

# CENTRAL REGISTRY PROCEDURE MANUAL

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|--|-----------------------|
| <b>Subject: Removing a Pending Application</b> | <b>Number: 650-66</b> |
| <b>Effective Date: January 5, 2016</b>         |                       |

## PURPOSE:

To provide instructions on how to remove a pending EMT application from the Central Registry. If an application that has been initiated in the Central Registry is abandoned or otherwise not completed, the status will show as pending until it is completed or removed from the Central Registry. A few reasons an application may need to be removed are: data entry error, duplication or a withdrawn application.

## REGULATION GUIDANCE:

According to Chapter 10, Section 100344, a certifying entity is required to enter certification into the Central Registry for each certification applicant no later than 14 calendar days from the date the applicant successfully meets the certification requirements.

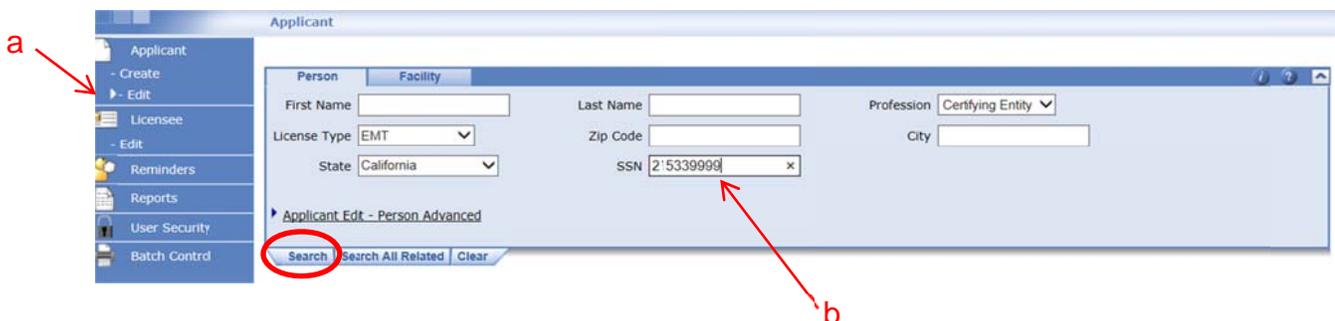
If an application is **denied**, the process should be finished and a denial documented in the Central Registry. This procedure is referenced below.

## REFERENCE:

- Chapter 10: California EMT Central Registry, Section 100344
- Procedure 650-56 Creating an Initial Application
- Procedure 650-58 Renewing an EMT Certification
- Procedure 650-68 How to Reinstate an EMT
- Procedure 650-52 Documenting LEMSA Denial of an Initial Application

## PROCEDURE:

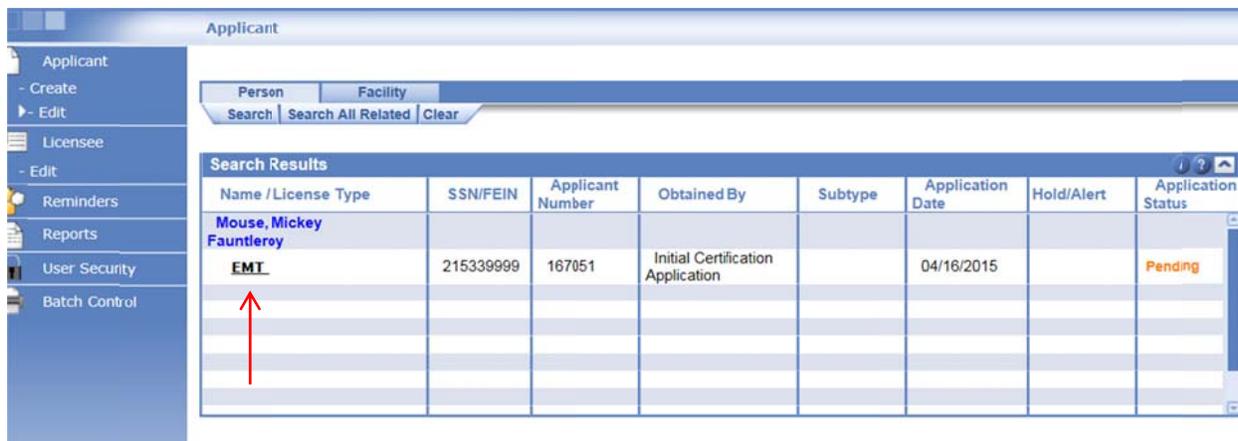
1. Open the **Applicant > Edit** module (a) of the Central Registry, enter the social security number (b) and click Search



