

# CENTRAL REGISTRY PROCEDURE MANUAL

<b>Subject: Creating or Searching an Alias – Name Change</b>	<b>Number: 650-82</b>
<b>Effective Date: 3/16/2018</b>	

## PURPOSE:

To provide instructions on how to update or change a name or address in a person record in the Central Registry.

## REGULATION GUIDANCE:

According to Section 100079 of Chapter 2, an EMT is required to update the certifying entity of any and all changes to their contact information within 30 days. Section 100346 of Chapter 10, specifies that a certifying entity is required to enter specific data elements for certification into the Registry, including current contact information.

## REFERENCE:

- Chapter 10: California EMT Central Registry, Section 100346
- Chapter 2: EMT Initial Certification Requirements, Section 100079 (f)
- Procedure 650-56 Creating an Initial Application
- Procedure 650-58 Renewing an EMT Certification
- Procedure 650-68 Reinstating an Expired EMT Certification

## PROCEDURE

1. In the left column of the Central Registry under Licensee, click >Edit (a) and enter the SSN (b) for the person record/certification that you wish to search and modify. You may also search by last name or E#.

The screenshot shows the MyLicense Office interface. On the left is a navigation menu with options: Applicant, Licensee, Edit (pointed to by red arrow 'a'), Reminders, Reports, User Security, and Batch Control. The main area is titled 'Licensee' and has two tabs: 'Person' (selected) and 'Facility'. Below the tabs are various search and edit fields: Profession (dropdown), License Status (<All Status> dropdown), Last Name (text), City (text), SSN (text, containing '222110000'), License Type (dropdown), First Name (text), Address Line1 (text), State (dropdown), Address Type (dropdown), License Number (text), Middle Name (text), Address Line2 (text), Zip Code (text), and Licensee Only (checkbox). At the bottom of the search area, there is a 'Search' button (circled in red and pointed to by red arrow 'b') and a 'Clear' button. Below the search area is a link for 'Licensee - Person Advanced'.

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- When you find the correct person record that you are planning to modify, click on the (underlined) **EMT** (a).

All Licenses held by - Contrary, Mary Jo					
License Type	Address	Sub Type	License Number	Hold/Alert	Status
<u>EMT</u>	100000 White Rock Rd Rancho Cordova CA 95670		E129359		Active
EMT			E129359		Archived - Withdrawn

Archive

- Once you click on the underlined EMT, this will take you to the individual's record as shown in the screenshot below. In the Person mini-panel, click on the Details tab (a).

Person

Prefix:

First Name: Mary Jo

Middle Name:

Last Name: Contrary

Date of Birth: 06/01/1975

SSN: 222110000

Details

Prerequisites

Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

Requirements

Name	Status	Date
Certified By	Completed	07/21/2017

Certification Actions

Certification Action	Violation	Start Date	End Date
Probation	(c)(4) Incompetence.	07/21/2017	07/21/2019

Alias

Last Name	First Name	Alias Type	Date Changed
Contrary	Mary Jo		08/10/2017
Contrary	Mary	Nickname	07/21/2017

License

License Type: EMT

Certification Number: E129359

Applicant Number: 205362

Status: Active

Date This Status: 07/21/2017

Reason Changed: Reinstatement

Issue Date: 06/28/2017

Expiration Date: 07/31/2019

Effective Date: 07/21/2017

Details

Background Check

CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	05/01/2017	Very contrary

Employers for License

Employer Name	Start Date	Position Name	End Date
No Data			

Exam

Exam Battery	Exam Type	Result Code	Exam Date
No Data			

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- Once the Person mini-panel is open, you may edit the fields to make corrections or changes (a). Then click the Save button at the bottom of the screen.

MyLicense<sup>®</sup>  
Office

Licensee > Edit Person

Person Add/Edit

Prefix  First Name

Middle Name  Last Name \*

Suffix  SSN \*  -  -  Alt:

Date of Birth \*  Date Deceased

Person Address Fields

Zipcode \*  City \*  Rancho Cordova

County  Sacramento

State \*  Country \*

Address Line1 \*  Map It

Address Line2  Address Line3

Address Line4  Phone

Cell Phone  Work Phone

Email

- Next you will see the New Alias panel (a) on the top half of the screen. Click on the Type\* dropdown (b). The asterisk signifies a required field. **You are required to choose an alias type.** If you do not, then future searches may be hindered.

