://ag.ca.gov/fingerprints/publications/contact.php#sanluisobispo>. We do not do Live Scan's at our location. Call ahead to the location of your choice to make sure:

- the list is current,
- that they do both DOJ and FBI submissions,
- what their fees are,
- what form of payment they accept, and
- if you need to make an appointment.

**Fingerprint fees** for processing the criminal history check are established by DOJ and may be subject to change. The current nonrefundable fee for this process is \$49 (\$32 for the state and \$17 for the federal background checks) and is payable to the Department of Justice or to the Live Scan Agency doing the fingerprinting. The "rolling fee" for Live Scan fingerprinting, which is separate from the fee for processing the criminal history check(s), is paid directly to the agency conducting the Live Scan fingerprinting, and may vary by agency. The total cost for fingerprinting locally is approximately \$75. Applicants are responsible for all fees associated with the background check and must be paid at the time of fingerprinting. Remember to take your photo ID.

**Live Scan Forms** are available on our website at <http://sloemsa.org/forms.html>. The form is set up so you can fill it out on your computer and then print your copies. Pay careful attention to only fill in the blue highlighted areas. Incorrectly filled out forms may be rejected causing your background check to be repeated, including additional fees. Make sure you complete the form before arriving for your Live Scan appointment.

**Results of the criminal history check(s)** will be received by the San Luis Obispo County EMSA office electronically within seven to ten days of being fingerprinted in most cases. However, if manual processing is required, it may take longer to receive the results and in some rare cases it may take as long as 30 days or more.

**IMPORTANT:** Please refer to the attached instruction sheet for completing the Live Scan Applicant Submission Form. If the form is not completed correctly, the fingerprints may be rejected by DOJ and you will be required to have your fingerprints taken again (there should be no charges for reprinting rejected fingerprints providing you take the reject notice with you when you go to be reprinted).

**FBI Inquiries-** If after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. [Order No. 1134-86, 51 FR 16677, May 6, 1986, as amended by Order NO. 2258-99, 64 FR 52226, Sept. 28, 1999]

**DMV driving record** dated within 7 days of application is required for all EMT applicants. Individuals may obtain an original copy from the DMV office or utilize the service we provide. If you choose to use our service there is a one day delay and you must use our forms available in our office or on our website at <http://sloemsa.org/files/OnlineDMVPullAuthorization.pdf> .

**Driving records printed from the DMV website will not be accepted.** If you are coming from out of state or you have not been in California more than two years, you will be required to also submit a certified copy of your driving record from your state of origin. If your employer participates in the DMV notification system, you may use this Sample Letter in place of the certified copy from the DMV located on our website at [http://sloemsa.org/files/Sample\\_DMVonlyEMT\\_Employer\\_Letter.pdf](http://sloemsa.org/files/Sample_DMVonlyEMT_Employer_Letter.pdf)

**Criminal Convictions** are reviewed by the appropriate EMS Agency staff, along with our county legal department if appropriate, and all material is held in strict confidence. Decisions are based on state regulations and statutes and careful review of all documentation. A criminal conviction does not mean an applicant will automatically be denied an EMT Certification. The convictions for which the EMS Agency Medical Director shall deny or revoke can be found here <http://sloemsa.org/files/ShallDenyCaliforniaCodeofRegulations.pdf>. The convictions for which the EMS Agency Medical Director may deny, revoke, suspend or put on probation can be found here <http://sloemsa.org/files/MayDeny.pdf> Applicants with criminal conviction or active prosecution can expect a delay in the processing of their application. If an applicant is denied or revoked he/she has the right to request a hearing and will be notified of their due process. **Additional fee will be applied to all EMS personnel applications for which we receive notification indicating criminal behavior that requires an investigation of allegation(s). This fee is non-refundable and can be charged any time during your certification cycle if an administrative investigation is required.**

**All EMT applicants must disclose every misdemeanor and/or felony of which they have been convicted**, including vehicle code violations and those for which they have been found guilty by a jury, plead guilty or plead nolo contendere, or any conviction which has been expunged or record sealed under PC1203.4. **Failure to disclose a misdemeanor or felony may result in denial, suspension or revocation of an EMT certificate pursuant to California Health and Safety Code Section 1798.200.** Along with this disclosure and if a conviction appears on the background check, applicants must submit the following information with your application for review:

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

Contact Vicci Stone at [vstone@co.slo.ca.us](mailto:vstone@co.slo.ca.us) or 805-788-2513 if you have further questions.

## ***INSTRUCTIONS FOR FILLING IN RELEASE OF DRIVER RECORD INFORMATION***

**All areas indicated on forms must be filled in with the information noted below.** Please type or print information clearly. ***BRING THE ORIGINAL FORMS TO THE SAN LUIS OBISPO EMS AGENCY WITH YOUR EMT CERTIFICATION APPLICATION.***

**Because the required EMPLOYER PULL NOTICE PROGRAM form provided by the DMV indicates the San Luis Obispo County EMS Agency as your employer you must also fill out The Supplement to Authorization for Release of Driver Record Information form on which you acknowledge that the San Luis Obispo County EMS Agency is **not** your employer.**

### **Supplement to Authorization for Release of Driver Record Information Form:**

Fill in first blank with your full name.

Fill in second blank with your California Driver License Number.

“Executed at” is the City and State where you are at the time of your signing the form.

