



**Ventura County Emergency Medical Services**

2220 East Gonzales Road, Suite 200

Oxnard, CA. 93036-0619

Telephone: 805-981-5301

Fax: 805-981-5300

VCEMS website address: [vchca.org/ems-certifications](http://vchca.org/ems-certifications)

Dear EMT Applicant:

**INITIAL CERTIFICATION PROCESS: All Services Are by Appointment ONLY.**

(Please call 72 hours **after completing** your DOJ Live Scan to make an appointment)

- 1. National Registry Card:** Download the pdf and provide a copy of your current National Registry ID Card which you will receive in an email after you pass the NREMT exam.
- 2. Visit the EMS website:** [vchca.org/ems-certifications](http://vchca.org/ems-certifications)
- 3. Background Investigation (Fingerprints):** Background investigation completed via the "Live Scan".  
A copy of the "Request for Live Scan Services" form signed off by the Live Scan Agency must be submitted with your application. Forms are available under **DOJ Live Scan Instructions**.
- 4. Convictions:** If you have **EVER** been convicted of any felony or misdemeanor offense in California or in any other state or place, including entering a plea of Nolo Contendere (No Contest), or any conviction which has been expunged (set aside) or record sealed under PC 1203.4. You must bring in the following information to your appointment.
  - Provide a detailed statement that describes the incident, charges(s) date, location, court, sentence served, and probation or parole (if any).
  - Court documents (minute order) and Police reports.
- 5. EMS Personnel Application and Eligibility Statement:** Print out and sign both forms for submission.
- 6. EMT Course Completion:** Provide the **original** EMT Course Completion Record that you received from your EMT Program instructor.
- 7. CPR Card:** Provide copy of a valid CPR Card. Type of CPR cards accepted **ONLY:**  
**American Heart Association – Basic Life Support (BLS) CPR/AED Program**  
**American Red Cross –(BLS) for the Healthcare Provider OR CPR/AED for Professional Rescuers**  
**American Safety and Health Institute (ASHI), or EMS Safety.**
- 8. ID:** Provide an original of a government issued Driver's License or Identification Card.
- 9. Certification Fee:** \$136.00 - The EMS Agency accepts Visa, MasterCard, or checks (**Cash will not be accepted**). Checks should be made payable to VCEMS. This fee does not include the fee for Live Scan (background check).

Thank you,

EMS Staff

July 2023