



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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Title: <b>Voluntary Inactivation of Certification</b>		
Regulatory Authority: <b>12VAC5-31-1387</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>October 10, 2012</b>	

A. **Inactivation of Certification** - Requests from providers desiring to permanently surrender or downgrade their current certification on a voluntary basis will not be processed except upon verification of their ineligibility for continued certification under these state EMS regulations (e.g.: criminal conviction, permanent disability, etc.).

1. Any provider holding a current EMS certification who is affiliated with a licensed EMS agency and no longer wishes to practice at their current level of certification; may request to have their certification placed in INACTIVE status by the Office.
  - a. Requests for INACTIVE status will require a minimum INACTIVE period of one hundred eighty (180) days during which time requests for reinstatement to ACTIVE status will not be allowed.
2. A form provided by the Office must be used to make written notice to; and verify acknowledgment by; the provider's EMS agency OMD(s) of the provider's intent to seek INACTIVE status. OMD acknowledgment is required for all EMS agency affiliations.
  - a. OMD acknowledgment is required only to verify that the EMS agency's OMD has been informed of the provider's request and does not represent the OMDs agreement or disagreement with the provider's decision to seek INACTIVE status.
3. Upon approval of the acknowledged requests, the provider will no longer be authorized to perform any procedure that requires EMS certification at the INACTIVE level under state EMS regulations. INACTIVE status does not however prohibit the provider from participation in continuing education programs for award of CE credit at an INACTIVE level.
  - a. If the certification placed into INACTIVE status is an advanced life support or instructor level, the provider's certification will revert to the EMT-Basic level for the remainder of the INACTIVE certification period plus the two (2) additional years routinely provided with ALS certifications. Requests for transfer to a lower level of advanced life support certification will not be accepted; however a provider may

choose to certify at a lower level upon completion of the recertification requirements for the level.

- b. If the certification placed into INACTIVE status is a basic life support level, the provider will be considered as holding no current state EMS certification. Requests for transfer down from EMT certification to the EMS First Responder level will not be accepted, however a provider may choose to certify down to that level upon completion of the recertification requirements for EMS First Responder.