

HUMAN RESOURCES DIVISION CIVIL SERVICE UNIT

EMERGENCY MEDICAL TECHNICIAN (EMT) SELECTIVE CERTIFICATION

Personnel Administration Rule .08(6) provides that if a requisition is made calling for persons having specialized and job-related qualifications in addition to the general qualifications already tested by an examination, the Personnel Administrator may, subject to certain guidelines, issue a selective certification of the names of only such specially qualified persons from the appropriate eligible list. Such selective certifications have been authorized for candidates holding certification as Emergency Medical Technician (EMT) for municipalities in which any aircraft, boat, motor vehicle or any other means of transportation, whether privately or publicly owned, which is intended and is maintained and operated for the rapid response of EMS personnel, equipment and supplies to emergencies by an EMS first response service or by an ambulance service and is not utilized for patient transport. We have the capability to issue certifications at the three levels of EMT: Basic, Intermediate, and Paramedic.

To initiate HRD consideration of a request for EMT selective certification from either a fire fighter or police officer eligible list, the appointing authority must submit a completed Emergency Medical Technician Selective Certification Questionnaire, a copy of which is included here.

Requests for selective certification for EMT's are approved up to a level at which the department making the request has available 20 EMT's to staff each first response vehicle in service. This figure includes 2 EMT's per first response vehicle per shift (the legal requirement), based on 4 shifts per week, plus 4 additional EMT's per first response vehicle as a reserve for vacation and sick leave accommodations.

Under exceptional circumstances documented by the appointing authority, EMT certification in excess of this level may be authorized on a temporary basis. Reasons for such exceptions could include the extended absence of an EMT due to illness or injury or a change in the employment status of an EMT who, because of a promotion to a higher rank, is not required to maintain a current EMT certification. These determinations are made on a case-by-case basis.

Although the use of selective certification for original appointment is limited by these guidelines, nothing in civil service law or rules precludes an appointing authority from requiring all employees to obtain or maintain an EMT certification as a condition of continued employment.

Questions relative to the selective certification process may be addressed to Human Resources Division, Civil Service Unit at aacivilservice@massmail.state.ma.us

**HUMAN RESOURCES DIVISION
REQUEST FOR EMERGENCY MEDICAL TECHNICIAN SELECTIVE CERTIFICATION**

The following information is submitted in documentation of this request for an EMT selective certification.

MUNICIPALITY: _____
POSITION TITLE: _____

DEPARTMENT: _____
NO. of VACANCIES: _____
REQUISITION NUMBER: _____

1. Total number of EMT's (Basic/Intermediate/Paramedic) employed in this position: _____
(circle one)
2. Total number of EMT's (Basic/Intermediate/Paramedic) employed (any title) in the Dept.: _____
(circle one)
3. Total number of EMT's (Basic/Intermediate/Paramedic) available for service at this time: _____
(circle one)
4. Number of shifts: _____
5. Number of EMS first response vehicle serving on each shift: _____
EMS first response vehicle licensed at ALS level: _____
EMS first response vehicle licensed at BLS level: _____

M.G.L. c. 111C, § 1 defines EMS first response vehicle as "any aircraft, boat, motor vehicle or any other means of transportation, whether privately or publicly owned, which is intended and is maintained and operated for the rapid response of EMS personnel, equipment and supplies to emergencies by an EMS first response service or by an ambulance service and is not utilized for patient transport."

6. Detail the reasons for requesting EMT Selective Certification: _____
(Use additional sheets if necessary)

7. Does the municipality require post-employment maintenance of an EMT certification for individuals employed in this title? ☐ YES ☐ NO

If NO, total number of employees not required to maintain an EMT certification: _____

8. Name of Contact Person: _____

Title

E-mail address: _____

Appointing Authority Signature & Title

Date

ATTACH COMPLETED QUESTIONNAIRE TO THE ON-LINE REQUISITION