

**1210****MICN
Reauthorization****Administrative Policy**Last Reviewed: **October 4, 2022**Last Revised: **July 1, 2025****PURPOSE**

To describe the requirements that must be met to reauthorize as a mobile intensive care nurse (MICN) in Riverside County.

APPLICATION

This policy applies to the nurse that is currently authorized as an MICN and is seeking reauthorization.

Eligibility

To be eligible to apply for reauthorization as an MICN, an individual must:

1. Be licensed by the State of California (CA) as a Registered Nurse (RN) with a status of "Current."
2. Possess current Riverside County MICN authorization OR have possessed Riverside County MICN authorization that expired less than 180 days from the date of reapplication
 - a. MICNs whose authorization expired between 181 days and 365 days from the date of reapplication must complete an additional fifteen (15) hours of approved EMS CE, for a total of forty-five (45) hours
 - b. MICNs whose authorization expired more than 365 days from the date of reapplication are not permitted to reauthorize but may challenge the MICN authorization process. Refer to REMSA Policy 1211 *MICN Challenge* for instruction.
3. Be employed in an Emergency Department at a base hospital within Riverside County
 - a. Current employment is verified by the PLN through the on-line credentialing system.
4. Provide proof of completion of the Additional Reauthorization Requirement (see below)
5. Provide proof of continuing education (CE) (see below)

No registered nurse may function as an MICN without current, valid Riverside County authorization.

Additional Reauthorization Requirement

Proof of completion of an ALS skills competency verification (SCV) course **OR** a PLN coordinated/scheduled ride-out shift with a REMSA approved First Responder agency or transport provider.

1. A maximum of twelve (12) hours of EMS CE may be used for the purposes of reauthorization by participating in a PLN coordinated/scheduled ride-out. CE hours will be awarded by the base hospital and the CE course completion certificate will serve as proof of completion of the additional reauthorization requirement (4, above).
2. A maximum of eight (8) hours of EMS CE may be used for the purposes of reauthorization by participating in an ALS SCV course. CE hours will be awarded by the provider agency.
 - a. To meet the additional reauthorization requirement (4, above), a completed ALS SCV form must be included in the reauthorization packet.
 - b. A previously submitted SCV form will be accepted a second time it:
 1. The MICN is reauthorizing for the first time **AND**
 2. Their current authorization period has been active for less than 365 days.

MICNs are permitted to submit up to twenty (20) hours of the required thirty (30) hours of EMS CEs by participating in both the ALS SCV course as well as a PLN coordinated/scheduled ride-out with a REMSA approved First Responder agency or transporting provider.

Proof of CE

MICNs must provide proof of completion of thirty (30) approved EMS CE hours awarded within the current authorization period, or within the last two (2) years. These may be obtained through paramedic approved courses or national certification courses.

In cases where the initial MICN authorization was issued for a pro-rated period of RN licensure, the following algorithm will be used to determine how many EMS CE hours are required for reauthorization. This applies to MICNs for their **first reauthorization cycle only**:

- If the initial authorization period was less than 180 days: no additional EMS CE hours are required.
- If the initial authorization period was 181 days up to 365 days: 8 EMS CE hours are required.
- If the initial authorization period was 366 days up to 18 months: 15 EMS CE hours are required.
- If the initial authorization period was 19 months up to 24 months: 30 EMS CE hours are required.

Documentation of CE will be verified by the applicant uploading their EMS Continuing Education certificates to their MICN Reauthorization application in the online credentialing system.

Riverside County EMS Agency will not accept individual CE rosters.

Nationally benchmarked or accredited courses issuing BRN CE credit such as ACLS, ATCN, CEN Review, ENPC, PALS, TCAR, TNCC, may qualify for EMS CE credit. Individual courses will be evaluated on a case-by-case basis, along with course objectives, and a valid BRN-CE certificate and/or copy of course roster.

Any national course not having an EMS CE provider number must be preapproved by REMSA to be accepted for CE credit.

