

Paramedic Accreditation

I. PURPOSE

This policy establishes the requirements and process for California licensed paramedic personnel to obtain paramedic accreditation (“Local Accreditation” or “Accreditation” or “Accreditation to Practice”) within the jurisdiction of the Contra Costa County Emergency Medical Services Agency (“CCCEMSA”).

II. APPLICATION OF POLICY

- A. A paramedic may not apply for initial Accreditation more than three (3) times per calendar year.
- B. The CCCEMSA designated advanced life support (“ALS”) EMS Service Provider (the “Employer”) shall notify CCCEMSA within three (3) business days of any applicant for Accreditation (the “Applicant”) who fails to successfully complete a supervised field evaluation.
- C. An Applicant must meet the requirements of this policy for each Employer that the Applicant is employed with as a paramedic in Contra Costa County. The Employer shall notify CCCEMSA within three (3) business days from when personnel are no longer functioning as a paramedic.
- D. Once Accreditation is granted, Accreditation shall be continuous if the accredited paramedic continues to meet all requirements of California law and CCCEMSA policy.
- E. Violations of this policy may be reported to the California Emergency Medical Services Authority (“EMSA”) by CCCEMSA.
- F. When training is provided by the Employer, the Employer shall provide documentation of successful completion that is single page, single sided document, to the Applicant, or accredited paramedic, for the requirements listed in section III (D)(2-6) of this policy. The document shall be a California EMS continuing education certificate, completion certificate, or on letter head of the Employer. The document shall clearly identify:
 - 1. The requirement(s) that has been successfully completed.
 - 2. The name and California paramedic license number of the individual who has completed the requirement.
 - 3. The date(s) of successful completion.
 - 4. The name, email address, and phone number of a contact person should CCCEMSA have questions regarding the document.

III. REQUIREMENTS FOR ACCREDITATION

- A. Be employed as a paramedic with a CCCEMSA authorized ALS EMS Service Provider.
- B. Possess a California paramedic license that is not expired.
- C. Possess the following auxiliary training certifications that have not exceeded the recommended renewal date:



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1. American Heart Association (“AHA”) Basic Life Support for Prehospital Providers.
 2. AHA Advanced Cardiac Life Support (“ACLS”).
 3. AHA Pediatric Advanced Life Support (“PALS”) or, American Academy of Pediatrics Pediatric Education for Prehospital Professionals (“PEPP”).
 4. International Trauma Life Support (“ITLS”) or, National Association of Emergency Medical Technicians Prehospital Trauma Life Support (“PHTLS”). This requirement is applicable only for initial applications.
- D. Successfully complete the following CCCEMSA approved:
1. ALS EMS System Orientation for paramedics and ALS providers provided by CCCEMSA (“EMSO”).
 2. Infrequent skills competency verification performed by the Employer.
 - a. Successful completion of skills competency verification is valid one time per paramedic licensure cycle.
 3. Local optional scope training provided by the Employer.
 - a. Local optional scope training is valid for two (2) years from the training completion date, unless otherwise specified in the CCCEMSA system-wide Emergency Medical Services Quality Improvement Plan (“EMSQIP”).
 4. Other training when required by CCCEMSA, including but not limited to, remediation training/education required by the Employer, and/or, CCCEMSA. This training may or may not be provided by the Employer.
 5. Employer supervised field evaluation process provided by the Employer.
 6. Annual local policy, procedure, protocol, and local optional scope training (“Annual Training”).
 - i. Annual training expires on December 31st each calendar year.
- E. Meet the requirements of the CCCEMSA EMSQIP.
- F. Submit the paramedic accreditation application through the CCCEMSA online licensing system and pay the established fee. The application is not considered complete/submitted until payment has been remitted, and all applicable application materials have been submitted to CCCEMSA through the online licensing system. application fees are nonrefundable.
- G. The Applicant and Employer must complete all requirements for Accreditation within ninety (90) days from the application submission date. After ninety (90) days, the application will be denied, and the Applicant must reapply and pay established fees.
- H. Meet all applicable requirements of California law and CCCEMSA policies.

IV. INITIAL ACCREDITATION PROCESS

- A. Applicant
1. Successfully complete EMSO within sixty (60) days prior to applying for Accreditation. Applications submitted prior to successful completion of EMSO will be denied.



