

Certification Guidelines

How to Become a Certified Emergency Medical Technician in South Carolina

Updated – July 2017

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Out-Of-State Verification Form (DHEC 2352) & Certification Application Form (D 2351) can be found on scemsportal.org

Introduction

For the purpose of these guidelines, the term Emergency Medical Technician (EMT) is inclusive of all levels of certified EMTs in South Carolina. At the present time, South Carolina recognizes three levels of EMT certification:

EMT	(Basic Emergency Medical Technician)
AEMT	(Advanced Emergency Medical Technician)
Paramedic	(Paramedic)

Certification as an EMR - First Responder (Emergency Medical Responder) is not currently recognized as a certified level in South Carolina and does not fall under South Carolina Laws and Regulations pertaining to EMS.

In order to gain certification as an EMT in South Carolina, you must meet the following requirements:

1. You must hold a valid credential as listed above with at least one year of valid certification remaining in any US state or US territory
- OR -
You must hold a current National Registry Credential as an EMT
2. You must hold a current CPR credential*.
3. In addition to the above, Paramedics must also hold a current ACLS credential**.

*Currently, South Carolina accepts the following CPR (Provider or Instructor) credentials for the purpose of EMT certification:

- | | |
|--------------------------------------|--|
| - American Heart Association | (AHA) BLS for the Healthcare Provider |
| - American Red Cross | (ARC) CPR for the Professional Rescuer |
| - American Safety & Health Institute | (ASHI) CPR Pro |
| - Military Training Network | Healthcare Provider |

**Currently, South Carolina accepts the following ACLS (Provider or Instructor) credentials for the purpose of EMT certification:

- | | |
|--------------------------------------|--------------------------------------|
| - American Heart Association | (AHA) Advanced Cardiac Life Support |
| - American Safety & Health Institute | (ASHI) Advanced Cardiac Life Support |

For the purposes of EMT certification, South Carolina does not recognize “on-line” courses such as *e*-ACLS, etc. Other CPR/ACLS credentials not listed above may be submitted to the SC DHEC Training & Certification manager for consideration.

Overview

Step 1. In order to become certified in South Carolina, you must register to use Continuum (formerly CIS). Your SC ID number is also required to complete the Certification Application. Please follow instructions on page 7 in order to create your account.

Step 2. Follow the instructions for Certification as a National Registry candidate or Provisional candidate as stated on page 4.

Step 3. Complete a criminal background check AFTER you have completed step 1. Instructions can be found on pages 5-6. Please return the certification application form after you complete the criminal background check to:

Email: emscertifications@dhec.sc.gov

-or-

Mail: 2600 Bull Street
Bureau of EMS- Certification
Columbia, SC 29201

Step 4. Upon successful completion of these steps, your certification will be processed within 10-12 business days. Note: Certifications are mailed through the U.S. Postal Service to the address listed in your Continuum profile. It takes an additional 3-7 days to receive your certification in the mail once it is processed.

South Carolina Certification Requirements

If you are a Nationally Registered EMT you will need to submit the following items:

- A completed Certification Application Form, DHEC 2351
- A copy of your current National Registry card
- A copy (front & back) of your current CPR card (Paramedics must also include front & back of current ACLS card)
- A copy of your Safran MorphTrust USA receipt (Out-of-State candidates do not need to submit a receipt, see instructions on page 6)

Provisional Certification

If you are ***NOT*** Nationally Registered but otherwise satisfy all reciprocity requirements you may qualify for a *Provisional* South Carolina Certification. **If a Provisional certification has been granted to the applicant or the applicant has held a SC certification at anytime in the past, they no longer qualify for a provisional certification and must recertify by National Registry.** A Provisional Certification will expire on the 15th of the month, one year after the issue date. During this provisional certification period, you will be required to obtain a National Registry credential to renew your SCEMT certification. ***Provisional certifications are non-renewable and extensions are not granted.*** To apply for a South Carolina *Provisional* Certification, you will need to submit the following items:

- A completed Certification Application Form, DHEC 2351
- A copy of your current state card with at least one year of certification remaining. Candidates with less than one year but greater than 6 months may be considered for provisional certification on a case by case basis.
- A copy (front & back) of your current CPR card (Paramedics must also include front & back of current ACLS card)
- A completed Out-Of-State Verification Form, DHEC 2352
Note: It is the individual's responsibility to complete Section I and mail the form to each state they hold the current level of certification for which they are seeking reciprocity.
- A copy of your Safran MorphTrust USA receipt (Out-of-State candidates do not need to submit a receipt, see instructions on page 6, but must check the appropriate box on the application form that they followed the out of state fingerprint process)

All applicants are required to complete a criminal background check once they have completed all other requirements
THE CRIMINAL BACKGROUND CHECK IS ONLY VALID FOR 45 DAYS. DO NOT COMPLETE THIS PROCESS UNTIL YOU ARE READY TO BE CERTIFIED

Once completed, all materials can be mailed or emailed to:

SC DHEC Bureau of EMS

Attention: Certification

2600 Bull St.

Columbia, SC 29201

emscertifications@dhec.sc.gov

Background Check Instructions

INSTRUCTIONS FOR COMPLETING A CRIMINAL BACKGROUND CHECK *REQUIRED FOR ALL EMS PERSONNEL PRIOR TO CERTIFICATION/RECERTIFICATION*

South Carolina state law requires that both a federal and state criminal background check be performed on all individuals applying for certification or recertification as an emergency medical technician at all levels and for Ambulance Operators/Drivers. The authorized agent to perform this process for the Department is Safran MorphoTrust USA.

