

# CENTRAL REGISTRY PROCEDURE MANUAL

<b>Subject: Documenting EMT certification actions</b>	<b>Number: 650-69</b>
<b>Effective Date: March 22, 2018</b>	

## PURPOSE:

To increase communication and consistent application of EMT certification action, this procedure provides certifying entities with a standard process for documenting final determination of certification action by the LEMSA Medical Director in the Central Registry.

## REGULATION GUIDANCE:

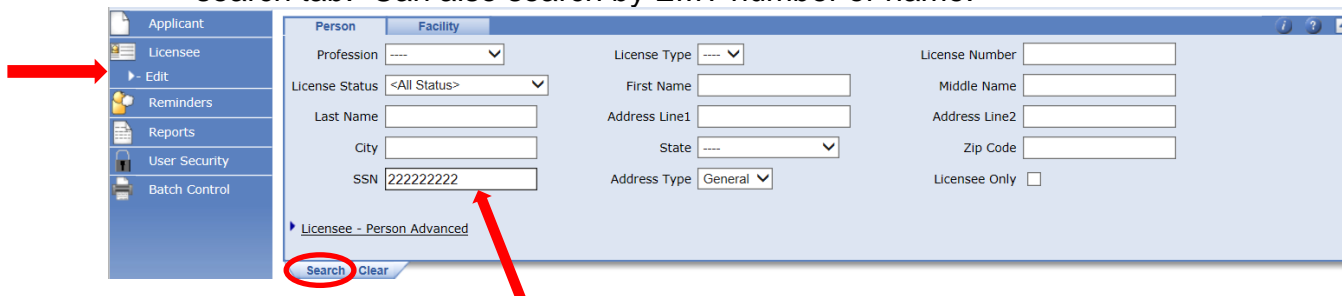
Documentation of final determination of certification action by the Medical Director must be entered into the Central Registry within 3 working days of the notice of certification action pursuant to California Code of Regulations., Title 22, Div. 9, Chapter 10, §100344 (e).

## REFERENCE:

- California Code of Regulations, Title 22, Division 9, Chapter 10, §100344
- California Code of Regulation Title 22, Division 9, Chapter 6, §100214.3
- Health & Safety Code, §1798.200
- Procedure 650-51 Placing and Releasing an Alert in the Central Registry

## PROCEDURE:

1. In the left column of the Central Registry under Licensee select >Edit to begin a search for the EMT record using the social security number and then selecting the search tab. Can also search by EMT number or name.



- Once the EMT profile is located, scroll down to the Certification Actions panel, and select the Details tab.

Person		Facility			
Search		Clear			
<b>Search Results</b> <span style="float: right;">Page 1 of 1</span>					
Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
<b>Lightmonth, Buzz</b>	4444 Auburn Blvd Sacramento CA 95841		E108477		Active
<b>EMT</b>	4444 Auburn Blvd Sacramento CA 95841				
Archive Renew					

Requirements			Details
Name	Status	Date	
Certified By	Incomplete		
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		

Background Check				Details
CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	
No Data				

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

Exam		Details
No Data		

- When the Certification Actions Details panel opens, select the Add tab to enter the certification actions details.

Licensee > User Defined Objects					
Summary					
Name	Address	License Type	License Number	License Status	
Buzz Lightmonth	4444 Auburn Blvd Sacramento CA 95841	EMT	E108477	Active	
Certification Actions					
Certification Action	Violation	Start Date	End Date	LEMSA Taking Action	Medical Director Taking Action/Notes
No Data Found					
Add					

Back

4. Enter all the required fields identified in the certification actions panel below.

Certification Actions

Certification Action: ---

Violation: ---

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

LEMSA Taking Action: ---

Medical Director Taking Action/Notes: [Text Area]

Save Cancel

5. Using the Certification Action dropdown, select the certification action that applies.

MyLicense Office

Licensee > User Defined Objects

Certification Actions

Certification Action: [Active] (dropdown menu open)

Violation: ---

Start Date: [Calendar Icon]

End Date: [Calendar Icon]

LEMSA Taking Action: ---

Medical Director Taking Action/Notes: [Text Area]

Save Cancel

6. In the Violation dropdown, select the violation that applies.

MyLicense Office

Licensee > User Defined Objects

Certification Actions

Certification Action: ---

Violation: [List of violations]

Start Date: [Calendar Icon]

End Date: [Calendar Icon]

LEMSA Taking Action: ---

Medical Director Taking Action/Notes: [Text Area]

Save Cancel

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7. Enter the start date of the certification action.

Licensee > User Defined Objects

**Certification Actions**

Certification Action: Revoked

Violation: (c)(6) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel.

Start Date: 08/07/2015

End Date: mm/dd/yyyy

LEMSA Taking Action: El Dorado

Medical Director Taking Action/Notes: Dr. David Brazzel  
A violation of Title 22, Division 9, Section (c)(3), has been convicted of two or more felonies.

Save Cancel

8. Enter the end date if applicable.

Licensee > User Defined Objects

**Certification Actions**

Certification Action: Revoked

Violation: (c)(6) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel.

Start Date: 08/07/2015

End Date: mm/dd/yyyy

LEMSA Taking Action: El Dorado

Medical Director Taking Action/Notes: Dr. David Brazzel  
A violation of Title 22, Division 9, Section (c)(3), has been convicted of two or more felonies.

