

EMERGENCY MEDICAL SERVICES AUTHORITY

11120 INTERNATIONAL DR. 2ND FLOOR
RANCHO CORDOVA, CA 95670
(916) 322-4336 FAX (916) 324-2875



Rev 5.15.2023

California Ambulance Strike Team Program
LEMSA Checklist
Position Task Book (PTB) Review

Letter of Recommendation from Employer

Letter needs to contain:

Name of ASTL

Certification Level and Number if applicable (EMT or Paramedic)

Email and Phone number of ASTL

Verification of Completion of Required Certifications

NIMS 700a

SEMS (Introductory)

ICS 100,200,300

HAZMAT Field Response Operation (FRO)

EMSA Ambulance Strike Team / Medical Task Force Leader Course Completion

PTB Review

Provider Verification

Skills 1- 32 Satisfactorily Completed (Supported by ICS 214)

Evaluation Records Documented to Support Satisfactory Completion of Skills 1-32

**Supporting Documentation includes, ICS 214s, 225, 221, IAP, AAR, etc.*

Sign the PTB and email to EMSA at ASTTraining@emsa.ca.gov

Att: AST Program Coordinators

All documents shall be combined in one PDF file named with the trainee's first and last name and "Completed ASTL Packet".

Continue reading on next page.

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When a LEMSA is presented with a PTB for review and sign off, the LEMSA should verify the completion of all required certifications and attachment of all supporting documents:

- NIMS 700a
- SEMS Introductory
- ICS 100, 200, 300
- HAZMAT Field Response Operations (FRO)
- EMSA Ambulance Strike Team / Medical Task Force Leader Course Completion
- Supporting Documents for all qualifying Event Records
- Letter of recommendation from the employer

The LEMSA will then review the PTB for completeness in accordance with the instructions in the PTB. For each of the 32 tasks in the PTB there should be at least one corresponding Evaluation Record. The PTB is to be accompanied and supported by a completed ICS Form 214 (Individual Log). Generally, not all tasks will be accomplished in one evaluation record, although that is not impossible. For example, a deployment to an event such as Hurricane Katrina could very well afford the trainee all of the experience necessary to complete the PTB.

If the PTB is complete and the required certifications and documents verified, the LEMSA shall sign the PTB and forward it to EMSA, Attention: AST Program Manager. Copies of all documents supporting completion of the prerequisite certificates, and the letter from the employer should also be sent with the PTB as one PDF file. Once received by EMSA, a Qualification Letter will be sent to the ASTL, with a courtesy notice to the employer, LEMSA, MHOAC and RDMHS. While EMSA presently does not charge a fee for processing the ASTL card, it is a local decision whether the LEMSA will impose a fee.

If a LEMSA deems that the PTB or prerequisites are incomplete or otherwise deficient, they should so advise the trainee in writing, with a copy to the employer, specifically citing the deficiencies. Ideally, approval or denial should be accomplished in two weeks or less.

At time of issuance, the ASTL Qualification Letter will reflect the current employer and LEMSA. Should the ASTL change affiliations, EMSA will issue a Qualification Letter, if appropriate, again with courtesy notices. Qualification Letters are valid for 5 years from date of issuance as long as the recertification requirements as specified in EMSA #215, Ambulance Strike Team/ Medical Task Force System Manual, are met.

**Note that EMSA #215 is being updated to reflect the process outlined in this communication and other program updates.*

Questions, concerns, or issues should be directed to the AST Program Coordinators at ASTTraining@emsa.ca.gov