

# CENTRAL REGISTRY PROCEDURE MANUAL

<b>Subject: Documenting LEMSA Denial of an Initial Application</b>	<b>Number: 650-52</b>
<b>Effective Date: 6/22/2015</b>	

## PURPOSE:

To document that an applicants' criminal history has been reviewed and that a decision to deny the request for certification has been issued by a LEMSA Medical Director.

## REGULATION GUIDANCE:

A prospective EMT or Advanced EMT applicant whose application was denied by a LEMSA Medical Director shall not be eligible for EMT or AEMT certification by any other certifying entity for a period of at least 12 months from the effective date of the denial.

Documentation of certification denial must be entered into the registry within 3 working days of the notice of certification action pursuant to Cal. Code of Regs., Title 22, Div. 9, Chapter 10, § 100344 (e).

## REFERENCE:

- Cal. Code of Regs., Title. 22, Div. 9, Chapter. 6, § 100214.3 (c)(1)-(9) (Denial of Certification)
- Procedure 650-51 Placing and Releasing an Alert in the Central Registry
- Procedure 650-56 Creating an Initial Application

## PROCEDURE:

In the left column of the Central Registry under Licensee click >Edit to begin a search for the EMT record using the social security number.

The screenshot shows the 'Person' tab in the Central Registry software. The left sidebar has a blue arrow pointing to the 'Edit' option under the 'Licensee' section. The main form contains the following fields:

Profession	License Type	License Number
<<-->	<<-->	
License Status	First Name	Middle Name
<All Status>		
Last Name	Address Line1	Address Line2
City	State	Zip Code
	<<-->	
SSN 555555555	Address Type	Licensee Only
	General	<input type="checkbox"/>

At the bottom of the form, there is a 'Search' button and a 'Clear' button. The text 'Licensee - Person Advanced' is visible at the bottom left of the form area.

If the search does not provide an EMT record, then you will need to create an initial application in the Applicant > create module.



Person Facility

First Name  Last Name  Profession

License Type  Zip Code  City

State  SSN

Applicant Edit - Person Advanced

Search Search All Related Clear

Search Results

Name / License Type	SSN/FEIN	Applicant Number	Obtained By	Subtype	Application Date	Hold/Alert	Application Status
<b>Mouse, Mickey</b>							
<b>EMT</b>	555221234	167034	Initial Certification Application		03/09/2015		<b>Pending</b>

Check Fields Deny Delete Remove

Click the "Deny" tab

Click the "Yes" tab to confirm the application denial.

Applicant > Application Denial

SERVICES TASKS

Summary

Name	Address	License Type	License Number	License Status
Mickey Mouse	123 Disneyland Lane Anaheim CA 92801	EMT	N/A	Pending

Confirm Denial

Are you sure you want to Deny this Application?

Send Notification?

Yes No

Click "OK"

Applicant > Application Denial

Summary

Name	Address	License Type	License Number	License Status
Mickey Mouse	123 Disneyland Lane Anaheim CA 92801	EMT	N/A	Pending

Messages

The application has been denied.

OK

The application now reflects the denial. Click the underlined EMT record to document the certification action.

Applicant

Person Facility  
Search Search All Related Clear

Search Results

Name / License Type	SSN/FEIN	Applicant Number	Obtained By	Subtype	Application Date	Hold/Alert	Application Status
<u>EMT</u>	555221234	167034	Initial Certification Application		03/09/2015		Denied

Scroll down to the Certification Actions panel, and click the “Details” button.

Requirements			Background Check			
Name	Status	Date	CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
Certified By	Incomplete		No Data			
LiveScan Information Received and OK	Unchecked					
Application Complete and Signed	Unchecked					
\$37 Fee Collected	Unchecked					
\$75 Fee Collected	Unchecked					
NREMT Exam Taken and Passed	Unchecked					

Certification Actions				Exam	
Certification Action	Violation	Start Date	End Date	No Data	
No Data					

Click the “Add” tab.

Applicant > User Defined Objects

Summary

Name	Address	License Type	License Number	License Status
Mickey Mouse	123 Disneyland Lane Anaheim CA 92801	EMT	N/A	Denied

Certification Actions

Certification Action	Violation	Start Date	End Date	LEMSA Taking Action	Medical Director Taking Action
No Data Found					

Add

Back

- Using the Certification Action dropdown, select “Denied”
- In the Violation dropdown, select the violation that applies.
- Enter the start date, which is the effective date of the denial.
- Leave the end date blank. An applicant may reapply after 12 months from the denial effective date, pursuant to 100214.3 (h).

- Select the LEMSA taking action name using the dropdown.

Insert notes if desired to describe the reason for the denial.  
Click the “Save” tab.



Click the “Back” button to return to the main profile page.

Summary					
Name	Address	License Type	License Number	License Status	
Mickey Mouse	123 Disneyland Lane Anaheim CA 92801	EMT	N/A	Denied	

  

Certification Actions						
	Certification Action	Violation	Start Date	End Date	LEMSA Taking Action	Medical Director Taking Action
1	Denied	(c)(6) Conviction of any crime which is substanti...	03/09/2015		Orange	Has been convicted of two or more felonies. (Lifet...

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The denial is now completely recorded in the central registry and may be viewed by any certifying entity.