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2. Submit the application through the CCCEMSA online licensing system and pay established fees.
 - a. The initial submission of the application must include verification documentation for the items listed in section III (B), (C)(1-4), and D(1) of this policy; and
 - i. An attestation from the Applicant that any potential violation(s) of Cal. Health & Safety Code section 1798.200 et. seq. have been reported to EMSA; and
 - ii. Acknowledgement of the reporting responsibilities of the paramedic in CCCEMSA policy 6002.
 - b. Submission of verification documentation for the items listed in section III (D)(2-5) shall be added to the application through the CCCEMSA online licensing system by the Applicant prior to application approval and issuance of Accreditation.

B. Employer

1. Provide the Applicant the successful completion documents in accordance with section II (F) of this policy.
2. Through the CCCEMSA online licensing system, verify the Applicant is:
 - a. Employed by your organization.
 - b. Part of your organization's ALS program and Emergency Medical Services Quality Improvement Plan.
 - c. Has successfully completed the supervised field evaluation.
 - d. Recommended for Accreditation approval from CCCEMSA.

C. CCCEMSA

1. Within thirty (30) days from submission of the application satisfying the requirements of section IV (A)(2)(a)(i-ii) of this policy, CCCEMSA will notify the Applicant and Employer, that the Applicant is able to practice the California basic scope of practice until accredited and, may practice local optional scope while in the presence of the field evaluator who is ultimately responsible for patient care, in Contra Costa County.
2. Within thirty (30) days from when all Accreditation requirements have been met, CCCEMSA will notify the Applicant and Employer of its decision to approve or deny Accreditation.

V. MAINTAIN ACCREDITATION PROCESS

- A. Through the CCCEMSA online licensing system, the accredited paramedic shall submit verification documentation through applicable applications for the items listed in section III (B), (C)(1-3), and (D)(2-4)(6) of this policy prior to expiration.

VI. LAPSED ACCREDITATION PROCESS



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- A. Follow the “Initial Accreditation Process” in section IV of this policy.
 - 1. For a lapse of less than one year, the requirements listed in section III (D)(1)(5) and III (C)(4) of this policy are not required.
 - 2. For a lapse of greater than one year, there are no substitutions or exemptions for the requirements of section III and process outlined in section IV of this policy.
- B. If an accredited paramedic has submitted an application to CCCEMSA prior to expiration, and the expiration date passes prior to approval of the application(s), the Accreditation is considered lapsed, and the applicant may not function as an accredited paramedic.
 - 1. Upon review of the application by CCCEMSA:
 - a. If the application is complete and the Applicant meets all requirements on the date the application was submitted, the accreditation will be reinstated.
 - b. If the application is not complete and the Applicant does not meet all requirements on the date the application was submitted, the application will be denied, and the applicant must follow the process outlined in section VI of this policy.
- C. CCCEMSA will notify the Applicant and Employer of a lapse in Accreditation via electronic mail and U.S. mail, to the addresses entered by the Applicant and Employer in the CCCEMSA online licensing system.

VII. REVOCATION OF ACCREDITATION

- A. Accreditation is revoked immediately upon paramedic license revocation, suspension or expiration.
- B. Accreditation is revoked immediately upon termination of employment, and/or, failure to maintain the requirements of this policy, and/or, applicable California law.
- C. Applications that are incomplete, inaccurate, omit facts, or are found to be dishonest or in violation of this policy may cause revocation of Accreditation, and/or denial of the application(s).
- D. CCCEMSA will notify the Applicant and Employer of revocation, and/or denial of the application(s), and the reasons thereof, via electronic mail and U.S. mail, to the addresses entered in the CCCEMSA online licensing system.
- E. The Applicant may reapply for Accreditation at any time after revocation, and/or denial of the application(s) by CCCEMSA if the Applicant has established compliance with all applicable requirements of this policy.
- F. The Applicant may petition for reinstatement of Accreditation after revocation by CCCEMSA. The Applicant shall submit a written argument to be heard by CCCEMSA. The written argument shall include evidence to be considered by CCCEMSA. CCCEMSA will render a decision on the written argument no later than one hundred (100) calendar days after the written argument and accompanying evidence has been received by CCCEMSA.

