Dear EMT Applicant:

**INITIAL CERTIFICATION PROCESS: All Services Are by Appointment ONLY.**

1. **National Registry Card:** Provide a current National Registry Card for initial EMT Certification.

2. **EMS Personnel Application:** It must have an original signature.

3. **Eligibility Statement:** It must have an original signature.

4. **EMT Course Completion:** Provide an original of your EMT Course Completion Record. For additional information, please refer to VCEMS Policy 301.

5. **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.

6. **ID:** Provide an original of a government issued Driver's License or Identification Card.

7. **Certification Fee:** $133.00 - The EMS Agency accepts Visa, MasterCard, 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).

8. **Background Investigation** (Fingerprints): Background investigation completed via the “Live Scan”. 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/ems – Click on the “Certs icon. **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.

9. **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.