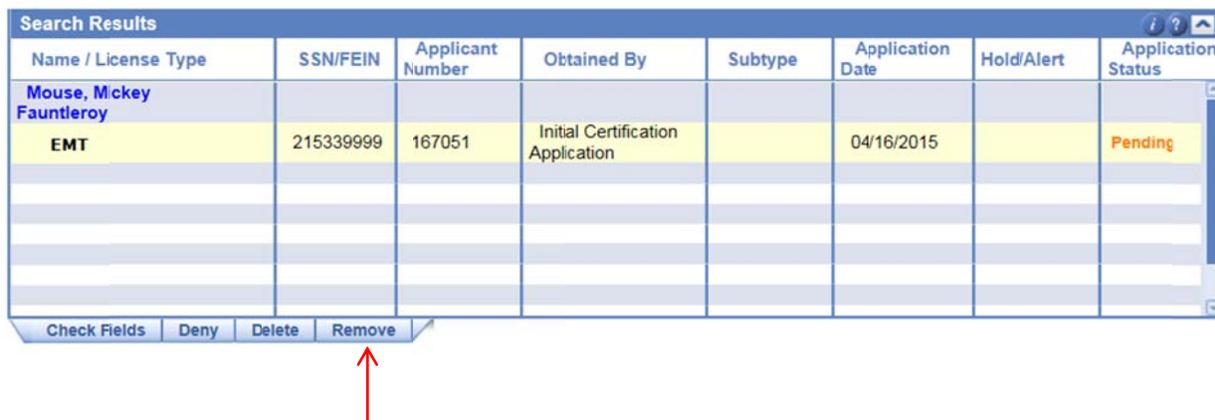
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- When the search is complete, the pending EMT application will show. Click on the underlined EMT to open the record.



- Four tabs will appear; click on the Remove tab



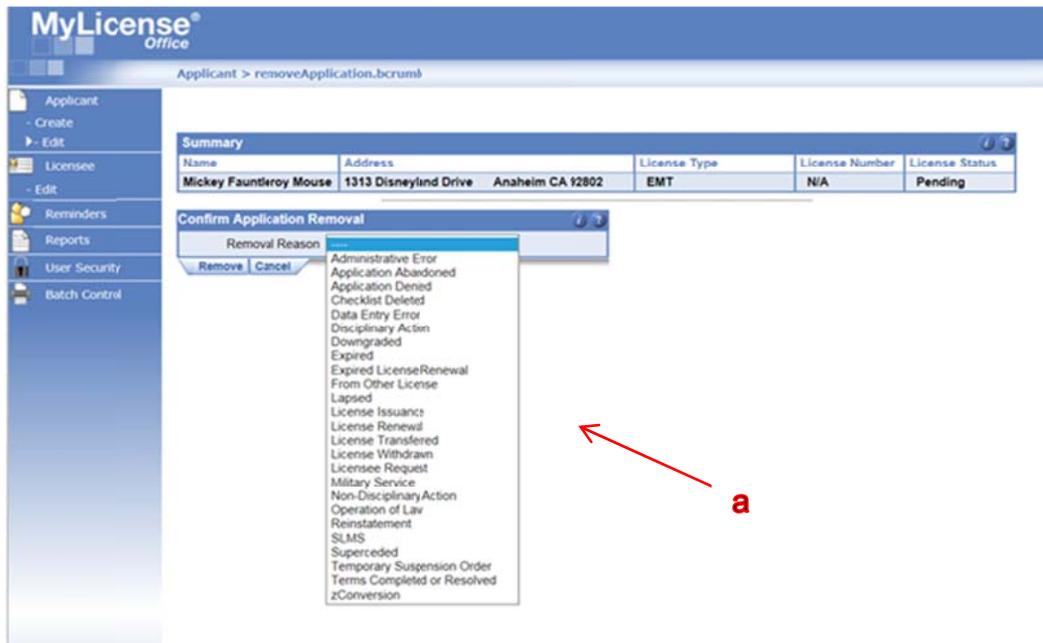
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**Number: 650-66**