Save Cancel

9. Select your LEMSAs from the dropdown menu LEMSAs taking Action.

MyLicense<sup>®</sup> Office

Licensee > User Defined Objects

**Certification Actions**

Certification Action: --

Violation: --

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

LEMSA Taking Action: [Dropdown Menu]

- Alameda
- Alpine
- Amador
- Butte
- Calaveras
- Central California
- Coastal Valleys
- Colusa
- Contra Costa
- Del Norte
- El Dorado
- Fresno
- Glenn
- Humboldt
- Imperial
- Inland Counties
- Inyo
- Kern
- Kings
- Lake
- Lassen
- Los Angeles
- Madera
- Marin
- Mariposa
- Mendocino
- Merced
- Modoc
- Mono

Save Cancel

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- Enter the Medical Director's name and desired notes. You can identify additional violations in this section. Select the Save tab to save the certification actions details.

**Certification Actions**

Certification Action: Denied

Violation: (c)(6) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel.

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

LEMSA Taking Action: ---

Medical Director Taking Action: Has been convicted of two or more felonies. (Lifetime ban)

**Save** Cancel

- Select the Back button to return to the EMT record profile page.

Licensee > User Defined Objects

**Summary**

Name	Address	License Type	License Number	License Status
Buzz Lightmonth	4444 Auburn Blvd Sacramento CA 95841	EMT	E108477	Active

**Certification Actions**

	Certification Action	Violation	Start Date	End Date	LEMSA Taking Action	Medical Director Taking Action/Notes
1	Revoked	(c)(6) Conviction of any crime which is substanti...	08/07/2015		El Dorado	Dr. David Brazzel A violation of Title 22, Divisi...

Add



- Place your cursor over the tasks option to view the dropdown bar and select Change License Status.

Applicant

Licensee

Person Facility

Search Results

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Lightmonth, Buzz	4444 Auburn Blvd Sacramento CA 95841				
EMT	4444 Auburn Blvd Sacramento CA 95841		E108477		Active

Archive Renew

Person

Prefix: Buzz  
 First Name: Buzz  
 Middle Name:  
 Last Name: Lightmonth  
 Date of Birth: 02/02/1990  
 SSN: 22222222

License

License Type: EMT  
 Certification Number: E108477  
 Applicant Number: 167020  
 Status: Active  
 Date This Status: 03/23/2015  
 Reason Changed: Reinstatement  
 Issue Date: 02/13/2015  
 Expiration Date: 03/31/2017  
 Effective Date: 03/23/2015

SERVICES TASKS

- Hold/Alert
- Print
- Change License Status
- History

13. Complete the required fields in the Change Status panel.

Summary					
Name	Address		License Type	License Number	License Status
Buzz Lightmonth	4444 Auburn Blvd	Sacramento CA 95841	EMT	E108477	Active

**Change Status**

Current Status: Active

New Status\*

Reason\*

Date of Change\*

Letter?

No Fee

Fee Type

Fee Amount

14. Select the status for the EMT Certificate from the New Status dropdown bar.

The screenshot shows the 'MyLicense Office' interface. The 'Change Status' panel is open, and the 'New Status' dropdown menu is expanded, showing a list of status options. A red arrow points to the dropdown menu.

Summary					
Name	Address		License Type	License Number	License Status
Buzz Lightmonth	4444 Auburn Blvd	Sacramento CA 95841	EMT	E108477	Active

Change Status panel options:

- Current Status: Active
- New Status\* (dropdown menu open)
- Reason\* (dropdown menu open)
- Date of Change\* (input field)
- Letter? (checkbox)
- No Fee (checkbox)
- Fee Type (input field)
- Fee Amount (input field)

15. Select the reason for the status change from the Reason dropdown bar.

The screenshot shows the 'MyLicense Office' interface. The 'Change Status' panel is open, and the 'Reason' dropdown menu is expanded, showing a list of reasons for status change. A red arrow points to the dropdown menu.

Summary					
Name	Address		License Type	License Number	License Status
Buzz Lightmonth	4444 Auburn Blvd	Sacramento CA 95841	EMT	E108477	Active

Change Status panel options:

- Current Status: Active
- New Status\* (dropdown menu open)
- Reason\* (dropdown menu open)
- Date of Change\* (input field)
- Letter? (checkbox)
- No Fee (checkbox)
- Fee Type (input field)
- Fee Amount (input field)

16. Enter the effective date for the status change in the Date of Change field dropdown bar. Select save to save all details in the Change Status panel.

Name	Address	License Type	License Number	License Status
Buzz Lightmonth	4444 Auburn Blvd Sacramento CA 95841	EMT	E108477	Active

Current Status: Active  
 New Status\*: Revoked  
 Reason\*: Disciplinary Action  
 Date of Change\*: 08/12/2015  
 Letter?   
 No Fee   
 Fee Type: ---  
 Fee Amount: 0.0

Save Cancel

**NOTE:** The Letter and No Fee boxes do not apply to EMT certification status.

17. The license status and EMT certification action is now completely recorded in the Central Registry.

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Lightmonth, Buzz	4444 Auburn Blvd Sacramento CA 95841				
EMT	4444 Auburn Blvd Sacramento CA 95841		E108477		Revoked

**Person Details:**  
 Prefix: Buzz  
 First Name: Buzz  
 Middle Name:  
 Last Name: Lightmonth  
 Date of Birth: 02/02/1990  
 SSN: 22222222

**License Details:**  
 License Type: EMT  
 Certification Number: E108477  
 Applicant Number: 167020  
 Status: Revoked  
 Date This Status: 08/12/2015  
 Reason Changed: Disciplinary Action  
 Issue Date: 02/13/2015  
 Expiration Date: 03/31/2017

**NOTE:** The central registry license status panel will not communicate with the certification actions panel. It is the responsibility of the certifying entity to change the license status from Active-Probation to Active once a probation term in resolved. If the EMT certificate expires while on probation, the Central Registry will default to Expired-Probation.