

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: Administration Policies	
	Title: Occupational Licensure and Certification Requirements	
	Number: 100 – 050	
	Approved: 4/1/2025	By: Fire Chief Dominic Burchett
Last Reviewed: 3/15/2025	By: Kiley Day	

REFERENCES:

- [UFA Policy and Procedure 100-260 BEMS Notification](#)
- [UFA Policy and Procedure 900-440 Discipline](#)
- [UFA Policy and Procedure 910-090 Entry Level Firefighter and Paramedic](#)
- [Utah Administrative Code Rule R911-5-3200](#)
- [Utah Administrative Code Rule R911-4](#)
- [Utah Bureau of EMS Professional Licensure](#)
- [Utah Bureau of EMS Disciplinary Guidelines](#)
- [Utah Bureau of EMS Professional Conduct and Code of Ethics for EMS Providers](#)

DEFINITIONS:

Licensure: The legal authority, granted by a State, for an individual or organization to engage in a profession within a stated scope of practice.

Certification: (As defined by the National Commission for Certifying Agencies) Certification is “a process, often voluntary, by which individuals who have demonstrated the level of knowledge and skill required in the profession, occupation, role, or skill are identified to the public and other stakeholders.”

Provisional License: The Utah State Bureau of Emergency Medical Services (BEMS) defines a Provisional License as temporary terms and conditions placed on a licensed EMS individual's license until the completion of an investigation or a final adjudication or conclusion of the pending matter.

PURPOSE:

To ensure employee compliance with all Unified Fire Authority (UFA) professional and occupational licensure and certification requirements.

LEADERS INTENT:

Employees who work in occupations having professional codes of ethics or standards of professional responsibility will adhere to those requirements in the performance of their job duties. Employees failing to abide by such professional standards or codes of ethics or who fail to meet the requirements of any professional and occupational licensing authority or regulatory agency will be treated in accordance with this policy.

POLICY:

- 1.0 Maintenance of required certifications, licenses, and any other requirements of the licensure or certification is the sole responsibility of the individual employee to

maintain. UFA may request proof of licensure or certification at any time to verify that the employee meets the requirements.

- 1.1 All UFA Employees who are expected, within the scope of their operational rank and job description, to provide emergency medical care, must maintain a current, valid EMT, AEMT or Paramedic license through the State of Utah as outlined in [Utah Administrative Code Rule R911-5](#) Emergency Medical Services Training, Endorsement, Certification, and Licensing Standards.
 - 1.1.1 Probationary Firefighters who are enrolled in or have completed a UFA-approved EMT course will be considered EMT students and will function as firefighters only until such time that they receive a valid state EMT license and NREMT certification.
 - 1.1.1.1 Non-licensed/non-certified probationary firefighters will not provide EMS care without direct supervision by another licensed/certified UFA EMS employee, as specified in [Emergency Medical Services Rule R911-5-500](#), 'Emergency Medical Care During Clinical Training.
 - 1.1.1.2 Non-licensed/non-certified probationary firefighters will not be staffed on a UFA ambulance ([R911-4-200 Operations](#)).
 - 1.1.2 All UFA EMS Providers will maintain their American Heart Association (AHA) Certifications using one of the following methods:
 - 1.1.2.1 Utilize the department sponsored Resuscitation Quality Improvement (RQI) program by completing all quarterly assignments through the Vector Solutions Learning Management System prior to the specified due dates (see UFA Policy and Procedure – Learning Management)
 - 1.1.2.2 Provide a current AHA or equivalent certification card to the EMS Division every 2 years prior to the current certification expiration date.
 - 1.1.3 All UFA EMS Providers will maintain “certified,” “newly certified,” or “state only user” status with the National Registry of Emergency Medical Technicians (NREMT).
 - 1.1.3.1 Any UFA EMS Provider that does not recertify with the National Registry (NREMT) before their recertification cycle end date will be considered non-certified and cannot work as an EMS Provider for Unified Fire Authority. Such provider will be considered non-certified even if their Utah State EMS License remains in effect. To work in an operational status for UFA, an employee must be listed as “recertified,” “newly certified” or “state only user” with NREMT.
- 1.2 All UFA Employees who are expected, within the scope of their job description, to perform as a law enforcement official must maintain Utah Peace Officer Standards and Training (POST) certification at the required certification level.

