

**HOURS AND LOCATION**

EMS accepts EMT applications **Tuesdays** and **Thursdays** between the hours of **8:00 a.m. – 10:00 a.m.** and **2:00 p.m. – 4:00 p.m.** No appointment is necessary. The agency is closed on holidays. If you are unable to present during the hours listed, please call (650) 573-2009 to schedule an alternative time.

**Address: 801 Gateway Blvd., 2<sup>nd</sup> Floor, South San Francisco, 94080.** Upon arrival, please proceed directly to the 2nd floor, and check in with reception staff.

Information and materials (EMT Application, Live Scan Request and Skills Competency Verification) can be found at [www.smchealth.org/ems](http://www.smchealth.org/ems) under 'Forms'.

**PLEASE NOTE:** Applicants for initial/new certification must apply in person at San Mateo County EMS Agency offices, during the hours listed. Those who have previously certified in San Mateo County may apply in person, or by mail at address above.

Incomplete application packets, or those that do not include payment will NOT be accepted.

**INITIAL CERTIFICATION (WHAT YOU WILL NEED TO BRING)**

An individual shall be eligible for EMT certification upon successful completion of the requirements listed below. Applicants **MUST** provide **COPIES** of all items listed with payment, in person at the EMS offices during the hours listed.

- COMPLETED/SIGNED** San Mateo County [EMT Application](#)
- COPY** of a current government-issued photo ID (e.g. CA Driver License, State ID Card, U.S. Passport)
- COPY** of a completed DOJ/FBI background check using the San Mateo County [Live Scan Request Form](#). **NOTE:** A list of agencies that perform live scans can be found on the State Attorney General’s website at: <http://ag.ca.gov/fingerprints/publications/contact.php>. Results of background checks performed for other purposes (ambulance driver license, teaching positions, etc.) will not be accepted.
- Documentation of completion of **one (1)** of the numbered training/education criteria below. Check all that apply:

1	<input type="checkbox"/> <b>COPIES</b> of NREMT written exam certificate, and NREMT skills examination form, within the past two (2) years, <b>AND</b> one (1) of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>COPY</b> of a valid EMT course completion certificate from a California approved initial EMT course within the past two (2) years; or</li> <li><input type="checkbox"/> <b>COPY</b> of completion of an approved out-of-state initial EMT training course, within the last two (2) years, that meets the requirements for a California EMT training program; or</li> <li><input type="checkbox"/> <b>COPY</b> of a current and valid out-of-state EMT certificate</li> </ul>
2	<input type="checkbox"/> <b>COPY</b> of a current and valid National Registry EMT registration certificate (NREMT card); or
3	<input type="checkbox"/> <b>COPY</b> of a current and valid out-of-state or National Registry Advanced EMT (EMT-Intermediate) or Paramedic certificate; or
4	<input type="checkbox"/> <b>COPY</b> of a current and valid California Advanced EMT or EMT-II certification or a current and valid California Paramedic license.

- COPY** of a current CPR/AED card
- Pay fee of **\$125**. Credit card, or check or money order payable to San Mateo County EMS Agency accepted (no cash).

**EMT RENEWAL - CURRENT LICENSE OR LAPSE OF SIX (6) MONTHS OR LESS**

Applicants **MUST** provide **COPIES** of all items listed with payment, in person or by mail to be eligible for renewal:

- COPY** of a valid and current California EMT certificate
- COMPLETED/SIGNED** San Mateo County [EMT Application](#)
- COPY** of certificate of completion for **minimum of twenty-four (24) hours** of approved prehospital continuing education **within the 24 months prior to applying for renewal or reinstatement**
- COPY** of a completed [EMT Skills Verification Form](#). **NOTE: Skills competency must be verified by direct observation of an actual or simulated patient contact, by an individual who is currently certified or licensed as an EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant, or Physician AND who shall be designated by an EMS approved training program (EMT training program, AEMT training program, Paramedic training program or CE provider), or an EMS service provider**
- COPY** of a current CPR/AED card for the Professional Rescuer from the **American Heart Association, American Red Cross or Cal Fire**
- Pay fee. Credit card, or check or money order payable to San Mateo County EMS Agency accepted (no cash).
  - Renewal **WITH** prior background check for SMC – **\$87**
  - Renewal **WITHOUT** prior background check in San Mateo County – **\$125**

**EMT REINSTATEMENT – FOR LAPSE OF SIX (6) MONTHS OR MORE, BUT LESS THAN TWELVE (12) MONTHS**

Applicants **MUST** provide **COPIES** of all items listed with payment, in person or by mail to be eligible for reinstatement:

- COPY** of a valid and current California EMT certificate
- COMPLETED/SIGNED** San Mateo County [EMT Application](#)
- COPY** of certificate of completion for **minimum of thirty-six (36) hours** of approved prehospital continuing education **within the 24 months prior to applying for renewal or reinstatement**
- COPY** of a completed [EMT Skills Verification Form](#). **NOTE: Skills competency must be verified by direct observation of an actual or simulated patient contact, by an individual who is currently certified or licensed as an EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant, or Physician AND who shall be designated by an EMS approved training program (EMT training program, AEMT training program, Paramedic training program or CE provider), or an EMS service provider**
- COPY** of a current CPR/AED card for the Professional Rescuer from the **American Heart Association, American Red Cross or Cal Fire**
- Pay fee. Credit card, or check or money order payable to San Mateo County EMS Agency accepted (no cash).
  - Renewal **WITH** prior background check for SMC – **\$87**
  - Renewal **WITHOUT** prior background check in San Mateo County – **\$125**

**EMT REINSTATEMENT – FOR LAPSE OF TWELVE (12) MONTHS OR MORE**

Applicants **MUST** provide **COPIES** of all items listed with payment, in person or by mail to be eligible for reinstatement:

- COPY** of a valid and current California EMT certificate.
- COMPLETED/SIGNED** San Mateo County [EMT Application](#)
- COPY** of certificate of completion for **minimum of forty-eight (48) hours** of approved prehospital continuing education **within the 24 months prior to applying for renewal or reinstatement**
- COPIES** of NREMT written exam certificate, and NREMT skills examination form within the past two (2) years, OR **COPY** of a current and valid National Registry EMT registration certificate (NREMT card)
- COPY** of a completed DOJ/FBI background check using the San Mateo County [Live Scan Request Form](#)
- COPY** of a completed [EMT Skills Verification Form](#). **NOTE: Skills competency must be verified by direct observation of an actual or simulated patient contact, by an individual who is currently certified or licensed as an EMT, AEMT, Paramedic, Registered Nurse, Physician's Assistant, or Physician AND who shall be designated by an EMS approved training program (EMT training program, AEMT training program, Paramedic training program or CE provider), or an EMS service provider**
- COPY** of a current CPR/AED card for the Professional Rescuer from the **American Heart Association, American Red Cross or Cal Fire**
- Pay fee of **\$125**. Credit card, or check or money order payable to San Mateo County EMS Agency accepted (no cash).