

KITITITAS COUNTY EMS DIVISION
AFTER EMT COURSE COMPLETION

EXAMINATION:

- See National Registry (NR) Exam instructions at <http://nremt.org/> for instructions on how to apply for the NREMT exam. Start applying 3-4 weeks in advance of when you plan to test. Felony convictions may prevent or delay processing/certification. See instructions.
- For Washington State Certification, applicants will have three attempts within twelve months of course completion to pass the examination (NR EMT exam).
 - All certification exam results are valid for 12 months from the date of the examination. If not certified (affiliated) within 12 months, retesting is required for certification in WA State, in addition to Medical Program Director (MPD) requirements.
 - After three unsuccessful attempts, the applicant may retake the initial EMS training course, or within 12 months of the third unsuccessful attempt, complete department-approved refresher training (EMT = 24 hours) covering airway, medical, pediatric, and trauma topics identified below, and pass the department-approved certification examination.
 - Exam results are usually received within 48 hours after testing. Test results are valid for 12 months from the date of examination.
- For WA Certification, if not certified within 24 months of course completion, you will have to complete an approved 24 hour EMT refresher or retake EMT Course, and pass the department-approved certification examination. Progressive annual CME/OTEP requirements may be required (requirements may vary per county).
- For National Registry Certification, if not certified within 24 months of course completion, National Registry requires you retake the course before testing.
- ***Passing the National Registry exam and receiving a National Registry EMT card DOES NOT mean you are certified in Washington State. ****Apply for WA State Certification*******

CERTIFICATION IN WASHINGTON:

- Certification in Washington State requires the following:
 - Successful completion of a state approved course
 - Pass the National Registry Exam within one year of course completion
 - Complete State Application **IN PEN** (recommendations: agency, MPD, state approval)
- Application Packet for Initial Certification (processing may take up to 45 working days), go to <http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/EMSEducationandCertification/EMSPProviderCertificationandRecertification.aspx> to complete/download state application. Make sure you have the **CURRENT** application!!

Requirements:

- Agency affiliation (signature and date of supervisor)
- Clear copy of ID (i.e., drivers). Photo must be clear and information must be legible.
- Copy of Course Completion Certificate (DOH Course# must be on Certificate)
- Copy of proof of passing National Registry Exam or NREMT certification
- Medical Program Director Recommendation (**Kittitas County specific requirements**)
 - Submit to County EMS Office for MPD signature
 - SEI recommendation (In KC SEI will provide to EMS Office for County Courses)
 - Acknowledgement of Protocols & Procedures (available online only) go to: <http://www.kittitascountyems.org/>, click on "Certification" and follow instructions to **complete the review** for your certification level and submit the

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on-line form. **Your application for certification will not be recommended by the Medical Program Director without this completed form.**

- If you plan to be affiliated with more than one agency, you must submit a "Personal Status Change" application for each additional agency in the applicable county. Applications can be obtained online at <http://www.doh.wa.gov/hsqa/emstrauma/certproc.htm> if needed. Online processing is recommended for "Personal Status Change" applications and should be submitted online after initial certification has been issued. <https://fortress.wa.gov/doh/emonline/>
- How to check the status of your state application online once it is processed:
 - Go to: <https://fortress.wa.gov/doh/providercredentialsearch/>
 - Select "Health Care Provider", then your credential type (i.e., Emergency Medical Technician)
 - Search by last and first name (or first letter of first name in case misspelled)
 - If your name is not found, you have probably not entered the system yet (allow 3 weeks).
 - Once your status reflects "active", you are considered certified in WA State. Make sure you receive your **Washington State EMT card in the mail** (NREMT card is not applicable for WA).

CONTINUING MEDICAL EDUCATION (CME) / ONGOING TRAINING & EVALUATION PROGRAM (OTEP):

- Continuing Medical Education /Ongoing Training & Evaluation Program requirements begin as soon as you complete your initial training course and/or obtain state certification. Go to <http://www.doh.wa.gov/PublicHealthandHealthcareProviders/EmergencyMedicalServicesEMSSystems/EMSandTrauma/Rules.aspx> for state regulations and codes.
- To stay current with OTEP in Kittitas County, you must complete the OTEP modules in the year they are offered from the time of your certification. At a minimum, participation is required quarterly. Exceptions are made for extenuating circumstances only with MPD approval. OTEP modules completed prior to certification, do not count towards recertification requirements. However, CME may be necessary to be recommended for certification if extended period after course completion. Please see Kittitas County Operational Policy #1-CME/OTEP & Skill Maintenance Requirements (**requirements may vary per county**).
- Kittitas County Ongoing Training & Education Program instructions and schedule can be obtained at the Kittitas County EMS Division website www.kittitascountyems.org, go to Training page. To receive a monthly training announcement and training materials via email, please send your email address and request to kcems@gwestoffice.net. Certification applicants will automatically be added.
- Continuing medical education training records that you obtain for recertification are your property right as is your certification in Washington State. All continuing medical education records (CME/OTEP) should be kept a minimum of four years after each recertification cycle (approximately 7 years). **YOU** are responsible for these records, not your agency, not the instructors, and not the County EMS Office. **DO NOT** rely on anyone to maintain these records for you!

If you have any question or concerns at any time, please contact the EMS Office in the county you plan to affiliate.

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