- 1.3 All UFA employees who drive UFA owned, leased, or rented vehicle, or use a personal vehicle for UFA business, must have a valid driver license as required for their job position.
- 1.4 Employees may be required to obtain or maintain other licenses or certifications specific to their job position. Such requirements will be outlined in the job description.
- 2.0 Employees have an ongoing obligation to report to their Section Chief any actions taken by any licensing authority, law enforcement agency, or other regulatory agency which affects, or may affect, their ability to continue to perform their job duties.
 - 2.1 This includes an obligation to report any actions taken by a licensing authority or regulatory agency that would impact the validity of the license or certification, such as but not limited to denials, suspensions, and revocation of the license or certification.
 - 2.2 Any EMS licensed employee, or designated agent of the employee, is required to notify the employee's Section Chief within twenty-four hours of occurrence, about any arrest, charge, incarceration, or conviction in accordance with Utah Administrative Code Rule R-911-5-3200.
 - 2.2.1 The employee's Section Chief will notify the Fire Chief, EMS Division Chief, Administration and Planning Section Chief or designee, and the Human Resource Director.
- 3.0 To comply with Medicare and applicable Utah Bureau of Emergency Medical Services (BEMS) ambulance staffing and vehicle requirements, all UFA employees who serve as EMS providers will have their licensure and certification(s) status verified to ensure the licensure is valid.
 - 3.1 Before making a hiring decision regarding an EMS provider applicant, UFA will verify the applicant's certifications and licensure status through the BEMS Licensure and Designation System.
 - 3.2 The EMS Division will maintain a record of the scheduled expiration dates of all UFA EMS licensed employees and will verify re-licensure status on or before the expiration date through the BEMS Licensure and Designation System.
 - 3.2.1 The EMS Division will provide a courtesy notification to employees of impending BEMS licensure expiration at least 60 days prior to expiration.
- 4.0 An employee who does not have a valid license as an EMS provider, or a provisional license allowing patient contact may not serve as an EMS provider on behalf of UFA.
- 5.0 At the discretion of the EMS Division Chief and Operations Chief, students enrolled in an approved EMT, AEMT, or Paramedic training program may, under the direct supervision of the course coordinator, instructor, or a preceptor for the course, perform activities delineated within the training curriculum that otherwise require certification to perform.

- 6.0 UFA only recognizes an employee's licensure up to the level of department affiliation not necessarily to State or National affiliation. For example, an employee may be licensed as a paramedic by the State or Nationally but may be affiliated with UFA as an Emergency Medical Technician, based on the department's personnel needs or upon the individual's experience, skills, and abilities. The UFA is only responsible for training and re-licensure to the level of the individual's affiliation with the UFA.
- 7.0 If any employee fails to maintain, or loses, their licensure, or any required certifications they may be considered to be without an essential qualification for employment and may be placed on Administrative Leave Without Pay status (see UFA Policy and Procedure - Administrative Leave With or Without Pay) for up to 30 calendar days, or until the required licensure and/or certification is obtained or reinstated. If the licensure or certification is not obtained or reinstated within the 30 calendar days, the employee may be subject to separation from employment for failure to maintain an essential job qualification.
- 7.1 If an employee's license is placed in a provisional status that prohibits patient contact, they will be placed in a position that does not involve patient contact (i.e., administrative assignment or other non-operations position) until the employee has the provisional restriction lifted.
- 7.1.1 At any time, if UFA believes that the employee is not exercising due diligence to take the necessary steps to have the restriction removed, UFA may provide the employee 30 days written notice that the employee must provide evidence that either reasonable steps to lift the restriction are ongoing or the restriction has been lifted. In the event such evidence is not provided, such employee will be considered without an essential qualification for employment and treated as if the license has been lost pursuant to this Section 7.0.
- 8.0 If an employee violates this policy, disciplinary action may be taken in accordance with UFA Policy and Procedure, Discipline. Violations may lead to termination of UFA employment and/or criminal prosecution.

Replaces policy dated: October 3, 2022