

Subject: Certification
First Responder Certification Process

- I. Authority and Reference (incorporated herein by references)
 - A. Division 2.5 of Health and Safety Code
 - B. North Coast EMS Policies and Procedures

- II. Purpose
To establish a first responder certification policy and procedure including, initial certification and recertification, within the North Coast EMS region.

- III. Policy
North Coast EMS does not certify first responders. North Coast EMS approved first responder training programs may certify individuals who have successfully completed a North Coast EMS approved first responder training course and competency testing, as described herein.

- III. Procedure
The following criteria are policy and procedural guidelines for training programs which chose to certify first responders:
 - A. Initial Certification Procedure
 1. General eligibility criteria:
 - a. Applicant must be at least eighteen (18) years of age at the time of submitting request for first responder certification.
 - b. Applicant must document successful completion of a North Coast EMS approved first responder training program within no more than two (2) years prior to applying for first responder certification, including the course written and skills final and/or certification examinations, according to the pre-established standard of the training program.
 - c. Applicant must document affiliation with a North Coast EMS approved first responder service provider.
 2. Determination of an applicant's course completion and eligibility for certification, including the course written and skills final examinations, according to the pre-established standard of the training program and North Coast EMS, is the responsibility of the training Program Director and Principal Instructor.
 3. Applicant must comply with other reasonable requirements, as may be established by the first responder training program.
 4. When all eligibility criteria for certification are met, the training program may issue the applicant a first responder certificate.
 5. If a certificate is issued, it shall contain the following:

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- a. Name and location of the training program's sponsoring institution.
 - b. Name of the individual certified.
 - c. Certificate level (first responder).
 - d. Date the certificate was issued.
 - e. Certification expiration date.
 - f. Name and signature of the training Program Director, or facsimile of the same.
 - g. A statement that the individual named on the card has fulfilled the requirements for certification as a first responder in the North Coast EMS region.
6. Certification as a first responder shall be for a maximum of three (3) years from the date individual satisfactorily completes the class final and/or certification examinations. The effective date of certification shall be the date the applicant satisfactorily completes all certification requirements and has applied for certification. The certification expiration date shall be on the final day of the final month of the three (3) year period.
- B. Recertification Procedure (when first responder certification is current)
1. General eligibility criteria:
 - a. Applicant must document current first responder certification.
 - b. Applicant must document successful completion of a North Coast EMS approved first responder refresher training program, including the refresher course final written and skills examinations, according to the pre-established standard of the training program.
 - c. Applicant must document affiliation with a North Coast EMS approved first responder service provider.
 2. Determination of an applicant's course completion and eligibility for certification, including the course written and skills final examinations according to the pre-established standard of the training program and North Coast EMS, is the responsibility of the training Program Director and Principal Instructor.
 3. Applicant must comply with other reasonable requirements as may be established by the first responder training program.
 4. When all eligibility criteria for certification are met, the training program may issue the applicant a first responder certificate, as described above.
 5. Recertification as a first responder shall be for a maximum period of three (3) years. If recertification requirements are met within

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six (6) months prior to the expiration date, the effective date of certification shall be the expiration date of the current certificate. The certification expiration date shall be on the final day of the final month of the three (3) year period.

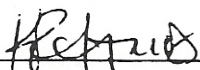
- C. Reinstatement Procedure (when first responder certification is expired)
1. General eligibility criteria:
 - a. Applicant must document first responder certification, which has expired for no more than four (4) years.
 - b. Applicant must document successful completion of a North Coast EMS approved first responder refresher training program, including the refresher course final written and skills examinations, according to the pre-established standard of the training institution.
 - c. Applicant must document affiliation with a North Coast EMS approved first responder service provider.
 2. Determination of an applicant's course completion and eligibility for certification, including the course final written and skills examination according to the pre-established standard of the training institution and North Coast EMS, is the responsibility of the training Program Director and Principal Instructor.
 3. Applicant must comply with other reasonable requirements as may be established by the first responder training program.
 4. When all eligibility criteria for recertification are met, the training program may issue the applicant a first responder certificate, as described above.
 5. Recertification as a first responder shall be for a maximum period of three (3) years from the date applicant satisfactorily completes the class final and/or certification examinations. The effective date of recertification shall be the date the applicant satisfactorily completes all certification requirements and has applied for certification. The certification expiration date shall be on the final day of the final month off the three (3) year period.

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PLEASE NOTE: AN INDIVIDUAL IS NOT ALLOWED TO FUNCTION AS A FIRST RESPONDER IN THE NORTH COAST EMS REGION UNLESS (S)HE HOLDS A CURRENT AND VALID FIRST RESPONDER CERTIFICATION CARD. AN EXPIRED CERTIFICATE IS NOT CURRENT NOR VALID. FUNCTIONING WITHOUT A CURRENT AND VALID CERTIFICATE IS GROUNDS FOR DISCIPLINARY ACTION AND IS A VIOLATION OF 1797.177 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

REV. 6/1/12

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Approved: 

Approved as to Form: 