

Emergency Medical Assistants Licensing Board (EMALB) to Occupational First Aid (OFA)

How to receive an OFA Certificate based on your EMALB license

PCP, EMR and FR's that hold a valid license with Emergency Medical Assistants Licensing Board (EMALB) in B.C. can apply for an OFA certificate. A license alone does not qualify them to work as a first aid attendant, they must go through the Out Of Jurisdiction (OOJ) process. The OFA certificate level the candidate qualifies for is based on the EMA license they currently hold.

Process for EMA License Holders

The EMA license holder is required to contact one of WorkSafeBC's approved training agencies and request an OOJ package, a list of approved agencies can be found at [WorkSafeBC](#). Once the OOJ package is acquired the OFA Certificate candidate will be required to follow the next steps:

- a) Complete the OFA out of jurisdiction jurisprudence package,
- b) Present their photo identification,
- c) Present their EMA license or letter issued by the EMA Licensing Board (EMALB) indicating that the license is valid (not in shortfall),
- d) Fill out and sign an OFA Statement of Fitness, and fill out and sign an OFA out of jurisdiction Certification application form.

EMA License to OFA Equivalency Chart

- (a) First Responder (EMA FR) Schedule 1 – OFA Level 1 Certificate
- (b) First Responder (EMA FR) Full Schedule 2 – OFA Level 2 Certificate
- (c) Emergency Medical Responder (EMR) – OFA Level 3 Certificate
- (d) Primary Care Paramedic (PCP) – OFA Level 3 Certificate
- (e) Advanced Care Paramedic (ACP) – OFA Level 3 Certificate
- (f) Critical Care Paramedic (CCP) – OFA Level 3 Certificate

When acting as a designated first aid attendant in industry it is expected the license holder will limit scope of practice to his or her OFA Certificate, unless medical oversight is in place and the EMA scope of practice is consistent with the license terms and conditions.

Process for OFA First Aid Agency

Candidates in possession of a current Emergency Medical Assistants (EMA) Licence, may apply for an OFA certificate at the appropriate level, from an authorized training Agency. The training Agency must have a policy and written procedures for issuing an OFA Certificate to EMA licensee's.

The following sections are from our OFA Program Standards:

2.8.2 A licensed First Responder with full Schedule 1 qualifications issued by EMA Licensing may be issued an unrestricted OFA Level 1 certificate. OFA Level 1 certificates issued under 2.8.2 expire on the same date as the EMA First Responder licence.

2.8.3 A licensed First Responder with full Schedule 2 qualifications issued by EMA Licensing may be issued an unrestricted OFA Level 2 certificate. OFA Level 2 certificates issued under 2.8.3 expire on the same date as the EMA First Responder (EMA FR) licence.

2.8.3.1 The EMA FR license holder with either full Schedule 1 or Schedule 2 qualifications is required to;

- a) Complete the OFA out of jurisdiction jurisprudence package,
- b) Present their photo identification,
- c) Present their EMA FR licence,
- d) Fill out and sign an OFA Statement of Fitness, and
- e) Fill out and sign an OFA out of jurisdiction Certification application form.

2.8.3.2 The authorized training provider is required to;

- a) Ensure the WorkSafeBC OFA out of jurisdiction jurisprudence package has been completed by the applicant,
- b) Have the applicant complete an OFA out of jurisdiction Certification application that includes their agreement with the Terms and Conditions of OFA Certification,
- c) Have the applicant complete an OFA Statement of Fitness,
 - d) Ensure that the applicant's identification is valid,
 - e) Ensure that the EMA license is current by contacting the EMALB to confirm the validity of the license, email verification requests to emalbgeneral@gov.bc.ca
 - f) Keep a copy of the EMA FR license number issued, and

Document the certificate number of the OFA certificate issued. **2.8.4** a licensed Emergency Medical Responder or higher level of EMA licensure (EMR through CCP) may be issued an OFA 3 certificate. As EMA Paramedic licenses must be maintained annually to remain valid, an OFA certificate issued under 2.8.4 is valid for three (3) years from the date of application.

2.8.4.1 The EMA license holder is required to;

- a) Complete the OFA out of jurisdiction jurisprudence package,
- b) Present their photo identification,
- c) Present their EMA Paramedic license or letter issued by the EMA Licensing Board (EMALB) indicating that the license is valid (not in shortfall),
- d) Fill out and sign an OFA Statement of Fitness, and
- e) Fill out and sign an OFA out of jurisdiction Certification application form.

2.8.4.2 The authorized training provider is required to;

- a) Ensure the WorkSafeBC OFA out of jurisdiction jurisprudence package has been completed by the applicant,
- b) Have the applicant complete an OFA out of jurisdiction Certification application that includes their agreement with the Terms and Conditions of OFA Certification,
- c) Have the applicant complete an OFA Statement of Fitness,
- d) Verify the applicant's identification is valid,
- e) Ensure that the EMA license is valid by contacting the EMALB to confirm, email verification requests to emalbgeneral@gov.bc.ca
- f) Keep a copy of the letter issued by the EMA Licensing Board verifying that the licensee is valid (not in shortfall), as the EMALB no longer issues a plastic EMA license to paramedics, a copy of the letter issued to the licensee will be sufficient, and
- g) Document the certificate number of the OFA certificate issued.