



**County of Sacramento**

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Date: January 10, 2017  
To: EMS Stakeholders  
From: David M. Magnino EMS Administrator  
Emergency Medical Services Agency  
  
Re: **Continuing Education (CE) Certificates**

Sacramento County Emergency Medical Services Agency (SCEMSA) will no longer accept CE table format printouts as proof of continuing education (Target Solutions or any other system implemented for tracking) for recertifying EMTs effective February 1, 2017.

It is SCEMSA's responsibility to audit all EMT CE hours when approving EMT applications. SCEMSA has seen an increase in EMTs uploading the table format which does not have a wet or digitally reproduced signature. The signature, wet or digitally reproduced, on the CE Certificates, helps ensure the document(s) are tamper resistant as outlined in Title 22, Chapter 11 and SCEMSA Policy 4302.

State of California Title 22, Division 9: Prehospital Emergency Medical Services Regulations Chapter 11, Continuing Education Section 100395 (m) states;

*“Providers shall issue to the participant a tamper resistant document or certificate of proof of successful completion of a course, class, or activity within thirty calendar days of completion of the course, class, or activity. The CE certificate or documentation of successful completion **must** contain the name of participant, certificate or license number, class title, CE provider name and address, date of course, class, or activity and **signature of program director or class instructor. A digitally reproduced signature of the program director or class instructor is acceptable for media based/serial production CE courses**”.*

SCEMSA Policy 4302 states;

*“F. Certificates and Documents as Proof of completion:*

- 1. Providers shall issue a tamper resistant document or certificate of successful completion of a course within thirty (30) calendar days of completion of the course, class or activity.*
- 2. The certificate or document of successful completion must contain the following information:*
  - a. Name of participant and certification/license number;*
  - b. Course title;*
  - c. CE provider name and address;*
  - d. Date(s) of course;*
  - e. **Signature of program director, or course instructor;***

f. The following statements MUST be printed on the certificate of completion with the appropriate information filled in:

(1) "This document must be retained for a period of four (4) years"

(2) "This course has been approved for (number) \_\_\_\_ hours of continuing education by an approved California EMS CE Provider and was (check one) \_\_\_\_ instructor-based, \_\_\_\_ non-instructor based"

(3) "California EMS CE Provider# \_\_\_\_ - \_\_\_\_"

This only applies for EMT's recertifying with SCEMSA. Providers may use any tracking system they have developed for internal training records. All systems should have the ability for the recertifying EMT to print the certificate(s), so they can upload them to Accela.

This should not impact the providers, since maintaining certification or licensure is an individual responsibility and not the providers.

Should you have any concerns or questions please do not hesitate to contact me.



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