

# AEMT Recertification Policy and Procedures

**PURPOSE:** To establish standard requirements to be met by all applicants seeking to become recertified and authorized to practice Emergency Medical Services at the AEMT level in West Virginia.

**POLICY:** To ensure consistent standards and procedures for recertifying as an AEMT in West Virginia.

### **PROCEDURE/REQUIREMENTS:**

- A.** West Virginia AEMT certifications shall expire March 31.
- B.** Submit a current complete application form to WVOEMS between April 1 and December 31 of the prior year of expiration. Online application available at [www.wvoems.org/ecert](http://www.wvoems.org/ecert). The application deadline is 90 days prior to expiration. Example: expire March 31 must submit by December 31.
  1. Submit the appropriate fees as required in WV §64 CSR 48-6.9.
  2. Continuously meet all requirements for EMS personnel as described in WV §64 CSR 48-6.
  3. Disclose any limitation or exclusion by any EMS agency, EMS Medical Director, or any other healthcare profession certification or licensing authority in any state, territory, or the U.S. Military Services.
  4. In cases where a lapse in certification has occurred and there is no background check on file with WVOEMS, the applicant will be required to apply for and be cleared by the State and National background checks for WVOEMS as required in WV §16- 4C-8.1.1
- C. West Virginia Recertification Course** – All West Virginia certified AEMTs are required to meet recertification course standards as outlined below. Satisfaction of West Virginia recertification course standards may be obtained through either of the following two mechanisms:

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1. **Successful completion of the National Component of the National Registry's National Continued Competency Program (NCCP)**

-OR-

2. **Successful completion of an AEMT refresher course approved by WVOEMS. This course consists of 7 modules. (The approved AEMT refresher course shall satisfy all topic requirements as outlined in the National Component of the Registry's National Continued Competency Program (NCCP) and may be used to satisfy the National Component for National Certification.)**

Both options require completion of the WVOEMS State and Federal requirements per respective policy. Application of hours to meet the National Registry NCCP model in another state SHALL NOT constitute meeting the requirement for State certification in West Virginia.

Skills assessments are required for each discipline and will be validated through Medical Director verification in the National Registry online platform. Skills at the ALS level may be completed through the required alphabet courses.

If utilizing the WVOEMS Modular Recertification, providers must complete all seven **(7)** modules of the WVOEMS approved refresher course. These modules shall be submitted in Continuum.

**D. Additional Continuing Education** – In addition to maintaining National Registry certification, providers must show proof of completion of the following courses in the National Registry State Education Tracking System (S.E.T.S.). Providers will complete their SETS application once every four years, prior to their application for West Virginia AEMT certification renewal.

1. Haz Mat awareness meeting OSHA 1910.120 or higher standards annually. (**3 hours** awarded and required annually)
2. WVOEMS AEMT Protocol review. (**2 hours** awarded and required annually)

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3. MCI or Disaster Management related training to include mass casualty drills totaling a minimum of **2 hours** biennial. (4 hours per WVOEMS Recertification.)
4. Successfully complete an approved CPR training/refresher course meeting WV §64 CSR 48-6.7.a.4. at the professional/healthcare provider level. (**4 hours** awarded every 2 years)
5. AEMT refresher also **requires** successful **course completion, practical evaluation**, and **written exam** of the following courses every 2 years (biennial):
  - ACLS Refresher (or equivalent WVOEMS approved course)
  - PHTLS or ITLS Refresher (or equivalent WVOEMS approved course)
  - PEPP or PALS Refresher (or equivalent WVOEMS approved course)

***NOTE: Individuals are not required to obtain a certification card in each discipline respectively, but must have verification of course completion.***

- E. Skills Requirement** – providers must successfully complete all skills associated with the courses outlined in “D”. Medical Director verification shall be confirmed through National Registry online platform.
- F. On-Line Courses** Distributive education will be accepted in accordance with National Registry and the WVOEMS policy.
- G. National Registry:** AEMTs recertify utilizing National Registry in the following manner:
  - a. Complete all requirements for recertification outlined by National Registry.
  - b. All education shall be submitted online via National Registry’s online platform.
  - c. Complete the appropriate State Education Tracking System (S.E.T.S.) application every four (4) years prior to renewal of your WVOEMS certification.

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**H. Important Notice:** An EMR/EMT/AEMT/Paramedic certified by WVOEMS must be continually certified by the National Registry of Emergency Medical Technicians (NREMT) during the duration of your WVOEMS certification. Failure to retain uninterrupted National Certification will result in the immediate suspension of your WVOEMS certification and your right to practice in West Virginia.

**I. Lapse in Certification – West Virginia**

a. Candidates that maintain continuous National Registry certification but have allowed their West Virginia certification to expire may regain West Virginia certification by completing all of the following:

1. WVOEMS online recertification application available at [www.wvoems.org/ecert](http://www.wvoems.org/ecert)
2. National Registry State Education Tracking System (S.E.T.S.) application
3. Meet all requirements of “D and E” above.

**J. Lapse in Certification –**

**a. Lapsed 0-30 Days:**

If the AEMT met all recertification requirements prior to the expiration date but did not complete the administrative functions of recertification, the National EMS certification is considered to be lapsed. If the certification has lapsed less than 30 days, the applicant can submit a late fee per NREMT policy and submit all required documentation to regain certified status.

**b. Lapsed 0-24 Months:**

If the AEMT did not meet all recertification requirements by the expiration date, the National EMS certification is considered to be lapsed. If the certification lapsed less than two years, or you are currently state licensed as an AEMT, you can regain National EMS Certification by completing the cognitive and psychomotor examinations.

To obtain an authorization to test, lapsed AEMTs must demonstrate proof of education requirements. The following methods are acceptable:

- Complete a Traditional State Approved AEMT Refresher
- State approved continuing education equal to the AEMT Refresher

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- If the AEMT was licensed in a NCCP state, completion of the **National Component** meets the requirement

### c. **Lapsed More Than 2 Years:**

If your EMS certification expired more than two years ago, you must complete an entire state-approved Advanced Emergency Medical Technician (AEMT) course, and complete the cognitive and psychomotor examinations.

This policy replaces all previous policies for Emergency Medical Technician - AEMT Recertification.