**Effective Date: January 5, 2016**

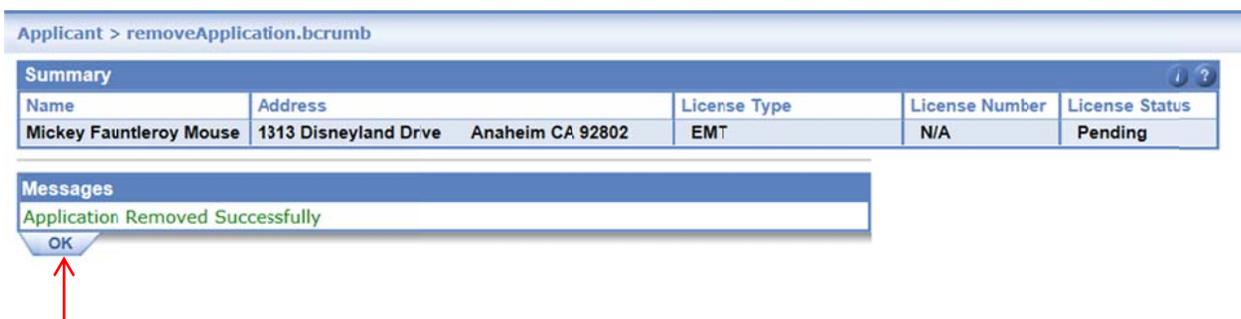
## 4. Choose the Removal Reason (a)



## 5. Click Remove



## 6. You will see a message that the Application was removed successfully. Click on OK.



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You have completed the application removal and will be returned to the Search Results screen in Applicant Edit. This removal does not delete the application from the Central Registry. The history will be retained and you may now proceed to archive the removed application so that it does not appear when this EMT is searched in the public look up.

7. To **archive**, open the **Licensee > Edit** module (a), enter the applicant's name (b) and click on search.

The screenshot shows the 'Licensee' application window. On the left sidebar, the 'Edit' option under 'Licensee' is highlighted with a red arrow labeled 'a'. In the main form area, the 'Last Name' field contains the text 'Mouse', with a red arrow labeled 'b' pointing to it. At the bottom of the form, the 'Search' button is circled in red.

8. You will see that the Applicant is in the system showing a withdrawn status. Click on the archive tab at the bottom.

The screenshot shows a 'Search Results' table with the following data:

| Name / License Type            | Address  | Subtype | License Number | Hold/Alert | License Status |
|--------------------------------|--|---------|----------------|------------|----------------|
| Mouse, Mickey Fautleroy<br>EMT | CA 92801<br>1313 Disneyland Drive Anaheim<br>CA 92802<br>1313 Disneyland Drive Anaheim<br>CA 92802 |         |                |            | Withdrawn      |

A red circle highlights the 'Withdrawn' status in the 'License Status' column. A red arrow points to the 'Archive' button at the bottom left of the table.

9. Now click on Confirm. The withdrawn application will be archived in the system history and will not show when the EMT is searched in the Public Look Up.

The screenshot shows two overlapping dialog boxes. The top one is 'Summary' with the following data:

| Name                   | Address                                | License Type | License Number | License Status |
|------------------------|--|--------------|----------------|----------------|
| Mickey Fautleroy Mouse | 1313 Disneyland Drive Anaheim CA 92802 | EMT          | N/A            | Withdrawn      |

The bottom dialog box is 'Archive License' with the following data:

|              |            |
|--------------|------------|
| Archive Date | 09/04/2015 |
|--------------|------------|

The 'Confirm' button in the 'Archive License' dialog is circled in red.

The process of removing and archiving a pending application is now complete.