

FREQUENTLY ASKED QUESTIONS PARAMEDIC (EMT-P) ACCREDITATION & REACCREDITATION

Welcome to Solano County Emergency Medical Services (EMS). We have compiled this information to make your accreditation/re-accreditation process go more smoothly. Please contact us at 707-784-8155 if you have any questions or require additional information.

GENERAL INFORMATION

- **INITIAL PARAMEDIC PROCESSING:**
 - You MUST be hired as a Paramedic by an organization in Solano County before we can process your application.
 - Your employer must provide us a letter or email that states that you have been hired as a paramedic and who is appointed as your preceptor.
- **APPOINTMENTS:**
 - **Paramedic Interns and Initial Paramedic Applicants MUST** have an appointment with Solano County EMS. Due to staffing constraints, appointments are scheduled on **Tuesday morning** (9am-11:30am) and **Wednesday afternoon** (1:00-3:30pm). Please contact the office to schedule your appointment (707-784-8155).
 - **Paramedics requesting REACCREDITATION** may SCAN/email all required documents to: ANWilliams@solanocounty.com . Please put "**PARAMEDIC REACCREDITATION – (YOUR NAME)**" in the subject line, and include any changes/updates to your phone #, mailing address or email address so staff can update your on-line application.
 - **PRECEPTORS –** If you are currently assigned as a preceptor in Solano County you must renew your preceptor status when you reaccredit your Paramedic license. The RENEWAL FORM is on the EMS Website under "FORMS".
- **Applications – How do I complete the initial application for accreditation in Solano County?** Initial applications must be completed on-line prior to making your appointment with EMS; updates will be completed by EMS. Go to https://webapp.solanocounty.com/EMS_Signup/ .
- **Payment – What forms of payment are accepted by Solano County?** We can NOT accept cash – only Checks or Money Orders (payable to Solano County EMS).

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INITIAL ACCREDITATION – What documents do I need to bring to EMS for my initial paramedic accreditation?

- Your employer must provide us a letter or email that states that you have been hired as a paramedic and who is appointed as your preceptor. This documentation MUST be received by the EMS Office before your appointment. Complete an on-line Paramedic Application.
- Verification of employment as a **PARAMEDIC** in Solano County MUST be received by the EMS Agency PRIOR to your appointment.

You MUST bring the following documentation with you to your EMS Appointment:

- Valid California State Paramedic License.
- Copy of Drivers license.
- Current BCLS (Basic Cardiac Life Support) Card.
- Current ACLS (Advanced Cardiac Life Support) Card.
- Current PALS (Pediatric Advanced Life Support) Card, or PEPP (Pediatric Education for Prehospital Provider) Card.
- Current ITLS (International Trauma Life Support) Card, or PHTLS (Prehospital Trauma Life Support) Card.
- Personal Check, Cashiers Check, or money order (only) for **\$55.00** payable to Solano County EMS. We are NOT able to accept cash, debit or credit cards.

Note: A picture will be taken for your card.

Upon completion of the above items, you will receive

- Orientation Checklists,
- Preceptor Evaluation Form;
- Letter assigning your “A” # (Accreditation Number) to be used during your 5-call process.

After **completing** the Five Call, the following must be brought to the EMS Agency:

- 5-Call Evaluation Form (completed by Preceptor);
- PCRs referenced in 5-Call evaluation;
- Orientation Form (Hospital Orientations and Employer Orientation MUST be completed prior to submission of paperwork). Solano County EMS Orientation MUST be completed AS SOON AS POSSIBLE.

Appointments are NOT required to bring in 5-Call Paperwork; however, we recommend that you call prior to bringing documentation to ensure someone is here to accept (707-784-8155).

After EMS Staff has reviewed and approved documentation:

- Staff will assign a “Paramedic Number” (P#).
- Prepare/Scan/Email & Mail letter and CARD.

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REACCREDITATION:

- **Paramedics requesting REACCREDITATION** may SCAN/email all required documents to: ANWilliams@solanocounty.com . Please put "**PARAMEDIC REACCREDITATION – (YOUR NAME)**" in the subject line, and include any changes/updates to your phone #, mailing address or email address so staff can update your on-line application. You are welcome to come in to the EMS Office to complete your reaccreditation.

YOU MUST PROVIDE THE FOLLOWING DOCUMENTATION VIA EMAIL, MAIL, or IN PERSON:

- Current Driver's License;
- Current California State Paramedic license;
- Current ACLS (Advanced Cardiac Life Support) Card;
- Current BCLS (Basic Cardiac Life Support) Card;
- Current ITLS (International Trauma Life Support) Card or PHTLS (Prehospital Trauma Life Support) Card.
- Current PALS (Pediatric Advanced Life Support) Card or PEPP (Pediatric Education for Prehospital Provider) Card.
- Verification of four (4) successful intubations in the preceding two (2) years or successful completion of an Airway Class (Solano County requirement).
- STEMI/12 lead Class (Eight CEUs every two years (Four CEUs per year) (Solano County requirement). Please contact the EMS Office for other opportunities.

NOTE: If you are a PARAMEDIC maintaining your EMT certification, please contact the EMS Office – since there are fees involved for the EMT processing, you must come in to the EMS Office or MAIL documentation and fees.

- **PRECEPTORS** – If you are currently assigned as a preceptor in Solano County you must renew your preceptor status when you reaccredit your Paramedic license. The RENEWAL FORM is on the EMS Website under "FORMS".

EMS AGENCY will provide the following:

- Solano County Paramedic Card
- Letter providing information for recertification.

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PARAMEDIC INTERNS

Following information MUST be accomplished PRIOR TO APPOINTMENT:

- COMPLETE the on-line Paramedic INTERN application.
- ALS Provider in Solano County MUST provide letter/email stating that applicant will be performing internship with their organization and providing the name of the paramedic preceptor.
- School must provide letter/email/fax stating that student is eligible to perform field internship.

What documents do I need to bring to EMS for my paramedic intern ship?

- CPR card.
- Driver's license.
- ACLS; PALS/PEPP; ITLS/PHTLS (if available)

EMS AGENCY WILL PROVIDE THE FOLLOWING (upon submission of appropriate documentation)

- Letter assigning "S#" (student number) acknowledging completion of Solano County requirements to function as a Paramedic Intern in Solano County.

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