

KITTITAS 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 received 24-48 hours after testing. Test results are valid for 12 months from the date of examination.
- For WA Certification, if not certified within 36 months of course completion, you will have to complete an approved 24 hour EMT refresher, and pass the department-approved certification examinations. After 36 months, you have to retake the EMT Course. Progressive annual CME/OTEP requirements and examination as noted up to 36 months.
- 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 EMS application (recommendations; agency, MPD, state approval)
- Application Packet for Initial Certification (processing may take 30-45 working days), go to <http://www.doh.wa.gov/hsga/emstrauma/certproc.htm> to complete/download state 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)
 - Medical Program Director Recommendation (**Kittitas County specific requirements**)
 - Submit to County EMS Office for MPD signature
 - SEI recommendation (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>. Online processing is recommended for "Personal Status Change" applications in the same county, hard copies for different counties.
- How to check the status of your state application online once it is processed:
 - Go to: www.doh.wa.gov
 - Select "Provider Credential Search"
 - Select "Health Care Provider", then your credential type (i.e., EMT)
 - 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.
 - Once your status reflects "active", you can only start practicing after you receive your Washington State EMT card.

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/hsqa/emstrauma/wacindex.htm> for more details. 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 vary per county).
- Kittitas County Ongoing Training & Education Program materials 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 via email, please send your email address and request to kcems@qwestoffice.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 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!

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