### **Employer Pull Notice Program Form:**

Top half of form

- Fill in first blank with your full name.
- Fill in second blank with your California Driver License Number.
- “Executed at” is the City and State where you are at the time of your signing the form.
- Date and sign

**Do not fill in any other areas on these two forms.**

Supplement to Authorization for Release of Driver Record Information

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_, hereby acknowledge that the entity to which I am authorizing the California Department of Motor Vehicles (DMV) disclose my driving record is my certifying agency, the San Luis Obispo County Emergency Medical Services Agency. I understand that the following terms used in the Authorization are deemed to include the words and phrases in italics below:

"employer" includes *certifying agency*

"employment" includes *maintaining or obtaining certification*

"employee" includes *individual seeking certification*

Executed at \_\_\_\_\_, \_\_\_\_\_  
City State

Signature \_\_\_\_\_ Date \_\_\_\_\_



EMPLOYER PULL NOTICE PROGRAM
AUTHORIZATION FOR
RELEASE OF DRIVER RECORD INFORMATION

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_,
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving
record, to my employer, \_\_\_\_\_ SAN LUIS OBISPO COUNTY EMERGENCY MEDICAL AGENCY (EMS AGENCY)
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at
least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension,
revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY COUNTY STATE

DATE SIGNATURE OF EMPLOYEE
X

I, Victoria Stone, of EMS AGENCY
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of
this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am
requesting driver record information on the above individual to verify the information as provided by said individual. This
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information
relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any
unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal
Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five
thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I
understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to
CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY COUNTY STATE
SAN LUIS OBISPO SAN LUIS OBISPO CA

DATE SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE
X

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website
at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND
MADE AVAILABLE UPON REQUEST TO DMV STAFF.
DO NOT RETURN THIS FORM TO DMV.

## ***INSTRUCTIONS FOR FILLING IN LIVE SCAN FORM***

**All areas indicated on form must be filled in with the information noted below.** Please type or print information clearly. ***TAKE THE ORIGINAL AND TWO COPIES OF THE FORM TO THE LIVE SCAN AGENCY WHEN YOU HAVE YOUR FINGERPRINTS DONE.***

**ORI:** The ORI number for the San Luis Obispo County EMS Agency is: **A0705**.

**Type of Application:** Emergency Medical Technician License/Certification

**Job Title or Type of License, Certification or Permit:** Emergency Medical Technician

**Agency Address Set Contributing Agency:**

San Luis Obispo County EMS Agency  
2180 Johnson Ave. 2<sup>nd</sup> Floor  
San Luis Obispo, CA 93401

**Mail Code:** The five-digit mail code assigned by DOJ is **07046**.

**Contact Telephone Number:** (805) 788-2513

**Name of Applicant:** Indicate complete name. Last Name, First Name and Middle Initial.

**Alias:** Indicate other names used (i.e., nickname, maiden name and/or alias name{s}).

**Date of Birth:** Indicate month-day-year of birth.

**Sex:** Check either Male or Female.

**Height:** Indicate your height in feet and inches.

**Weight:** Indicate your weight in pounds.

**Eye Color:** Indicate eye color.

**Hair Color:** Indicate hair color.

**Place of Birth:** Indicate the state or country of birth.

**SSN:** Indicate your Social Security Number.

**Driver's License No.:** Indicate your California Driver's License Number.

**Level of Service:** Check the FBI and DOJ boxes.

- **Do not fill in any other areas on the Request for Live Scan Applicant Submission Form.**
- **Verify that the Live Scan Operator has entered the correct information before transmitting.**
- **Verify that the Live Scan Operator has entered the ATI No. in the bottom portion of the**
- **Request for Live Scan Service Applicant Submission Form.**



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

A0705 \_\_\_\_\_ Emergency Medical Technician License/Certification  
ORI (Code assigned by DOJ) \_\_\_\_\_ Authorized Applicant Type

Emergency Medical Technician  
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

San Luis Obispo County EMS Agency  
Agency Authorized to Receive Criminal Record Information

07046 \_\_\_\_\_  
Mail Code (five-digit code assigned by DOJ)

2180 Johnson Ave., 2nd Floor  
Street Address or P.O. Box

Vicci Stone \_\_\_\_\_  
Contact Name (mandatory for all school submissions)

San Luis Obispo \_\_\_\_\_ CA 93401  
City State ZIP Code

(805) 788-2513 \_\_\_\_\_  
Contact Telephone Number

#### Applicant Information:

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix \_\_\_\_\_

Other Name \_\_\_\_\_  
(AKA or Alias) Last

First \_\_\_\_\_ Suffix \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex  Male  Female

Driver's License Number \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Billing Number \_\_\_\_\_ N/A  
(Agency Billing Number)

Place of Birth (State or Country) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Misc. Number \_\_\_\_\_ N/A  
(Other Identification Number)

Home Address \_\_\_\_\_  
Street Address or P.O. Box

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Your Number: \_\_\_\_\_  
OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number \_\_\_\_\_

#### Employer (Additional response for agencies specified by statute):

State Emergency Medical Services Authority  
Employer Name

02531 \_\_\_\_\_  
Mail Code (five digit code assigned by DOJ)

10901 Gold Center Dr. #400  
Street Address or P.O. Box

Rancho Cordova \_\_\_\_\_ CA 95670  
City State ZIP Code

+1 (916) 322-4336 \_\_\_\_\_  
Telephone Number (optional)

#### Live Scan Transaction Completed By:

Name of Operator \_\_\_\_\_

Date \_\_\_\_\_

Transmitting Agency \_\_\_\_\_ LSID \_\_\_\_\_

ATI Number \_\_\_\_\_ Amount Collected/Billed \_\_\_\_\_