Authorization Period

MICN authorization will be effective for up to (2) two years provided “Eligibility” requirements 1 - 3 (above) are maintained.

MICN authorization will expire on the same date as the MICN’s CA RN license.

Application Procedures

1. Nurses applying for reauthorization as an MICN in Riverside county will use the REMSA approved on-line credentialing system, found here: <https://ca.emsbridge.com/remsa/public/portal#/login>. To expedite the process, REMSA recommends that applicants scan and export the following documents into PDF format before initiating the application process:
 - a. Copy of current CA RN license.
 - b. Original documentation that provides proof of meeting all “Eligibility” requirements (2 – 5, above).
 - c. A current legal photo I.D. (i.e., state driver license, state I.D. card, military I.D., or passport). The photo must clearly show the individual’s face. Temporary driver’s licenses without a picture and military IDs where the applicant is not the primary issuant will not be accepted.
2. After navigating to <https://ca.emsbridge.com/remsa/public/portal#/login>, applicants will enter their username and password then click the “Login” button to begin. Instructions are available to guide the applicant through each step; a brief tutorial is also available. The system will instruct the applicant to upload/attach their reauthorization documents to their profile when appropriate.
 - It is not necessary to complete the entire application process in one sitting. The system will save entered data if the application process gets interrupted.
 - At the conclusion of the application process, the option to print an abbreviated version of the completed application will be provided.
3. Only complete applications will be processed (completed form with all supporting materials and fees).
 - Deficiency notices will be emailed to the applicant, explaining the missing or incomplete documents or information. Once the deficiencies have been corrected, the complete application will be processed by REMSA.
 - In certain cases, applicants may be required to submit information or documentation in addition to the standard elements described in the “Eligibility” section (above). Applicants will be permitted an extra thirty (30) calendar days to submit the additional materials.

- Applications that have been started but remain incomplete will be saved in the credentialing system in an “Initiated” status until completed, or for a maximum of sixty (60) days, whichever is shorter. After 60 days, the application will be considered abandoned, and the credentialing system will automatically withdraw it from the active queue. Once the status of an application is changed to “Withdrawn,” the applicant will need to initiate a new application if they wish to continue the authorization process.

Reauthorization applications must be received a minimum of thirty (30) days in advance of the expiration date of the current authorization period to allow sufficient time for correction of any deficiencies, resolution of any concerns, verification from the employer, and processing time.

Reauthorization Fee

The fee for MICN reauthorization is \$200.

A late fee of \$25 will be applied to:

- All applications submitted after authorization has expired.
- All applications that have been initiated, but remain incomplete, after authorization has expired.

The system will hold, but not process, an application until the required non-refundable fee is paid.

- All fees paid to REMSA are non-refundable.

Fees may be paid via debit card (so long as it bears a Visa, MasterCard, or Discover logo) or credit card (all issuers except for AMEX) through the on-line credentialing system. The payment process is explained on the final (“Acknowledgment”) page of the electronic application.

- Cash, personal checks, money orders, and cashier’s check are not accepted.
- REMSA recommends using Chrome or Firefox to process applications.

Conditions of Continued Authorization

Loss of employment in an Emergency Department at a base hospital within Riverside County, or a change of employer, will invalidate authorization.

- Reauthorization may be attempted through the process outlined above.

It is the MICN’s responsibility to keep his / her contact information updated with REMSA via the on-line credentialing system, found here: <https://ca.emsbridge.com/remsa/public/portal#/login>. Changes in address and/or mailing address, phone number, email address, employment, or any other contact information must be reported to REMSA within thirty (30) days of occurrence.

- Failure to maintain updated information may result in missed notices, practice updates, or communications regarding formal actions against a license, accreditation, or authorization. Notifications shall be made to REMSA by:
 1. Accessing and updating personal information using the on-line credentialing system **AND**
 2. Notifying REMSA at emsapps@rivco.org that changes / updates have been made.