



INLAND COUNTIES EMERGENCY MEDICAL AGENCY POLICY AND PROTOCOL MANUAL

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CRIMINAL HISTORY BACKGROUND CHECKS (LIVE SCAN)

I. PURPOSE

To provide information for Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks for applicants applying for certification/recertification as an Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT) recognized in California.

II. GENERAL INFORMATION

Effective July 1, 2010, all EMTs/AEMTs must have a criminal history background check (Live Scan) on file with the certifying entity.

Live Scan Forms

Live Scan forms can be printed from the ICEMA website at ICEMA.net. **It is important that the information be entered onto the form exactly as outlined in the instructions. Failure to do so will require Live Scan resubmission and additional fees.**

Forms are also available at the Live Scan agencies. If printing from the ICEMA website, applicant must print three (3) completed copies: one for the Live Scan agency, one for ICEMA, and one for the applicant.

Fees

For a list of current fees charged by the DOJ/FBI, go to <http://oag.ca.gov/fingerprints/publications/contact.php>. Fees related to certification are listed under "Certificates/Licenses/Permits". Additionally, each Live Scan agency charges a "rolling fee" that varies. Applicant is required to pay these fees to the Live Scan agency when submitting fingerprints.

Live Scan Agencies

A listing is available on the ICEMA website at ICEMA.net and includes hours of operation, cost, whether an appointment is necessary, and acceptable methods of payment.

Conviction History

ICEMA will review all criminal convictions to determine EMT/AEMT certification eligibility. Decisions will be based on applicable State statutes and regulations and a careful review of documentation. If an applicant is denied, he/she has the right to request a hearing. In addition to certification actions, an EMT/AEMT certificate may be suspended or revoked based upon criminal history information. Applicants with a criminal conviction or who are involved in an active prosecution may experience a delay. Applicants should submit a written explanation explaining the case and copies of court documents to facilitate the decision process. For further information, refer to ICEMA Reference #1060 - EMT/AEMT Incident Investigations, Determination of Action, Notification, and Administration Hearing Process.

What to Submit with Your Certification Application

Applicants must submit a copy of the Live Scan form with their certification paperwork. For additional certification information, refer to ICEMA Reference #1020 - EMT Certification and #1010 - AEMT Certification.

III. REFERENCES

<u>Number</u>	<u>Name</u>
1010	AEMT Certification
1020	EMT Certification
1060	EMT/AEMT Incident Investigations, Determination of Action, Notification, and Administration Hearing Process