

## **How to Re-Print an EMT or AEMT Card**

*This function may be used to reprint a card if a name or expiration date is updated.*

After logging into the Central Registry, search for the EMT record using the EMT number or Social Security number in the Licensee > Edit module



The screenshot shows the 'Licensee' edit form with the following fields and values:

Person		Facility			
Profession	Certifying Entity	License Type	EMT	License Number	
License Status	<All Status>	First Name	Clare	Middle Name	
Last Name	Voyance	Address Line1		Address Line2	
City		State	----	Zip Code	
SSN		Address Type	General	Licensee Only	<input type="checkbox"/>

At the bottom of the form, there is a link for 'Licensee - Person Advanced' and buttons for 'Search' and 'Clear'.

Select the record you want to modify.

In the "Tasks" drop down menu to the right, select Print



For questions, please contact the BLS Coordinator at (916) 431-3717.

In the next screen, select Initial **OR** Renewal EMT Card and then Click on Batch

Licensee

Print Template Selection

Batch Type	Template
<u>EMT NLI Letter</u>	EMT NLI Letter
<u>Initial EMT Card</u>	EMT Card
<u>Initial EMT Letter</u>	EMT Letter Sent with Card
<u>Renewal EMT Card</u>	EMT Card
<u>Renewal EMT Letter</u>	EMT Letter Sent with Card

Batch

Below is the screen you will see for AEMT; follow the same steps as above

Licensee

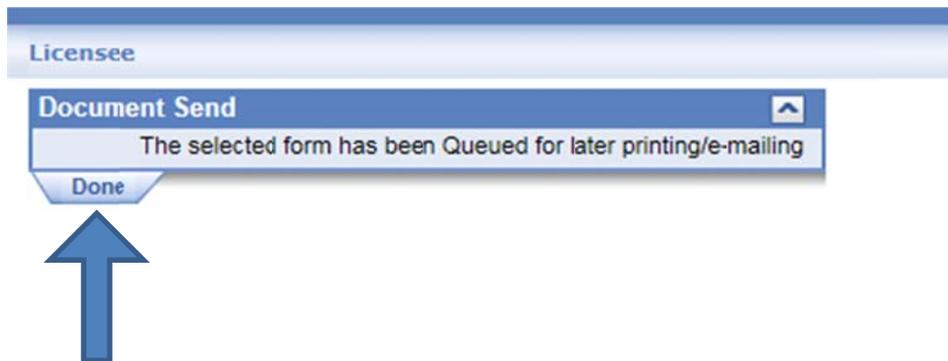
Print Template Selection

Batch Type	Template
<u>EMT NLI Letter</u>	EMT NLI Letter
<u>Initial AEMT Card</u>	AEMT Card
<u>Initial AEMT Letter</u>	EMT Letter Sent with Card
<u>Renewal AEMT Card</u>	EMT Card
<u>Renewal AEMT Letter</u>	EMT Letter Sent with Card

Batch

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The screen that appears next will alert you that the document has been queued to print. Click on Done.



Click on Back to return to the EMT record. You will now be able to re-print the EMT or AEMT card.

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