Date: November 12, 2020

To: San Francisco EMTs, Accredited Paramedics, and Ambulance Providers

From: Andrew Holcomb
EMS Deputy Director, Department of Public Health

Re: Spring 2021 Renewal Cycle

The EMS Agency (EMSA) is approaching its biennial high volume EMT Renewal cycle, which occurs in the spring of odd-numbered years. In May 2021 alone, approximately 450 EMTs are due for Renewals. From January-June 2021, approximately 1,000 San Francisco EMTs and Accredited Paramedics are due for Renewals.

Due to several factors including the ongoing COVID-19 pandemic, State EMS Authority IT upgrades, holiday staffing, and mail delays, Applicants are strongly encouraged to submit an application 60 days, at a minimum, in advance of an expiration date. To maximize social distancing, please try to submit applications via email or DocuSign, which can be found on the EMS Agency website.

As a reminder, applications are processed on a first-come, first-served basis from the date of a fully complete application submission. From the date of an application meeting all requirements, EMSA has a 45-day processing time for EMT Certifications and 30-day processing time for Paramedic Accreditations. You can submit an application up to 6 months in advance of your expiration date. If you do not submit all required documents with your application or fill out an incomplete application, your application will be delayed and potentially not be processed before your expiration date. Currently, the most common reasons for an incomplete EMT/Paramedic application are:

- Application is not signed or conviction history questions are answered inaccurately on Page 2.
- Delays in obtaining Paramedic Licensure from the State EMS Authority
  EMSA does not approve Re-Accreditation Applications without a copy of new state Paramedic License.

Please visit the EMS Agency website for the most current Renewal Applications. Should you have any additional questions, please contact me at the EMS Agency at 628-217-6000 or by emailing emsacertifications@sfdph.org.