Licensee > Edit Person

New Alias

Type\*

Date

Person Add/Edit

Prefix  First Name

Middle Name  Last Name \*

Suffix  SSN \*  -  -  Alt:

Date of Birth \*  Date Deceased

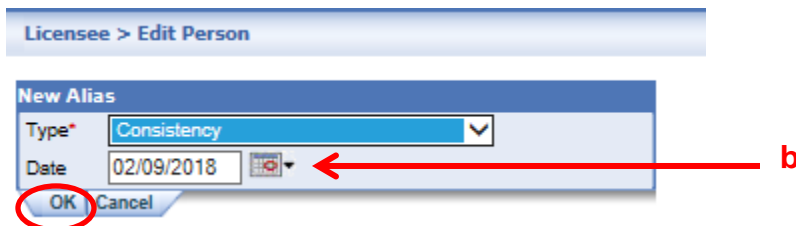
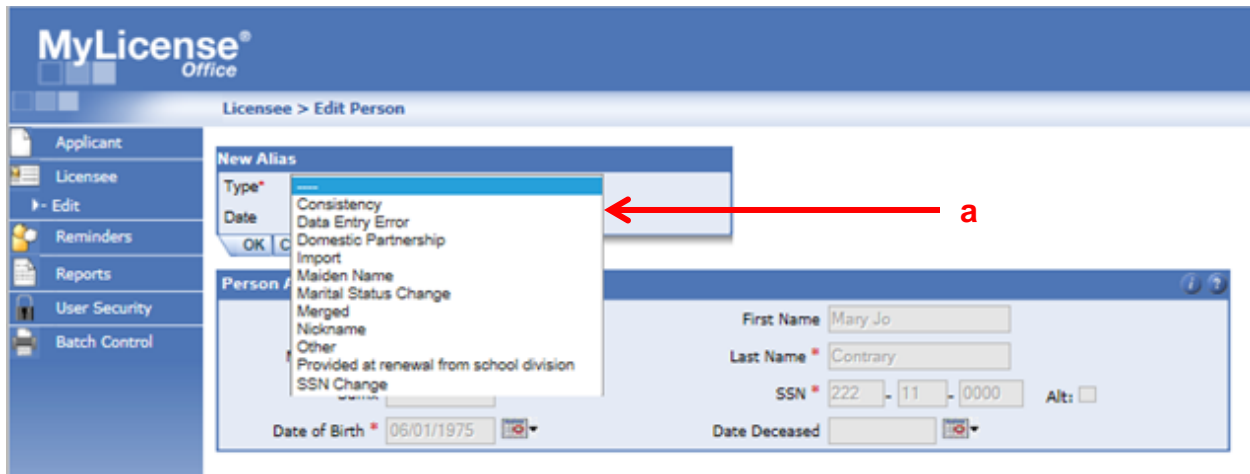
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6. In the New Alias panel, select an alias type from the drop-down list (a). The alias type indicates the reason why the licensee's name is being updated. Enter the date in which the change is valid in the Date field (b) and click **OK**.



7. The next screen you will see is the updated profile for the person record (see next page). At the bottom of the screen, you will see the Alias mini-panel (a) that details any changes made to the name.

**Now you have added an alias or updated a person record.**

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Licensee

Person Facility Search Clear

Search Results							
Name / License Type	Address	Subtype	License Number	Hold/Alert	Issue Date	Expiration Date	License Status
Contry, Mary Jo Quite	100000 White Rock Rd Rancho Cordova CA 95670						
<b>EMT</b>	100000 White Rock Rd Rancho Cordova CA 95670		E129359		06/28/2017	07/31/2019	Active

All Licenses held by - Contry, Mary Jo Quite					
License Type	Address	Sub Type	License Number	Hold/Alert	Status
EMT	100000 White Rock Rd Rancho Cordova CA 95670		E129359		Active
EMT			E129359		Archived - Withdrawn

**Person** Details

Prefix:  
 First Name: Mary Jo  
 Middle Name: Quite  
 Last Name: Contry  
 Date of Birth: 06/01/1975  
 SSN: 222110000

**License** Details

License Type: EMT  
 Certification Number: E129359  
 Applicant Number: 205362  
 Status: Active  
 Date This Status: 02/09/2018  
 Reason Changed: Administrative Error  
 Issue Date: 06/28/2017  
 Expiration Date: 07/31/2019  
 Effective Date: 07/21/2017

