

# LEON COUNTY E.M.S.

## Standard Operating Guideline

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Title: Certification

CAAS: 106.06.02  
106.06.03

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### I. PURPOSE:

The purpose of this Standard Operating Guideline is to outline the process for monitoring certification requirements for both paramedics and EMTs.

### II. GUIDELINE:

All requirements of the State of Florida Department of Health, Office of Emergency Medical Services will be met.

### III. PROCEDURE:

1. Education and Certification requirements
  - A. Emergency Medical Technicians working under the direction of the Leon County EMS Medical Director will be required to meet certain educational and certification requirements:
    - The EMT shall maintain current AHA CPR for the Healthcare Professional or equivalent including the use of an AED.
    - 32 hours of CEUs as approved by the Medical Director in in-service material, either in person or by video, bi-annually (or more frequently as scheduled by the training officer or medical director) including 2 hours of HIV training.
    - Maintain current EMT certification issued by the National Registry and/or State Department of Health, Office of Emergency Medical Services.
    - Maintain current certification in ITLS (or equivalent).
    - Copies of renewed certifications, immunizations, and/or licenses must be submitted to the EMS Training Office prior to expiration of the one or ones currently on file.
  - B. Paramedics working under the direction of the Leon County EMS Medical Director will be required to meet certain educational and certification requirements.

- The paramedic shall maintain current AHA CPR for the Healthcare Professional or equivalent including the use of an AED.
- The paramedic shall maintain current AHA ACLS Provider or equivalent.
- The paramedic shall obtain and maintain current International Trauma Life Support provider status (or equivalent) within one year of employment.
- The paramedic shall obtain and maintain current Pediatric Advanced Life support provider status (or equivalent) within one year of employment.
- 32 hours of CEUs as approved by the Medical Director in in-service material, either in person or by video, bi-annually (or more frequently as scheduled by the training officer or medical director) including 2 hours of HIV training.
- The paramedic shall maintain current paramedic certifications issued by the State Department of Health, Office of Emergency Medical Services.
- Copies of renewed certifications, immunizations, and/or licenses must be submitted to the EMS Training Office prior to expiration of the one or ones already on hand.

C. Certification standards will be reviewed on a monthly basis via a spreadsheet monitored by the training officer. In addition, CEU Broker will be utilized for the monitoring of CEUs acquired by each EMT and paramedic.

## II. RESPONSIBILITY:

1. It is the responsibility of the employee to maintain any level of certification required by Leon County and all applicable laws for the employee's position. Failure to maintain current and valid certification shall result in the employee not being permitted to work and may result in disciplinary action up to termination.
2. The employee is responsible to submit current and valid certifications or proof of training to the Staff Assistant assigned to track employee certifications before the expiration of the certification or training and monitor their individual CE Broker Account.
3. The positions of Paramedic and EMT have been designated as fluid positions. The designation of a position as a Paramedic or EMT may be determined by the certification held by the incumbent or designated candidate for hire. When employees who are EMTs receive their Paramedic certifications, their titles and grades will be changed to that of Paramedic subject to the approval of Administration. It is the responsibility of the EMT who has become a Paramedic to notify the Deputy Chief of Administration of their new status and provide the required documentation.