

**CENTRAL REGISTRY
POLICY AND PROCEDURE MANUAL**

Subject: Synchronizing Expiration Dates	Number: 650-67
Effective Date: 10/31/19 updated	

PURPOSE:

To define when and how to synchronize EMT expiration dates with an agency cycle.

POLICY:

Certifying entities may wish to synchronize EMT expiration dates with their current agency or department cycle to coincide with all other certification expiration dates. This may be done according to regulations specified in ARTICLE 5. MAINTAINING EMT CERTIFICATION AND RECERTIFICATION § 100080. EMT Recertification. (d) EMSA recommends that you submit requests for generating multiple renew tabs and date changes 30 days in advance so that the certifications will occur in the month in which you choose to synchronize.

PROCEDURE:

Certifying agencies **may synchronize** the expiration date of an EMT certification with an agency cycle, **when the following applies:**

- When an EMT certification is renewed greater than six months prior to the current expiration date, the date cycle will change. The effective date will be the day the certificate is issued. The certification will expire the last day of the month two (2) years from the effective date.
- If you are renewing greater than one year in advance of the EMT's current expiration, a renewal tab will need to be generated by the BLS Coordinator at EMSA. Once you have processed the renewal, you will need to connect with EMSA again to update the effective and expiration dates, which auto-populate based on the prior expiration for all renewals in the system.
- Based on the regulations above, the month that the renewal occurs is when the effective and expiration dates will be. This is the only method available to synchronize dates. If you are trying to synchronize for a specific month or year, it may take multiple renewal cycles.

Expiration dates **CANNOT** be synchronized when the following applies:

- When an EMT recertifies within six months of their current expiration date, they shall remain on the same cycle.
- When processing an initial EMT certification, follow the regulations in Chapter 2: Emergency Medical Technician, Section 100079 EMT Certification.
- When reinstating an expired or lapsed EMT certification, follow the regulations in Chapter 2: Emergency Medical Technician, Section 100080 EMT Recertification.