**Prerequisites**

Full Name	Relationship	Status
Sacramento County EMS Agency	Certified By	Active

**Background Check** Details

CORI status	Requested By	Date of CORI or Verif Letter	ATI Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	05/01/2017	Very contrary

**Requirements**

Name	Status	Date
Certified By	Completed	07/21/2017

**Employers for License** Details

Employer Name	Start Date	Position Name	End Date
No Data			

**Certification Actions** Details

Certification Action	Violation	Start Date	End Date
Probation	(c)(4) Incompetence.	07/21/2017	07/21/2019

**Exam** Details

Exam Battery	Exam Type	Result Code	Exam Date
No Data			

**Alias** Details

Last Name	First Name	Alias Type	Date Changed
Contry	Mary Jo	Consistency	02/09/2018
Contry	Mary Jo		08/10/2017
Contry	Mary	Nickname	07/21/2017



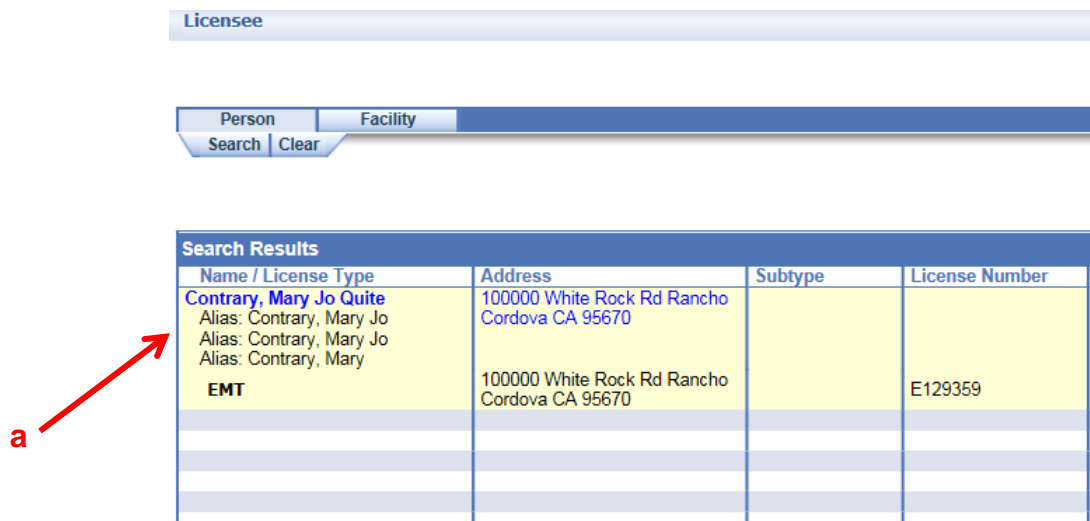
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8. Occasionally, you may need to **search for an alias**. To do so, go into Licensee Edit (a). Click on Licensee – Person Advanced (b) and check the box “Include Alias.” (c) Enter the name you wish to search (d). Click the Search tab at the bottom of the screen.



9. You will see the name you searched for and the Alias name underneath (a).



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10. At the bottom of the screen, you will see the Alias mini-panel (a) that details any changes made to the name. This will include First, Last, Nicknames, etc.

Person
Prefix:
First Name: Mary Jo
Middle Name: Quite
Last Name: Contrary
Date of Birth: 06/01/1975
SSN: 222110000

License
License Type: EMT
Certification Number: E129359
Applicant Number: 205362
Status: Active
Date This Status: 02/09/2018
Reason Changed: Administrative Error
Issue Date: 06/28/2017
Expiration Date: 07/31/2019
Effective Date: 07/21/2017

Prerequisites		
Full Name	Relationship	Status
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Background Check			
CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
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Requirements		
Name	Status	Date
Certified By	Completed	07/21/2017

Employers for License			
Employer Name	Start Date	Position Name	End Date
No Data			

Certification Actions			
Certification Action	Violation	Start Date	End Date
Probation	(c)(4) Incompetence.	07/21/2017	07/21/2019

Exam			
Exam Battery	Exam Type	Result Code	Exam Date
No Data			

Alias			
Last Name	First Name	Alias Type	Date Changed
Contrary	Mary Jo	Consistency	02/09/2018
Contrary	Mary Jo		08/10/2017
Contrary	Mary	Nickname	07/21/2017

