

Reciprocity Guidelines

How to Become a Certified Emergency Medical Technician in South Carolina

Updated – April 2015

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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/I-85	(Advanced Emergency Medical Technician or Intermediate 85)
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 only 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

**Currently, South Carolina only 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.

Overview

Step 1. In order to become certified in South Carolina, you must register to use our Credentialing Information System (CIS). Your SC ID number is also required to complete the Certification Application. Please follow instructions on page 8 in order to create your account.

Step 2. Follow the instructions for Certification based on your current certification as stated on page 4.

Step 3. Complete a criminal background check AFTER you have completed steps 1 and 2. Instructions can be found on page 7. Please return the certification application form to:

Email: emscertifications@dhec.sc.gov

-or-

Fax: Attention EMS Certifications
803-545-4563

-or-

Mail: 2600 Bull Street
Division of EMS & Trauma- Certification
Columbia, SC 29201

Step 4. Upon successful completion of these steps, you will receive your Certification in the mail within 10-12 business days.

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 (page 9)
- A copy of your current National Registry card
- A copy of your current CPR card
(Paramedics must also include 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 pages 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 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 (page 9)
- 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 of your current CPR card
(Paramedics must also include current ACLS card)
- A completed Out-Of-State Verification Form, DHEC 2352 (page 8)
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)

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 30 DAYS. DO NOT COMPLETE THIS PROCESS UNTIL YOU ARE READY TO BE CERTIFIED

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

SC DHEC Division of EMS & Trauma

Attention: Certification

2600 Bull St.

Columbia, SC 29201

(fax) 803-545-4563

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. The authorized agent to perform this process for the Department is Safran MorphoTrust USA. Listed below are the steps necessary to complete this requirement.

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 *SC92011Z 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)

Once you have completed the fingerprint process and paid the fee, you will receive a receipt. This receipt can be used to verify compliance 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 within 48 hours. You will be notified by the Department if further information is needed based on the results of your criminal background check. If you do not receive such notification within two weeks of submitting your fingerprints, you may assume that there were no results contained in the background check that would negatively impact your ability to be certified/recertified as an EMT by the Department.

Out-of-State Background Check Instructions

Out-Of-State Candidates 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 in the amount of \$36.25 (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.
- 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.identogo.com

Credentialing Information System (CIS)

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

Step 1: Searching for your State ID number

1. Go to <https://apps.emspic.org/CIS/Public>
2. Select the Personnel link to begin searching for your State ID.
3. Next select the Personnel Search link.
4. Enter your last name in the last name field.
5. Click the Search button to proceed with the search.
6. The User ID that is listed is your State ID.
7. The View link allows you to see your certification information.
8. If you find your State ID with this process, proceed directly to Step 3.
9. If no User ID or Name is displayed after using this search process, proceed to step 2.

Step 2: Creating a State ID number

1. Go to <https://apps.emspic.org/CIS/Public> and enter the South Carolina site
2. First, select the Profile link.
3. Next, select the Register to use CIS link.
4. Fill out all of the information on this page. Note: The fields marked with an asterisk * are required fields – they must be completed to submit the form. Your social security number and birthdate are also required fields. Note that all drop-down boxes (State, County, Demographics) are also required.
5. Password – Remember that your password must include at least one “special character” such as a number, “\$” sign, or “@” symbol that is not a letter. The password must also be at least six characters in length. These requirements help make passwords more secure in CIS.
6. Make sure that you select the Save button to ensure that your form is submitted.
7. If your registration was successful, your State ID number will be displayed in the user profile area. If the registration was not successful, any form errors will be displayed for correction and you will not receive a State ID.
8. Do not repeat the above steps, as it will result in duplicate State ID numbers. If you experience any problems with completing any of the steps above, please call EMSPIC at (866) 773-6477.

Step 3: CIS Login

1. Go to <https://apps.emspic.org/CIS/Go>
2. Enter your State ID number as your user ID. Make sure all letters are upper-case, followed by only numbers.
3. Enter your password you created with your State ID under Step 2. If this does not work for you, please call the EMSPIC at (866) 773-6477 for assistance.
4. Please read the EMS Confidentiality Agreement and sign it with your password.
5. Review the information in your profile. If you need to edit the information, select the Edit button on the bottom-right side of the page. Be sure to select Save after you have completed editing the information.