Under provisions set forth in Title 28, Code of Federal Regulations (CFR), Section 50.12; you have the opportunity to "...complete, or challenge the accuracy of the information contained in the FBI identification record." The provision also states: "If the applicant wishes to correct the record as it appears in the FBI's CJIS Division Records System, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34". Further information can be found at <https://www.fbi.gov/file-repository/ncj-applicants-privacy-rights-1.pdf/view>

For your convenience, we have listed the steps necessary to complete this requirement below. Should you have any questions or difficulties in completing these steps, you will be required to contact Safran MorphoTrust USA directly.

SCHEDULING YOUR APPOINTMENT ONLINE

- Go to the Safran MorphoTrust USA website to complete your application and set up an appointment: <https://sc.ibtfingerprint.com/>
- Select English or Spanish
- Scroll down to *SC920111Z EMT Certification/Recertification* and click "Go". Follow the prompts on the screen to complete the online application.
- Print your confirmation and bring it with you to your appointment.

SCHEDULING YOUR APPOINTMENT BY PHONE

- Complete the Background check application form
<http://www.scdhec.gov/health/ems/criminal-background-application-form.doc>
- Call 1-866-254-2366 to schedule your appointment

WHAT TO BRING TO YOUR APPOINTMENT

- A valid South Carolina driver's license or South Carolina identification card
- **If you have an out of state driver's license, you must bring two secondary forms of identification such as: Social Security Card, Passport, Birth Certificate, Marriage License, US Military ID Card**
- Application form (if scheduled by phone)
-or-
Appointment Confirmation page (if scheduled online)

Background Check Instructions (cont.)

Out-Of-State Candidates who are unable to travel to South Carolina to complete their fingerprints must obtain their fingerprints on a hard copy “standard” FBI fingerprint card:

- In lieu of mailing a check or money order, go to the Safran MorphoTrust USA website to complete your application and prepay your card processing fee: <https://sc.ibtfingerprint.com/>:
 - Select English or Spanish
 - Enter first and last name, click “Go”.
 - Scroll down to *SC920111Z EMT Certification/Recertification* and click “Go”.
 - Click on *Pay for Ink Card Submission* tab near the top of screen
 - Follow the prompts on the screen to complete the online application
- Contact your local police station to obtain your fingerprints on a hard copy “standard” FBI fingerprint card, additional fees may apply
- Mail the completed hard copy “standard” FBI fingerprint card along with online payment receipt, check, or MO (made out to “Morphotrust USA”) to:
Morphotrust USA
Attn: South Carolina Cardscan Processing
3051 Hollis Drive, Suite 310
Springfield, IL 62704

Note:

- Please make sure that your ORI number is on the card.
For SC DHEC EMT the ORI is **SC920111Z**.
- **Make certain to include your complete mailing address on the fingerprint card. It is recommended to place a daytime phone number with area code and/or email on the fingerprint card in the section that is located right below your SS. You need to make certain that all demographic information is filled out on the card as well.**
- Candidates who live close to the SC border may find it beneficial to travel into SC to complete their Criminal Background Check.
- There may be options to submit digital prints to MorphoTrust. Please contact MorphoTrust directly at 217-793-2080.
- Candidates may go to the Safran MorphoTrust USA website to see if a fingerprinting site is available in their state, this site must be able to complete fingerprints on a hard copy “standard” fingerprint card, additional fees may apply: www.morphotrust.com
- Please contact Morphotrust directly for questions or concerns with the out-of-state submission process by going to www.morphotrust.com

Once you have completed the fingerprint process, you will receive a receipt (Not the receipt of payment). This receipt contains the tracking number for your background results and must be submitted with your application when applying for certification or recertification with the Department. The Department will automatically receive the results of the background check from SLED and the FBI. You will be notified by the Department if further information is needed based on the results of your criminal background check.



Please follow the instructions below to establish a Continuum account with your own personal State ID. This ID is required to access Continuum, use any of the EMS Data System Applications, and is a requirement for certification and recertification.

STEP 1: Searching for your State ID number

1. Go to <https://www.emspic.org/>
2. Under Continuum icon, click “Log In” (<https://continuum.emspic.org/login>)
3. In the blue ribbon under the Sign In box, click South Carolina for “Choose State Public Access”
4. Click Accept for the EMS Confidentiality Agreement
5. Click the “Register” tab in the key on the left hand side of the screen
6. Complete all required fields and follow the prompts to create your Continuum profile
7. After confirming your email address, you will have to click the “Create State ID” tab on your profile page

STEP 2: Creating a State ID number

1. Go to <https://www.emspic.org/>
2. Under Continuum icon, click “Log In” (<https://continuum.emspic.org/login>)
3. In the top right corner click “Create Account”
4. Complete all required fields and follow the prompts to create your Continuum profile
5. After confirming your email address, you will have to click the “Create State ID” tab on your profile page

STEP 3: Continuum Login

1. Go to <https://www.emspic.org/>
2. Under Continuum icon, click “Log In” (<https://continuum.emspic.org/login>)
3. Enter Email address or State ID. Make sure all letters for the State ID are upper-case, followed by only numbers. Enter password and click “Log In”.
4. Click “Accept” for the EMS Confidentiality Agreement if prompted.

Please contact EMSpic directly if you have any issues creating or logging into your Continuum account at 866-733-6477. You may also contact Victor Grimes, Data Program Manager, with DHEC Bureau of EMS at 803-545-4262.

Out-Of-State Verification Form (DHEC 2352) & Certification Application Form (D 2351) can be found on scemsportal.org, under the Certification tab.